

# THE PARK SCHOOLS FEDERATION - HEALTH AND SAFETY POLICY

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<b>School Policy:</b>	Health & Safety	
<b>Date:</b>	February 2025	
<b>Policy Lead(s):</b>	David Price	
<b>Approval signature and/or date:</b>	28/02/2025 Chair of Governors	
<b>Next review date:</b>	February 2026	





**Health & Safety Guidance  
Children' Services Department**

**FORMULATION OF A  
LOCAL HEALTH & SAFETY  
POLICY**

Review Date	Changes Required	Name & Position
03/02/25	Yes	David Price – Facilities Manager

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# GUIDANCE ON FORMULATION OF LOCAL HEALTH AND SAFETY POLICY

In addition to the County Council Policy each establishment must issue its own local health and safety policy.

The following information provides an indication of the format and contents of such a policy and points towards the arrangements to be included. This list of suggested headings is not exhaustive and individual establishments must identify their own specific and additional needs and include these in their policy. Each policy should identify the points (and therefore post holder) who will be responsible for implementing and monitoring the specific tasks.

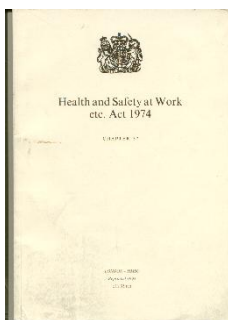
Health and Safety is a condition of service issue and therefore must be negotiated with the Trade Union appointed Health and Safety Representatives where one or more are appointed in a school.

Any implementation or review of any Health and Safety documentation must be by negotiation with the Trade Union appointed Health and Safety Representatives.

Please see the section on "Health and Safety Representatives and Safety Committees" section in the Health Safety Policy and Guidance section on the Derbyshire Net for Learning (DNfL) for full details.

## WRITING A HEALTH AND SAFETY POLICY FOR YOUR ESTABLISHMENT

### INTRODUCTION



Section 2 (3) of the Health and Safety at Work Act 1974 requires every employer of 5 people or more to produce a "written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees". This policy statement must be revised "as often as may be appropriate". This means that a health and safety policy statement must be a "living" document which changes as the organisation changes.

To produce a single document which would be acceptable and cover all Children's Service establishments, including schools, Children Centres, Area Offices, Adult Education Centres etc., would be impractical, so the LA has decided to write a policy statement which outlines the management structure of the Authority and the general requirements.

The responsibility for producing a Health and Safety Policy for each individual establishment has been delegated to the establishment management team. In a school, this means the Board of Governors, Headteachers plus other members of the School Management. Every school will be expected to produce a policy, irrespective of the number of employees. In other establishments it will be the responsibility of the manager and management team.

## **STRUCTURE OF THE HEALTH AND SAFETY POLICY**

### **What makes up a Safety Policy?**

The Safety Policy is made up of three broad parts:-

1. ***A general statement of intent*** which sets out the aims and objectives of the establishment in terms of Health and Safety.
2. ***The organisation for implementing the policy***, including specific responsibilities allocated to individuals. Each member of staff in your organisation has some degree of responsibility for health and safety. The Health and Safety Policy should detail each staff member's responsibilities by job title and by name and will show how these knit together into a structure capable of efficiently managing Health and Safety.
3. ***The arrangements for carrying out the specific functions***. These are likely to take the form of written procedures and should include provision by which the policy will be monitored to establish its effectiveness.

Note: Arrangements may refer to other documents where necessary i.e. the Childrens Services Department guidance on the S4S site, CLEAPPS guidance, lesson plans etc.

Establishments should formally adopt or adapt this guidance where appropriate to form the basis of their arrangements for health and safety and thus the Arrangements Section of their Safety Policy. There will need to be statements as to how this will be implemented in the particular establishment. The establishment should then add to this document their own Safe Systems of Work and Risk Assessments relevant to the establishment where their operations are not covered by the Authority's guidance or where that guidance is not specific enough to complete the document.

## **Part 1. General Statement of Intent**

This should be a declaration of your intent (as an employer) to seek to provide the safest and healthiest working conditions possible, and to make sure the employees act responsibly by not placing themselves or anyone else at risk due to their work activities. This section can be quite short and should show, in broad terms, the approach to Health & Safety and establish a 'Health and Safety culture'. Items for inclusion in this statement should include:-

- a) identification of the establishment;
- b) a declaration of the managements intention to provide a safe and healthy environment and conditions for employees, pupils and visitors and to ensure that the work and activities carried out by the school do not adversely affect the health and safety of other people;
- c) reference to the need for consultation between management and staff on Health and Safety issues, in particular before allocating health and safety responsibilities to individuals;
- d) reference to the intention to seek expert advice, where necessary, in order to determine risks to Health and Safety and devise strategies to deal with them where they cannot be effectively dealt with by the school management;
- e) commitment to provide adequate training and information in respect of health and safety risks and in order to enable them to carry out their health and safety duties.
- f) reference to the need for support from everyone to enable the objectives of the policy to be fulfilled;
- g) reference to the LA Health and Safety Policy and the intention to implement the requirements of this policy where appropriate;
- h) reference to the compliance with the Health and Safety at Work Act and other relevant legislation.
- i) the date and signature by the Chair of Governors and Headteacher.

## **Draft health and safety policy**

The Children's Services Health and Safety Section has produced a draft health and safety policy that school/establishment can adopt and adapt for there own establishment. Any further help or guidance can be obtained by contacting the area health and safety adviser.

**HEALTH AND SAFETY POLICY**  
**FOR**  
**THE PARK SCHOOLS FEDERATION**

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

## **Statement of Intent**

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

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.

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

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary

information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

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

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

Employees are reminded of the own duties:

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

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Name	Name
Sign	Sign
Headteacher	Chair of Governors
Date	Date

## **Responsibilities of Governing Bodies**

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

In particular the Governing Body should ensure that:-

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

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

## **Responsibilities of the Headteacher**

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

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

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

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

### **School health and safety co-ordinator**

The school health and safety co-ordinator has the following responsibilities:

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Executive 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 Executive Headteacher or Governing Body.

### **Teaching/non-teaching staff holding positions of special responsibility**

This includes members of the Senior Leadership Team, Middle Management Team, Facilities Manager and Caretaker who 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 Executive 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 and present to the governing board on the health and safety performance of their department or area of responsibility.

## **Class teachers**

Class teachers are expected to:

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

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

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

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

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

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Head of Department.

Set a good personal example.

## **All Employees**

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.

- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

### **School Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time Off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

### **Pupils**

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

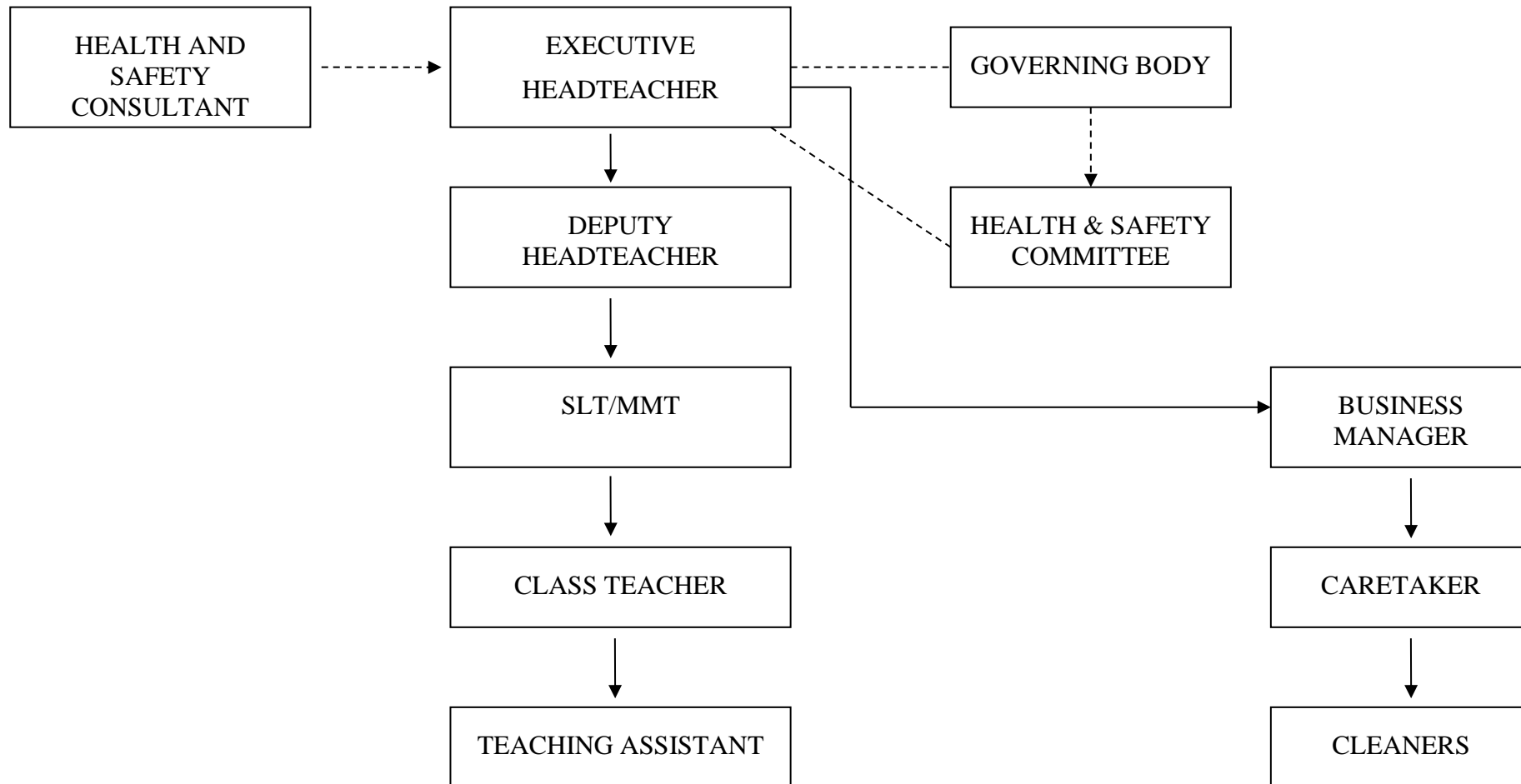
Exercise personal responsibility for the health and safety of themselves and others.

Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## Organisational Responsibility for Health and Safety



**Health and Safety arrangements for Park Schools Federation are listed below. Please see *Appendix A* for a full list of Health and safety policies available.**

### **Accident and Incident Reporting**

Any reported accidents are to be recorded on the Accident Forms which are kept in the Infant Office, Early Years Units and the locked filing cabinet in the Junior Hall. Such accidents are also to be reported to other relevant members of staff such as the child's class teacher and Executive Headteacher and parents/carers where the injury is considered by the First Aiders and /or the Executive Headteacher to be of a severity to justify this. Completed accident forms are treated as confidential under the General Data Protection Act and are kept securely in the office. Parents/Carers contacted by telephone for any head/ facial injuries.

In the case of injury to an employee, the accident report form will be completed online at [www.derbyshire.gov.uk/workingforus/healthandsafety/incidentreporting/default.asp](http://www.derbyshire.gov.uk/workingforus/healthandsafety/incidentreporting/default.asp) If the injury results in more than three days sickness or there is a major injury, a report to the Health and Safety Executive must be sent.

In the case of injury/accident to an employee or pupil requiring immediate hospitalisation, the online form available at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) must be completed within 10 days, full guidance available in the policy document.

The Executive Headteacher is responsible in the first instance for investigating accidents.

- The Executive Headteacher is responsible in the first instance for investigating work-related causes of sickness absences.
- The governing body is responsible for acting on investigation findings to prevent a reoccurrence.

### **Administration of Medicines**

First aiders administer medicines either prescribed or non-prescribed if a child requires them during the school day and the appropriate paperwork has been completed. This includes asthma inhalers.

### **Asbestos**

An asbestos register is held by the Facilities Manager in the red boxes which are located in the Facilities Manager office. Signage has been added to locate the Red Box. The Facilities Manager, caretaker or office staff make it available to contractors working on site and a permit to work must be issued. Asbestos will be checked annually on site and will have external inspection by DCC in form of a risk assessment.

### **Cleaning of body fluids**

Staff are made aware of the appropriate procedure for cleaning up bodily fluids should this become necessary. Please see appendix B.

## **Contractors**

All contractors and visitors will follow the school's and county's Health and Safety guidelines. Such people will be notified of any local health and safety hazards occurring at the particular time of their visit.

All visitors to the school must sign in at the Infant school reception. They must sign the time of arrival and departure.

Contractors are to be issued with a sign in document at the point of entry. These are available from the main office.

Contractors must contact the school office for a "permit to work" and to be made aware of Asbestos controls.

## **COSHH**

### **Control of Substances Hazardous to Health (COSHH) THIS SECTION TO BE APPENDED FOLLOWING UPDATE BY BUSINESS UNIT**

COSHH assessments are to be kept up to date by the Facilities Manager and assessed annually by the governing body through the Health and Safety Officer. All flammables are to be kept in the brick store in the main car park. The key is available from the Facilities Manager/Caretaker. Staff must not introduce any substances which have not been assessed.

A COSHH inventory will be kept in the Facilities Managers office.

### **Safe handling and use of substances**

- The Facilities Manager will be responsible for identifying all substances which need COSHH assessment.
- The Health and Safety Officer will be responsible for undertaking COSHH assessments.
- The governing body will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Facilities Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Facilities Manager will check that new substances can be used safely before they are purchased.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### **Critical Incident Plan**

The Park Schools Federation has adapted their own critical incident plan, details available in the full policy document.

### **Display Screen Equipment**

The governing body recognises its specific duties as an employer with regard to the use of display screen equipment and will endeavour to follow the policy guidance. The effected employees are asked to complete DSE checklist and these are kept in the Facilities Managers office.

### **Educational Visits/Trips**

Our EV co-ordinator is Angela Yates who has undertaken training. School uses the evolve electronic system for risk assessments. In AY absence CB will conduct the evolve system. There is an updated Risk Assessment provided to staff annually.

### **Environmental**

This school aims to create favourable working conditions for all staff/pupils paying particular attention to heating, lighting, ventilation, noise and dust levels. The aspects of this may require monitoring from time to time.

### **Fire**

In the event of an emergency escape or fire, the Executive Headteacher/Deputy Headteacher or person in charge will call the fire brigade and all pupils and adults will exit the school buildings by the nearest fire door and proceed to the evacuation point which is the top playing field. (See appendix B)

Office staff will take out the evacuation reports and visitors log (envoy) to ensure that all children and adults are accounted for.

No-one will be allowed to return into the school without the Executive Headteacher/ Deputy Headteacher/Teacher in charge's permission.

Fire practices will take place at least once a term and at various times of the day when the school is occupied. A record of such practices will be kept by the Facilities Manager and monitored by the governors via the Executive Headteacher's termly report.

Fire extinguishers will be regularly checked and maintained with an appropriate record kept. The site keeps annual service records in the Facilities Managers office.

Fire doors are kept closed and escape routes are checked by the Facilities manager and Caretaker every day during daily duties, to ensure that they are clear. Y6 upstairs has battery powered fire doors which will need regular maintenance.

## **First Aid Provision**

The school has qualified Paediatric First Aiders. In addition required staff will receive regular basic one day first aid training.

The current staff qualified First Aider is Tracy Nicholson. At least one member of the site cleaning and maintenance staff will be First Aid trained.

First Aid boxes/kits are kept in the following areas of the school:

1. Junior Hall
2. Infant classrooms
3. Nursery Unit
4. Early Years Unit

All first aid boxes are to be regularly kept up to date, clean and clearly marked.

A travelling first aid kit will always be available to take on school journeys.

Disposable plastic gloves, bags and aprons and suitable protective equipment are also available (See Appendix C).

## **Head Injuries**

Office staff contact parents by telephone to inform them of any head/facial injuries. Nursery staff inform the parents at the end of the session.

## **Inspection of the Premises**

The Facilities Manager and caretaker inspects the site as part of the daily routine. Urgent matters are referred to the Executive Headteacher/Deputy Headteacher/Schools Business manager and actions are taken ASAP. The Executive Headteacher and Facilities Manager inspect the site on a regular basis and ensure that the site is inspected fully every half term.

## **Jewellery**

We do not allow children to wear jewellery in school. If a child wishes to have his/her ear(s) pierced, we ask that this be carried out at the beginning of the summer holiday, so that the healing process is complete by the time school starts again in September and the ear stud can be removed.

In the rare cases when a child cannot remove their ear studs parents must provide plasters that the child can apply themselves to cover ear studs during PE lessons

Watches may be worn to school.

## **Legionnaires Disease**

It is the responsibility of the Caretaker to check regularly that hot water storage cylinders are operating at a minimum temperature at hand washbasins and sinks.

The caretaker conducts monthly temperature checks and logs these within the legionella folder in the Facilities Managers office. The FM will check compliance of these documents.

### **Lone Working**

Whenever possible employees should try to work where others are around. If this is not possible employees should keep in contact with other adults at regular intervals and if working in an isolated place, ensure that someone knows where they are. All gates should be locked, and the doors are all security protected to ensure outsiders cannot enter the building unnoticed. Please refer to the lone working policy document. There are restrictions in place for the type of work being carried out if alone.

### **Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

### **Mechanical/Electrical Equipment**

A detailed log of all mechanical equipment including PE apparatus, will be kept in the school office. PE equipment is checked on a yearly basis. Any items failing inspection are to be repaired before further use or disposed of in the correct manner. All staff are encouraged to inspect all equipment before use.

New staff are shown how to safely operate electrical and mechanical equipment by the member of staff directly involved in their work.

Some examples of mechanical equipment are the guillotine, trolleys etc.

All portable electrical equipment will be tested biannually. A record of all equipment and the tests on them will be kept in the office. All equipment will be labelled and dated at each inspection by the contractor. Any items failing the test must be repaired before further use or disposed of in the correct manner.

All staff are encouraged to visually inspect all appliances before their use.

The electrical isolation points are in the storeroom on the Infant playground and in the electrical unit in the link corridor at the Junior school. The gas isolation point is in the cupboard next to the boiler house. There are 3 water isolation points in school situated in the Nursery, Junior school and next to the main entrance gate.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will:

- ◆ Ensure that Health and Safety concerns are invited at every employee team meeting.
- ◆
- ◆ Report regularly to the governing body through the Headteacher's termly reports.

- ◆
- ◆ Provide copies of the logbook and actions taken as a result of half termly site inspections and other risk assessments as and when they are appropriate.
- ◆
- ◆ Ensure that all staff undergo regular relevant training updates as and when appropriate.

### **Personal Protective Equipment**

Personal Protective Equipment is provided for specified activities – first aid (gloves, disposable aprons, masks), cleaning of bodily fluids (gloves, disposable aprons, masks) cleaning (gloves, tabards) lunchtime supervision (tabards).

The items must be worn during the necessary procedures.

### **Risk Assessments**

Risk Assessments are carried out by suitably qualified staff members under current health and safety legislation, e.g. general assessments, COSHH assessments, manual handling assessments, PPE assessments, DSE assessments, etc.

### **Records of Inspection**

Records of Inspection of the following items will be kept and updated regularly:

Electrical equipment – PAT  
 Fan Cabinet Servicing  
 TMV Servicing  
 Fixed electrical wiring (5 Year)  
 Gas Servicing and tightness  
 Asbestos  
 Legionella  
 TMV  
 Fire Alarm  
 Emergency Lighting  
 Security Alarm  
 Fire alarms and extinguishers  
 Evacuation practice  
 PE equipment and other relevant mechanical apparatus

### **Security**

The school site is securely locked during the school day (other than opening for nursery) in order to prevent unauthorised access to the premises. Identification of all visitors is checked on arrival, they sign in/out at the Main Reception and a visitors badge is worn whilst they are on school grounds. DBS is required and if not available the visitor must be accompanied by a member of staff at all times.

### **Stress Management**

School Governors, Executive headteacher/Deputy headteacher and Senior leadership members need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff. Please see the policy document for full guidance on any issues relating to this.

### **Training**

Observations form part of an individuals' CPD and are carried out at regular intervals which helps identify the training needs of staff and ensures that adequate training provision is then provided in areas required.

Training courses are made available to staff.

Induction training is provided for all new recruits, both long term and short term.

### **Violence at Work**

Incidents of violence rarely occur, but staff need to take precautions to protect themselves: The Park Schools Federation has adopted the Violence at work policy supplied by DCC.

- When interviewing a parent/adult in a confined space, let other members of staff know.
- Staff should cease the interview if they feel intimidated.
- Avoid aggressive actions likely to challenge and confront anyone
- Staff should position themselves to ensure escape routes are behind them and are easily accessible

### **Welfare Facilities**

The staff room is situated in the Infant School and is available to all staff during breaks and lunch times. Hot drinks are available, cooking and pot washing facilities. Staff toilets are situated in Hawley block, Nursery Building, Reception Classroom (F2), Hawley Block, Main office, Juniors corridor, Deputy Heads office and Old Kitchen. There is a washing machine situated in the Nursery Unit. Other welfare facilities available include the Occupational Health Department at County Hall and online support on the DCC portal.

### **Waste Management**

The school recycles products whenever possible. There are procedures in place for disposing of different chemicals, bodily fluids etc. All bins/recycling bins are emptied on a weekly basis.

### **Working at Heights**

The correct policy should be followed by all staff if required to work at heights. A low level work at heights risk assessment has been carried out and should be followed for any work involved with display boards or where step ladders should be used. Step ladders are available from the Facilities manager.

### **Slips Trips and Falls**

All staff should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Head of Schools, Office staff or Site Manager.

Cleaning staff, Facilities manager and caretaker should ensure signs are displayed to mark wet or slippery areas.

### **Sun Safety**

Pupils and parents are reminded of safe sun procedures during the summer months, via whole school health and safety assemblies, newsletters to parents and carers, website, schoolzine app and through visits by colleagues from the School Health Care team.

### **Swimming**

Swimming lessons are held on a weekly basis at Swim swimming baths for Junior children. The class teacher and a first aider supervise the children to and from the baths.

Qualified instruction is provided by the centre's swimming instructor.

When swimming is 'on site' the Facilities Manager will have overall responsibility for the plant and pool security. The company 'Elite Swim' will provide risk assessments, qualified instructors, COSHH documentation and DBS details.

### **Tree Surveys**

A regular tree survey is done and any recommended work is carried out.

### **Trips/Out of School activities**

County guidelines will at all times be followed in respect of Out of School Activities. All trips which require transport are entered on the school evolve website. A full set of Risk Assessments is made for each individual activity. The Educational Visits Co-ordinator is Angela Yates.

**At present the Facilities Manager uses his own record sheets, however the following forms are available to use.**

**Annual Checks**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Manual Handling of Risk Assessments		
Accident Reports		Now completed online
Technology Room		
Cleaning Staff Procedures		
Record Fire Appliance Test		
Record PE Equipment Check		Completed by DCC
Check Completion of PAT Testing		Completed
Whole Staff Training- Refreshers		
Non Accidental Injury Reports		Now Completed online

**Weekly Checks**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Playground, Walls, Fences, Gates and Seats		
Fire Alarm Tests		
Minibus – Routine Checks		
Minibus – First Aid Kit	All Staff	

**At present the Facilities Manager uses his own record sheets, however the following forms are available to use.**

**Daily Checks (by observation, discussion etc)**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Physical Intervention		
PE Safety		
Lettings (Safety)		
Driver minibus checks		
Communication of Health and Safety concerns to all staff		

**Termly Checks**

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

## **APPENDIX A**

Accident and Incident Investigation  
Administration of Medicines  
Asbestos Policy  
Cleaning of Bodily Fluid Spillages  
Contractors  
COSHH  
Critical Incident Plan  
Display Screen Equipment  
Electricity  
External School Play Areas  
Fingersafe devices  
Fire Safety and Management  
Fires, small camp fires  
First Aid  
Glazing  
Hepatitis B Advice  
Hot Drinks in Educational Settings  
ICT – Good practice in the classroom  
Induction Training for New Employees  
Interactive Whiteboards  
Jewellery – Inc Body Piercings  
Ladders  
Legionella Management Arrangements and Procedures  
Lifting Equipment  
Lone working  
Manual Handling  
Moving and Handling – assisting children to move  
Permit to Work – Hot work permit  
Permit to Work – maintaining fire integrity of the structure  
Permits to Work – Issuing procedures  
Personal Emergency Egress Plan  
Personal Protective Equipment  
Poisonous Plants  
Pond Open Water Safety  
Positive Behaviour Support  
Pregnancy-Expectant Nursing  
Prolonged High Temperatures  
Protocol to be followed following serious threats toward CAYA staff  
Reprographic Equipment  
Risk Assessment  
Safeguarding of Site  
Stepladders  
Stress policy  
Sun Awareness  
Temporary Heaters  
Tower Scaffolds  
Transporting children, Young people in cars

Violence at work  
Work at Height  
Workplace safety

## **APPENDIX B**

### **Cleaning up Bodily Fluids**

Spills of body fluids: blood, urine, feces, nasal and eye discharges, saliva and vomit must be cleaned up immediately.

A disposable plastic apron and gloves should be worn.

The excess fluid should be mopped up with paper towels.

The area should then be cleaned with hot soapy water and further rinsed with a disinfecting solution/or granules.

Avoid getting any fluid into eyes, mouth, nose or open sores.

The contaminated material should be discarded, with the gloves and apron, in a plastic bag which must be securely sealed and disposed of safely.

Mops are situated and clearly marked in the Site Managers/Cleaners resource area etc.

Contaminated clothing should be laundered at 60 degrees C.

## APPENDIX C

# Fire Regulations

The adult in charge of the group is to lead the children out and to be responsible for checking registers.

The last adult to leave is to be responsible for checking toilets, bays, corners etc.

Ensure all doors are closed.

1. Fire drill will be instituted without warning.
2. Care must be taken to ensure that combustible materials are kept to a minimum and do not constitute a fire hazard.
3. Exit doors must be opened from inside the building.
4. Fire doors must be kept closed at all times. If used as a fire exit to be closed immediately after evacuation
5. On hearing the fire alarm, staff operate the fire drill as follows:-
  - a. Silence.
  - b. Walk in a careful and orderly manner through the nearest exit and onto the **TOP PLAYING FIELD**.
  - c. All children must face away from the school building.
  - d. Teacher to raise hand clearly in the air to indicate that all children have been accounted for.
  - e. Headteacher/Person in charge to be informed and will contact the Fire service on 999.
  - f. Infant office staff to ensure school gates are open, to direct fire service and ensure no other visitors gain access to school.
  - g. Fire marshall from Y3 class to inform Forest Schools/Log Cabin
  - h. Staff and children in Forest School/Log cabin to exit via the outside of the Rainbow room and Year 5 classrooms
6. Office staff will bring evacuation sheets and copy of envoy (visitors log) to the fire assembly point for you to check that all children are present.
7. Do not return into the school until told to do so.

- 8. All staff, supply staff, external contractors and children should be well informed of these regulations.**
9. NEVER assume the fire alarm is a false alarm or drill.