

**HEALTH AND SAFETY POLICY**

**FOR**

**HASLAND JUNIOR SCHOOL**

# **STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

## **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.

|             |                    |
|-------------|--------------------|
| Name        | Name               |
| Sign        | Sign               |
| Headteacher | Chair of Governors |
| Date        | Date               |

## **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.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

## **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, Curriculum Co-ordinators, Heads of Departments Clerical Managers/Supervisors, Technicians 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 there 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:

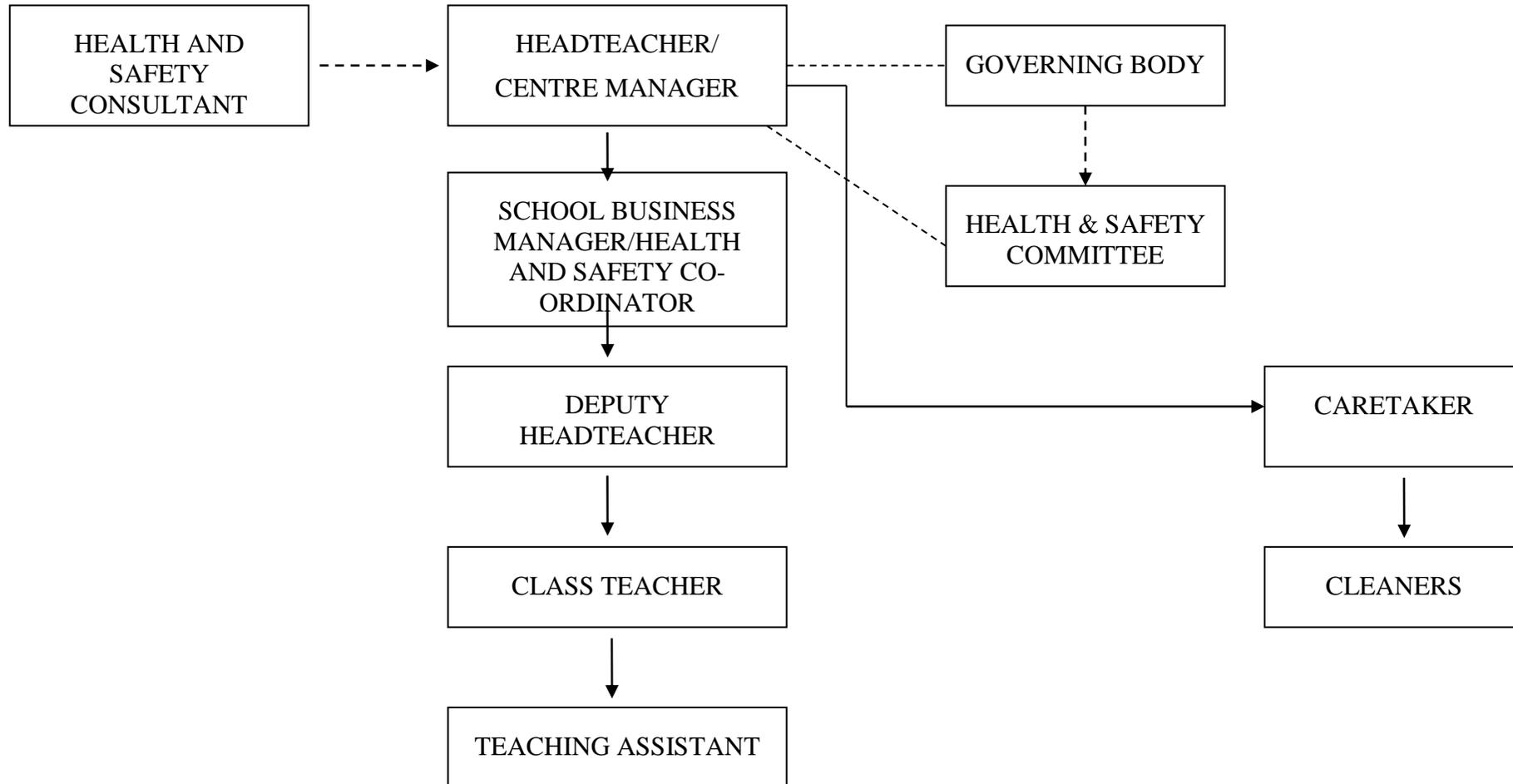
Exercise personal responsibility for the health and safety of themselves and others.

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**

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

The “arrangements for” list is as follows:-

### **Accident/Incident Reporting**

All accidents and incidents in Hasland Junior School will be reported and recorded in line with the Local Authority accident reporting guidance. In Hasland Junior School all staff will report all accidents to Matthew Winson/Gail Nottingham 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 office – in the accidents reports and procedures file.**

### **Accident Investigation**

The aim of investigating an accident is to prevent a recurrence. The investigation should enable those involved to:

- find out what happened and determine immediate and underlying causes;
- reappraise risk assessments;
- introduce measures to prevent a reoccurrence; and
- establish training needs

For further information please see **Accident Investigation** guidelines. **A copy of the guidance is held in the office – in the accident reports and procedures file.** The investigation should be carried out as soon as possible and should involve some or all of the following:

- Headteacher
- Health and Safety Co-ordinator
- Deputy Headteacher
- SLT

### **Administration of Medicines**

Medicines can be administered in school refer to the guidance in the **Medical Details and Procedures file located in the office.** In all cases the guidance must be strictly adhered to.

### **Adverse Weather**

Every effort is taken to ensure school remains open during icy/snowy weather. Factors such as staffing, pathways around the school, transport for people coming to school etc are all taken into consideration before deciding if the school can open. Sometimes it may be that there is a delayed start or that children can be collected earlier.

During very hot spells parents are advised to send a sunhat and apply suncream to their child. The playground does not have many shady areas so it may be that it is too hot and the children play in the woodland area where there is more shade. Children are also encouraged to drink more during hot weather.

## **Asbestos**

The school has an asbestos report which states that there is no asbestos present within the school. Any contractor instructed to carry out works in school must complete a **'Permit to work'** form. These forms are kept in the **'red box'** in the resources room. Further information can be found in the **Health and Safety file located in the office.**

## **Communication**

Memorandums are issued to staff with any issues regarding Health and Safety and a record of information received and read sheet is signed and dated by all staff to confirm they have read the information. Any concerns, defects etc must be reported immediately to either Matthew Winson – Headteacher, Gail Nottingham – Health and Safety co-ordinator or Charlotte Bown – Deputy Headteacher.

## **Consultation with Staff**

On the INSET day at the start of the academic year a Health and Safety presentation/training will be delivered by Gail Nottingham. Health and Safety is periodically included on staff meeting agendas. Matters are also discussed at Governor meetings and regular inspections are carried out by the Governors Health and Safety committee and the Health and Safety Co-ordinator.

## **Contractors**

Arrangements for 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.

Any contractor instructed to carry out works in school must complete a **'Permit to Work'** form. These forms are kept in the **'Red Box'** in the resources room.

Further information can be found in the **Health and Safety file located in the office.**

## **COSHH**

The cleaning service is responsible for the control of substances hazardous to health used by the caretaker and cleaners. Substances are locked away in the cleaning cupboards.

COSHH assessments for other items are carried out by Gail Nottingham and substances are locked away in the caretakers office.

Further information can be found in the **Health and Safety file located in the office.** The **COSHH risk assessments are located in the Risk Assessment file in the office.**

### **Curriculum Areas**

Risk assessments have been carried out under health and safety legislation, these are regularly reviewed. Copies of all completed risk assessments are located in the **Risk Assessment file located in the office.** Please report any concerns to the Headteacher, Deputy Headteacher or Health and Safety Co-ordinator.

### **Disaster Plans**

The disaster plan is updated annually and approved by the Governing Body. A copy of the plan is kept in the **'Red Box' in the resources room.** Further copies are kept offsite with the Headteacher, Deputy Headteacher and Health and Safety Co-ordinator.

### **Display Screen Equipment**

Arrangements for the safe use of Display Screen Equipment (DSE). 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.

Further information can be found in the **Health and Safety file located in the office.**

### **Educational School Visits**

Gail Nottingham the Educational Visits Co-ordinator manages school visits and assists staff in completing associated risk assessments and ensures all visits (except Category 1) are entered onto the Evolve system by staff before a visit takes place. Gail Nottingham then authorise the trip and Matthew Winson carries out the final authorisation. Educational visits are a potential source of hazard and therefore stringent management systems have been put in place to ensure safety of staff and pupils who are at risk.

Further information can be found in the **Visits and Trips file located in the office.**

### **Environmental**

Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in CDT areas), lighting, ventilation etc. Monitoring of these items take place to establish deterioration or improvement of conditions over long periods of time.

## **Fire**

There will be four evacuation practices per year, the outcome of which will be recorded in the **Health and Safety log book which is located in the Caretaker's office**. The time of the practices will be varied to cover all times of the school day.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The Caretaker is responsible for checking the alarm system from a different call point each week and recording in the **Fire Log Book which located inside the fire alarm panel**.

In the event that we are unable to reoccupy the building immediately, the pupils will be evacuated to the nearby Hasland Hall Community School, Hasland and the Critical Incident Management Plan will be followed.

A fire risk assessment has been carried out and is regularly reviewed see the **Fire Safety folder located in the office for more information**. A further copy of the fire risk assessment is also kept in the **'Red Box' located in the resources room**.

PEEPS (Personal Emergency Egress Plans) are also in place for staff for pupils who may require them and these are kept in the **Fire Safety folder located in the office**.

Gail Nottingham has attended the DCC fire safety training.

## **First Aid**

The main first aid box is kept outside the Y5 area, each class, staffroom, medical room, ICT suite and library also have a similar first aid kit. Spare kits for school trips are kept in the medical room.

Staff are to inform the office if their stocks are running low or can collect supplies from the medical room.

The majority of the staff have received the one day first aid training certificate which is valid for 3 years.

If the emergency services are required an adult is required to telephone for this and inform the Headteacher, Health and Safety Co-ordinator, Deputy Headteacher or SLT as soon as possible.

Parents are to be notified after calling for the emergency services. The Headteacher, Health and Safety Co-ordinator, Deputy Headteacher or member of SLT are to inform the parents.

Further information can be found in the **Health and Safety file located in the office**.

## Housekeeping/Storage

All equipment, materials etc should be safely stored away after use.

Egress routes must not be blocked – if anything is found to be blocking an exit move it immediately and report to the Health and Safety Co-ordinator, Headteacher or deputy Headteacher. Regular inspections of egress routes are carried out and reported in the **Fire Safety folder located in the office.**

## Inspection of the Premises

Formal inspections by the Health and Safety Co-ordinator and the Health and Safety Governors are carried out termly and are reported back to the Resources committee.

All staff have a responsibility towards themselves and others for health and safety and should report any problems either verbally or by leaving a written message for the Caretaker in the office. If necessary, they must be prepared to take the appropriate action themselves to remove hazards.

## Jewellery

We ask that children do not wear jewellery to school, but if they do, this should be limited to a watch and simple stud earrings. **Necklaces and bracelets should not be worn.**

As a school we believe that children are more at risk of injury if they wear earrings in school and they must be removed or taped over during PE and games. The wearing of jewellery in PE and games constitutes a hazard as injuries could be caused to the wearer through the jewellery being accidentally knocked. Similarly contact with jewellery can cause injuries to a third party. Please note that under any circumstances staff are not allowed to tape up or remove earrings. If children are unable to tape up their earrings themselves then they must be done at home.

The taping up of jewellery for swimming is not allowed due to the risk of the tape coming off in the water and causing a choking hazard to other swimmers.

## Lockdown

Lockdown procedures are in place and each classroom has a chart up with the procedures on. The procedures are practised annually.

Further information can be found in the **Health and Safety file located in the office.**

## Lone Working

Lone working applies to all members of staff as sometimes staff are alone in an area of the school i.e. Y5 area. Staff are aware of limitations involved with lone working i.e. they must not:

- Work at height e.g. on a ladder or scaffold
- Work in a confined space e.g. coal bunker, service duct or manhole cover

The members of staff also carry a mobile phone with them in situations of lone working and each classroom has a telephone in which they can make external calls and dial the emergency services.

Further information can be found in the **Health and Safety file located in the office.**

### **Manual Handling**

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.

We make arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable.

Further information can be found in the **Health and Safety file located in the office.**

### **Mechanical/Electrical**

PAT testing is carried out by a reputable company annually who produce a PAT testing certificate and equipment tested list. This certificate is kept in the **'Red Box' located in the resources room.**

New equipment needs to be checked by Gail Nottingham and be included on the electrical equipment register. Second hand and donated electrical equipment will also need to be checked by Gail who will carry out a PAT test prior to its use.

### **Monitoring Auditing**

The monitoring and auditing of the effectiveness of the health and safety policy is done on an annual basis by the Headteacher, Health and Safety Co-ordinator and Health and Safety Governors. The policy is formally adopted by the Governing Body.

Records of testing and inspection of equipment and maintenance work are kept in the **'Red Box' located in the resources room.**

The following **Health and Safety Management Plan Monitoring** Schedule shows what checks take place. These completed forms are kept in the **'Red Box' located in the resources room..**

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms

- Ladders and Stepladders - in the weekly and other safety checks file located in the Caretaker's cupboard
- Evacuation and Practice Drills – in the weekly and other safety checks file located in the Caretaker's cupboard
- Personal Protection Equipment (PPE)
- PE Equipment
- Pressure Systems
- Fixed Electrical Systems
- Legionella Testing
- Boiler Servicing
- Emergency Lighting
- Playground Equipment Checks – in the weekly and other safety checks file located in the Caretaker's cupboard
- Gas Soundness Testing
- Electrical Equipment

The following Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by Derbyshire Schools.

**Health and Safety Plan Monitoring Schedule** (delete and amend as appropriate)

**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                           |          |          |
| Water Temperature                          |          |          |
| Emergency Lighting                         |          |          |
| First Aid Kits                             |          |          |
| Inspection of Offsite Block                |          |          |
| Shower                                     |          |          |

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

| Item   | Check By | Comments |
|--|----------|----------|
| Physical Intervention                                    |          |          |
| PE Safety  |          |          |
| Lettings (Safety)  |          |          |
| Inspection of playgrounds and play areas                 |          |          |
| Communication of Health and Safety concerns to all staff |          |          |
| Inspection of PE areas                                   |          |          |
|  |          |          |
|  |          |          |

**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  |          |          |
| Ladders Inspection   |          |          |
| Water run and toilets flushed after termly breaks              |          |          |
|  |          |          |

**Moving and Handling of Pupils**

If pupils required assistance to move then guidance would be followed and staff members handling a pupil would be given training.

**One off Activities**

All activities except category 1 visits go on the Evolve site see **Educational Visits and Trip section for more information.**

## **Out of School Activities**

All activities fo on the Evolve site see **Educational Visits and Trips section for more information**. The ratio for staff to pupils is determined by the visit taking place and carrying out a risk assessment. For pupils that have an EHCP a Teaching Assistant goes with them and provides 1:1 support.

## **Personal Emergency Evacuation Plans (PEEP's)**

These are put in place to assist anyone who requires assistance to evacuate the building in an emergency.

## **Personal and Intimate Care**

There is a personal and intimate care policy in place. Staff who regularly and routinely carry out these types of tasks as part of their day to day role have the specialist skills and have received the training required to undertake these tasks. These staff in the main are working with young people with additional needs who require a specialist level of support.

The Personal and Intimate Care policy can be found in the **Health and Safety File located in the office**.

## **Personal Protective Equipment**

Aprons are provided for certain art lessons or cookery. Disposable gloves and aprons are provided for dealing with bodily fluids. Disposable gloves are also available for children to use when modelling clay if required. During COVID-19 face masks and shields are provided for staff requiring them for dealing with a child with medical needs or 1<sup>st</sup> aid where the child cannot do it for themselves.

Schools provides the caretaker with relevant clothing and footwear and DCC provide aprons for the cleaners

## **Positive Behaviour Support Including Physical Intervention**

The Governing Body have adopted the Local Authority policy and guidance on Positive Behaviour Support (including physical intervention and work within these guidelines minimising the use of physical interventions through emphasis on sound behavioural support strategies. This policy compliments the Behaviour Management Policy and the two should be used in conjunction.

The positive behaviour support including physical intervention can be found the in **Health and Safety File located in the office**.

## **Premises**

Arrangements can be made for the use of premises outside normal working hours. This is classed as a letting. The use of the school premises outside normal school hours is delegated to the Governing Body in accordance with the Education

Committee's Regulations for the letting of school premises. Governors agree the letting and charges and the Clerk to Governors deals with the administration. Health and Safety is discussed before the first letting commences.

After school clubs are held and relevant documents are checked and photocopied as well as discussing Health and Safety.

### **Playground Safety**

The Caretaker does a daily visual check on all playground equipment/surfaces and appropriate action is taken if areas are found to be defective/uneven – repair, fencing off, out of bounds.

Pupils are supervised during playtime by an appropriate number of Teachers and Teaching Assistants and at lunchtime Midday Supervisors. Appropriate trained first aiders are available to treat any injuries.

Risk assessments for playground/play equipment use are available in the **Risk Assessment folder located in the office.**

### **Risk Assessments**

Arrangements for carrying out risk assessments under current health and safety legislation. Copies of all completed risk assessments are kept in the **Risk Assessment folder located in the office.**

### **Road Safety**

Letters are regularly sent out regarding traffic on the school site and warning drivers to take care and if possible park off the school site and walk a short distance to drop off/collect children. Signs are also on the site and warn that children are around.

The school site has electronic gates. Staff can get access via number plate recognition, delivery drivers or visitors have to press the intercom system to be allowed access. We do have issues with parents tailgating other users being allowed access and regularly send out letters to try and stop this.

### **Security**

All visitors to the school are expected to report to the school office, where they will be asked to sign in and a visitors badge will be given. Entry into the school is via a locked door which is manned at all times.

Staff are encouraged to challenge politely anyone on the school grounds that they do not recognise.

### **Site Access**

The school enjoys a pleasant and secure site including a large playground. The security fencing has eliminated vandalism and ensures that our children have clean, secure areas in which to learn and play. Pedestrian access to the school is via

Broomfield Avenue and Mansfield Road. There is also access via The Green but this has been closed during COVID-19 to help with the safety of our school. Associated vehicles have access via number plate recognition or the intercom system via the gates on Broomfield Avenue. The school gates are locked at 9am and opened again at 3.20pm. During COVID-19 no parents are allowed into the school or playground areas – staff man the gates to allow the children in/out. Parents wait on the pavement or grassed areas at the front of the school. Visitors to the school building enter the reception area and have to sign in and see a member of staff to gain entry through the locked doors. During COVID-19 parents have been asked to contact school via telephone or email rather than visit the school building.

## **Stress Management**

The Governing Body is committed to promoting the good health of its employees which it sees as its most valuable asset.

The Governing Body recognises that stress is a problem which could potentially affect all its employees. It is committed to managing stress in the workplace.

The Governing Body/Headteacher have agreed to operate a scheme to monitor staff absence. Formal analysis takes place as part of the Governing Body's agreed Absence Control Management Guidelines. Careful consideration takes place as to whether or not stress may be a factor.

Further information can be found in the Management of Stress Policy in the **Health and Safety file located in the office.**

## **Training**

Arrangements for identifying the training needs of staff and for ensuring adequate training provision is provided. The training needs of staff are discussed at performance management meetings.

Induction for new recruits is carried out and a Health and Safety Presentation given.

On the INSET day in September, Gail carries out refresher Health and Safety Training to all staff and this is recorded and a register signed by staff.

## **Violence at Work**

A violence at work policy is in place and is available in the **Health and Safety file located in the office.**

A risk assessment for violence at work is also in place and is available in the **Risk Assessments file located in the office.**

## **Welfare Facilities**

Arrangements for the provision and maintenance of welfare facilities, eg 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 are in place.

### **Waste Management**

Arrangements for managing waste and associated secure points are in place.

### **Wildlife Areas**

School gardens are maintained and inspected daily for broken glass, animal excrement etc. A risk assessment is in place and is available in the **Risk Assessments file located in the office.**

### **Work Related Learning**

Work related learning describes a broad range of activities for pupils and students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work. A policy is in place and is available in **Health and Safety file located in the office.**

Our pupils do not go on work placements but our policy covers students who come into our school.

### **Working at Heights**

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector.

Staff have all received and signed for the working at height document and are reminded each year on the INSET training.

Further information can be found in the **Health and Safety file located in the office.**