

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 and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

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.

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.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for 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: Mr John Stringer

Name: Mr Evert Van Gemeren

Sign

Sign

Headteacher

Chair of Governors

Date: 10th January 2014

Date: 10th January 2014

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 CAYA 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 CAYA 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 CAYA 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.
- His/her 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 CAYA 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 CAYA 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 CAYA 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 CAYA 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, SLT and Caretaker they have the following responsibilities:

Apply the school's health and safety policy or relevant CAYA 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 complains 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:

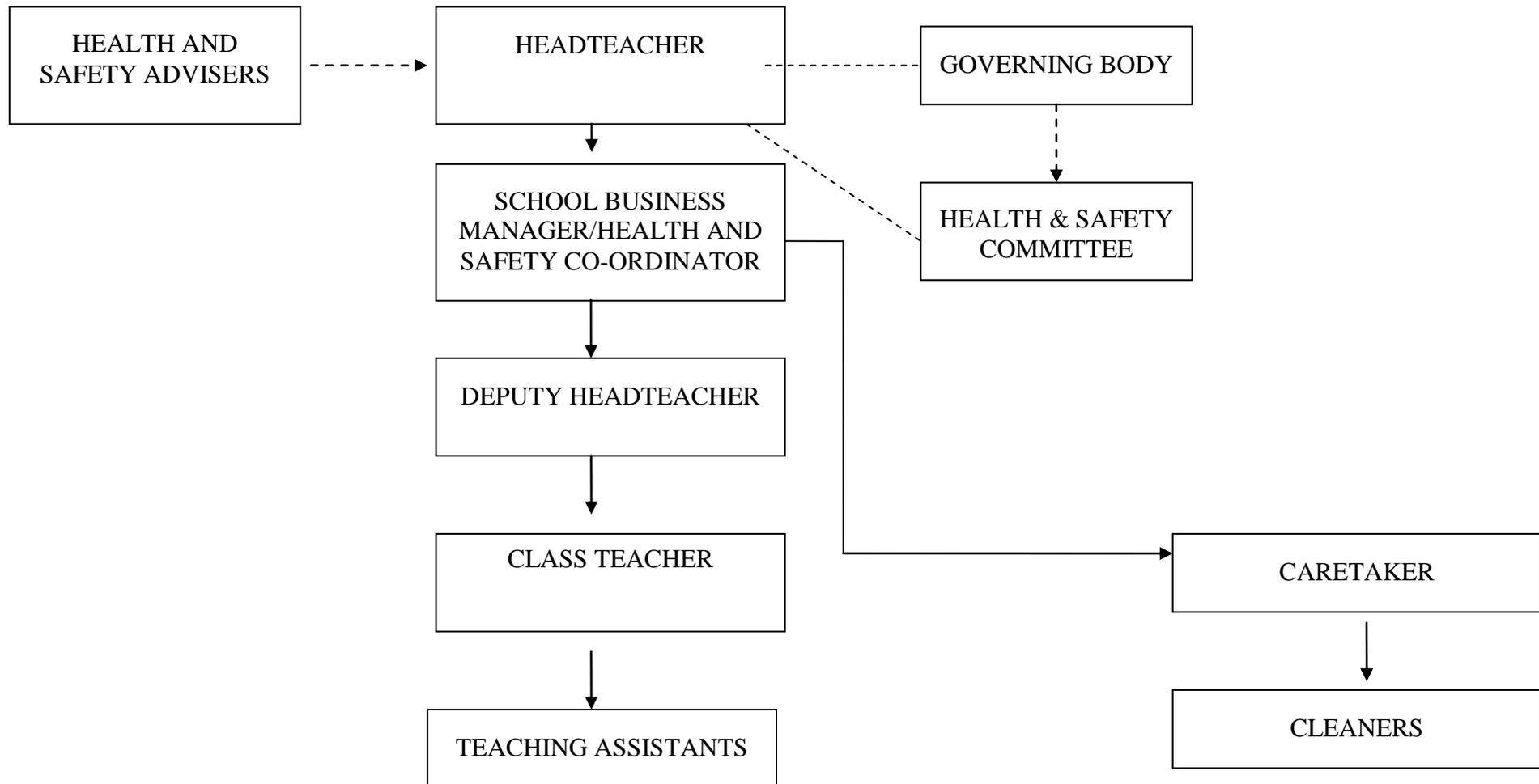
Exercise personal responsibility for the health and safety of themselves and others.

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 **John Stringer/Gail Booker** 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 accident 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 recurrence; 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

Medicine 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.

Asbestos

The school has an asbestos report which states that there is no asbestos present within the school. Any contractor instructed to carry out any 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 John Stringer – Headteacher, Gail Booker – Health and Safety co-ordinator or Su Chopra – 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 Booker. The union elected Health and Safety representative carries out a Health and Safety inspection each year. 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 any 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 caretaking 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 or caretakers office.

COSHH assessments for other items are carried out by Gail Booker 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 current 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 Booker 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 trip takes place. Gail Booker then authorises the trip and John Stringer 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 takes 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 is located inside the fire alarm panel.**

Fire fighting equipment is serviced annually and the date noted in the **Fire Safety folder located in the office.**

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 or pupils who may require them and these are kept in the **Fire Safety folder located in the office.**

Gail Booker 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 smaller first aid kit. Spare kits for school trips are kept with Bron Rawlins.

Staff are to inform the qualified first aider (Bron Rawlins – St Johns member) when stocks in their kits are running low. Bron is responsible for maintaining the Y5 area stock.

The majority of 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, Deputy Headteacher, SLT or Health and Safety co-ordinator as soon as possible.

Parents are to be notified after calling for the emergency services. The Headteacher, Deputy Headteacher, SLT or Health and Safety co-ordinator 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. Yellow tripsafe matting is to be used over trailing cables and removed when not in use.

Egress routes must not be blocked – if anything is found to be blocking an exit move immediately and report to 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 using the '**Caretakers message book**' located 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. Earrings must also be taped over when children are playing on the playground. 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. Parents and carers are asked to ensure their child has their own tape in school. Please note that staff are not allowed under any circumstances to tape up or remove earrings. If children are unable to tape up their earrings themselves then they must be done at home.

Parents and carers are reminded that if their child wishes to have their ears pierced then sufficient time needs to be allowed prior to the start of a school term such that children can remove the earrings during school times.

Children with pierced ears will only be allowed onto the playground if the earrings are taped over during playtimes and lunchtimes.

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.

Lone Working

Lone working is restricted to all members of staff as sometimes staff are alone in an area of the school i.e. Y5 area. Staff are aware of the 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 internal 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

All portable electrical equipment is checked termly by Gail Booker who has undertaken Portable Electrical Appliance Formal Visual Inspection training. PAT testing is carried out by a reputable company who produce a PAT testing certificate and equipment tested list. PAT testing is carried out every three years. This certificate together with a list of all items is kept in the **'Red Box' located in the Resources room.**

New equipment needs to be checked by Gail Booker and be included on the electrical equipment register. Second hand and donated electrical equipment will also need to be checked by Gail Booker and Gail will ensure a PAT test is carried out 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 Governing Body Resources committee formally adopt the policy once approved.

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
- PE Equipment
- Fixed Electrical Systems
- Legionella Testing
- Boiler Servicing
- Emergency Lighting
- Gas Soundness Testing
- Electrical equipment
- Ladders and Stepladders – in the weekly and other safety checks file located in the Caretaker's office
- Evacuation and Practice Drills – in the weekly and other safety checks file located in the Caretaker's office
- Playground Equipment Checks – in the weekly and other safety checks file located in the Caretaker's office

The following Health and Safety Management Plan Monitoring Schedule, is used to ensure checks are carried out.

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Risk Assessments		
Manual Handling of Risk Assessments		
Accident Reports		
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 and equipment		
Fire Alarm Tests		
Water Temperature		
Emergency Lighting		
First Aid Kits		
Inspection of Offsite Block		
Shower		

Daily Checks (by observation, discussion etc)

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		

One off Activities

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

Out of School Activities

All activities go on the Evolve site see Educational Visits and Trips section for more information. The ratio for staff to pupils is 1:6 for Y3 pupils and 1:10 for Y4, Y5 and Y6 pupils. For and statemented SEN pupils that go on trips a teaching assistant goes with them and supports them 1:1. See the **Trips and Visits file located in the office for more information.**

Personal Protective Equipment

Aprons are provided for cookery. Disposable gloves and aprons are also provided for dealing with bodily fluids. Disposable gloves are also available for children to use when modelling clay – if required.

Property services provide the caretaker with relevant clothing and footwear and also the aprons for the cleaners.

Premises

Arrangments can be made for the use of the 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. The school Bursar is responsible for the requests from a prospective hirer, the Governors deal with the charges and the Clerk to Governors deals with the administration. Health and Safety is discussed before the first letting commences.

After school clubs are also 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

Risk assessments are carried out 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 drivers that children are around.

During snow/icy conditions staff are on patrol on the driveway and stop vehicles driving close to the school and create a drop off zone for parents.

The school is has altered layout of the driveway to make the site safer for pedestrians.

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 printed. Entry to 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, Mansfield Road and The Green. Associated vehicles have access via the main gates on Broomfield Avenue. The school gates are locked at 9.10am and opened again at 3.20pm to ensure the grounds are secure. 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.

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 employees. It is committed to managing stress in the workplace.

The Governing Body/Headteacher has 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 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, 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 the **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.

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