



Derwent and Southill Federation

*We are a Values-led Federation
We respect ourselves; We respect others; We respect the environment.*



Health and Safety Policy 26 27

Introduction

Derwent Primary School and Southill Lower School are a federation of two schools with the governing board having overall accountability for Health and Safety as the employer. However, day to day responsibility for Health and Safety is delegated to the Headteacher and the Senior Leadership team including the School Business Manager.

We are committed to:

Preventing accidents and work related ill health.

- a) Compliance with statutory requirements as a minimum.
- b) Assessing and controlling risks from curriculum and non-curriculum work activities.
- c) Providing a safe and healthy working and learning environment.
- d) Ensuring safe working methods and providing safe working equipment.
- e) Providing effective information, instruction and training.
- f) Consulting with employees and their representatives on health and safety matters.
- g) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- h) Setting targets and objectives to develop a culture of continuous improvement.
- i) Ensuring adequate welfare facilities exist throughout the school.
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

- k) Trade Union Safety Representatives play a valuable role and the Governing Board recognises the mutual benefits that will arise from supporting their work.

Our Health and Safety Management ensures the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Policy Review

The Governing Board of our school is responsible for ensuring the annual review of this policy, and for reporting back to the Local Authority.

Date policy agreed: September 2026

Date of review: September 2027

Signed: Neil Parsons (Chair of Governors)

THE GOVERNING BOARD

The Governing Board has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of their responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The federation's Health and Safety Policy and performance is reviewed annually.

The member of the Governing Board with oversight for Health and Safety is Robin Welsford

The Headteacher supports the Governing Board by ensuring that:

- a) This policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Subject leaders include termly risk assessments in their subject plans
- h) Emergency procedures are in place
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Board on the Health and Safety in the federation is provided for the Governors in the Business Manager report during FAR meetings and a summative report is completed annually at the end of the academic year.
- m) The Headteacher is accountable for the effective control of Health and Safety within the school.
- n) The Headteacher is responsible for checking with the SBM and Site Agent, the condition of the premises on a regular basis and report any issues requiring remedial action to the School Business Manager (Derwent) / Office Manager (Southill) for recording in the Health and Safety Maintenance Log.
- o) The Headteacher will be aware of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors through continuous feedback from stakeholders
- p) The Headteacher ensures that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and their school generally.

- q) Unsafe conditions being reported and dealt with to agreed timescales.
- r) Coordinating and managing the risk assessment process for the school
- s) Coordinating the termly general workplace monitoring inspections and performance monitoring process.

The School Business Manager is responsible for : -

Making provision for the inspection and maintenance of work equipment throughout the school.

Checking the Site Agent and Office Manager at Southill have records of all health and safety activities.

Ensure appropriate health and safety notices are displayed

Machinery and equipment is inspected and tested to ensure it remains in a safe condition.

Supporting the Headteacher in discharging their responsibilities.

General Procedures

All staff are responsible for: their own Health and Safety pupils, volunteers and other staff members in their charge their immediate class environment and any designated outside space

Any identified problems regarding buildings and equipment should be reported immediately to the School Business Manager (Derwent) / Office Manager (Southill) who will record the issue in the Health and Safety Maintenance Log book retained in the school office. The School Business Manager (Derwent) / Office Manager (Southill) will report any identified problems to the Headteacher or a member of the SLT who will decide on appropriate action.

Contractors and visitors to the school sign in to the school at Reception. On receiving their visitor's badge, they are reminded that they are subject to the Health and Safety policy and emergency evacuation procedures are explained.

Training is available to staff on a regular basis and follows the Health and Safety at Work Act. This will be updated and reviewed as appropriate, i.e. changes to legislation.

The Site Agent and contracted IT support company Insight will conduct a termly visual check of all IT equipment, reporting any faulty equipment. An electrical appliance check is carried out at least annually in September and in addition as required and it is the responsibility of staff to complete a visual check before using equipment.

Appropriate contractors carry out an annual check of all gas appliances within the school and the deep cleaning of the kitchen extractor hood. There is a feedback system in place between the Derwent and Southill caterers AIP and the SBM.

Specific Hazards/Designated Responsibilities

Accident (pupil)

Teachers/assistants in charge assess and if necessary send for a (paediatric) first aider. Parents are always to be telephoned in the event of a pupil having a bump to the head or any injury above the neck which leaves a mark. All minor accidents are written on an Incident/Accident report form, with a copy being sent home to parents (via Dojo photograph and/or paper copy in a book bag), and if appropriate logged on to the 'Assess net' system. The Headteacher, or a member of SLT in their absence, is to be informed before contacting emergency services or arranging with the parents to send the pupil to a hospital. Record of any incident is to be made and given to the School Business Manager (Derwent) / Office Manager (Southill) who will send it electronically to Central Bedfordshire Council.

Accidents (staff)

Teachers/assistants will self-assess (if possible) or send for or go to the adult trained first aider who will advise and arrange for appropriate treatment. Record of the incident is to be made in the School Office Accident Book and given to the School Business Manager (Derwent) / Office Manager (Southill) who will send it electronically to Central Bedfordshire Council if appropriate.

Fire Prevention

Action notices in case of fire are posted around the school advising the procedures in the event of a fire. Emergency evacuation procedures and plans are displayed at every action notice point.

Fire Drills, Lockdown Drills and Invacuation Drills, are to be held at least once every term and organised by the SBM and overseen by the HT to include a risk assessment. These are in line with LA guidelines. The School Business Manager (Derwent) / Office Manager (Southill), as Fire Officer, is responsible for ensuring the site agent tests the fire alarm, for day to day checking of other fire equipment and for ensuring periodic testing is carried out and for keeping record of tests as required by the Fire Risk Assessment guidelines

Any difficulties arising from the fire or other drills should be reported to the SBM who will take the appropriate action. All persons on the school site will take part in the drill.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential in the promotion of Health and Safety. The site is checked daily by the Site Agent and the cleaners Accuro. Obstructions to fire doors and general clutter are removed immediately. Store rooms are kept tidy with shelving which is checked weekly.

Equipment, Electrical and Electrical Testing

The arrangements for periodic testing of the fixed electrical installation on the site are the responsibility of the Headteacher and this is logged and organised on their behalf by the SBM. The school will arrange for testing of portable/transportable electrical equipment at least annually in September and more often when new equipment or facilities are introduced to the sites.

Responsibility for the day-to-day inspection of all equipment (used by pupils) lies with the class teacher. Any issues must be reported to the School Business Manager (Derwent) / Office Manager (Southill), and recorded in the Health and Safety Maintenance Log Book. The School Business Manager (Derwent) / Office Manager (Southill) checks that any faulty equipment has been removed and arranges with agreement for its repair or replacement. If the item cannot be repaired, its disposal needs to be recorded in the school's asset register. authorised by the Governors.

All electrical equipment brought into school from other sources will need to be checked for its suitability for its purpose and the person arranging its use has the duty of care to check the safety of the equipment.

Manual Handling of Loads

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and appropriate equipment used.

Asbestos

Asbestos could be present in other areas which have not been accessed as any asbestos survey is non-intrusive. Any contractor will need to identify what works they are carrying out, where and sign the asbestos log. Before any intrusive works are carried out the school would ensure a Refurbishment and Demolition Survey is undertaken as set out in HSG 264

Legionella

The School has a legionella risk assessment and this should be reviewed at least every 2 years and any time there is a significant change such as adding to or modifying the water systems.

A contractor has been appointed to carry out monthly checks on the hot water system and continually updates the Legionella risk assessment. Regular samples are taken as part of this process.

School Visits

All school visits follow the LA guidelines and risk assessments are carried out using Evolve. Any trip needs to

prepare a plan of action identifying any special health and safety requirements and how they are to be met. A copy of the plan is to be kept in the school office during the school visit. The venues chosen for visits are, as far as practicable, to be restricted to those with no significant hazards. Before any party leaves the school, all accompanying parents are instructed and briefed about safety and control procedures and all children are briefed and instructed on safety procedures.

Medicines

Prescription medicines may be administered to pupils, but only at the specific request of the parent or guardian and after the completion of the appropriate form. All such medicines will be stored in the medical room away from pupils and will only be administered to children individually and by a designated competent adult. A record is kept of any medicines administered to pupils.

School Lettings

All lettings are arranged by the School Business Manager. Outside bodies shall be required to demonstrate that they are competent and have suitable arrangements for the intended use.

Unforeseen Emergencies

Unforeseen emergencies such as poor/very hot weather conditions and structural or energy damage to be assessed by the Headteacher and appropriate action taken.

The Headteacher will consult with governors if the school needs to be closed and follow the published government advice.

Staff are to be available for duty and to assist the Headteacher where and when necessary

The Head teacher will inform parents via website and Dojo as well as, CBC SOS -School Open Status for information if the school needs to be closed.

Head Teacher to inform LA of any decisions made by governors

To make available to the Authorities the school facilities in the cases of a local emergency.

Procedures and Responsibilities

Staff report problems to School Business Manager (Derwent) / Office Manager (Southill), for recording in the Health and Safety Maintenance Log Book; problems are then advised to the Head Teacher or a member of the SLT.

Phase Leaders and Class teachers – report to the Head teacher

Office Staff – report directly to Headteacher

Parents – report to school office

Headteacher takes appropriate action and informs governors