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Cromford Church of England Primary School Health and Safety Policy

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 County Council and which can be found 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 for significant risks, 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 through the schools management team 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 via the Sharepoint policy folder. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

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

Responsibilities of our Governing Body

Governing Bodies are responsible for ensuring that health and safety is maintained within our school. In order to do this, they ensure that the following 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 ensures that: -

- The school has a health and safety policy which is implemented within the school and the effectiveness of this policy is monitored.
- 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 DCC's 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 takes place in the Resource Committee, a sub-committee of the Governors, where health and safety is a standing agenda item.
- They receive a verbal 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.
- The Finance and premises committee annually review 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: OVERALL ACCOUNTABILITY FOR HEALTH AND SAFETY LIES WITH THE EMPLOYER OF THE MEMBERS OF STAFF IN THE SCHOOL. HOWEVER DAY-TO-DAY RUNNING OF THE SCHOOL INCLUDING RESPONSIBILITY FOR THE HEALTH AND SAFETY OF STAFF AND PUPILS IS NORMALLY DELEGATED TO THE HEAD TEACHER AND SCHOOL MANAGEMENT TEAM. THEY HAVE A KEY ROLE IN MAKING SURE RISKS ARE MANAGED EFFECTIVELY ON SITE.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day-to-day implementation of health and safety in the school. The Headteacher ensures 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 will 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 the 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 Pupil'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 pupils 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/method statement/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.
- 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 (provided by activity user), 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.

Senior Leadership Team

Although the Headteacher is responsible overall for health and safety in the school, line managers have some specific responsibilities. These includes Deputy/Assistant Headteacher, Business Managers/Supervisors they have the following responsibilities:

- Apply the school's health and safety policy or relevant Derbyshire County Council 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 (identify staff safety training needs) and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Carrying out accident and other health and safety investigations that occur within their areas of responsibility, ensuring that accidents are reported under arrangements established by Derbyshire County Council.
- Prepare an annual report for the Headteacher on the health and safety performance of their area of responsibility.

School Health and Safety Co-ordinator (often a Business Manager, Bursar or Office Manager)

The Headteacher oversees the Health and Safety of the school with the assistance of the School Business Officer and the Caretaker, together, they have the following responsibilities:

- To co-ordinate and manage the risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process.

- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.
- Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching Staff

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.
- 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 Headteacher.
- Set a good personal example.

EDUCATIONAL VISITS CO-ORDINATOR (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate educational off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that all visits are led by a trained and competent Visit Leader.
- Ensure that all visits are submitted to the Evolve system for assessment and approval within the allocated times scales relevant to the type of visit.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual pupils.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.

SITE MANAGER/CARETAKER/CLEANER IN CHARGE

The Site Manager/Caretaker/Cleaner in Charge is responsible for:

- Inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter).
- Inspecting the buildings and equipment on a termly basis (during the last week of every term).
- Recording all defects noted and, if minor, effecting immediate repair.
- Reporting major defects to be repaired by outside contractors/authorities to the Headteacher or Health and Safety Co-ordinator.
- Ensuring that the fire alarm system is kept in a serviceable condition and for testing the system weekly by operating a manual call point.
- Assisting with the scheduled fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Logbook.
- Ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed.
- All external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards.
- Notifying the Headteacher or Health and Safety Co-ordinator of any hazards introduced by contractors on site.
- The correct storage of all equipment, tools, etc.
- Regularly undertaking a risk assessment relevant to his/her work environment; and
- Regularly checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

FIRST AIDERS

First aiders are responsible for:

- The first aid stock/provision found in boxes in throughout school.
- Recording when medicines are given to any person.
- Recording any accident and subsequent treatment in the appropriate accident/incident book.
- Immediately informing the Headteacher and/or the Health and Safety Co-ordinator of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.

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.

Trade Union School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised Trade Union as set out in the Safety Representatives and Safety Committees Regulations 1977.

Only Trade Unions can appoint Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They will also be consulted on health and safety matters affecting all staff.

Trade Union Health and safety representatives are permitted to take paid time off work to fulfil their functions and also for any training requirement. The time off arrangements should ensure that these functions replace, rather than add to, their normal workload.

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.

Health and Safety Representatives are entitled to inspect the workplace at least every 3 months and are entitled to paid time off their normal duties to do so. Their inspections are not to be confused with the management/employers obligation to inspect the workplace as set out in the arrangement section of this policy entitled 'INSPECTIONS, CHECKS AND MONITORING SCHEDULE'. It is an option, where agreed by management and Trade Unions, for formal inspections to be jointly carried out by the employer and Health and Safety Representatives, but whether or not this happens, Trade Union Health and Safety Representatives have the right to conduct their own Health and Safety inspections.

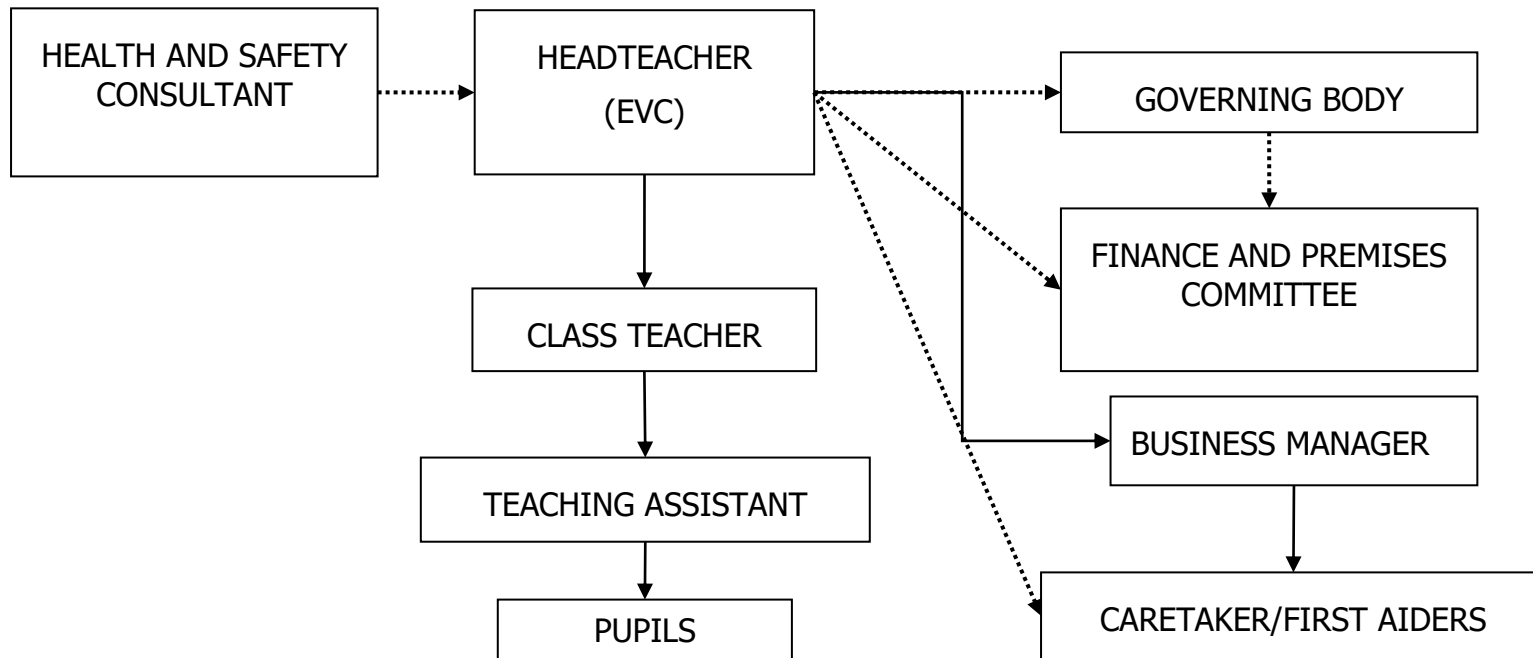
Pupils

Pupils play a part in overall health and safety and welfare of the school and will be encouraged to discuss health and safety issues at Pupil Council meetings and raise any concerns to their Teacher or members of the Senior Leadership Team.

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

- Exercise personal responsibility for the health and safety of themselves and others, to observe standards behaviour and dress consistent with the 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 facilities or equipment provided for theirs and others health and safety.
- Refrain from using anything which may harm any other person or themselves, including not using equipment on which they have not been trained

Organisational Responsibility for Health and Safety



Accident/Incident Reporting

The procedures in the Derbyshire County Council Accident Reporting guidance are to be followed. In summary these are:

All accidents and incidents in Cromford Church of England Primary School, no matter how minor, that occur to members of staff, are to be reported using the Derbyshire County Council online reporting system.

All staff will report all accidents via the Accident and near misses Microsoft form. A copy of the guidance is held on Derbyshire Services for Schools (S4S) Health and Safety Resources, Policy and Guidance web page.

Fatal or major injuries must be reported to the Headteacher and Derbyshire County Council Health, Safety and Wellbeing Section immediately.

Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e., as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and using the Derbyshire County Council online reporting system. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded in the school's Accident/Incident Reporting System/Record.

Administration of Medicines

Arrangements for administering medicines will comply with the school's Supporting Students with Medical Conditions and Administration of Medicines policy.

Adverse Weather

Cromford Church of England Primary School will act in accordance with the Adverse Weather Policy.

Animals

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangement. Care, obviously, must be taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc. Consideration should be given to care of animals in school holidays.

Asbestos

An Asbestos Survey was last completed by DCC in May 2021. A copy of the Asbestos Register is to be kept in the school office/Red Box.

The Headteacher and nominated responsible person such e.g. Site Manager/Caretaker/Cleaner in Charge are familiar with the location of asbestos within the premises and ensure that contractors access the Asbestos Register prior to commencing work in the school.

Information and instruction are provided to staff and contractors to include the following:

- Where the Asbestos register is located.
- Not to drill or affix anything to walls without first obtaining approval from Headteacher and checking the plan.
- Reporting of damage to asbestos materials and emergency procedures.

The Site Manager/Caretaker/Cleaner in Charge will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the Asbestos Register on completion.

Cash Handling

All monies are handed into the school office via the pupil or parent and are not to be collected by staff.

On-line banking is the preferred option of payment.

Money that is received is reconciled as soon as possible the school business officer.

The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount, and staff should never place their own personal safety at risk.

Classrooms

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

Examples of items to be checked include:

- doors unlocked where appropriate and free from obstruction,
- floors kept clear of obstructions,
- sinks will be kept clear to enable effective cleaning,
- reporting damaged or faulty electrical equipment,
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use,
- orderly sensible movement within the teaching area should be maintained, always ensure pupils are appropriately supervised.

Cleaning of bodily fluids

The Headteacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- The use of bleach on site will be managed so that it does not react with other substances when in use (i.e., bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.
- All body fluids will be cleaned up as quickly as possible after spillage following the latest guidance from Derbyshire County Council which is available to download from the S4S Health and Safety, Resources web page.

Consultation with Staff

Staff will be consulted on major changes to procedures and the Health and Safety Policy. Union Health and Safety representatives will be consulted on any changes that may affect their members.

Contractors

When contractors are working in School, the following precautions should be taken:

- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

COSHH

Substances that require a COSHH assessment are stored away from others and only used by the staff who have read and understood the COSHH for each substance that they are using.

Driving and Transport

Use of private vehicles for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and pupil seating for the age and height of the pupil (where required).
- Required safety restraints are worn whilst the vehicle is in motion.

Staff must not:

- Drive when ill.
- Drive under the influence of drugs or alcohol (including prescribed medication that may impact on driving safely).
- Offer lifts to people not known to them.

The school recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e., vehicle is stationary and in safe position with engine turned off.
- Handheld radios and mobile phones are not to be used on petrol station forecourts.

All accidents that occur whilst on school business will be reported in accordance with Derbyshire County Council and school incident reporting procedures.

Educational School Visits

School visits should have regard to the guidance contained in the DfE document Health and Safety on Educational Visits. This can be downloaded at <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

The school has appointed an Educational Visits Co-ordinator (EVC) to help plan and manage all educational visits. Appropriate training is provided to support this function. During times when an EVC is not appointed the Headteacher will fulfil this function.

The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing. (A generic risk assessment may be used provided all aspects are the same or the risk assessment is modified to include any specific additional risk).

When taking pupils out of school, mobile telephones are taken so that in an emergency the school can be contacted, and contact maintained between groups when travelling.

The school should be contacted if any pupil or member of staff is injured, or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly. A member of staff who will remain there until the pupil's parents arrive will take any pupil requiring medical attention to a hospital.

All residential visits, overseas visits and those where dangerous activities are involved, e.g. caving, climbing, trekking, water sports, etc, must be authorised by the Derbyshire County Council, School Visits Service.

Electrical Safety

Fixed systems will be inspected, serviced and repaired as necessary at least every 5 years or as appropriate and according to guidance for building use. A safety certificate will support inspections carried out by competent persons.

All portable electrical equipment in use will be maintained to a satisfactory standard to minimise risk to staff and subjected to a programme of combined inspection and testing as per guidelines.

A record will be kept of the test and a tagging system will be used on all portable electrical equipment. The regularity of checks will be determined by risk assessment.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment will only to be carried out by a competent person.

All staff will be trained in general health and safety awareness on induction, which will include electrical safety.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it. Staff are also responsible for ensuring that they use and handle electrical equipment sensibly and safely.

If there is a fault with any electrical equipment, the staff member who notices the defect should report it to the school business officer or Headteacher. If the appliance is dangerous then the School business officer/Headteacher should be contacted immediately. The appliance should be taken the equipment out of use immediately and marked so that other staff do not attempt to use it.

Staff should not use their own electrical appliances unless they have been authorised to be used in the school building in line with the school policy and have been checked by the competent person. All electrical appliances are checked periodically by a competent person.

Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly.

Emergency Planning

The Headteacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Body and regularly reviewed.

The following incident procedures are included in the Plan:

- Lockdown
- Fire.
- Bomb threats.
- Gas leaks, water and electricity supply failure, including how and where to isolate.
- natural disasters, for example, flooding (where applicable).

Evacuation points are established as far from the building as possible and consideration is given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect pupils.

Fire and emergency procedure

The Headteacher and governing body is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.

All staff are made aware upon start of employment about fire emergency procedures, where the nearest firefighting appliances are and the alarm sounding points around the school.

All members of staff are responsible for ensuring that fire exits, signs and escape routes are kept clear at all times. - The Headteacher will ensure that, through the Site Manager/Caretaker/Cleaner in Charge, regular maintenance of firefighting equipment and fire alarms is carried out by contractors, and that fire alarm points are checked weekly on a rotational basis by the Site Manager/Caretaker/Cleaner in Charge.

Fire drills will take place termly and specific arrangements made for anyone with special needs. A record of each practice evacuation shall be maintained. Full evacuation instructions are held in school and reviewed after each drill.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Every employee should ensure that:

- they know what to do in the case of fire.
- they are familiar with the sound of the alarm.
- all classrooms and other areas are vacated immediately on hearing the fire alarm.
- hazardous electrical appliances are disconnected, and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

Employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention or return to a building where the fire alarm is still sounding.

- NEVER smoke in school premises.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

First Aid

Please refer to our First aid Policy.

Infection control

The school will actively prevent the spread of infection through the following measures:

- High standards of personal hygiene and practice.
- Maintaining a clean environment with regular cleaning regimes.
- Raise hygiene awareness and prevent spread of infection.
- Ensuring sufficient washing facilities.
- Providing PPE when necessary.
- Immediately cleaning spillages of bodily fluids.
- Use of Sharps bins when necessary.
- Monitoring and responding to increases in absence e.g. sickness and diarrhoea.

Inspection of the Premises

Annual checks completed by the landlord as per landlord visit and Caretaker routinely completes these checks.

Instruction and Training

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure, the health, safety and wellbeing of its employees at work.

It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher-than-normal risk e.g. the site staff where significant hazards maybe present.

Safety induction training must be given to all staff on commencement of work at the school.

Training will be identified, arranged and monitored by senior responsible staff appointed by the head teacher and governing body.

All staff must be competent to perform their duties thus specific training is required.

Additionally, to the above, staff will be trained:

- when exposed to new or increased risks.
- on transfer or promotion to new duties and tasks.
- when changes are made to systems of work.
- on the introduction of new technology.
- when training needs are identified.

Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.

A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

Where information and/or advice is not locally available the Headteacher should seek such information from the Derbyshire County Council Health, Safety and Wellbeing Team.

IT

Please refer to our IT acceptable use policy.

Lockdown

Please refer to our Lockdown Policy.

Lone Working

Please refer to our Lone Working Policy.

Legionella

Annual checks are completed to mitigate Legionella.

Lifting Equipment

Cromford Church of England Primary School has no lifting equipment on site.

Manual Handling

Manual handling is kept to a minimum at Cromford Church of England Primary School. Where necessary, appropriate training will be provided and in line with the relevant policies.

Monitoring Auditing

The Headteacher will monitor this policy and its implementation to ensure that the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the issues identified

Audits will take place regularly to ensure the continuous monitoring process is adhered to. Records of testing, inspections of equipment and maintenance work carried out is maintained as part of our health and safety management system.

Records of the below are kept and updated as and when required,

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Evacuation and Practice Drills
- PE Equipment
- Fixed Electrical Systems

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Premises Risk Assessments	Mr Wilson/Mr Lofts	
Policy and Management Plan	Mr Wilson	
COSHH	Mr Lofts	

Review of Procedures	Mr Wilson	
Accident Reports	Mr Wilson	
Technology Room	Not applicable	
Record Fire Appliance Test	Mrs Toone	
Record PE Equipment Check	Mrs Toone	
Check Completion of PAT Testing	Mrs Toone	
Whole Staff Training- Refreshers	Mr Wilson/Mrs Toone	
Non Accidental Injury Reports	Mr Wilson	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Mr Lofts	
Fire Alarm Tests	Mr Lofts	
Minibus – Routine Checks	n/a	
Minibus – First Aid Kit	n/a	

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention	Mr Wilson	
PE Safety	Miss Marshall	
Lettings (Safety)	Mr Lofts	
Driver minibus checks	N/A	
Communication of Health and Safety concerns to all staff	Mr Wilson	

Termly Checks

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

Personal Emergency Evacuation Plans (PEEPs)

The school adopts Derbyshire County Council's Personal Emergency Evacuation Plan – PEEP document, which is available to download from the Derbyshire Services for Schools (S4S) Health and Safety Resources, Risk Assessments web page.

Personal and Intimate Care

Policies for personal/intimate care are in place and followed by staff.

Personal Protective Equipment

Users will be given advice in identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment.

Positive Behaviour Support Including Physical Intervention

Cromford Church of England primary school staff follow the physical intervention guidelines.

Premises

A site supervisor may be present when our premises is being used outside of our normal operating hours. Alternatively, the person letting the building is responsible for nominating a person to take this role.

Playground Safety

Cromford Church of England Primary School ensures a member of staff is always on duty when children make use of the playground space, to ensure the safety of children and to direct them to first aid assistance when necessary.

Duty staff should be vigilant and monitor that playground equipment and climbing apparatus are safe for use and that in general the play areas are free from any obstruction likely to cause injury.

Prior to use a risk assessment will have been carried out for the playground and staff informed of any mitigation measures.

Examples of items to check include:

- Pupils should be wearing suitable clothing, in particular footwear.
- Equipment is only be used under the supervision of a member of staff.
- Pupils are only allowed to use equipment suitable for their age.
- Numbers of pupils at any time is limited to avoid overcrowding equipment e.g. trim trail.
- No pupil/pupil should leave the play areas without the permission of the staff on duty.
- The field should only be used if the conditions are suitable.

At the end of the lunch break duty staff should ensure an orderly return into the school and teaching staff should be ready to receive their pupils.

Risk Assessments

Risk assessments for activities are always carried out as and when required.

Road Safety

Traffic around Cromford Church of England Primary School is minimal. Where possible, a school crossing patrol is used to support students/family members crossing the main road. Parents are encouraged to park away from the immediate area surround the school.

Security

All access areas are closed/locked during the day and all visitors must report to reception with identification and sign in/out using the visitor's book. A permit to work will be completed if necessary. School grounds are secure with fencing and walls. Site inspections are carried out as per the above table.

Site Access

Arrangements for safe access and egress of staff, students, visitors and associated vehicles are dealt with as per DCC guidance and current legislation. Information regarding pupils can be found on our website.

Smoking and Fire Hazards

Smoking and vaping are not allowed on the school site or immediately in sight of pupils outside the school gate.

Cigarettes, E- Cigarettes, Vaping equipment matches, and lighters should not be left where the pupils can have access to them. If teachers light candles for any reason (e.g. religious services, etc.) they should not be left unattended and kept well away from combustible materials.

Staff and Pupil Safety

Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- Pupils should be taught to exercise personal responsibility for safety of self and classmates.
- Pupils should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency.
- Pupils should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
 - suitable footwear for PE.
 - wearing of earrings not permitted for PE.

Specific guidance, which is to be followed by all staff, is given in DfE, afPE and CLEAPSS documents on safe working in:

- animals in schools
- art and craft activities
- physical education
- swimming
- work at height

Stress Management

The school acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

Arrangements for identifying and managing stress, School Governors, Headteacher, and all staff 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.

The real extend of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it.

The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues.
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their Trade Union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.

If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Sunhats/Clothing

Between April and September, we actively encourage parents to ensure pupils come to school with an appropriate, plain sun hat for use as required throughout the school day. We make available additional/spare sun hats for all outdoor activities if a parent is unable to provide one, or if a pupil has lost or forgotten their own.

- We encourage and educate pupils to wear their sun hat outdoors on bright/sunny days.

- Baseball caps are not recommended (they do not provide adequate shade for the neck and ears).
- We ensure pupils wear school and PE uniforms that keep shoulders covered.

Sunscreen

Between April and September, we actively remind parents/carers to ensure pupils apply sunscreen before school starts in the morning and to bring more for use as required throughout the school day.

Shade

We currently provide some shaded areas outdoors where pupils can congregate for outdoor activities.

Tree Safety

All trees in school playgrounds of a particular age and height are regularly checked for disease and checked to guard against falling branches.

Similarly, all low-level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

Violence at Work

Violent behaviour by anyone will not be tolerated. Actions will be taken by staff to defuse any situation causing the behaviour of a person to be violent. Any violent behaviour which is not modified will be reported to the headteacher who may consider it necessary to use the Suspension and Permanent Exclusion policy or to inform the police. Children, parents or any other stakeholder may be suspended from the school premises.

Welfare Facilities

Staff and students at Cromford Church of England Primary School have access to a range of on-site facilities to support their welfare.

Waste Management

Cromford Church of England Primary School have contracts with two companies who manage our waste.

Workplace Safety

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- All staff should ensure that working areas are sufficiently ventilated.
- No hot drinks are to be walked around the school or taken onto the playground when pupils are in the vicinity.
- All staff should be aware of the procedure for moving and assembling P.E. apparatus. The apparatus should be stored safely in the appropriate storage area after use.
- All staff will be given access to the Health and Safety Policy at the commencement of their contract.

- Parking within the school grounds is for staff and official only. In order to ensure the safety of pupils extreme care must be taken at all times. Parents should not drive in the school grounds unless it is to collect a sick pupil, or it is outside the school day. The speed limit must be adhered to at all times.
- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc.,
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing an apron and tying back hair,

staff should exercise good standards of hygiene and housekeeping

Working at Heights

Cromford Church of England Primary School ensure staff are trained to work at heights and that equipment used is regularly inspected and maintained. Any height related repairs/jobs are usually completed through Derbyshire County Council.