



Health and Safety Policy



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Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children's Services Department issued on the S4S site.

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.



Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the Children's Services policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.



- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the Children's Services health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Their knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the Children's Services which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per Children's Services guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.



- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put



in place. That all the necessary insurance is in place and that a lettings agreement has been signed.

- Any health and safety guidance received from Children's Services is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

The school health and safety co-ordinator has the following responsibilities:

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

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

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Deputy Headteachers, Senior Leadership Team, School Business Officer, and Caretakers they have the following responsibilities:

Apply the school's health and safety policy or relevant Children's Services department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.



Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

Give clear oral and written instructions and warnings to pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Head of Department.

Set a good personal example.



All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.



School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time

Off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

Exercise personal responsibility for the health and safety of themselves and others.

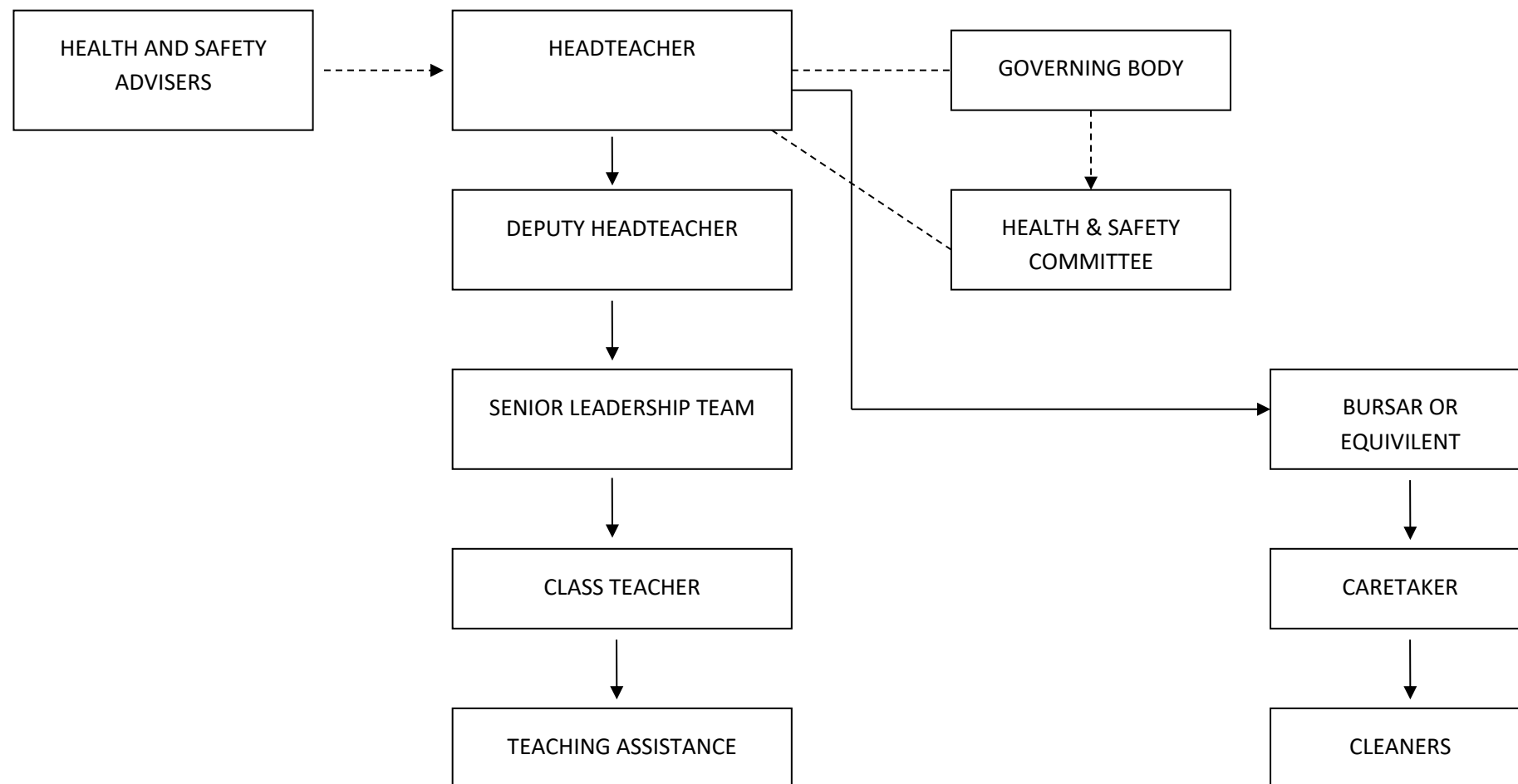
Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



Organisational Responsibility for Health and Safety





Arrangements for Health and Safety

Site Specific Safety

Site Access

- Pupils, whether independent or accompanied by parents, should under normal circumstances enter by the central pedestrian gate and leave the school premises by any pedestrian gates from Lodge Drive.
- The vehicle access gates should not be used as an access route by parents and/or pupils.
- The car park is for use by staff, official visitors, contractors and delivery personnel. Parents should not bring their vehicles into these areas under normal circumstances. The first bay of the car park is a designated access parking space and is left free for this purpose. It is marked by a parking cone.
- Parents should be advised and reminded routinely not to park their vehicles on the road outside the school where there are double white lines in the middle of the road, and also not to park in front of the drive gates so as to maintain access for emergency vehicles. Parking on the grass verges and the footpath is illegal. The drive gates will normally be kept closed, but not locked, at peak times.
- St Mary's Church (opposite the school) kindly give parents' permission to use their car park at the start and end of school. Cars can be parked there and the crossing patrol used to cross the road. It is important that parents and children respect the environment of the church car park and if there is a funeral planned it cannot be used during this time and signs will be put out.
- The lay-bys can be used but if the children are returning from a school trip by coach the lay-by by the side of the lower playground should be kept clear for the coach to draw up and the children to alight safely.
- Ideally no child should be on school premises before 8.40 a.m. A teacher is on duty on the playground from this time but not before.
- If there is no crossing patrol available, school will inform parents by text as soon as possible.
- It is parent's responsibility to ensure their children arrive safely at school.

Playtimes

Members of staff who are on duty at break times should ensure that they take their class out a minute before playtime so that they are on the playground when the other children come out of their classrooms. Just before the end of play whistle is blown a child (appointed by duty teacher on that day), should go and knock on the external staff room door so that staff are aware that the whistle is about to be blown. Staff should go onto the playground to collect their class and take them to their classroom external door

There should be no hot drinks in the playground or designated areas within school where there are children unless a secure lidded cup is used.



If a child is being kept in the classroom during a break time for whatever reason, he/she is the responsibility of the teacher and not the member of staff on outside duty. If a child is ill or is unable to play outside for medical reasons then place them in a position so that the person on duty can see them. No children should be left unattended in the classrooms during an outside playtime.

During indoor playtimes (due to poor weather) two staff, (with a minimum of one teacher), should be on duty and patrol each corridor.

During outdoor playtimes, children should go to the toilet as they come out of class at the beginning of break times and should not usually need to come back into school again. Children must ask permission to go to the toilet or back into school once they have come out into the playground.

The car park is strictly 'out of bounds'.

Mid-day Lunchtime Supervision

If children are in the school classrooms during dinnertime for a club activity their names must be on the register and displayed so that mid-day supervisors are aware who should be inside.

Mid-day supervisors must ensure that they patrol all areas, both inside and outside regularly and that it is clearly understood who is patrolling where and when.

All accidents must be dealt with, recorded in the first aid log and notes produced. Any incidents of bullying, inappropriate play etc. should be reported to the class teacher and logged on CPOMS.

Danger Areas

Children must ask a member of staff to retrieve a ball for them if it goes over the railings or into the car park.

If the field is dry then please ensure that no child is out of visual contact. The rule is that no child should play down the side bank (trees).

After School

If parents are delayed collecting children they should go back to their classroom and the teacher should attempt to contact the parent or leave a message. If their teacher is not there they should go to the office.

Children attending after school club will be collected from their classroom by After School Club staff.



General Health and Safety

All accidents and incidents will be reported and recorded in line with the Local Authority accident reporting guidance. Staff will report all accidents to a member of the office team who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the school office.

Accident Investigation

The Headteacher or a member of the SLT will investigate all accidents in line with guidance on Derbyshire Services for Schools (<https://secure2.sla-online.co.uk/v3/Resources/Page/1283>)

Administration of Medicines

The school policy is that children should never bring their own medicine or tablets to School. The only exception to this is inhalers, which should be clearly labelled with the child's name and instructions for use. Usually, children will be responsible for their own inhaler unless they need support or supervision.

Members of the SLT and admin staff will administer routine medicines with a witness. In addition, specialised medication for children with an EHCP may be administered by staff who have received appropriate training.

Full details of the procedure for storing and administering medicines can be found in the separate Administration of Medicines Policy.

Adverse Weather

School will always attempt to remain open. A decision to close would be made by the Headteacher or member of the SLT in their absence. Reasons to close would be the result of the following:

- severe shortage of staff
- failure of the heating or water system
- hazardous conditions around school

Parents and staff will be informed via Parenthub, and announcements will be made on 'Peak FM'. Closure information will also be published at: www.derbyshire.gov.uk/schoolclosures

In the event of adverse weather during the school day, school will remain open and members of staff will remain on site until all children have been collected.

Animals

Dogs are not allowed inside the school premises and grounds at any time either during session time or when school is closed. The only exception will be for guide dogs.



The use of animals visiting school to support a topic must be risk assessed first by the class teacher.

Asbestos

The school has an asbestos survey and register of the areas where asbestos is known to be present, held in the school office. The Headteacher and Caretaker have both received appropriate training from the LA.

All users of the building are alerted to the presence of asbestos in the building as relevant to their work.

All contractors must be alerted to the survey and regulations and complete a permit to work before starting any work in the building. They need to be made aware of any asbestos near where they may be working by reference to the Asbestos Management folder in the school office. This also contains the permit forms.

It is the Head teacher, Deputy Head teacher, Office staff, Caretaker or Cook's responsibility (as appropriate) to alert contractors to the procedures.

Reports relating to damaged/decaying materials thought to contain asbestos should be made to the Head teacher, using a Hazard Report Form. Consequent action will follow via the County's Property Services Department. A list, with photographs of any asbestos in the school is found in the Asbestos Management folder in the school office.

Boiler houses

Routine servicing/maintenance of heating plant will only be carried out by LA authorised personnel. A 'Site Record' of servicing, maintenance and remedial work following malfunctions will be kept for each installation and displayed in the folder provided adjacent to the relevant plant in the boiler house itself, and not in office files.

School staff whose duty it is to look after boiler houses must be fully conversant with the general instructions and notes relating to the particular type of installation.

Storage in boiler houses must be very strictly controlled. No material other than associated heating equipment should be stored in boiler houses. Access to boilers, pumps, control panels, valves and so on must be maintained at all times.

Communicable Diseases

The guidance to be employed with regard to the control of communicable disease is in the form of a booklet produced by a Joint Working Group of Health Authorities and the County Council entitled 'A practical guide on the Control of Communicable Disease'. A summary poster is displayed on the medical room wall.



If it is suspected a pupil may be showing early signs of an infectious disease the child, where possible, should be taken home or temporarily isolated in the care of a member of staff until parents can be contacted. On receiving confirmation of diagnosis of infectious disease the child should be excluded for the period of time recommended in the guidance.

Application of the guidance will be supplemented as appropriate by seeking advice from the Consultant in Communicable Disease Control at the Health Authority.

Education of children in the principles of personal hygiene in the event of an outbreak of infectious disease will be important. Assistance may be sought from the Health Visitor, School Doctor, School Nurse and Health Promotion Unit as necessary.

Contractors

Schools have responsibility to ensure that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers.

Contractors are generally LA approved and have appropriate insurance and systems in place. Contractors employed directly by the school are required to provide Safe Systems of Work where appropriate; appropriate insurance and evidence of qualifications for the work to be completed.

C.O.S.H.H – Control of Substances Hazardous to Health

For detailed information on C.O.S.H.H regulations, procedures and assessments consult the S4S site:

<http://services.derbyshire.gov.uk/>

The school operates within the County C.O.S.H.H. regulations (The Control of Substances Hazardous to Health Regulations). This means that no substance should be used in school that has not passed these regulations. No member of staff should use any substance in school that has not been assessed.

Disaster Plans

A Critical Incident Plan is held by the Senior Management Team, Chair of Governors and the School Office. Detailed within are the procedures to follow in the event of a major incident.

Display Screen Equipment

Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.



Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

Appropriate Risk Assessments are completed and individuals are identified as being 'users'; i.e. those who use equipment for a high proportion of the working day. 'Users' undertake a specific risk assessment process and training in order to provide a safe working environment.

Educational School Visits

Arrangements for managing educational visits and carrying out associated risk assessments. Educational visits are a potential source of hazard and therefore stringent management systems need to be put in place to ensure of staff and pupils who are at risk. This school uses the Derbyshire EVOLVE system to complete associated documentation in advance of educational visits.

Electricity

For detailed information on electrical safety consult the S4S site:

<http://services.derbyshire.gov.uk/>

The Electricity at Work Regulations 1989 are concerned with the prevention of danger from electric shock, electric burns and electrical explosion.

The Regulations require that only competent persons with relevant qualifications and technical knowledge should undertake electrical installation and repair work as appropriate.

Under DCC policy portable electrical equipment must be tested regularly by a competent person used approved testing instruments. The test must be indicated on the appliance and entered on a record sheet. Currently testing is required to be carried out annually. A register of items tested is kept in the School Office and the Red Box in stock cupboard. (PAT testing)

Any electrical appliance should be checked visually before use. This should include checking of cables for signs of wear, damage and fraying. If a fault is apparent, a warning label should be attached and the appliance removed from service until inspected by a competent person and repairs carried out as necessary.

Extension leads – in general the use of extension leads should be avoided for permanent installations. Care should be taken to ensure extension leads do not trail across floors and walkways where they could pose a trip hazard. If extension leads are used from a winding drum ensure all cable is unwound from the drum before use to avoid overheating. Cable protectors should be used to cover cables where necessary (i.e. anywhere they may be crossed).



Adaptors – the use of adaptors to enable two or more plugs to be supplied from one socket is not a safe practice and should be avoided.

Environmental Conditions

For detailed information on environmental conditions consult the S4S site:

<http://services.derbyshire.gov.uk/>

Temperature – The Education (School Premises) Regulations 1981 give statutory weight to recommendations in respect of the temperatures that should be maintained in schools. The temperature in workplaces must be reasonable. 18C is the acceptable standard with a minimum of 16C. For PE in the Hall, 14C may be appropriate, having regard to warm-up sessions. Thermometers should be provided to enable staff to determine the temperature of their working conditions as needed.

Lighting – Every workplace should have suitable and sufficient lighting.

Cleanliness – Standard expectations of cleanliness are now confirmed by a specific duty to keep a workplace, including furnishing and fittings, clean and free from dust.

Condition of floor and traffic routes – Floors and floor surfaces should not expose any person to risk and as far as possible should be kept free from obstructions or substances likely to cause slips, trips or falls. Holes, bumps or uneven floors should be made good and until this happens hazards should be sufficiently guarded or marked conspicuously. Spillages should be immediately mopped up, covered or fenced off until steps can be taken to eliminate the hazard.

Windows – Open windows should not project outwards into areas where people may collide with them. Staff should not be required to stand on chairs or tables in order to open windows for ventilation purposes.

Doors – Doors should not be obstructed.

A secure locker with a key is provided for all staff. Teachers should secure their personal belongings, medication etc. in a locker rather than leave them in a classroom where they are easily accessible to other adults and children.

Fire

For further information on Fire and Evacuation procedures consult:

<http://services.derbyshire.gov.uk/> and the schools Fire Evacuation Procedure in Appendix 1.

The School maintains an operational Fire Risk Assessment and associated Fire Control checks which are kept in the 'Red Box'.

- Fire Drill/Evacuation Practice will be carried out at least once per term, and the details recorded in the Fire Drill Log. The time of the practice should be varied so as to occur at different times of the day.



- Staff must be very familiar with: the displayed information, specified fire alarm sounder points, escape routes, assembly areas, and the location and nature of fire-fighting equipment.
- Daily, Weekly, Monthly and Annual fire system tests/controls are made by the Caretaker and DCC staff. A log of testing details will be kept by the Caretaker and stored in the Red Box.
- Fire doors throughout the school are clearly labelled and should be kept closed but unlocked.
- All exit doors, including those specifically marked as fire doors, should not be obstructed, must be easily opened from the inside and must be kept unlocked when the building is in use.
- Rubbish and combustible materials must not be allowed to accumulate and should be disposed of as soon as possible.
- Regulations concerning control/storage of flammable liquids must be followed.

First Aid

For detailed information on First Aid provisions consult:

<http://services.derbyshire.gov.uk/>

Qualifications and Responsibilities

All personnel will be trained in Basic First Aid for Schools every three years. Any new staff will be trained if possible, or will otherwise refer to a trained first aider. Staff working with EYFS children will be trained in Paediatric First Aid. A list of qualified First Aid Personnel is displayed in the Medical Room.

The 'Designated First Aider' will be Head teacher or Deputy Head teacher.

First Aid equipment/supplies

The main supplies are located in the Medical Room. Other supplies are located in the Top Block Kitchen and the School Kitchen. In addition, a portable first aid kit (bum bag) will be available for use by Midday Supervisors, and a further portable kit available for use on educational visits.

The contents of First Aid kits should be in accordance with the guidance in the 'Health, Safety and Risk Management Handbook'. Such kits should also include Personal Protective Equipment such as disposable gloves and plastic aprons, along with plastic bags for disposing of relevant items.

It will be the responsibility of the Designated First Aider to ensure First Aid kits are checked regularly either directly or by delegation, to ensure sufficient items are available and in usable condition. A list of items is provided for each kit. This is delegated to the admin staff.



Educational visits

A portable first aid kit must always be taken on educational visits. A qualified first aider must be part of the staff on visits, especially in the case of extended residential events.

Recording

All administrations of first aid must be recorded in the log book and parents notified via Class Dojo. Serious incidents must be reported to a member of the SLT and the admin team. They are responsible for calling the emergency services if required and contacting parents.

Blood Borne Diseases

Some people may well have infections without knowing they have them. It is important to recognise this fact and that prevention is key to avoiding infection. It is therefore essential to employ universal precautions:

- Wear gloves
- Cover all open wounds with a waterproof dressing
- Wear gloves and aprons at all times when providing any personal and intimate care
- Items contaminated with blood or bodily fluids should be disposed of yellow medical waste plastic bags along with any gloves or aprons used. The bags should be placed in the nappy disposal unit located in the disabled toilet
- Wash and Dry hands thoroughly.

Inspection of the Premises

LA guidelines suggest these inspections should be carried out at least 3 times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often.

Governors complete an annual Health and Safety Inspection; action points are completed and reviewed by the Governing Body.

The Area Surveyor completes an annual review with the Headteacher and an action plan is compiled.

The Caretaker completes periodic checks of the building and reports items requiring attention.

Staff complete hazard reporting forms to identify work required. Work is scheduled for completion and reported back.



Lone Working

Our school has a Lone Working Risk assessment, which mitigates risks of working alone in the building. This is available in the Risk Assessment folder in the staff room.

Manual Handling

For detailed information on manual handling consult the S4S site:
<http://services.derbyshire.gov.uk/>

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

Manual handling risk assessments have been completed and are available in the Risk Assessment folder in the staffroom.

No Smoking

Smoking on school premises is not allowed.

Monitoring / Auditing

Annual audits take place to ensure the continuous monitoring process is adhered to.

Records of the testing and inspection of equipment and maintenance work carried out are maintained as part of our health and safety management system documentation.

The following is a list of equipment and practices for which records are kept.

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- PE Equipment
- Lifting Apparatus
- Lifts

See Appendix 2 for the Health and Safety Management Plan Monitoring Schedule used by Derbyshire Schools.



Personal Emergency Evacuation Plans (PEEP's)

Arrangements are in place for assisting anyone who requires assistance to evacuate the building in an emergency. These are located in the Red Fire Log book and are shared with the relevant members of staff.

Personal and Intimate Care

Refer to the Intimate Care and Toileting Policies in school.

Positive Behaviour Support Including Physical Intervention

Arrangements for dealing with challenging behaviour are documented in the School's Positive Behaviour and Physical Intervention policy.

Playground Safety

During all playtimes, there is a minimum of 2 members of staff on each playground. First aid kits are carried at lunchtime and an emergency kit is available in the staff room for playtimes.

Playground climbing equipment is checked annually as part of the PE equipment check.

An annual inspection of the playground surfacing is made during the Health and Safety inspection and all staff monitor and report on the condition throughout the year using the Hazard Reporting Form.

Risk Assessments

The school uses a system of Risk Assessments in reacting to any Health and Safety issue that is reported using the Staff Incident proforma located in the Staff Room. Staff should make themselves aware of and abide by the School's Risk Assessments contained in the folder held in the Staff Room.

Security and Site Access

The site is secured during the school day, with no external access points. Access is controlled via automated entry gates managed by the school office and Pre-school.

All visitors are requested to report to the school office on entry. Proof of Identity, DBS and the reason for the visit are ascertained prior to entry to the building. An External Contributors and Visitors Risk Assessment is completed (where



appropriate). Visitors are recorded in the visitor book and are provided with a visitor badge and lanyard.

Staff should sign in and out of the site during their normal duty times in the staff signing in book held at the main office reception area. Any children that leave the site during the school day should be signed out by the school office staff.

Stress Management

The school has effective policies and guidance in place provided by the LA for identifying and managing stress. School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school community.

Training

Induction training, including Health and Safety, is provided to all new employees and placement students. Records are maintained on the personnel file. Induction booklets are available for new staff and volunteers.

All staff receive an annual Health and Safety training session including awareness of relevant Risk Assessments at the September training day.

All staff receive either Paediatric First Aid or Emergency First Aid at work training on a rolling basis.

Training records are maintained by the office and appropriate refreshers are booked.

Violence to staff

For detailed information on manual handling consult the S4S site:
<http://services.derbyshire.gov.uk/>

The School has an effective Violence at Work Policy which all staff should refer to.

Waste Management

General waste and recycling bins are provided in each classroom and office. These are emptied on a daily basis by the Caretaking/Cleaning team. External general, recycled and kitchen waste bins are located in the car park and are securely chained to meet fire prevention requirements. They are emptied on a weekly basis.

A shredder is available in the medical room to dispose of confidential waste.



Sanitary bins are located in the staff toilets and KS2 girls toilets for the disposal of sanitary and clinical waste. Clinical waste should be placed in a yellow waste bag from the medical room. Collections are made each month.

A nappy bin is located in the Pre School and disabled toilets. Nappies etc. should be wrapped securely in a nappy sack. Collections are made weekly.

IT equipment and bulk shredding are disposed of via a reputable provider.

Waste transfer notes for all waste disposal are maintained in the school office.

Welfare Facilities

Staff toilets are available in both buildings, an accessible toilet is available in the main building.

Staff rooms are available in both buildings with hot and cold water; cooking facilities; drinking water and seating areas.

Work at height

Due to the nature of the building, no member of school staff should ever be required to work above 2 meters above ground level.

All members of staff must use a kick step when attempting to move items or attach displays that are above their normal standing height.

Should they be required, ladders are available in the caretaker's cupboard and are subject to an annual check.

Further Information

Further information is available in the Health and Safety resources section of Derbyshire Services for Schools.

<http://services.derbyshire.gov.uk/>



APPENDIX 1

FIRE EVACUATION PROCEDURE

- In the event of a fire, the following procedure is to be carried out QUICKLY, QUIETLY AND SENSIBLY:
- When the Fire Alarm sounds:
- Everyone must leave the building as directed by the Fire Evacuation Signs displayed throughout the school.
- It is essential not to panic or run, but to leave the buildings by walking sensibly and calmly.
- Classes must assemble as class groups in the designated Assembly Points on one of the two playgrounds as far away from the buildings as possible. EYFS children should assemble on the hard standing by the entry gate. Visitors should assemble at the nearest Assembly point.
- The school administrator (whoever is on duty in the office on the day) is responsible for taking the class registers, the Critical Incident Management Plan (with lower gate key attached), the Late Arrivals and the Visitor's Book to the assembly point.
- A roll call will be carried out immediately persons reach Assembly Points. This will be carried out by each class teacher or senior member of staff in charge of each non-teaching section.
- Every door should be closed after the last person passes through.

If you are near the outbreak of fire:

- Do not panic.
- Sound the Fire Alarm immediately. Alarm points are located by every external door throughout the school – Staff must be familiar with the location of these.
- The person in charge:
 - Will normally be the Head teacher or Deputy Head teacher. In the absence of both these persons responsibility will be assumed by the next senior member of staff.
 - Will ensure the Fire Service is contacted using the emergency telephone procedure displayed near each telephone. The administrator working that day will make the call to the Fire Service.
 - Will insist that everyone leaves the building in an orderly manner.
 - Will institute a search of the building, only in the event of roll calls indicating someone may still be in the building. Such a search will be carried out without endangering others. The person in charge will inform Fire Officers of the place where a missing person was last seen.
 - Will not allow anyone to return to the building. Possessions and buildings can be replaced.



If the alarm should sound during dinnertime, then the Mid-day Supervisors will evacuate the dining hall and classrooms if occupied, and assemble all children in fire drill positions. EYFS children will assemble in the same place as the rest of the school at lunchtimes or playtimes if the alarm sounds. All Mid-day Supervisors will be informed by the Senior Mid-day Supervisors of their duties in the event of fire. This will include taking the roll call for their classes if the class teacher is off the school premises at lunchtime.

Class teachers to remind children of fire evacuation procedures at beginning of each term.



APPENDIX 2

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Risk Assessments		
Manual Handling of Risk Assessments		
Accident Reports		
Technology Room		
Cleaning Staff Procedures		
Record Fire Appliance Test		
Record PE Equipment Check		
Check Completion of PAT Testing		
Whole Staff Training- Refreshers		
Non Accidental Injury Reports		

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats		
Fire Alarm/emergency lighting Tests		



Daily Checks (by observation, discussion etc)

Item	Check By	Comments
PE Safety		
Communication of Health and Safety concerns to all staff		
Fire alarm panel		
Fire exit access and pathways clear		

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings		
Premises Inspection		
Fire Log		
Accident Reports		
Fire Evacuation		
Visual Check of Electrical Equipment		
Premises Security		