**Highfield Hall Primary School**



**Health and Safety Policy**

**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 Derbyshire Schools Net.

The Governing Body and Senior Leadership 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 Leadership 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.

**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 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 etc.

• 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 Guidance on Formulation Local Health and Safety Policy June 2009 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 store

 • Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired or disposed of and any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.

 • 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.

• 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 staff and others holding positions of responsibility**

This includes Deputy Headteachers, members of the Senior Leadership Team and Caretakers:

* Apply the school’s health and safety policy or relevant CAYA department health and safety guidance to their own 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.

**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 the Headteacher 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 the Headteacher.
* 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 school’s arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Line Manager 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.

**Specific Guidance for Health and Safety**

**Accident/Incident Reporting**

All significant accidents and incidents will be reported and recorded in line with the Local Authority accident reporting guidance. Staff will report such accidents incidents to the Headteacher or named First Aider who will ensure that they are recorded in line with this guidance and will be fully familiar with it. A copy of the guidance is held in the school office.

All significant accidents that occur to children or adults should be recorded in an accident book.

Accident books can be found in the office, the infant building, the swimming pool, the nursery and the disabled toilet.

The following should be recorded:

date and time of the accident, brief details of the incident, what checks were made, what treatment was given, signature.

The person filling in the slip should also inform the class teacher if necessary.

It is then the responsibility of the class teacher to ensure that where necessary parents have been notified.

Any injury to the head should be recorded and a head injury slip sent home.

A serious injury should also be recorded on an official Accident Report Form; copies are kept in the office. One copy of this is retained and copies sent to the Health and Safety Officer in Matlock and the Health and Safety Executive in Nottingham.

**Accident Investigation**

When necessary accidents will be investigated by the Headteacher.

**Administration of Medicines**

This policy should be read in conjunction with the Policy for Supporting Pupils with Medical Needs.

Whenever it is practicable the parent should administer the medication. We encourage parents to come into school or suggest that the child goes home at lunchtime to receive their medication.

Whenever a member of staff is asked to deal with the administration of medicines in school the parent must complete a medication form.

The form makes it clear that medication cannot be given in school when:

* the medication is dangerous
* the timing and nature of the administration is of vital importance
* serious consequences could arise from a member of staff forgetting to administer a dose
* technical or medical expertise is necessary
* intimate contact is necessary, unless adequate training has been provided

If a teacher or teaching assistant accepts responsibility for administering the medication it must be kept in a safe place away from children.

In no circumstances should any medication be left in coats or bags in the cloakroom.

Younger pupils should not keep inhalers – teachers will need to make a place available for children to keep their inhalers so that they can have access to them whenever they are needed. Many children with long term conditions prefer to administer their own medication, we will encourage this independence wherever possible.

Any medication brought to school must be appropriately labelled with the contents, child’s name and dosage required.

Medicines must not be brought to school in glass containers.

In no circumstances will any member of staff administer an injection unless correct training has been provided.

No member of staff must ever administer analgesics (painkillers) to children unless they have written instructions from parents.

**Animals**

Whenever animals are kept in school or brought to school an appropriate risk assessment will be carried out. Consideration will also be given to the wellbeing of any animals in school and the care of animals in school holidays.

**Asbestos**

The school asbestos survey which specifies any known presence of asbestos is kept in the ‘red box’ under the main staircase. There is also an Asbestos Policy which contains guidance on how exposure to asbestos is to be prevented. The Headteacher is the trained duty holder.

**Classrooms**

Teachers are responsible for the safety of each child in their classroom.

Teachers are responsible for the tidiness of their classroom; they must ensure that equipment is stored safely and that children are trained in habits of tidiness.

Only approved materials should be used i.e. non-fungicidal glue, non-toxic materials etc.

Sharp objects, such as scissors should be stored appropriately and children should be taught how to use them and carry them properly.

All equipment and apparatus used should be visually checked each time that it is used and any problems reported to the Headteacher.

If any member of staff feels that something in their classroom presents a safety hazard they must bring this to the attention of the Headteacher.

Where children are unsupervised, in the corridors, in the toilet or at times in classrooms teachers must ensure that their remote supervision ensures the children’s safety; where necessary this will included not allowing some children to be unsupervised at all.

**Communication**

All staff have been notified that they should inform the Headteacher of any health and safety concerns immediately. All staff are aware that risk assessments need to be carried out for many activities undertaken in school. Any information which needs to be given to staff on health and safety matters will be put onto the 9-o-clock news.

**Contractors**

The Headteacher will ensure that all contactors undertaking work on the 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. All contractors will be expected to sign a permit to work and where necessary a hot work permit. They must also carry out risk assessments and issue a method statement before any work is undertaken.

**Corridors and toilets**

Staff should ensure that children do not run inside school.

Children should be encouraged to go to the toilets and wash their hands during break times.

Children should be encouraged to use all facilities properly: flushing toilets, turning off taps, using the pegs in the cloakroom etc.

**Control of Substances COSHH**

From time to time substances may be used in school, which could constitute a hazard to health if misused or if stored incorrectly.

The following measures should be observed:

* No substance that could cause a hazard should be stored in a classroom. When used they should be under the strict control of the teacher. (such materials may include; cleaning agents, oil-based paints, varnishes, fixatives etc)
* Cleaning materials will be kept locked away by the caretaker.
* All materials should be kept in their original containers
* Playground marking paint will be kept locked away by the caretaker
* Swimming pool chemicals are kept in the Plant Room. Protective clothing is available for anyone handling these chemicals
* Where chemicals or other potentially hazardous materials are kept in school a risk assessment of the materials must be carried out using the COSSH procedures.
* Wherever possible non-hazardous materials should be used.

**Curriculum**

When necessary Risk Assessments for specific curriculum related activities will be carried out, this would include some science experiments, Design and Technology activities, and some sports.

**Critical Incident Management Plan**

A Critical Incident Management Plan to deal with explosions, bomb scares, escape of dangerous substances etc has been drawn up and is reviewed by the Governors annually. A copy of the plan is kept in the ‘Red Box’ under the main staircase.

**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.

**Drug related Incidents**

Any unauthorised or illegal substance (alcohol, tobacco, unauthorised medicines, volatile substances, illegal drugs or related paraphernalia) will be confiscated and passed on to the headteacher. Parents will be informed and appropriate actions taken, including the involvement of the police and other external agencies as appropriate. If a member of staff suspects a parent to be under the influence of drugs or alcohol on the school premises it will immediately be reported to the headteacher and appropriate actions will be taken.

**Educational School Visits and Out of School Activities**

We follow all guidance from the Health and Safety department of Derbyshire County Council including that relating to pupil ratios and transport. Risk Assessments are written for each activity and must be read and followed by all supervising adults on any trip. For further information see files in the Headteacher’s Office.

**Environmental**

Staff are responsible for reporting any concerns relating to the learning environment, e.g. temperature, humidity, noise, dust, lighting, ventilation, etc. Monitoring of these items will be part of the termly site health and safety check.

**Fire Safety**

Fire drills should be held three times a year to ensure that children and staff are familiar with the procedures in the event of a fire.

When the alarm sounds:

Teachers must escort children from the building by the most convenient exit.

Any member of staff passing a cloakroom or toilet should make sure that these areas are evacuated.

Teachers should ensure that children do not:

* rush or push
* stop to collect possessions
* stop to go to the toilet
* make a noise

Doors should be closed by the last person leaving each room. Teachers should, where possible ensure that the asthma box is taken out also.

The evacuation report, pink cards, signing out and visitors books will be brought to the assembly point by one of the secretaries.

Leaving by their designated exit staff should take their children to line up in the middle of the grass facing away from the building.

Children in Nursery should line up furthest from the school; they should be followed by Reception, Year 1 and so on. If there are any children swimming they should line up on the grass with the rest of their class.

For the purposes of an evacuation practice in bad weather all children, with the exception of those in Nursery and any that are swimming, will line up on the top playground in the same order as described previously. Any class that has children swimming should on such an occasion line up on the bottom playground.

Children in Nursery can line up on the small drive leading to the back of the Nursery building.

When the children are lined up in their designated area they must be silent, the teacher must take the register and then raise their hand to show that this has been done. The teacher must inform the Headteacher immediately if any child is found to be missing.

The children should be told that if they are not in the classroom when the fire alarm sounds they should leave by the nearest exit and join their class where they line up.

No person should re-enter the building without the permission of the Headteacher.

All exits should be kept clear of obstructions.

Every classroom and work area must have a fire evacuation procedure notice visible for all to see. These notices should be drawn to the attention of everyone that uses the classroom.

The fire extinguishers are safety checked annually.

The fire alarm system should be tested weekly by the caretaker, all sounders and flashing lights should be checked at this time. The caretaker will keep a log of these checks.

**First Aid**

Only minor first aid can be administered in school. This would include cleaning with water and applying a dressing. If any further treatment is required a named first aider should be informed in the first instance.

Miss Riley, Mrs Webster and Mr Gruffydd are currently the members of staff with paediatric first aid qualifications, however Mrs Webster will deal with the majority of day-to-day first aid queries.

They are the members of staff responsible for maintaining first aid boxes; a list of contents is inside each box and includes:

A guidance card, plasters, microporous tape, gauze, antiseptic wipes, kool pack, eye pods, bandages, disposable gloves, burn gel sachet, sick bag, face shield.

It is the responsibility of all staff to ensure that their boxes are kept fully stocked from the central store in the Nursery.

The first aid boxes are located as follows:

Staff room, each classroom, the school office, the cloakroom, the hall, the entrance to the swimming pool, the swimming pool.

In addition there are a number of portable first aid boxes that should be taken on school journeys.

All non-teaching staff have received some basic first aid training.

In the event of a serious accident the first attender would normally be responsible for calling the emergency services if required. Mrs Higham, Mrs Webster or the Headteacher would normally be responsible for authorising the notification of parents.

**Home time**

Staff should be sure that any person, other than a parent, coming into school to collect a child is doing so with the permission of a parent or legal guardian.

Children should leave their classrooms in a tidy condition; chairs should be put under tables and all of their belongings put away.

Children should be supervised by their class teacher until they have left the school buildings. In the Foundation Stage and Key Stage One children should be handed over to a known adult before they are allowed to leave.

**Housekeeping/Storage**

All access routes and fire evacuation routes should be kept clear at all times. Staff are responsible for ensuring that the areas in which they work and the areas nearby are kept clear of clutter.

**Inspection of the Premises**

The Headteacher will carry out a thorough Health and Safety Inspection twice a year. In addition a Trade Union Health and Safety representative will carry out an annual Health and Safety inspection.

**Lettings**

All relevant health and safety information will be passed on to anyone hiring or using the premises outside normal working hours.

**Lone Working**

A lone working risk assessment has been carried out and relevant staff are aware of this. People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers for example lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

**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.

So far as is reasonably practicable all staff should 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. Manually handling training is undertaken by all staff every three years.

**Mechanical/Electrical Equipment**

All electrical equipment used in school is safety tested annually.

Children should be trained to use equipment properly and to never touch wires or plugs.

It is the responsibility of teachers to visually check all appliances before use and report any fault to the Headteacher immediately.

The Headteacher should be informed if any member of staff brings electrical equipment into school.

Care should be taken to ensure that wires do not cause a hazard.

**Monitoring**

The Headteacher will carry out a twice yearly Health and Safety Audit.

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

This includes:

* Fire-Fighting Equipment
* Electrical Equipment
* Fire Alarms
* Ladders and Stepladders
* Evacuation and Practice Drills
* PE Equipment
* Mechanical Machinery (lifts, hoists etc)
* Fixed Electrical Systems

**Parental Responsibility**

Any parent coming to collect a child other than at the normal time should have informed us beforehand that they will be coming. On arrival they must go to the office. They will be asked to sign the child out and wait in the entrance hall.

The child will be brought to them. Where there is a dispute in relation to parental responsibility the Headteacher is responsible for making a policy decision having been formally notified by the appropriate authorities or after having seen any legal documentation. A copy of any such documentation will be kept in the school office.

Where it is unclear whether a parent should collect the child they will be asked to wait in the entrance hall and the Headteacher will be sent for who would then contact the parent that the child usually lives with.

If a parent should arrive at a classroom or on the playground to collect a child the class teacher will ask the parent to go to the office to sign them out and wait for them there.

If the parent insists on taking the child from the classroom the teacher will need to immediately contact the office who will inform the Headteacher.

If the parent refuses to wait in the entrance hall but insists on collecting the child from the classroom the secretary will immediately inform the Headteacher.

Class teachers will be told of any child where there is a court order or where parental responsibility is proven and determines who should or should not collect a child from school.

* a list of children to whom this applies will be kept in the office.
* a note of children to whom this applies will be kept in the register.

Staff have a responsibility to do all that is reasonable to ensure that a child is only collected by someone who is legally permitted to do so.

No member of staff should put themselves at risk in such situations or do anything which may lead to a confrontation in front of their class.

**P.E.**

Children should be dressed appropriately for P.E.

All jewellery should be removed, when necessary earrings can be taped, this should be done by the parent or by the child not by a member of staff.

Teachers should never leave groups of children unsupervised; this includes children fetching equipment from the P.E. store.

Equipment should be visually inspected each time it is used and any problems should be reported to the Headteacher.

All apparatus is safety checked once each year. All staff have been made aware of the most relevant and up to date health and safety advice in relation to PE.

**Playground Safety**

The members of staff on duty should be on the yard or in the cloakroom at the beginning of break time.

Violent or aggressive games are not allowed.

Children are not allowed to climb on walls, fences or trees.

At the end of break and lunchtimes a whistle is blown. On the first whistle the children should stand still, on two whistles they should walk quietly to their line, on three whistles there should be silence; the teachers will then take their classes into school.

If a child is hurt on the playground they should be sent inside to the cloakroom where a member of the non-teaching staff will deal with them. If the injury is more serious another member of staff should be sent for, preferably the First Aider, Headteacher or Deputy.

All injuries where treatment is required should be entered into the accident book.

All head injuries will be entered and a head injury form will be sent home, the member of staff who deals with the injury should fill this in.

All playground equipment and benches will be inspected by the caretaker weekly.

All staff on duty should be aware of the playground risk assessment that has been carried out.

**Road Safety**

The Staff and Governors are committed to ensuring the safety of our children at all times.

Children in every year group are reminded of road safety rules before and during every school trip. In addition specific road safety education is included in lessons in Years 1 and 2 and where appropriate in other year groups.

The main entrance of the school is not open to vehicles before and after school when it is used by pedestrians, other than for disabled access and in an emergency.

There is a strictly enforced 5 mph speed limit inside the school grounds.

We regularly remind parents bringing children in cars to drive carefully in the vicinity of the school and to park in a way which does not impede the work of the School Crossing Patrol or make it difficult for pedestrians.

Children are not allowed to bring cycles into school.

When children are travelling to and from school it is their parents’ responsibility to ensure their safety.

Whenever a visit involves walking through the streets with children a thorough risk assessment will be carried out.

Whenever a visit involves transporting children in vehicles a thorough risk assessment will be carried out.

Anyone taking children in a car will be fully insured, have a current MOT and will not carry children unaccompanied.

We will only use coach companies approved by Derbyshire County Council, all staff and pupils will be insured through the Derbyshire School Journeys Association.

**Safeguarding Children**

All appropriate procedures and policies in relation to safeguarding are in place. There is a Safeguarding Folder in the staffroom which contains information and guidance. All staff, students and volunteers are issued with safeguarding information. Our Designated Safgeuarding Lead is Mike Bywaters (Headteacher) and the Deputy Designated Safeguarding Lead is Sally Briddon. DCC Child Protection Guidance is available in the Headteacher’s office and on the school website.

### Security

All members of staff have a duty to contribute to the security of the children and the building by being constantly alert to potential dangers.

Visitors to school should only use the main entrances; they should not be let in through any other door.

Staff should not open the door unless the person is known to them or they are satisfied that the person has legitimate business at the school. Visitors should sign one of the visitors’ book and receive a visitors’ badge.

All external doors are fitted with one-way locks and can only be opened from the inside or with a key or code. It is important that these doors are closed after the start of the school day and at the end of playtime and lunchtime.

Any child leaving or entering school outside the normal times should be signed in or out by their parent or a person nominated by their parent.

Any adult visitor to the school must wear a visitor’s badge. Members of staff who come across an adult in school who is not wearing a badge should direct them to the school office. However staff must be aware of their own safety when approaching a stranger. If they are in any doubt they should send for another adult or send to the school office to ask for the police to be called. They should if possible keep the person under observation, without putting themselves at risk, until help arrives.

Children should be told to enter the nearest occupied classroom and tell a member of staff if they come across a stranger in school.

Members of staff who see damage to school boundaries should report it immediately to the Headteacher.

Staff working on their own in buildings should be aware of safety and security issues relating to this and should where possible lock any external doors to prevent unauthorised entry.

All staff should be responsible for their own possessions. Valuables should not be left in places where they are likely to attract unwanted attention.

It is the caretaker’s responsibility to ensure that the building is secure and that the alarm is set. If one of the designated key holders has entered the school at this time then they are responsible for the security of the building.

Cameras are sited at strategic points on the school site. Their purpose is to protect the building and grounds from burglary and vandalism. The caretaker is responsible for setting the system each evening.

**Site Access**

The main gates (vehicle access) are closed in the school day and a warning sign about children working is in place. There is a 5 mph speed limit in force. Only disabled and emergency access is allowed when the children are entering and leaving the school.

**Smoking**

Our school and its grounds is a non-smoking site at all times (including when the swimming pool is in use over the weekends and holidays), this includes the use of electronic cigarettes.

**Sun**

Parents are asked to ensure that their children are dressed appropriately, wear a sun hat and have sun cream put on before school. Children are allowed to look after and apply their own cream, they are not allowed to share and staff are not expected to apply sun cream to children.

Staff are aware of the dangers of prolonged exposure to direct sunlight and so are mindful during breaks and PE lessons.

**Stress Management**

Arrangements are in place for identifying and managing stress. There is a policy in place and guidelines for the Senior Leadership Team have been agreed. Governors and the Senior Leadership Team are aware of the effects stress can have on the school.

**Swimming Pool (Emergency Evacuation)**

The swimming teacher will blow a whistle three times. Swimmers will stop and listen for instructions.

If they need to leave the pool they must dry themselves and dress in an orderly manner. They should then exit in the normal way.

If the fire alarm sounds they should stop and listen for instructions. Exit from the pool should be through the fire exit. The swimmers should line up with the rest of their class. A supply of foil blankets is kept in the First Aid Box for use during an evacuation of this kind.

**Training**

When training needs are identified provision, including the induction training for new staff, is made. Recently this has included: lifting and handling, fire safety, first aid and restraint training.

**Transmissible Diseases**

All staff dealing with abrasions, sickness or bodily fluids **must** wear the plastic gloves provided in the first aid cupboards. All soiled dressings must be placed in the bin.

**Visitors to school**

All visitors should report to the office. They must sign in and out using the electronic screen; they will be given a badge which they must wear at all times.

Children should be encouraged to report any visitors that are on the premises and not wearing visitors’ badges.

**Violence at Work**

A policy is in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School managers are aware that staff fears of violence can result in unacceptable levels of stress.

**Waste Management**

All bins are at fixed points well away from the main building.

**Water**

Any standing water in play equipment should be tipped away where possible to avoid the potential dangers of stagnant water and infection. Any piece of equipment where this is not possible should be reported to the Headteacher.

**Welfare Facilities**

Appropriate welfare facilities, eg toilets, washing facilities, drinking water, facilities to make a hot drink, heat foods and eat lunch are in place. The Governors are aware that the toilet facilities are inadequate for the number of staff.

**Wet playtimes/lunchtimes**

*Wet playtimes*: teachers must ensure that their class is supervised by a member of staff from a neighbouring class if they need to leave the classroom.

*Wet lunchtimes*: once the teachers have settled their class they should hand responsibility to a dinner lady. The dinner ladies are responsible for the supervision of children in the classrooms, in the corridors and in the dining hall. The children should be quietly occupied in the classroom at this time.

**Wildlife Areas**

Risk assessments for the use of the school wildlife areas and gardens are in place.

**Work Related Learning**

Guidance is given to all students and pupils on placement at our school. This includes rules and expectations particularly in relation to health and safety.

**Working at Heights**

A risk assessment for working at heights is in place and the Caretaker is aware of this.

**Health and Safety Plan Monitoring Schedule**

|  |  |  |
| --- | --- | --- |
| **Annual Checks Item**  | **Check By**  | **Comments**  |
| Risk Assessments  | Headteacher/EVC | ongoing, verbal report to SMT in July |
| Policy and Management Plan  | SMT | to be reviewed by Governors annually in July |
| COSHH | Headteacher/ Caretaker | Vertas contract |
| Review of Procedures  | SMT | reviewed in July |
| Accident Reports  | SMT | reviewed in July |
| Cleaning Staff Procedures  | Caretaker / property services | Vertas contract |
| Record Fire Appliance Test | Headteacher | checked annually  |
| Record PE Equipment Check  | Headteacher | checked annually  |
| Check Completion of PAT Testing  | Headteacher | checked annually  |
| Whole Staff Training- Refreshers  | SMT | reviewed in July |
| Non Accidental Injury Reports | Headteacher | report to Governors annually in July |

|  |  |  |
| --- | --- | --- |
| **Weekly Checks Item** | **Check By** | **Comments** |
| Playground, Walls, Fences, Gates, Seats | Caretaker | written record kept, checked by SBM, termly |
| Fire Alarm Tests | Caretaker | written record kept, checked by SBM, termly |

|  |  |  |
| --- | --- | --- |
| **Daily Checks (by observation, discussion etc**  | **Check By**  | **Comments**  |
| Playground /field for hazards  | Caretaker | any issues dealt with or reported to Headteacher |
| PE Safety | Class teachers | any issues dealt with and/or reported to Headteacher |
| Lettings (Safety)  | Caretaker | to be carried out prior to letting and reported to school clerk |
| Communication of Health and Safety concerns to all staff | Headteacher | any issues on weekly timetable or 9-o-clock news |

|  |  |  |
| --- | --- | --- |
| **Termly Checks Item**  | **Check By**  | **Comments**  |
| Health and Safety Report by Headteacher at Governors’ meetings  | Headteacher | as part of Headteacher report |
| Premises Inspection  | Headteacher | report to Governors annually in July |
| Accident Reports  | Headteacher | report to Governors annually in July |
| Fire Evacuation Practice Log | Caretaker | written record kept, checked by Headteacher, annually |
| Visual Check of Electrical Equipment  | Headteacher | as part of premises inspection |
| Premises Security | Headteacher | as part of premises inspection |

**Reviewed by the Governing Body Summer 2023**

**Next review date: Summer 2024**