

# Granby Junior School



## Health & Safety

**Date of Approval by Governors:**

**Headteacher**

**Chair of Governors**

<b>Name:</b>	<b>Name:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>

At Granby School we are committed to safeguarding and protecting the welfare of all children and young people. We expect all staff, students and volunteers to share this commitment.

**This Policy will be reviewed in March 2022**

# **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	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 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 line manager's.
- 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.

### **Responsibilities of the Business Manager**

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

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

- A health and safety policy is developed in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their setting.
- 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 setting are allocated appropriate duties in terms of health and safety management and that these are recorded in the settings 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 District Managers.
- Inspections of the setting are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The setting 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 setting meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receives adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing training and students on work experience) receives as a basic minimum induction training on their first day in the setting.
- 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 setting. 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 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.
- 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.
- There is appropriate liaison and consultation with Trade Union representatives.

### **Business Manager/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, Subject Leaders, Year Group Leaders, Heads of Departments Clerical Managers/Supervisors, and Caretakers; 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 summary 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 to their line manager.

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

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

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher or Year Group Leader 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 Year Group Leader.

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 Year Group Leader 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:

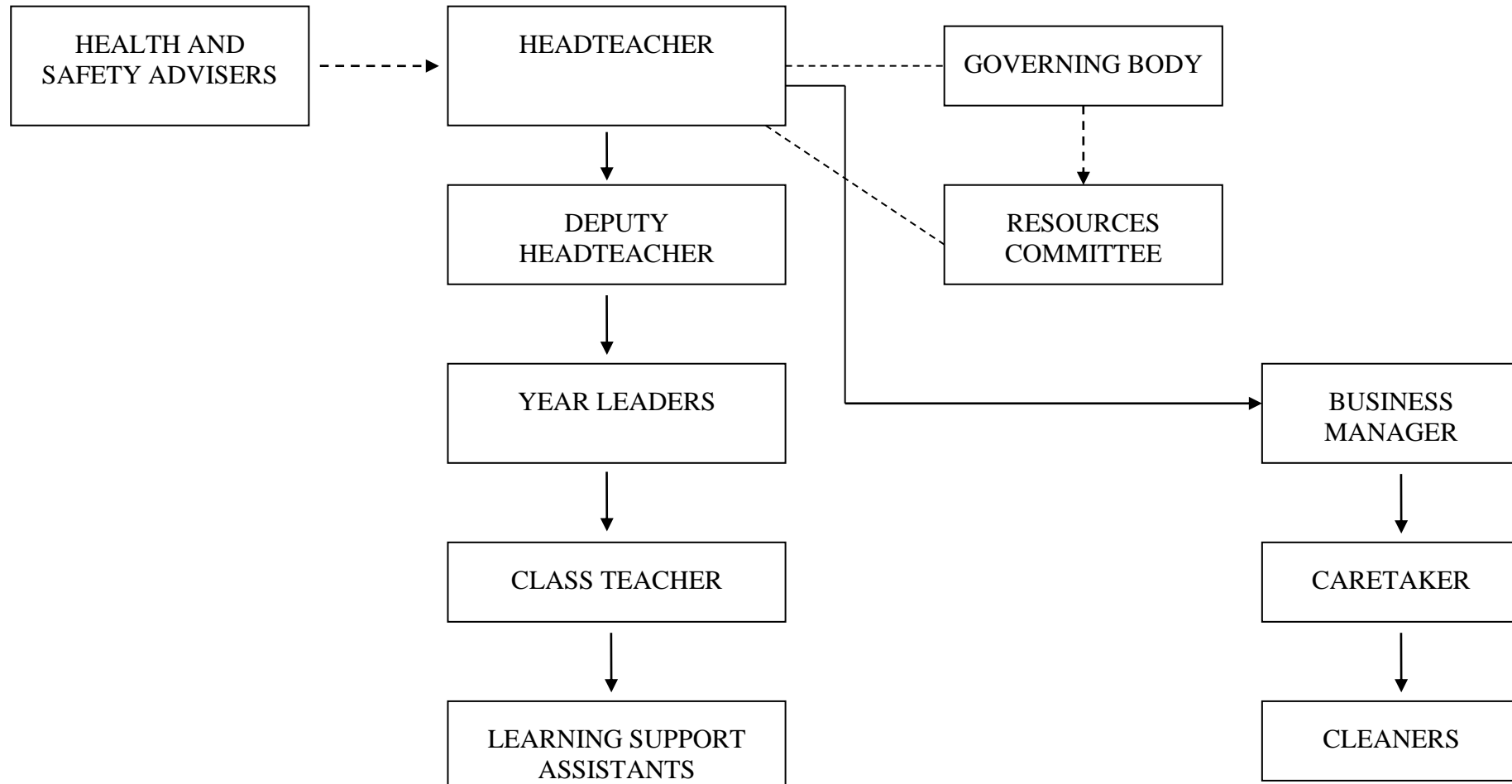
Exercise personal responsibility for the health and safety of themselves and others.

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**

The arrangements for Health and Safety is as follows:-

### **Accident/Incident Reporting**

All accidents and incidents at Granby Junior School will be reported and recorded in line with the Local Authority accident reporting guidance. At Granby Junior School all staff will report all accidents to the Headteacher/Business Manager who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the school office.

Minor pupil injuries will be recorded on the schools 'Bump note'. A copy is retained by the school and the other copy goes home to the child's parent. The note advises parents whether to seek medical attention, observe for concussion or monitor the injury.

Please refer to our Accident and Investigation policy for arrangements.

### **Administration of Medicines**

Please see the administration of medicines policy. In the event that a child needs regular or short term medication in school, parents should request a individual care plan form and request to administer medicine. The form clearly details the child's medical condition and what needs to be done during the school day to support the child. The form clearly details what to do and who to inform in the event of an emergency. When a request to administer medication is received this is reviewed by the Headteacher and she will appoint a member of staff to take charge of their care for the duration specified. All medication must be in the original contained and clearly marked with the child's name.

### **Asbestos**

The school has had an asbestos survey and received a register of the areas where asbestos is known to be present. The Business Manager is the trained duty holder and is responsible for ensuring regular monitoring and management of known areas and ensuring that no work is carried out in the areas where asbestos is known to be present. Contractors must be issued with a 'permit to work' prior to starting any work in school.

## **Communication**

Staff are to notify the Caretaker, Business Manager or Headteacher of any defects or health and safety issues immediately. Any reported issues which cannot be corrected immediately will be communicated to staff during the whole staff email and texting service, and/or Monday Morning staff briefings. Temporary provisions/arrangements will be detailed in that communication until appropriately rectified.

## **Consultation with Staff**

Staff are encouraged to positively contribute to meetings with any concerns on health and safety. The Governing Body will discuss Health and Safety in their Resources Committee meetings highlighting issues to the Full Governing Body where appropriate.

## **Contractors**

The school has a responsibility to ensure that all contactors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. Contractors must receive a 'Permit to Work' prior to starting any work within the school.

## **COSHH**

County Property directly employ all our Caretaking and Cleaning staff and they are responsible for the Control of Substances Hazardous to Health. Their employees have been fully trained and are competent in the safe handling of such substances.

## **Curriculum Areas**

Each subject leader is responsible for controlling the risk in their allocated curriculum areas in particular:

- Design and Technology
- Science
- Art
- Physical Education

The subject leader's folder and associated curriculum policies will detail the controls which need to be in place to ensure that the curriculum is delivered in a safe and controlled manner. Appropriate risk assessments will be held in this folder and are subject to review at the same time as the policy.

## **Disaster Plans**

The Senior Leadership Team have access to the Critical Incident Plan both at home and school. The Critical Incident Plan details what to do in emergency situations and the appropriate contacts to inform. Reception staff have been issued with flow charts to advise what to do in certain situations (eg bomb threats) and who to inform.

## **Display Screen Equipment**

Staff who use computers for more than one hour per day are encouraged to take regular breaks away from the screen. Staff have been provided with appropriate support to ensure that they maintain a comfortable position when using computer equipment. Staff should speak to their manager if they require additional support or their needs change.

## **Educational School Visits**

The school use the Evolve system to ensure that safe and robust procedures are in place when taking our children on educational visits/trips. All teaching staff have received training from the Health and Safety teams in terms of how to identify hazards and risks and put appropriate controls in place to minimise these.

## **Environmental**

Some classrooms have Air conditioning units to help control the temperature. The Business Manager is responsible for ensuring that regular checks are carried out on this equipment to maintain the effectiveness of the equipment. The Caretaker is responsible for ensuring that lighting around the school is operational and effective to support the learning environment.

## **Fire**

The Headteacher is the Duty Holder. The Business Manager is responsible for carrying out the Fire Risk Assessment and reviewing the effectiveness of this regularly. In the event of a fire the alarm will sound a continuous siren. All employees, children and visitors should proceed through their nearest exit to appropriate assembly point on the school playground (each class has a letter which is painted on the ground). The Headteacher is responsible for informing the emergency services of any incident.

The Caretaker carries out regular tests of the call points each Monday morning. These are documented in the Fire Log Book which is held in the schools Red Box. Fire drills are carried out regularly (termly) and are detailed within the log book also. The appointed fire marshalls are:

Mrs Rees  
Mrs Lilley



Mrs Andrews  
Mrs Green  
Mrs Shelton

The Business Manager is responsible for the arranging the annual inspection of fire equipment (and this is held in the Fire Log Book in the Red Box) and contacting the service engineer to replace used equipment.

### **First Aid**

All Teaching Assistants, Midday Supervisors and Office Staff have received First Aid Training. Each Classroom holds a First Aid Box and the Teaching Assistant is responsible for maintaining the contents of the first aid box. There are also additional First Aid Boxes in Reception, School Hall, Y4 break out area and the Staff room. The Pupil Welfare Officer is responsible for maintain the contents of these Boxes. In the event of the an emergency the Headteacher will contact the emergency services. Parents will be updated via the text messaging system and school website.

### **Housekeeping/Storage**

All staff have a responsibility to ensure that they contribute to safe storage and good housekeeping. No items should be placed on top of cupboards. Employees must ensure that fire exits and routes are not obstructed at any time. The Caretaker and Business Manager are responsible for ensuring the maintenance of access to egress routes.

### **Inspection of the Premises**

Premises will be formally inspected at least 3 times per year. The inspections will be carried out by the Business Manager, Caretaker, SLT or Governors. The inspection will highlight any concern and identify remedies to be action by a particular timescale and clearly state who is responsible for implementing this.

### **Lone Working**

Please refer to our Lone Working Policy.

### **Manual Handling**

Granby Junior School strives to ensure, so far as is reasonably practicable, the avoidance of hazardous manual handling tasks. Where this cannot be avoided we will assess the manual handling task to reduce the risk of injury to our staff to the lowest level reasonably practicable.

### **Mechanical/Electrical**

Upon receipt of new, second-hand and donated machinery and equipment, appropriate training and familiarisation with the item will be carried out. Inspection and maintenance of machinery and equipment, is organised by County Property for all cleaning machinery and equipment and by the Business Manager for general electrical items (Portable Appliance Testing).

### **Monitoring Auditing**

Our Landlord carries out an annual visit to the school which includes an audit of servicing of the following:

- Fire-Fighting Equipment
- Fire Alarms
- Emergency Lighting
- Fire Risk Assessment
- Asbestos Management
- Evacuation and Practice Drills
- PE Equipment
- Fixed Electrical Systems
- Boiler Servicing
- Legionella Testing
- Air Conditioning units
- Fan cabinets
- Thermostatic Mixing Valves

Governors are responsible for monitoring and auditing the policy to ensure that the provisions which have been put in place are effective.

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

**Annual Checks**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
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**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Playground, Walls, Fences, Gates and Seats		
Fire Alarm Tests		

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

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

**Termly Checks**

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

**One off Activities**

As before 'one off' activities such as outward bound residential are assessed for effective Health and Safety control via the Evolve system. At present our annual residential is held at the Whitehall Centre in Buxton for which there are a number of approved Derbyshire County Council risk assessments which have been carried out for the various activities which will be undertaken whilst at the Centre.

**Out of School Activities**

The school, where reasonably practical, will work on the adult to child supervision ratio of 1:10. Any transport undertaken will be subject to a transport risk assessment via the Evolve system as part of the activity.

## **Personal Protective Equipment**

Our Caretaking and Cleaning staff are subject to the County Property policy for PPE. First Aiders will be provided with suitable protective gloves and aprons (where required) for the administration of first aid.

## **Premises**

The school does not have any current lettings in place. Access to the school outside of school hours is by prior arrangement with the current key holders:

Headteacher  
Deputy Head  
Business Manager  
Caretaker

## **Playground Safety**

A rota is place for teachers to supervise children during playtime. Midday Supervisors provide lunchtime supervision. At the beginning and end of the day there are at least three members of staff who will supervise children as they enter and exit the playground.

## **Risk Assessments**

Risk assessments are reviewed whenever procedures or equipment have been revised or biannually to ensure relevance. County Property are responsible for ensuring that appropriate risk assessments have been carried out for their staff (Cleaners and Caretakers).

## **Road Safety**

Due to the school's location next to a main road and in close proximity to another large school roads are particularly congested and parking is difficult. Parents are encouraged to 'walk and stride' in newsletters and reminded of the importance of observing parking restrictions and school zones. Staff who are on duty at the beginning and end of the school day are encouraged to challenge parents if they feel that they are causing a hazard or danger to pedestrians/other road users.

## **Security**

The school day starts at 8.55 am school gates are closed at 9.00 am and entrance to the school after this time is restricted to the main entrance gate only. Visitors must then report to reception and sign in using the visitors book on reception. All visitors

are issued with a badge which reminds them of their Health and Safety obligations and our Safeguarding policy. A security fob and door access system restricts unauthorised access to the school and our children.

### **Site Access**

Access for vehicles to the school playground is permitted on a needs only basis – eg for delivery of a number of heavy goods or our daily delivery of school meals. When allowing access it is encouraged at the beginning or end of the school day or when children are in classes. There will always be two members of staff escorting vehicles in and out of our school playground during the school day. Emergency vehicles can gain access to our New Block and Main school via the gates on Heanor Road and Charlotte Street respectively.

### **Stress Management**

School Governors, Headteachers and senior teachers are committed to reducing the effect which stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff. The County Council offer a counselling service for employees and leaflets are available in the staff room to encourage employees to seek help if they need it. Please see also our Stress Management Policy.

### **Training**

The Deputy Headteacher is responsible for Continuing Professional Development and has a record of training which has taken place. Training requirements will be identified at induction and continued to be monitored as part of Performance Management.

### **Violence at Work**

The school does not tolerate violence toward our employees and expects all employees to behave in a manner that is consistent with our Code of Conduct.

### **Welfare Facilities**

A staff room is provided just off our school hall. The staff room has facilities to relax and make a hot drink. There is also a microwave and cooker for heating foods as well as toaster. There are 3 staff toilets on our school premises. Cooled Drinking Water Fountains are provided in 3 locations in school.

### **Waste Management**

Bins are emptied daily by our Caretaking and Cleaning staff. Staff are encouraged to place all recyclable waste in the green bag. Confidential paper should be shredded

(shredder is held in the reception area). External waste and recycling bins are collected and disposed of fortnightly.

### **Wildlife Areas**

Our Eco-Committee maintain our school garden at the front of the school and courtyard area. There is a staff-pupil ratio of 2:12 when carrying out this activity. The Eco-Committee Co-ordinator is responsible for ensuring that appropriate risk assessments have been carried out in terms of equipment and plants used.

As part of our maintenance contract pest control provision is in place and carried out on a quarterly basis.

### **Work Related Learning**

From time to time we will support work placements via our local secondary schools. This work related learning is aimed at learning about work, through direct work experience, and as a 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. The local secondary school have their own risk assessments in place and these are discussed with the work experience co-ordinator (Deputy Head). The Work Experience Co-ordinator will meet with students at the start of their placements to ensure that they understand their objectives and responsibility and arrangements for health and safety.

### **Working at Heights**

Ladders which are in use in school are subject to regular ladder inspections as per County Property guidelines. Appropriate risk assessments are carried out before beginning any task to avoid or reduce the risk of any working at height work.

This policy works in conjunction with the Blended Learning/Pupil Remote policy.