HEALTH AND SAFETY POLICY

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STATEMENT OF INTENT

ACE Derbyshire Trust uses the services of Derbyshire County Council for Health and Safety. All schools use Smart log for compliance checks and tests and for visitor signing in.

This policy statement supplements and complements the more detailed statement issued by the County Council which can be found on the S4S site.

The school's Local Governing Committee and Senior Management Team recognise and accept their responsibilities both under the 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 for significant risks, 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 Local Governing Committee 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 are 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 Local Governing Committee 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 Local Governing Committee through the schools management team 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 Trust Senior Management Team will ensure that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

The Local Governing Committee is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Local Governing Committee'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 Local Governing Committee 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 Local Governing Committee.

Name	Name
Signed	Signed
Headteacher	Chair of Governors
Date	Date

ORGANISATION

Local Governing Committees

Local Governing Committees 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 Local Governing Committees 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 Local Governing Committee should ensure that: -

- The school has a health and safety policy (which can be based on the Childrens 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 DCC's 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.

NB: OVERALL ACCOUNTABILITY FOR HEALTH AND SAFETY LIES WITH THE EMPLOYER OF THE MEMBERS OF STAFF IN THE SCHOOL. HOWEVER DAY-TO-DAY RUNNING OF THE SCHOOL INCLUDING RESPONSIBILITY FOR THE HEALTH AND SAFETY OF STAFF AND PUPILS IS NORMALLY DELEGATED TO THE HEAD TEACHER AND SCHOOL MANAGEMENT TEAM. THEY HAVE A KEY ROLE IN MAKING SURE RISKS ARE MANAGED EFFECTIVELY ON SITE.

HEADTEACHER/HEAD OF SCHOOL

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 Local Governing Committee in line with the Pupils' 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 Pupils' 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 Childrens 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 pupils 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, e.g. 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, e.g. fire drills, fire alarm testing, etc, are carried out in accordance with Childrens 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 (e.g. safety policy/method statement/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.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g. access, lighting, emergency escapes, access to a phone (provided by activity user), 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 Childrens Services is made available to the Local Governing Committee so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

SENIOR LEADERSHIP TEAM

Although the Headteacher is responsible overall for health and safety in the school, line managers have some specific responsibilities. These includes Deputy/Assistant Headteacher, Business Managers/Supervisors, and Site Manager *(delete as appropriate)* they have the following responsibilities:

- Apply the school's health and safety policy or relevant Derbyshire County Council 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 (identify staff safety training needs) and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Carrying out accident and other health and safety investigations that occur within their areas of responsibility, ensuring that accidents are reported under arrangements established by Derbyshire County Council.
- Prepare an annual report for the Headteacher on the health and safety performance of their area of responsibility.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR (often a Business Manager, Bursar or Office Manager)

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

- To co-ordinate and manage the 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 workplace and the school generally.
- Carry out any other functions devolved to them by the Headteacher or Local Governing Committee.

TEACHING STAFF

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.
- 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 agreement.
- Report all accidents, defects and dangerous occurrences in line with the schools reporting system.
- Set a good personal example.

EDUCATIONAL VISITS CO-ORDINATOR (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate educational off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that all visits are led by a trained and competent Visit Leader.
- Ensure that all visits are submitted to the Evolve system for assessment and approval within the allocated times scales relevant to the type of visit.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual pupils.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.

SITE MANAGER/CARETAKER/CLEANER IN CHARGE

The Site Manager/Caretaker/Cleaner in Charge is responsible for:

- Inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter).
- Inspecting the buildings and equipment on a termly basis (during the last week of every term).
- Recording all defects noted and, if minor, effecting immediate repair.
- Reporting major defects to be repaired by outside contractors/authorities to the Headteacher or Health and Safety Co-ordinator.
- Ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week on Tuesday mornings at 07:30 by operating a manual call point. Assisting with the scheduled fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Logbook.
- Ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed.
- All external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards.
- Notifying the Headteacher or Health and Safety Co-ordinator of any hazards introduced by contractors on site.
- The correct storage of all equipment, tools, etc.
- Regularly undertaking a risk assessment relevant to his/her work environment; and
- Regularly checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

FIRST AIDERS

First aiders are responsible for:

- The first aid stock/provision found in boxes in the school office.
- Recording when medicines are given to any person.
- Recording any accident and subsequent treatment in the appropriate accident/incident book/record located in the school office.
- Immediately informing the Headteacher and/or the Health and Safety Co-ordinator of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.

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.

TRADE UNION HEALTH AND SAFETY REPRESENTATIVES

The Local Governing Committee recognises the role of Health and Safety Representatives appointed by a recognised Trade Union as set out in the Safety Representatives and Safety Committees Regulations 1977.

Only Trade Unions can appoint Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They will also be consulted on health and safety matters affecting all staff.

Trade Union Health and safety representatives are permitted to take paid time off work to fulfil their functions and also for any training requirement. The time off arrangements should ensure that these functions replace, rather than add to, their normal workload.
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 Headteacher or Local Governing Committee.
Health and Safety Representatives are entitled to inspect the workplace at least every 3 months and are entitled to paid time off their normal duties to do so. Their inspections are not to be confused with the management/employers obligation to inspect the workplace as set out in the arrangement section of this policy entitled 'INSPECTIONS, CHECKS AND MONITORING SCHEDULE'. It is an option, where agreed by management and Trade Unions, for formal inspections to be jointly carried out by the employer and Health and Safety Representatives, but whether or not this happens, Trade Union Health and Safety Representatives have the right to conduct their own Health and Safety inspections.

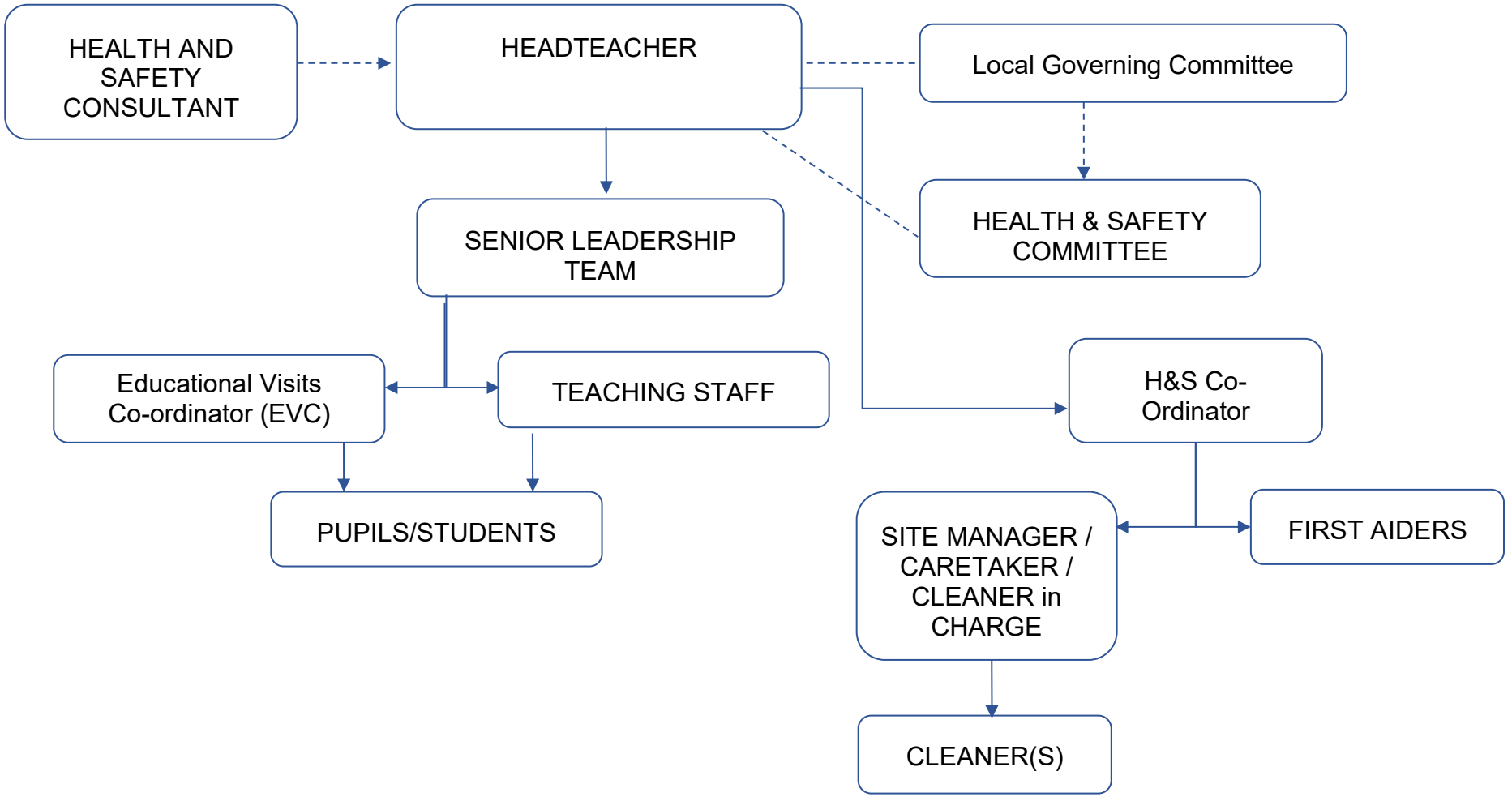
PUPILS

Pupils play a part in overall health and safety and welfare of the school and will be encouraged to discuss health and safety issues at Pupil Council meetings and raise any concerns to their Teacher or members of the Senior Leadership Team.

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

- Exercise personal responsibility for the health and safety of themselves and others, to observe standards behaviour and dress consistent with the 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 facilities or equipment provided for theirs and others health and safety.
- Refrain from using anything which may harm any other person or themselves, including not using equipment on which they have not been trained.

HEALTH AND SAFETY ORGANISATIONAL RESPONSIBILITY FLOWCHART



ARRANGEMENTS

ACCIDENT/INCIDENT REPORTING, RECORDING AND INVESTIGATION

The procedures in the Derbyshire County Council Accident Reporting guidance are to be followed. In summary these are:

All accidents and incidents in Morley Primary, no matter how minor, that occur to members of staff, are to be reported using the Derbyshire County Council online reporting system.

All staff will report all accidents to School Business Manager 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 on Derbyshire Services for Schools (S4S) Health and Safety Resources, Policy and Guidance web page.

Fatal or major injuries must be reported to the Headteacher and Derbyshire County Council Health, Safety and Wellbeing Section immediately.

Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e., as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and using the Derbyshire County Council online reporting system. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded in the school's Accident/Incident Reporting System/Record.

The Senior Leadership Team will ensure that all accidents and near misses within their area of responsibility are investigated to establish the direct and indirect causes.

ADMINISTRATION OF MEDICINES

Morley Primary has a written policy on the administration of medicine and has adopted and follows the Derbyshire County Council Administration of Medicine Guidance for all cases (document available on Derbyshire S4S, Health and Safety Resources, Policies & Guidance web page).

ADVERSE WEATHER

The Headteacher will make the decision whether to open the school in the event of adverse weather.

Site Staff are responsible for clearing snow and gritting suitable pathways to allow access to the school site (please refer Adverse Weather Risk Assessment).

During hot weather the school will introduce appropriate short-term measures e.g.

- Where staff and learners are outside, encourage use of sunscreens/sunblock with parents of younger pupils encouraged to ensure it is applied in advance of the school day.
- Timetabling sports days and other outdoor events or activities for earlier in the summer or spring term and including contingency days.
- Open windows to maximise ventilation during the cooler parts of the day, close curtains where this does not worsen ventilation or thermal absorption/conduction and use fans/air conditioning units where needed.
- Ensure easy access to drinking water for staff and learners with active encouragement to drink appropriately, both in and out of the classroom.

ANIMALS

To reduce the likelihood of harm to animals, staff and pupils/pupils, risk assessments are carried out for each species kept on the school site.

All types of animals have different characteristics and associated risks. The risk assessment process will also ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of the environment they experience.

Consideration is also taken into account for the care given of animals during school holidays.

ASBESTOS

An asbestos survey has been carried out. A copy of the Asbestos Register is to be kept in the school office/Red Box.

The Headteacher and nominated responsible person such e.g. Site Manager/Caretaker/Cleaner in Charge are familiar with the location of asbestos within the premises and ensure that contractors access the Asbestos Register prior to commencing work in the school.

Information and instruction are provided to staff and contractors to include the following:

- Where the Asbestos register is located.
- Not to drill or affix anything to walls without first obtaining approval from Headteacher and checking the plan.
- Reporting of damage to asbestos materials and emergency procedures.

The Site Manager/Caretaker/Cleaner in Charge will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the Asbestos Register on completion.

CASH HANDLING

All monies are handed into the school office via the pupil or parent and are not to be collected by staff.

On-line banking is the preferred option of payment.

Money that is received is reconciled as soon as possible by two members of staff and is collected by a contractor.

The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount, and staff should never place their own personal safety at risk.

CLASSROOMS

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

Examples of items to be checked include:

- doors unlocked where appropriate and free from obstruction,
- floors kept clear of obstructions,
- sinks will be kept clear to enable effective cleaning,
- reporting damaged or faulty electrical equipment,
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use,
- orderly sensible movement within the teaching area should be maintained,
- always ensure pupils are appropriately supervised.

CLEANING UP BODY FLUIDS

The Headteacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- The use of bleach on site will be managed so that it does not react with other substances when in use (i.e., bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.
- All body fluids will be cleaned up as quickly as possible after spillage following the latest guidance from Derbyshire County Council which is available to download from the S4S Health and Safety, Resources web page.

CONSULTATION WITH STAFF

The Local Governing Committee, through the Headteacher, will make arrangements for the establishment of a safety committee if requested by 2 or more Trade Union Health and Safety Representatives. Representatives of each recognised Trade Union and staff association will be offered places on the committee.

CONTRACTORS

When contractors are working in School, the following precautions should be taken:

- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.

- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH (COSHH)

The Headteacher or delegated responsible person e.g. Site Manager/Caretaker/Cleaner in Charge will identify all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations.

All new substances will be verified that these can be used safely before they are purchased and where possible the hierarchy of controls will be followed so non-hazardous or less hazardous substances will replace hazardous substances in use.

Any chemicals or substance used in the school are approved by the Headteacher/Business Manager and stored as per manufacturer guidance. On no account, staff can bring substances to the school without the consent of the Headteacher or delegated responsible person.

Information on site to be kept will include Safety Data Sheets provided by suppliers, an inventory of hazardous substances, and suitable and sufficient COSHH risk assessments.

Staff, where deemed necessary will be informed about the COSHH assessments and control measures, including safe handling, required protective equipment and storage.

Responsible staff will attend COSHH training and refresher as required and when deemed necessary.

COSHH assessments in place will be reviewed on a regular basis or when the product or work activity changes, whichever is the soonest.

CURRICULUM AREAS

Arrangements for controlling the risk in specific curriculum areas are supported by specific guidance from CLEAPSS, afPE (Association for Physical Education) and DfE documents on recommended practices, which is to be followed by all staff.

DRIVING AND TRANSPORT

Use of private vehicles for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and pupil seating for the age and height of the pupil (where required).
- Required safety restraints are worn whilst the vehicle is in motion.

Staff must not:

- Drive when ill.
- Drive under the influence of drugs or alcohol (including prescribed medication that may impact on driving safely).
- Offer lifts to people not known to them.

The school recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e., vehicle is stationary and in safe position with engine turned off.

- Handheld radios and mobile phones are not to be used on petrol station forecourts.

All accidents that occur whilst on school business will be reported in accordance with Derbyshire County Council and school incident reporting procedures.

EDUCATIONAL SCHOOL VISITS

School visits should have regard to the guidance contained in the DfE document Health and Safety on Educational Visits. This can be downloaded at https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

The school has appointed an Educational Visits Co-ordinator (EVC) to help plan and manage all educational visits. Appropriate training is provided to support this function. During times when an EVC is not appointed the Headteacher will fulfil this function.

The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing. (A generic risk assessment may be used provided all aspects are the same or the risk assessment is modified to include any specific additional risk).

When taking pupils out of school, mobile telephones are taken so that in an emergency the school can be contacted, and contact maintained between groups when travelling.

The school should be contacted if any pupil or member of staff is injured, or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly. A member of staff who will remain there until the pupil's parents arrive will take any pupil requiring medical attention to a hospital.

All residential visits, overseas visits and those where dangerous activities are involved, e.g. caving, climbing, trekking, water sports, etc, must be authorised by the Derbyshire County Council, School Visits Service.

ELECTRICAL SAFETY

Fixed systems will be inspected, serviced and repaired as necessary at least every 5 years or as appropriate and according to guidance for building use. A safety certificate will support inspections carried out by competent persons.

All portable electrical equipment in use will be maintained to a satisfactory standard to minimise risk to staff and subjected to a programme of combined inspection and testing as per guidelines.

A record will be kept of the test and a tagging system will be used on all portable electrical equipment. The regularity of checks will be determined by risk assessment.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment will only to be carried out by a competent person.

All staff will be trained in general health and safety awareness on induction, which will include electrical safety.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it. Staff are also responsible for ensuring that they use and handle electrical equipment sensibly and safely.

If there is a fault with any electrical equipment, the staff member who notices the defect should report it through the hazard reporting system in the school office. If the appliance is dangerous then the Site manager/Caretaker/Headteacher should be contacted immediately. The appliance should be taken the equipment out of use immediately and marked so that other staff do not attempt to use it.

Staff should not use their own electrical appliances unless they have been authorized to be used in the school building in line with the school policy and have been checked by the competent person. All electrical appliances are checked periodically by a competent person.

Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.

EMERGENCY PLANNING

The Headteacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Local Governing Committee and regularly reviewed.

The following incident procedures are included in the Plan:

- Lockdown
- Fire.
- Bomb threats.
- Gas leaks, water and electricity supply failure, including how and where to isolate.
- natural disasters, for example, flooding (where applicable).

Evacuation points are established as far from the building as possible and consideration is given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect pupils.

FIRE AND EMERGENCY PROCEDURES

The Headteacher and Local Governing Committee is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.

All staff are made aware upon start of employment about fire emergency procedures, where the nearest firefighting appliances are and the alarm sounding points around the school.

All members of staff are responsible for ensuring that fire exits, signs and escape routes are kept clear at all times. - The Headteacher will ensure that, through the Site Manager/Caretaker/Cleaner in Charge, regular maintenance of firefighting equipment and fire alarms is carried out by contractors, and that fire alarm points are checked weekly on a rotational basis by the Site Manager/Caretaker/Cleaner in Charge.

Fire drills will take place termly and specific arrangements made for anyone with special needs. A record of each practice evacuation shall be maintained. Full evacuation instructions are held in school and reviewed after each drill.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Every employee should ensure that:

- they know what to do in the case of fire.
- they are familiar with the sound of the alarm.
- all classrooms and other areas are vacated immediately on hearing the fire alarm.
- hazardous electrical appliances are disconnected, and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

Employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention or return to a building where the fire alarm is still sounding.
- NEVER smoke in school premises.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

FIRST AID

The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff are encouraged to undertake relevant training.

First aid provisions are situated throughout the school and are clearly identified. The contents will be replenished by a nominated first aider as and when required.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

HOUSEKEEPING

Good housekeeping is to be observed at all times and walkways and safe routes kept free from obstructions.

Good practice includes:

- Clearing up spillages.
- Not allowing objects to protrude into walkways, e.g. filling cabinets etc.
- Ensuring that waste materials are properly stored and are removed on a regular basis.
- Not storing articles or substances anywhere other than in designated areas.
- Storing materials in a stable and secure manner.
- Keeping storage areas tidy and materials accessible.
- Not overloading storage shelves.

HAZARD REPORTING

The school has a hazard reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported.

Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

HIRING PREMISES

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

When the premises are hired to persons outside the employ of the Local Governing Committee it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Local Governing Committee and will not, without the prior consent of the Local Governing Committee:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

Immediately prior to use the Headteacher/Health and Safety Co-Ordinator/Site Manager/Caretaker/Cleaner in Charge should meet and greet the user, ensure

welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Site Manager/Caretaker/Cleaner in Charge, and it should be made clear to the user that if any further changes are required during the hire, they must summon the Site Manager/Caretaker/Cleaner in Charge. As proof of due diligence, the arrangements should be signed off by the user.

INFECTION CONTROL

The school will actively prevent the spread of infection through the following measures:

- High standards of personal hygiene and practice.
- Maintaining a clean environment with regular cleaning regimes.
- Raise hygiene awareness and prevent spread of infection.
- Ensuring sufficient washing facilities.
- Providing PPE when necessary.
- Immediately cleaning spillages of bodily fluids.
- Use of Sharps bins when necessary.
- Monitoring and responding to increases in absence e.g. sickness and diarrhoea.

INFORMATION TECHNOLOGY

The Headteacher will ensure that suitable arrangements are in place for the use of Information Technology equipment.

Equipment will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to any foreseeable hazards e.g. fire, trip and falls, etc.

Where laptops are used, safe procedures of work including charging and use of trolleys will be followed.

The school office has appropriate lighting for employees to work with computers and individual Display Screen Equipment (DSE) assessments will be carried out as and when required.

Arrangements for the safe use of DSE follows local authority guidance and associated individual assessments will be carried out in accordance with DSE Regulations.

Any employee who is required to use a DSE are required to undertake a self-assessment of their working environment/ergonomic assessment or notify the Business Manager that they require support with the assessment.

DSE assessments will be reviewed at regular intervals and held centrally.

INSPECTIONS, CHECKS AND MONITORING SCHEDULE

The school will ensure that statutory inspections are undertaken at required intervals for all plant and equipment required.

The Business Manage will arrange for formal inspections of the premises, plant and equipment to take place at suitable intervals and draw up an effective maintenance programme.

All identified maintenance will be implemented, and any remedial works identified are completed.

Routine checks of work equipment (e.g. manual and powered work equipment; playground equipment) will be undertaken by the Site Manager/Caretaker/School Business Manager using an appropriate checklist and records kept of those checks.

The Headteacher/Business Manager/Site Manager/Caretaker must ensure that all statutory and systems maintenance related documentation is kept available for reference. Details should include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc.

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 Tests		
Minibus – Routine Checks		
Minibus – First Aid Kit		

Daily Checks (by observation, discussion etc) ***(delete and amend as appropriate)***

Item	Check By	Comments
Physical Intervention		
PE Safety		
Lettings (Safety)		
Driver minibus checks		
Communication of Health and Safety concerns to all staff		

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		

INSTRUCTION AND TRAINING

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure, the health, safety and wellbeing of its employees at work.

It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher-than-normal risk e.g. the site staff where significant hazards maybe present.

Safety induction training must be given to all staff on commencement of work at the school.

Training will be identified, arranged and monitored by senior responsible staff appointed by the head teacher and Local Governing Committee.

All staff must be competent to perform their duties thus specific training is required.

Additionally, to the above, staff will be trained:

- when exposed to new or increased risks.
- on transfer or promotion to new duties and tasks.
- when changes are made to systems of work.
- on the introduction of new technology.
- when training needs are identified.

Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.

A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

Where information and/or advice is not locally available the Headteacher should seek such information from the Derbyshire County Council Health, Safety and Wellbeing Team.

LOCK DOWN

A lockdown procedure has been implemented and would be used when there is a threat to the safety of pupils, staff and others, and when it is safer for everyone to remain in the school rather than evacuate.

The school holds Lockdown Drills to prepare staff and pupils in the event of an unusual circumstance such as dangerous dogs in the vicinity, a cloud of toxic gas in the air, an intruder onsite, or should a member of the school community bring a weapon into school. The Lockdown procedures are designed to keep schools safe in a range of emergencies.

LONE WORKING

When staff are lone working undertaking activities that present a significant risk, staff are required to complete a specific risk assessment to establish specific hazards and appropriate control measures required to reduce the risk to an acceptable level. The following areas are likely to require consideration:

- Lone working may occur in the case of a member of staff working late in the evening or where the site staff are required to work during a weekend or school holidays.

- Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

- Staff in the school during working hours but are in a remote part of the building.

LEGIONELLA

The Headteacher will arrange for a water hygiene risk assessment to be carried out regularly in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for.

All identified remedial works will be incorporated into the school's maintenance programme.

The responsible and nominated responsible person must complete Legionella Training to ensure they are conversant with monitoring systems and procedures.

Monitoring of the water system will be undertaken by the Site Manager/Caretaker/Cleaner in Charge (or competent 3rd party) and this will include

but not be limited to periodically monitoring all relevant temperature readings for sentinel taps; TMV's and representative taps, flushing of infrequently used outlets, de-scaling spray outlets and recording findings in the water logbook.

MANUAL HANDLING

The school will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the Manual Handling Operations Regulations are fully complied with. The Head Teacher will ensure the following arrangements are followed:

Moving and handling is avoided whenever possible.

If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe. 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.
- Reduce the risk of injury so far as is reasonably practicable.

Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until it is repaired or is replaced.

An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

MONITORING HEALTH AND SAFETY

The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Regular health and safety monitoring inspections will be carried out, by means of a walk around by the Headteacher, member of the Local Governing Committee, Site Manager/Caretaker/Cleaner in Charge, Union representative and if possible, a Health and Safety Consultant from Derbyshire County Council.

A report will be drafted, and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

The following list of equipment *(not inclusive of all)* requiring maintenance, testing and inspections are recorded *(but do not need to be included in the health and safety policy itself)*.

• Fire-Fighting Equipment • Electrical Equipment and Machinery • Fire Alarms • Ladders and Stepladders • Evacuation and Practice Drills • Personal Protection Equipment (PPE) • PE Equipment • Fixed Electrical Systems • Pressure Systems

PERSONAL EMERGENCY EVACUATION PLANS (PEEP'S)

The school adopts Derbyshire County Council's Personal Emergency Evacuation Plan – PEEP document, which is available to download from the Derbyshire Services for Schools (S4S) Health and Safety Resources, Risk Assessments web page.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Headteachers will arrange for the school to purchase PPE for any employee, or persons under their control if it is determined necessary, to ensure the health and safety of that person which must be worn.

It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

PUPIL SAFETY

The curriculum is used to help pupils develop the skills and knowledge to keep themselves safe and follow guidance given to them by any member of staff, particularly in the event of a fire, on a school trip or during a practical lesson. Class Teachers explain the fire evacuation procedure to pupils, which includes regular emergency evacuation practices.

Teachers always remain with their class unless they hand that responsibility over to another adult e.g. when the teacher has non-contact time or when the midday supervisors or Teaching Assistant are in charge.

PLAYGROUND SAFETY

Duty staff should be vigilant and monitor that playground equipment and climbing apparatus are safe for use and that in general the play areas are free from any obstruction likely to cause injury.

Prior to use a risk assessment will have been carried out for the playground and staff informed of any mitigation measures.

Examples of items to check include:

- Pupils should be wearing suitable clothing, in particular footwear.
- Equipment is only be used under the supervision of a member of staff.
- Pupils are only allowed to use equipment suitable for their age.
- Numbers of pupils at any time is limited to avoid overcrowding equipment e.g. trim trail.
- No pupil/pupil should leave the play areas without the permission of the staff on duty.
- The field should only be used if the conditions are suitable.
- At the end of the lunch break duty staff should ensure an orderly return into the school and teaching staff should be ready to receive their pupils.

RISK ASSESSMENTS

The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards.
- Evaluate the risk that these hazards present and to whom.
- Identify suitable measures to reduce and control the risks.
- Record the significant findings.
- Monitor the effectiveness of the control measures.
- Review the risk assessment on a regular basis.

Specific risk assessments are required for violence, lone working, etc. where such a risk exists.

Risk assessment review will be carried out a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment' work practices or a change in staff which may have introduced new hazards or increased the risk of existing ones.

Generic risk assessments are available to download from the Derbyshire Services for Schools (S4S) Health and Safety Resources, Risk Assessments web page.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Further specific arrangements for safeguarding can be found in the Schools Safeguarding Policy and associated risk assessments.

SECURITY

The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

- The school undertakes an annual review of security risk assessments and undertake regular routine security checks.
- Advice is obtained from the Health and Safety Consultant on security matters.
- All crimes are reported to the Police and insurers.
- The Headteacher reports regularly to the Local Governing Committee.

The Headteacher is responsible for the security of the premises during the school day; in their absence the Deputy Headteacher assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect pupils from harm.
- Guard against assault.
- Safeguard property.
- Contact the police/emergency services.

New staff are informed of the school's security arrangements and of their responsibilities.

The Site Manager/Caretaker/Cleaner in Charge is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

As pupils progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible.

The Headteacher will be informed of any special concerns regarding pupils (e.g. pupils on the Pupil Protection Register/ looked after pupils/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus
- School newsletter
- Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately, and parents/guardians informed when a pupil goes missing.

School Grounds

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All pupils enter the school grounds via the perimeter pedestrian gates. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main car park and front entrance, reporting directly to the administration office, signing-in and presenting credentials.

Parents are not allowed to drive their cars into the school car park. Parents are asked to wait outside the classrooms when collecting their pupils and should not be encouraged to enter the school buildings. If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Supervision of School Grounds

Teaching staff are requested to be in their classrooms in good time so that parents can leave their pupil in safety. The Site Manager/Caretaker/Cleaner in Charge makes sure that the outside doors and main gate are closed securely at an identified time, shortly after 09:00 hrs.
Pupils are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks and by the dining room assistants at lunchtime.

If a teacher requests that a pupil remains in class for any reason, then it is the class teacher’s responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupil’s home by car, another member of staff must always accompany them.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has a secure reception area with an access control system installed.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All pupils and staff are alert to unrecognised adults in school. Pupils should report strangers to the nearest member of staff.

If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their pupil/pupils out of school during the school day, they should report to the administration area. A request to take a pupil out of school should normally be made in advance in writing on a form requesting leave of absence.

Entering and Leaving School

All pupils enter and leave the school by their classroom doors. The front door is to be used only if a pupil arrives after 9.00am, when they should report to the office. All parents are asked to wait outside the school building unless invited in by a member of staff.

Pupils Leaving School at the End of the Day

At the end of the school day, the pupils are supervised as they leave by the classroom door to be collected by their parent/guardian.

If the adult who should collect them has not arrived, they stay with the duty member of staff. After ten minutes, if no one has arrived, the member of staff takes the pupil to the office and telephones to see what the delay might be. The pupil stays in the office until an authorised adult arrives. No pupil is allowed to leave unless we are sure they are safe.

Leaving School during the Day

No pupil is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school. Parent/carer has to sign that they have collected their pupil in the office.

Security of Personal Property

Pupils should not bring anything of value to school. Individual staff are responsible for their own property.

It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker. Personal items are not insured if left unattended and not secure.

Security of Equipment

Main items of school equipment, for example computers, TVs, projectors, are security marked. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

Security of Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed where practicable**.**

It is the responsibility of the Site manager/Caretaker/Cleaner in Charge to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, equipment switched off and external gates locked before leaving the premises.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied.

Emergency Services Unit will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call-in school staff where necessary.
If no reason for the alarm presents itself, they will set the alarm and leave a communication for the school.

Designated key holders and are responsible for the security of the building.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. The school is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked, and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed regularly.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, pupils should have access to this area only; the remainder of the building should be locked and alarmed if the intruder alarm has a zoning facility.

SMOKING AND FIRE HAZARDS

Smoking and vaping are not allowed on the school site or immediately in sight of pupils outside the school gate.

Cigarettes, E- Cigarettes, Vaping equipment matches, and lighters should not be left where the pupils can have access to them. If teachers light candles for any reason (e.g. religious services, etc.) they should not be left unattended and kept well away from combustible materials.

SOLAR UV PRECAUTIONS

Sunhats/Clothing

Between April and September, we actively encourage parents to ensure pupils come to school with an appropriate, plain sun hat for use as required throughout the school day. We make available additional/spare sun hats for all outdoor activities if a parent is unable to provide one, or if a pupil has lost or forgotten their own.

- We encourage and educate pupils to wear their sun hat outdoors on bright/sunny days.
- Baseball caps are not recommended (they do not provide adequate shade for the neck and ears).
- We ensure pupils wear school and PE uniforms that keep shoulders covered.

Sunscreen

Between April and September, we actively remind parents/carers to ensure pupils bring appropriately protective sunscreen (spf 30+) for use as required throughout the school day.
We make available additional sunscreen (spf 30+) for all outdoor activities in the event a parent/carer is unable to provide any, or a pupil has lost, forgotten, or run out of their own. This is made available for parents/carers to patch test upon request.

Parents/carers should notify school of any sun cream allergies when completing admission forms or if an allergy develops later on.

- We encourage primary school pupils to apply sunscreen on bright/sunny days before extended periods of outdoor activities such as lunch breaks, PE, other outdoor lessons and outdoor off-site activities.

A practical approach towards the application of sunscreen is necessary, with assistance provided only where necessary to younger or less able pupils, unless instructed otherwise by the parent/guardian.

Shade

We currently provide some shaded areas outdoors where pupils can congregate for outdoor activities. If this shaded area is limited, we look to provide additional shaded areas, as funding allows.

Staff/Role Modelling

We encourage all staff to role model good sun safety behaviours such as applying sunscreen and wearing a sun hat on bright/sunny days.

STAFF AND PUPIL SAFETY

Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- Pupils should be taught to exercise personal responsibility for safety of self and classmates.

- Pupils should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency.

- Pupils should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:

- suitable footwear for PE.

- wearing of earrings not permitted for PE.

Specific guidance, which is to be followed by all staff, is given in DfE, afPE and CLEAPSS documents on safe working in:

- animals in schools
- art and craft activities
- physical education
- swimming
- work at height

STRESS MANAGEMENT

The school acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

Arrangements for identifying and managing stress, School Governors, Headteacher, and all staff need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement, and higher turnover of staff.

The real extend of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it.

The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues.

- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.

- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.

- The member of staff will be advised that support can also be provided through their Trade Union.

- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.

- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

TREE SAFETY

All trees in school playgrounds of a particular age and height are regularly checked for disease and checked to guard against falling branches.

Similarly, all low-level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

VIOLENCE AT WORK

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible.
- withdraw from situation.
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
- follow measures/ procedures identified in violence and assaults risk assessment.
- contact emergency services, as appropriate.
- inform the Headteacher or a member of the senior management team if confrontation has taken place.

The school will:

- Ensure the Headteacher or member of the senior management team attends site on being informed of an incident, if considered necessary.
- have in place procedures for the reporting of incidents.
- offer counselling/ support through Occupational Health.
- debrief individuals following any incident.
- provision of training on how to manage conflict and aggression as required.
- review the violence and assaults risk assessment following any incident.

WELFARE FACILITIES

There are suitable arrangements for the provision and maintenance of welfare facilities, e.g. toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch, provision for hanging wet clothing, etc.

WORKPLACE SAFETY

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- All staff should ensure that working areas are sufficiently ventilated.
- No hot drinks are to be walked around the school or taken onto the playground when pupils are in the vicinity.
- All staff should be aware of the procedure for moving and assembling P.E. apparatus. The apparatus should be stored safely in the appropriate storage area after use.
- All staff will be given access to the Health and Safety Policy at the commencement of their contract.
- Parking within the school grounds is for staff and official only. In order to ensure the safety of pupils extreme care must be taken at all times. Parents should not drive in the school grounds unless it is to collect a sick pupil, or it is outside the school day. The speed limit must be adhered to at all times.
- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc.,
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing an apron and tying back hair,
- staff should exercise good standards of hygiene and housekeeping,
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid,

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- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment,
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures,
- staff must report any perceived health and safety failings and any defective equipment to the Headteacher immediately such defect is discovered.

WASTE MANAGEMENT

All waste materials must be disposed of carefully and in such a way that does not constitute a hazard for others.

Waste materials and rubbish must be removed routinely, and all combustible waste materials must be discarded in appropriate (standard for the materials) sealed containers.

WORK EQUIPMENT

Work equipment is almost any equipment used by persons at the school including, but not limited to:

- Maintenance tools and machinery
- Tools and machinery for lessons
- Hand and power tools
- Office equipment
- Access equipment (ladders and stepladders)
- Lifting equipment (trolleys, hoists, etc.)

The school will ensure that:

- All work equipment is suitable for its intended purpose.
- All work equipment is maintained in an efficient state, in good working order, and in good repair.
- Where required by law e.g. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), suitable inspections and tests by a competent person are undertaken.
- Suitable records of any inspections, maintenance and testing for all applicable work equipment are kept. Some equipment only needs a visual check before use, but equipment posing significant health and safety risks from incorrect installation, reinstallation, deterioration, or other factors requires formal inspection.
- Where necessary, all work equipment is inspected prior to use and at regular intervals to ensure ongoing safety.
- Any work equipment identified as faulty or unsafe is immediately taken out of use and reported to School Health and Safety Co-Ordinator.
- Measures are taken to prevent access to dangerous parts of machinery (guarding), considering the users and the type of use.
- Where specific risks exist, the school ensures that the use of such equipment is restricted to authorised persons.
- Where necessary, appropriate signage is provided to warn of specific risks associated with the relevant work equipment.
- Relevant training is provided to persons operating work equipment.

WORKING AT HEIGHTS

The Work at Height Regulations extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand on desks to open or close windows.

- Step ladders must be erected safely for the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.

- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.

- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager/Caretaker/Cleaner in Charge on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.