



## 1 General Statement of Policy

- a We aim to create a commonsense approach to health, safety and security both in and out of school for all users of the school, children, staff, parents and visitors. To do this we will ensure that we comply with the Education Arts and Libraries Directorate's and the Corporate policies.
- b The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

## 2 Organisation

Although we are a small school the headteacher is responsible for:

- a ensuring that this policy works and is understood by all staff and is revised annually.
- b for ensuring that this policy is monitored to make sure it is working and that the Governing Body are regularly informed of health and safety issues.
- c to keep staff fully informed concerning all matters of health and safety.
- d for seeing that the Authority's attention is drawn to any matter that cannot be dealt with locally.
- e for training (see below).

### 2.2 Delegation of Responsibility

Although everyone is responsible for health and safety within the school each member of staff will complete a checklist on an annual basis for their own area (Appendix A - attached).

As a staff we share the curriculum responsibilities however, the curriculum co-ordinator for each subject must ensure that the appropriate health and safety policies of the Local Education Authority, as contained in the Education Health and Safety Manual (listed under Guidance Documents) are understood and applied to our school.

The school administrator must ensure that appropriate contractors are used to maintain the equipment, as listed in the Devon Education Health and Safety Manual, and to ensure records are kept. To do this we will make use of the A3 form contained within the manual.

The school administrator will also ensure that all appropriate accident reporting forms, the record of fire drills and the manual is kept up to date.

The school caretaker/cleaner must comply with the school's policy and be fully aware of the policy issued by their employer and any other instructions given.

The person in charge of the kitchen must be aware of the school's policy and ensure her activities comply. They must also be fully aware of the policy issued by their employer and any other instructions given.

### **All Staff**

Apart from the specific responsibilities mentioned in this policy it is the individual responsibility of all staff to ensure her own safety and that of all those in contact with his work, including pupils, students, visitors and contractors. The responsibility extends to teachers and any others having control of pupils or students and ensuring that, so far as is reasonable, pupils or students do not endanger themselves or others.

### **Governors**

Governors will ensure they understand their responsibilities and powers as stated in DfES/0803/2001. The Governors will assist the headteacher in 2(a) above. The Governors, on an annual basis, will carry out a safety tour of the whole building and playground. Governors should also include health and safety on the Agenda for each meeting.

## **3 Arrangements**

We will refer to the Devon Education Health and Safety Manual as our main reference on health and safety issues. We will then contact Devon Education Health and Safety if we require any further assistance. We will make the following arrangements:

- a to revise the Health and Safety Policy at least annually, or when circumstances make it appropriate.
- b we will hold a fire drill at least once every term.
- c a Fire Risk Assessment will be prepared and revised annually or as appropriate.
- d First Aid boxes will be provided, stocked correctly and appropriate staff trained in emergency first aid.
- e we will ensure that parent permission forms are obtained before any medication is administered. In addition we will record when the medication is taken.
- f any defects to the property or furniture and equipment will be notified to the headteacher immediately and appropriate action taken.
- g at least annually Governors will review school security.

- h we will ensure that health and safety is included within all our curriculum policies.
- I to manage asbestos and legionella in line with County Council Policy.
- j the Headteacher will report termly to Governors on Health and Safety issues, using the Checklist accompanying this Policy.

**Signed** .....  
Headteacher

**Signed** .....  
Chair of Resources Cttee, Governors

**Date** .....

Versions:  
DRAFT Sept 2007  
ADOPTED October 2007  
REVIEWED 8<sup>th</sup> June 2010  
REVIEWED 13<sup>th</sup> October 2011  
REVIEWED 13<sup>th</sup> November 2013  
REVIEWED 23<sup>rd</sup> November 2016  
REVIEWED 19<sup>th</sup> January 2021

## APPENDIX A

### **HEALTH AND SAFETY AT WORK WORK PLACE POLICY STATEMENT CHECKLIST**

Individual class teachers should check the room areas for which they are responsible as follows:

#### **1 Doors and Windows**

##### **Check that:**

- 1.1 Doors are unobstructed.
- 1.2 Glazed doors are sound (and if required are fire resistant).
- 1.3 There are no doors with
  - loose or broken hinges
  - damaged or sticky catches
  - broken wood panels or broken glass panels
  - loose or stiff handles
  - defective closing mechanisms
  - obscure vision panels
- 1.4 Doors that are liable to blow open have suitable restraints.
- 1.5 Glass in windows is not broken or badly cracked.
- 1.6 Windows normally used as a means of ventilation open easily without undue force being applied, but where necessary the opening can be restricted to prevent an accidental fall.
- 1.7 Windows do not jut out dangerously when opened.
- 1.8 Windows do not have broken fastenings or cords.
- 1.9 Where necessary a window pole is available.

#### **2 Electrical Equipment**

##### **Check that:**

- 2.1 All electrical equipment is maintained in a safe condition. Do this by a visual examination to ensure that all looks to be in order.
- 2.2 Mains electrical distribution areas and electric meter cupboards are avoided for storage purposes and access restricted to authorised persons only.

#### **3 Lighting**

##### **Visually check that:**

- 3.1 All the light fittings are working.
- 3.2 Light switches are not loose cracked or broken.

#### **4 Plugs, sockets and leads**

##### **Visually check that:**

- 4.1 Plugs are in good condition with no cracks or pieces missing.
- 4.2 Sockets are in good condition with no cracks or pieces missing.
- 4.3 Socket screws and mountings are secure.
- 4.4 Sockets are situated in safe positions, convenient for the equipment to be used.
- 4.5 Indicator lights where fitted on sockets function.
- 4.6 Insulation on leads is not cracked or frayed.
- 4.7 Leads are without knots, joints and free of 'kinks'.
- 4.8 Ensure drum extension leads are not used when coiled.
- 4.9 Leads are correct length for the equipment being used.
- 4.10 There are no hazardous trailing leads.
- 4.11 Multi-point adapters are not being used (except computer w.s).

4.12 Leads and flexible cable are securely fixed at both equipment and plug ends.

## **5 Electrical Equipment**

### **Check that:**

- 5.1 Fixed and portable electrical equipment is not damaged and as far as you are aware in operation correctly.
- 5.2 Copies of manufacturers instructions/operating manuals are easily accessible.
- 5.3 Equipment is only being used for purposes for which it was intended.
- 5.4 All electrical equipment is switched off and where appropriate unplugged when not in use.
- 5.5 On/off indicator lights where fitted function correctly.
- 5.6 No unauthorised equipment is in use.
- 5.7 Get second-hand purchases or hired items of equipment have been tested for safety before use.

## **6 Use of Gas**

### **Check that:**

- 6.1 All gas taps are closed when not in use.
- 6.2 The location of gas isolator valves and main gas cocks are known and accessible and that they are clearly labelled.
- 6.3 Nothing is stored near gas metres.
- 6.4 Portable LPG equipment is used in accordance with the Chief Fire Officer's recommendations.

## **7 Fire and Emergency**

### **Check that:**

- 7.1 Evacuation procedures are prominently displayed in each room and drills are held regularly.
- 7.2 Fire extinguishers are regularly checked.
- 7.3 Fire alarms are audible throughout the building.
- 7.4 All designated fire exits are clearly marked.
- 7.5 Adequate assistance is provided for disabled in the event of fire or emergency.
- 7.6 Materials are not used or stored in a manner likely to cause a fire hazard eg near to a heat source.

## **8 First Aid**

### **Check that:**

- 8.1 Notices are posted in prominent places indicating the name of members of staff responsible for first aid and the location of first aid boxes.
- 8.2 Suitably equipped first aid boxes are available and easily accessible.

## **9 General**

### **Check that:**

- 9.1 All cupboards fixed display units, etc are stable.
- 9.2 Classroom furniture is not so badly damaged as to be the cause of injury or hazard and that wherever possible there are no sharp edges or corners.
- 9.3 Furniture is positioned safely.
- 9.4 All shelf-mountings are secure.

## **10 Health and Safety Publications**

All publications are listed in the Health and Safety Policy are available.

## APPENDIX B

### RISK ASSESSMENT (See Section 2.6)

Use 5 steps to Risk Assessment - "School Risk Assessment Procedure"

#### Hazard

#### Precautions

#### Other Information

NB: Use the attached Guidance Notes and extract those items which are a hazard in your school for which you have taken precautions, plus any others and enter above or include under ARRANGEMENTS as 3.6, 3.7, etc

## GUIDANCE NOTES

### RISK ASSESSMENT (See Section 2.5)

To help in considering what hazards you should include at Appendix B I give below a few notes for your consideration. Remember only record in Appendix B the significant hazards. These should be those which could result in serious harm or affect several people/pupils. In addition list the precautions taken to lessen the hazard identified.

#### Smoking

"In the interest of the Health and Safety of all staff and children a no smoking policy is in operation throughout the school and grounds".

#### Stress

"Governors recognise that stress is not just an individual problem but one that should be shared and solved collectively. Our aim is to ensure that it is minimised as much as possible".

#### Violence/Aggression to Staff, and Home Visits

"Any aggressive behaviour towards staff should be reported immediately to the Headteacher. It is important that staff keep written accounts of any such episodes for use in any appropriate future action. The Headteacher and Governors will inform the LEA if necessary in deciding upon any action to be taken".

For home visits you need to consider the possibility of violence or aggression to teachers and other staff making home visits or visits away from school.

#### Waste Disposal

You need to have rules for the disposal of items such as broken glass ("wrap in several layers of newspaper, place in a safe place and get the cleaner to remove").

#### Transport (Movement about Site)

Under this heading you need to consider:

- (a) Use of school minibus;
- (b) Use of staff cars;
- (c) Movement of traffic on site eg car parking; reversing, deliveries and separate vehicle/pedestrian routes.
- (d) Controls during the start and end of the school session when parents are collecting children
- (e) Doing a written risk assessment on the generic risk assessment form available from DEHSO.

#### Lettings

"The Governors will only agree to lettings taking place if the organiser ensures that the activities (a) do not cause additional hazards, and (b) comply with this policy, particularly in relation to fire precautions and emergency procedures". (see 3.4 above)

#### Pond

It is important to have rules about the use of the area and the supervision during the day. Also it is important to decide how to protect the area when school is not in session.

### Purchasing

The aim is only to use safe and acceptance products - both equipment and materials. Purchasing items only through a reputable supplier.

### Movement of Equipment

It is important to look at how large items of equipment are moved about the site (eg pianos). Also look at how you store items of equipment and materials. It is important to avoid storing items at high level and also bulky items at low level. Avoid lifting and twisting as part of the same lift.

### Animals in School

No animals will be brought into school without first consulting the Headteacher

### Playing Field Maintenance

It is important to agree with the Contractor when maintenance can take place.

### Lifting

It is important that staff only lift and carry items correctly. The need to provide and use trolleys and other appropriate lifting equipment should be considered.

### COSHH

Use the information and guidance contained in the Director of Education's letter of January 1990 "COSHH GUIDANCE FOR SCHOOLS".

## APPENDIX C

### HEALTH AND SAFETY AT WORK

#### AIDE-MEMOIRE ON SMALLER WORKS FOR PREMISES BASED STAFF

- 1 Do I know the nature, scope, commencement date and duration of the works? Is there a standard specification relating to the necessary health and safety requirements (either wholly, or in part)?
- 2 Is there any relevant health and safety information I need to give to the contractors? (eg fire alarms, access needs ...).
- 3 Will the contractor's vehicles need to pass through open access areas? If so, can they be segregated from staff and visitors by timing or barriers? If not, what alternative arrangements can be made?
- 4 Will the contractor's work create any of the following potential risks for staff and visitors?
  - (a) Objects falling from heights
  - (b) Overturning of mobile scaffolds or ladders
  - (c) Materials obstructing passageways and fire escape routes
  - (d) Scaffolds, ladders, LPG (Liquefied Petroleum Gas) cylinders, tools and plant being left unattended
  - (e) Electrical leads passing through occupied areas
  - (f) Excavations
  - (g) Exposure to Hazardous Substances such as fumes, dust and chemicals which are toxic, irritant or corrosive
  - (h) Fire risks created by process, repairs or refurbishmentIf so, what precautions do the contractors intend to take?
- 5 Does the establishment need to take any complementary precautions within its own control to prevent danger to staff and visitors?
- 6 What are the arrangements for the storage and transport of materials and waste? Are these likely to create any danger for staff or visitors?
- 7 Do I know the name and number of the supervising officer responsible for this contract?