

Newhall Infant and Nursery School



HEALTH AND SAFETY POLICY

NINS
February 2024

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children's Services Department issued on the S4S site.

The school's Governing Body and Senior 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 to ensure staff are competent to fulfil their role in a safe manner.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Leadership 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

Signature

Signature

Headteacher

Chair of Governors

Date

Date

Responsibilities of Governing Bodies

Our Health and Safety Governor is Wesley Wray.

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the Children's Services policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

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

Responsibilities of the Headteacher

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

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

- A school health and safety policy is developed with the Governing Body in line with the Children's Services health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Their knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the Children's Services which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per Children's Services guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and

is suitable for the task for which it is intended and that it can be adequately and safely stored.

- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from Children's Services is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

The school health and safety co-ordinator is the Headteacher.

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 identify 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 Assistant Headteacher, Curriculum Leaders and Senior Leadership Team they have the following responsibilities:

Apply the school's health and safety policy or relevant Children's Services department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

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

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their 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 Headteacher or Governing Body.

Pupils

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

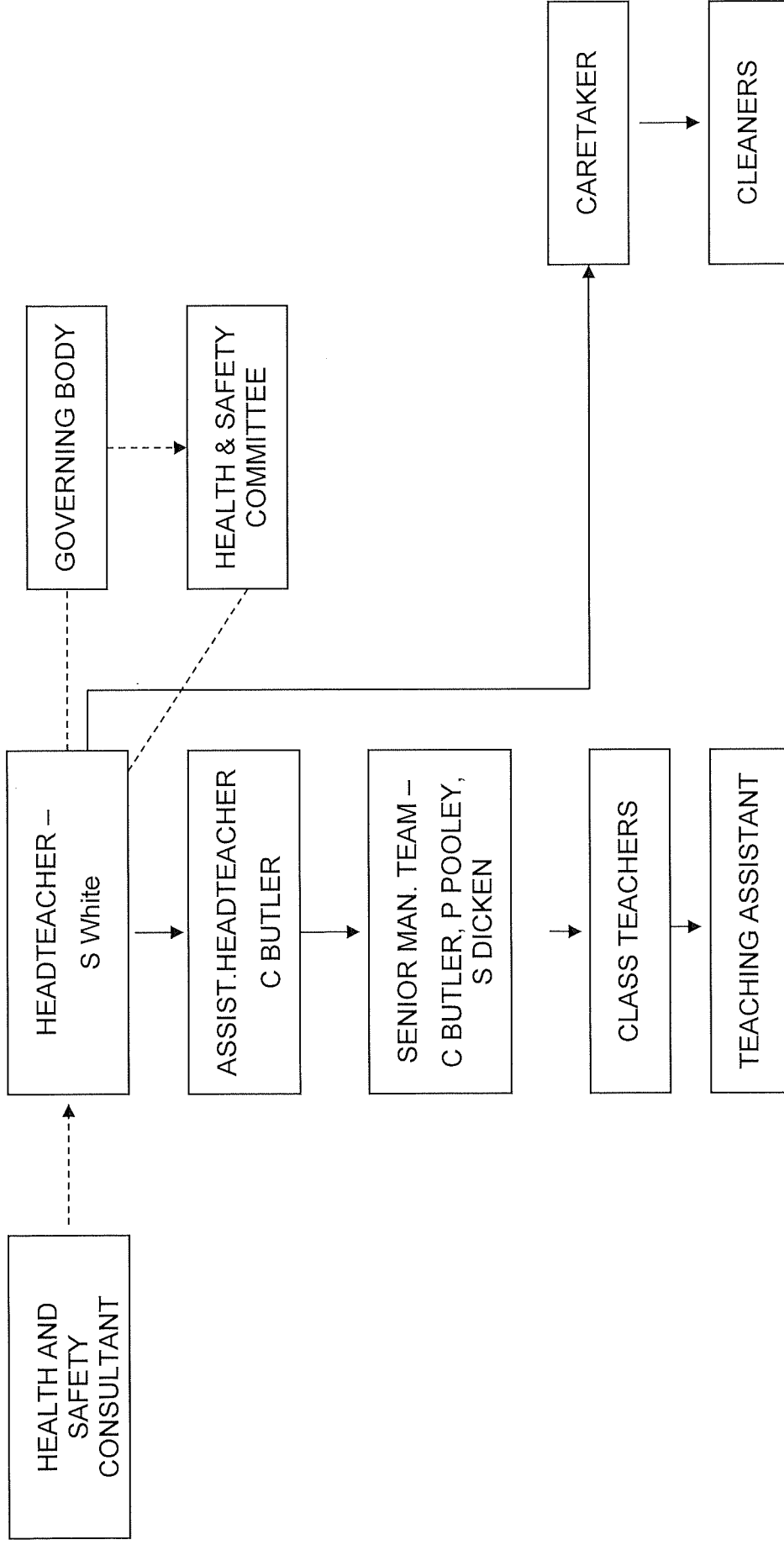
Exercise personal responsibility for the health and safety of themselves and others.

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



Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	SW	
Policy and Management Plan	SW	
COSHH	KW	
Review of Procedures	SW	
Manual Handling of Risk Assessments	SW	
Accident Reports	Office	
Cleaning Staff Procedures	KW	
Record Fire Appliance Test	DCC	
Record PE Equipment Check	DCC	
Check Completion of PAT Testing	DCC	
Whole Staff Training- Refreshers	SW	
Non Accidental Injury Reports	Office	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	KW/TH/ SW	
Fire Alarm Tests	KW	

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

Item	Check By	Comments
Physical Intervention	SW	
PE Safety	Class Teacher	
Communication of Health and Safety concerns to all staff	SW	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	SW /H&S Gov/KW	

Premises Inspection	SW	
Fire Log	SW /KW	
Accident Reports	All Staff	
Fire Evacuation	Office	
Visual Check of Electrical Equipment	All Staff	
Premises Security	SW /KW	

General Arrangements and Procedures for Health, Safety and Welfare (in alphabetical order)

Accidents

For accidents which fall into the following nine categories:

1. Fatality
2. Major injury to an employee
3. Accident to a non-employee (e.g. pupil, visitor) which results in them being taken directly to hospital.
4. Dangerous occurrence
5. Over 3-day reportable accident to an employee
6. "Minor" employee accident
7. "Minor" accident to a non-employee (e.g. pupil, visitor)
8. Accident to a contractor
9. Subsequent death of an employee

The school follows the procedures laid down in the County's Health Safety and Risk Management File. The Headteacher is responsible for ensuring that these procedures are followed.

Other Accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- The Accident Book will always be filled in for minor injuries (including all bumps on the head, but not minor cuts and grazes). This is located in the Medical Room.
- If a child has a bump on the head, contact is made to the parent/carer most of the time or a letter sent home.
- If an injury requires further treatment the parents/carers are contacted.
- See 'Accident and Investigation Guidance' in H & S folder.

Administration of Medicines during School Hours

From time to time, parents/carers request that the school dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy).
- Children who are suffering from casual ailments (coughs, colds etc.)

Children suffering from asthmatic conditions who have been prescribed inhalers should have an inhaler in school at all times. These will be kept in the classroom cupboard.

A parent/carer must complete a consent form for staff to administer medicines/inhalers.

Parents/carers are responsible for ensuring inhalers are within their expiry date and new supplies are provided when necessary.

For the school to agree to assist in giving medication:

- Parents must complete a consent form giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought to the school by the parent or accompanying adult of the child in a properly labelled container which states: (a) The name of the medicine, (b) the dosage and (c) the time of administration. The medicines will be kept in an airtight container in the staffroom refrigerator.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting assistance from paramedics.

Detailed written instructions should be sent to the school and the parent/carer should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

See 'Administration of Medicines Policy' in Health & Safety folder.

Adverse Weather

In the case of adverse weather, the school will follow a number of precautions – these can be found in the Adverse weather risk assessment.

If adverse weather conditions are very severe and the safety of children and staff is at risk, the Headteacher may make the decision to close the school. In the event of a school closure, parents and staff will be notified by text message via the Teachers 2 Parents app.

Allergies/Long Term Illness

A record is kept in the School Office of any child's allergy to any form of medication (if notified by the parent), any long term illness, for example asthma and details on any child whose health might give cause for concern. All necessary staff are notified of these details. We are a nut/seed free school – see above policy.

Animals

No animals are routinely kept in school. In cases of contact with animals on a school trip or visits to the school, a separate risk assessment will be carried out to ensure the safety of the children and the well-being of the animals

Asbestos

A full asbestos survey has been carried out and there is no asbestos on the school site.

Car Parking

Car parking is a concern at Newhall Infant and Nursery School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars on Bretby Road or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Regular letters/texts to parents emphasise the following:

- Care of our neighbours.
- Use of the crossing patrols.
- Not parking on yellow lines.

Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables.
- Sports equipment.
- Small items of equipment.

Children will *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children will be shown how to lift and carry safely. This will be reinforced on regular occasions (at least annually, usually at the beginning of each school year).

Communication

All staff should report any health and safety concerns directly to the Headteacher via email. Any health and safety information will be communicated to staff by email.

Consultation with Staff

A small health and safety committee is in place comprising of the Headteacher, the caretaker and a nominated health and safety governor. Health and safety is a standing agenda item at Full Governors meetings and at weekly SLT meetings.

Contractors

The Headteacher has the 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 and visitors.

The majority of contractors will be Derbyshire contractors but, where this is not the case, insurance and qualifications will be checked before work commences.

COSHH

School purchases Vertas' 'Caretaking and Cleaning' services. The Caretaker receives COSHH training through this.

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register.
- Follow procedures laid down for use.
- Be aware of procedures for avoiding exposure and for control.
- Inform the Headteacher or Assistant Headteacher of any difficulties.

Biological hazards (blood) and dressings are disposed of in the yellow hazardous waste bin in the medical room. Vomit is flushed down the toilet and sick bowls disposed of in a sealed black bin bag.

Critical Incidents

See 'Responding to Critical Incidents' Policy in H & S folder.

Display Screen Equipment

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.

A register of DSE users is kept and a DSE workstation assessment carried out with all DSE users.

Please see separate DSE risk assessment.

Educational School Visits

Arrangements are made for educational visits and carrying out associated risk assessments. Educational visits are a potential source of hazard and therefore stringent management systems are put in place to ensure of staff and pupils who are at risk.

Environmental

Lighting levels in all rooms can be controlled using the dimmable light function. Heating is thermostat controlled in each classroom to ensure optimum working temperatures.

Fire Prevention

All staff ensure that:

- Fire points (alarm points and fire fighting equipment) are kept clear.
- Exit doors are **NEVER** obstructed.
- Furniture, equipment and displays do not impede escape routes.
- For full 'Fire Drill and Emergency Evacuation Procedures', see Appendix 1.

The headteacher is the duty holder. A full fire risk assessment of the building has been carried out and this has informed the fire evacuation plan. See fire risk assessment.

The fire alarm is tested each week on a Friday evening by the caretaker.

Termly (3 times per year) fire evacuation drills are carried out with all children and the results and actions required recorded.

All fire safety equipment including alarms, fire extinguishers etc is serviced each year by Derbyshire.

First Aid in School

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time, first aid is administered by the Teaching Assistant. If an accident occurs in the playground and first aid is required, then the child arrives into the main building and receives care from the nominated First Aider (see Playground rota) or Midday Supervisor as appropriate.

If there is any concern about the first aid which should be administered, then the qualified first aiders must be consulted.

Safety/HIV/COVID Protection

All staff will wear disposable gloves when treating any accidents/incidents which involve body fluids. They will make sure any waste (wipes, pads, paper towels etc.) are placed in the clinical bin in the Medical Room. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Boxes

First Aid boxes are located at the end of the Early Years corridor, the end of the KS1 corridor and inside the Medical Room. There is also one in the main school Kitchen for the Catering team. The Critical injury first aid box and burns kit is kept in the Medical Room.

Contents

Assorted plasters	Instant Cold Packs
Eye wash and pot	Triangular bandage
Eye pad and bandage	Medium sterile dressings
Individually wrapped gloves	Large sterile dressings
Resuscitation shield	Sanitiser
Shears	Cleansing Wipes
Medium dressings	Microporous Tape

Person Responsible for Supplies

The school office staff are responsible for checking the content of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying if the supplies in any of the first aid boxes are running low.

Infection Control

Please see 'Should I keep my child off school?' – Appendix 2.

Inspection of the Premises

The premises are informally inspected every morning by the caretaker. Formal inspections are carried out 3 times per year by the Health and Safety committee and recorded. Inspection details are shared with the Finance and Resources governors committee. Tree surveys are carried out every 5 years by Derbyshire.

Lockdown

Please see separate Lockdown procedure.

Lone Working

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. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, **then other arrangements must be put in place.**

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.

Occurrences of lone working at Newhall are very rare. Please see Lone working risk assessment for details.

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.

Our school should 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.

Mechanical/Electrical

Brand new electrical items can be used in school for 12 months by which time PAT testing will be carried out on the item. Second hand electrical items cannot be used in school until they have been PAT tested.

No Smoking/Vaping Policy

- It is the policy of the Governing Body that Newhall Infant and Nursery School is a no-smoking or vaping school.
- Smoking and vaping is not permitted in any area of the school by staff, parents or visitors to the school.
- No smoking or vaping signs are clearly displayed around the buildings and grounds.
- It is the responsibility of the Governing Body to ensure that the No Smoking/Vaping Policy is implemented effectively and is enforced in every area of the school.
- This policy also covers the hiring of rooms for after-school meetings or any other activities that take place. Those who wish to hire rooms must be made aware of this policy.
- Letters of appointment will include a paragraph indicating the requirement of an employee to observe the No Smoking/Vaping Policy.

PE and Sports Equipment

When using large apparatus, children will be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this will include how to bend), for example large benches – one child at each end.

PEEPs

All children and staff who require assistance to evacuate the building in an emergency will have a Personal Emergency Evacuation Plan (PEEP). These are written in conjunction with parents and any medical staff and shared with all staff who may need to support the evacuation of the individual.

Personal and Intimate Care

Please see 'Personal and Intimate Care' core policies.

Playground Safety

Playground supervision and inspections of equipment/surfaces – regular inspections are carried out by the Headteacher and Caretaker. Please see risk assessments for Play equipment and playgrounds.

Risk Assessments

Arrangements for carrying out risk assessments under current health and safety legislation eg: general assessments, COSHH assessments, annual handling assessments, PPE

assessments, DSE assessments etc. These risk assessments will be written by the Headteacher and reviewed annually.

Risk assessment for Educational Visits will be carried out separately.

Security of the Premises

The Headteacher, Assistant Headteacher, Caretaker and School Business Officer are the designated key holders and are responsible for the security of the building. It is the responsibility of the class teacher to make sure that their classroom equipment is switched off before leaving the premises.

Caretaker

It is the responsibility of the Caretaker to check daily that:

- All locks and catches are in working order.
- The emergency lighting is working.
- The security system is working correctly.

Before leaving the premises, to check that:

- All the windows are closed.
- The doors are locked and secure.
- The security alarm is set.
- All gates are locked.

It is the responsibility of the Caretaker to check weekly that:

- The fire warning system is tested weekly by the School Caretaker.

Headteacher

It is the responsibility of the Headteacher to perform the above functions in the absence of the Caretaker.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the main Office on arrival and departure.

Any parent visiting school after the start of the school day will gain access only via the office.

Contractors on Site

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact the Headteacher.

All contractors must report to the General Office.

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.

No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas.

If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

Stress Management

The Headteacher, Senior Leadership Team and Governors are aware of the effects stress can have on the school. It can lead to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The Headteacher and Governors are committed to reducing stress whenever possible. Staff are encouraged to speak to a member of Senior Leadership Team (SLT) if they are feeling stressed.

Training

Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term are in place.

All relevant health and safety training is recorded in the H & S file and refreshed as required.

Violence at Work

See Violence at Work policy.

All incidents of violence at work must be properly documented and reported in line with the policy.

Waste Management

All waste is removed from the school building as soon as possible by the cleaners and the caretaker and placed in the bins in the locked bin enclosure. There is a general waste bin and one for recycling. These are emptied twice per week by Veolia.

Welfare Facilities

Welfare facilities, e.g. toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods and provided for use by all staff and maintained.

Working at Heights

All staff receive training in Working at Heights. See separate risk assessments – Working at Heights and Low level work at heights.

Risk Assessment Statement

A Risk Assessment programme will be carried out regularly, the outcomes being reported to the Headteacher.

The Headteacher has overall responsibility as the manager and will inform all staff of the outcomes of the Risk Assessment. The Headteacher will ensure that all staff co-operate fully with the Assessor.

A named Governor is the assessor and will receive regular training to keep his/her skills updated.

The Staff Governor is the supervisor and all staff will be made aware of his/her role. It is the supervisor's role to pass on in writing to the Headteacher or assessor information or concerns which any staff member may raise with him/her.

The Caretaker, under the management of DCC Caretaking and Cleaning Service, has overall responsibility for the day-to-day management of all health and safety issues throughout the school premises. She will keep COSHH Assessments up to date following guidance from DCC.

The following policies and guidance play a key role in the health and safety of our school. Copies are available in the Headteacher's 'Health and Safety' folder.

1. 'Accident and Investigation' Guidance
2. 'Administration of Medicines' Policy
3. 'Adverse Weather' Guidance and Risk Assessment
4. 'Asbestos' Policy
5. 'COSHH' Policy (Control of Substances Hazardous to Health)
6. 'Personal and Intimate Care' Policies

Fire Drill and Emergency Evacuation Procedures

Fire Drill

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit (plan attached). The Class Teacher reminds the children to walk silently to their assembly point (same as where the children line up at the end of playtime). The Class Teacher checks that the classroom is empty and closes the door as he/she leaves.

- A mobile phone is taken out by the office staff to check the registers are taken and be able to access Integris for pupil information, if necessary.
- The Catering Supervisor is responsible for ensuring the safety of Kitchen, prior to moving to the assembly point.
- Mrs White checks Y1/Y2 toilets. Early Years staff check Early Years toilets. Mrs Tallett and Mrs Lawson check the central area toilets and rooms.
- Each Class Teacher checks that all the children are present. If they are, they raise their hand as a visual signal to the Head and keep it up. If any child is missing the Teacher does not raise their hand and informs the Head.
- Mrs Tallett uses a mobile phone to check the online Visitor system to account for each non-staff adult.
- Any persons missing are reported to the Headteacher immediately.
- If the normal exit is blocked for any reason, then the nearest available exit is used.
- Once assembled the Headteacher will assess the situation and/or take advice from the Fire Brigade and detail each teacher on their place of safety.

Lunchtime fire Procedure

- All Midday Supervisors on duty on the playground shall, on hearing the fire alarm, urge children to move to their assembly point and ensure no child re-enters any building.
- Midday Supervisors on duty in the dining area shall evacuate all children from the building. The Headteacher ensures that any toilets and all classrooms are vacated.
- The Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

In the event of a fire or bomb alert, the person discovering fires, suspect package or gas leak etc., will:-

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure).

- Phone 999 for the Fire Brigade and Police.
- Check that the evacuation procedure has been followed.
- Go to the front of the school to meet the Fire Brigade/Police and direct them to the incident.
- All children and adults will remain outside.
- Only when the 'all clear' has been given, permission will be given for children and adults to re-enter the premises.

Equipment

Equipment is sited around the school at the positions marked on the plan. These plans are placed strategically around the school buildings. All staff are made aware of the equipment.

Portable Fire Extinguishers

Red-banded extinguishers contain water and are suitable for most fires. **Do not use on inflammable liquids or live electrical apparatus.**

Beige-banded extinguishers contain foam and are suitable for most fires involving flammable liquids. **Do not use on electrical apparatus.**

Blue-banded extinguishers contain dry powder and are suitable for fires involving flammable liquids or electrical apparatus.

Black-banded extinguishers contain carbon dioxide and are suitable for fires involving flammable liquids or electrical apparatus. **Do not use in confined spaces.**

Fire Blankets

These are useful for dealing with people whose clothes are alight – they should be wrapped and rolled in the blanket. Fire Blankets stored in containers can also be useful to smother small fires (e.g. in domestic science areas fire blankets are used to smother pans which catch fire – place blanket over pan and leave until the contents have cooled).



UK Health
Security
Agency

NHS

Should I keep my child off school?



Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.