



**PARKVIEW PRIMARY SCHOOL AND REDWOOD PRIMARY  
SCHOOL FEDERATION**

# **HEALTH & SAFETY POLICY**

Prepared for:  
Parkview & Redwood Primary School Federation

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# HEALTH AND SAFETY POLICY

## 1 Overall Statement of Policy

It is the policy of Parkview and Redwood Primary Federation to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The Federation operates within the overall health and safety policy of the City of Derby, which specifies required standards of health and safety for schools.

## 1 ORGANISATION

### a) Responsibilities of the Governors

The Federation governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified, the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the DfE
- Ensuring that sufficient resources are allocated to meet the mandatory minimum standards and any legal requirements relating to health and safety
- Ensuring that health and safety standards in the school are monitored and reviewed annually
- Ensuring that school premises, buildings and equipment are adequately maintained and inspected
- Ensuring that contractors are registered with appropriate bodies and have adequate health and safety procedures in place

### b) Headteachers

The Headteachers have overall responsibility for the day-to-day management of health and safety in their schools. In particular, he/she has the following responsibilities:

- To ensure that the health and safety standards detailed in Derby City Council Health and Safety Management Manual are implemented and maintained
- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities
- To ensure that the standards of health and safety are formally monitored and that a health and safety report covering the minimum items specified in the Derby City Council Health and Safety Management Manual is presented to the Governors annually
- Attend health and safety training appropriate and necessary to the role

- To ensure that health and safety inspection arrangements are implemented
- To ensure that educational visits procedure is in line with EVOLVE procedures as specified by Derby LA
- To ensure that appropriate risk assessments are undertaken and recorded
- To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant Education Department risk assessments, are implemented
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with the Education Department guidelines
- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Department guidelines
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises
- Ensuring that there is a clear fire evacuation procedure, including roles and responsibilities

**c) Health & Safety Representatives: Business Manager, Office Manager and Governor**

The Health and Safety representatives are responsible for:

- Attending necessary training
- Maintaining records of health and safety training undertaken for school staff
- Ensuring that a list of first aiders is maintained
- Arranging necessary refresher training for first aiders
- Ensuring that risk assessments are up to date
- Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Derby City Health and Safety Management Manual (Fire and Evacuation) and that practice fire evacuation drills are undertaken at least every year
- Ensure that all staff are aware of their particular responsibilities in the event of a fire
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival

- Ensure a check is made at least every year that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting and fire extinguishers are being undertaken correctly and that a report is provided on the results of this check

#### **d) All Teaching Staff**

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular, teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils
- Ensuring that they are familiar with the school fire procedure and their role
- Maintaining good standards of housekeeping and cleanliness in the activities under their control
- Undertaking an annual risk assessment check of their classrooms
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used.
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to
- Ensuring that any off-site outing or activity for which they are responsible, complies with the educational visit procedures
- Attending any required health and safety training
- Reporting promptly to the Headteacher any deficiencies in health and safety standards

#### **e) Site Managers**

The Site Managers are responsible to the Governors and Headteachers for:

- Ensuring that fire equipment systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual and that records are kept
- Acting as the school representative in any dealings with contractors who are to work at the school
- Monitoring contractors' standards of health and safety whilst work is undertaken
- Ensuring that the day to day maintenance of the school premises is undertaken and that deficiencies are notified to the Headteacher and Business Manager
- Ensuring that statutory inspections of school plant, equipment and systems are undertaken in accordance with Department policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept
- To undertake premises specific risk assessments
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, PE apparatus, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management Manual and that records are kept
- Ensuring that dogs are kept from all areas of the school premises to prevent possible fouling
- Arranging any necessary corrective action identified by health and safety inspections
- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments
- Ensuring that he only undertakes work that is within his training or competence.

**f) School Administrative Officers & Business Managers**

- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Department guidelines and Council advice and guidance.

**g) Other School Staff**

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way that avoids risks to themselves or others.

## **h) School Pupils**

All pupils at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way that would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

### Related Policies:

- Administration of Medicines
- Anti-Bullying
- Child Protection / Safeguarding
- Critical Incident Management Plan
- Evacuation procedure
- Ill Health Procedure for School-Based Staff
- Food Policy
- Lockdown
- Lunchtime Evacuation
- Positive Behaviour
- Risk Assessments
- Safe use of the Internet and E-safety
- Toileting and Continence
- Use of Reasonable Force
- Work Experience