



# Health & Safety Policy

*Creative. Curious. Caring.*  
*We make every moment count.*

## Document Control

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# Statement of policy

This policy is in addition to the Derbyshire County Council Corporate Health and Safety Manual and Health and Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises. The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under the 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.

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

## Purpose

- all reasonably practical steps are taken to ensure the health, safety and welfare of all persons
- all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits
- appropriate safe working procedures amongst staff and pupils are established and maintained
- arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- safety awareness is developed amongst staff, pupils and other supervising adults
- formulate and implement effective procedures for use in the event of fire and other emergencies or untoward events

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## Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body** will:

- decide policy and monitor the effectiveness
- give strategic guidance
- monitor and review management systems including risk assessments, inspections, communication systems, guidance of health and safety issues through the Resources Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body
- ensure adequate resources for health and safety are available
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans
- 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 review annually the health and safety performance of the school and set targets for achievement for the next year

Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:

- provide equipment and systems of work, which are safe, and without risks to health
- make arrangements for handling, storage and transportation of articles and substances
- provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently
- promote the development and maintenance of sound safety, health and welfare practices
- maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises
- provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults
- ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances
- maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Headteacher** will:

- be responsible for the day-to-day implementation of school safety organisation
- develop a culture of safety throughout the school
- ensure that a school health and safety policy is developed with the Governing Body in line with the Pupils' Services health and safety policy and guidance and that this policy is fully implemented and monitored within their school
- report to Governors on pertinent issues through the Resources Committee
- report to Governors serious accidents and incidents of violence or abusive behaviour in the immediate time following the incident and to the next Resources Committee
- liaise with outside agencies able to offer expert advice and carry out inspections, ensuring appropriate action is taken to deal with the findings
- ensure that all staff fulfil their duties to co-operate with the policy
- formulate and co-ordinate safety procedures
- review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Resources Committee
- ensure relevant staff have access to appropriate training
- meet with the School Business Officer and Caretaker regularly to manage site issues in order to rectify any defects and hazards
- ensure that keypad codes are changed in the event of any staff changes or reports of misuse.

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.

All **staff** will:

- ensure that they have read the Health and Safety Policy
- fully support all health and safety arrangements
- take reasonable care of their own health and safety and that of others who may be affected by their actions
- follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching, ensuring as far as is reasonably practicable, that their classroom or office is safe
- co-operate with the Governing Body and the Senior Management Team so that they may comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management
- use equipment safely and avoid introducing personal items of equipment (electrical or mechanical) into the school without prior agreement
- ensure, as far as is reasonably practicable, that pupils use equipment safely

- report situations which may present a serious or imminent danger to the Headteacher or School Business Officer
- report any concerns of abuse to pupils to the Headteacher who is the Designated Senior Lead
- complete an Accident/Incident report in the event of a significant accident or incident of violence
- inform all other staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with these pupils and their needs
- teachers will ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety.

The **Caretaker** will:

- ensure that they are familiar with the school's Health and Safety Policy
- be aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc
- inspect the building and site access on a daily basis ensuring all health, safety and fire procedures are adhered to
- resolve health, safety and welfare problems referred to them or report to the Headteacher and School Business Officer any defects and hazards that are brought to their notice which they cannot achieve a satisfactory solution within the resources available to them
- ensure that everything received from suppliers (for direct school use), equipment, substances etc. is accompanied by adequate information and instruction prior to use
- maintain a record of hazardous substances used for cleaning and similar purposes
- test and record the fire alarm, bells and fire doors weekly.

The **Health and Safety Representative** will:

- conduct a termly health and safety survey with the Headteacher, Caretaker and union health and safety representative and report back to the Resources Sub-Committee.

The **School Business Officer** will:

- report to the Headteacher any defects and hazards that are brought to their notice
- report to the Headteacher on any financial implications for health and safety issues
- meet with the Headteacher regularly to manage site issues
- co-ordinate and inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- 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.
- ensure Accident/Incident/Violence forms are sent to the Corporate Health and Safety Unit of the Local Authority (LA) as necessary.
- ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

The **Senior Midday Supervisor** will:

- report any health and safety concerns at lunchtime to the Headteacher
- organise first aid at lunchtime
- ensure the Accident/Incident/Violence book is completed for any serious incidents, forms are filed and originals given to SBO to send to the Corporate Health and Safety Unit of the LA.

**Pupils** are expected to:

- exercise personal responsibility for the safety of themselves and classmates
- observe standards of dress consistent with safety and/or hygiene – **Refer to the School Uniform policy.**

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- use, and not wilfully misuse, neglect or interfere with things provided for their safety
- **refrain from using anything which may harm any other person or themselves**

**Parents** are expected to:

- support the school in any health and safety matters reported to them on newsletters or other forms of communication eg via the school website or Class Dojo
- comply with the school acceptable behaviour policy [Code of Conduct for Parents and Visitors](#) and [Home School Agreement](#).

## Arrangements

### Accidents and Incident Reporting

- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident book.
- More serious accidents or incidents of violence or abusive language/behaviour are recorded on 'Accident/Incident/Violence Investigation' forms obtainable from the School-Office.
- **All accidents and incidents, no matter how minor, that occur to members of staff, are to be reported using the Derbyshire County Council online reporting system**
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- ***Staff should complete a 'near-misses-incident' if they felt an incident could have resulted in a serious injury in the future. This will be monitored by the headteacher so actions can be taken to improve the safety within the school.***
- Where violence or abusive language/behaviour is due to a parent/carer/visitor to the school, the perpetrator shall be asked to leave the site. ***This will be recorded as a near miss in a file called near misses and this will be monitored by the headteacher and saved on SharePoint.*** Where this is not being responded to, the police should be called at the earliest opportunity by a member of staff alerting the office to call 999. If physical harm or injury has been sustained they should receive medical attention at the earliest opportunity, if necessary by calling for an ambulance, or the staff member should be taken to the nearest A&E facility. When staff are safe, governors should be informed and LA legal team informed. A letter should then be sent to the perpetrator informing them that they no longer have permission to be on the school site and that Governors will be taking a decision about whether to revoke their permission for them to be on the school site in future.

### Administration of Medicines

- **School has a written policy on the administration of medicine and has adopted and follows the Derbyshire County Council Administration of Medicine Guidance for all cases**

- A trained First Aider will administer medicines for chronic or long-term conditions
- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorise First Aiders to administer medication.
- Medication for asthma is stored in the classroom. Pupils are supervised by a First Aider when taking their asthma medication as age appropriate.

### **Adverse Weather**

- Refer to the Adverse Weather Conditions Policy - [Adverse Weather Conditions Policy](#)

### **Asbestos**

- An asbestos survey has been carried out, and the register is held by the Caretaker in the Red Box near reception.
- The School Business Officer or office staff make it available to contractors prior to working on site.

### **Communication of Information to Users of the Premises**

- Any persons booking accommodation at the school will receive a copy of the Health and Safety Policy from the School Business Officer or office staff.

### **Contractors**

- 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.

### **Control of Hazardous Substances**

- The Caretaker will complete a safety data sheet/COSHH assessment sheet for every hazardous substance in school, compiling and maintaining a list giving details of these substances, which will be held in the COSHH folder in the Red Box.

### **Cooking**

- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

### **Educational Visits**

- Mrs Bradbury is The Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Policy' when organising a visit. All staff have a copy.
- 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.
- Our procedures are based on the LA's guidance.

### **Electrical Testing**

- 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.



- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.
- A safety certificate will support inspections carried out by competent persons.
- All staff members must visually check all appliances prior to each use and if in doubt the appliance should be taken out of use and marked so that others do not attempt to use it.

### **Evacuation of the Building**

- 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.
- Fire exits are clearly labelled.
- Fire alarm, bells and fire doors are tested weekly by the Caretaker.
- A fire drill is practised once a term and reported by the Headteacher
- Fire appliances are checked annually.

### **Farm Visits**

- Farm visits, while generally safe, visits to farms can present a small risk of infection from animals or the farm environment. School staff should be aware of these risks and take appropriate steps to minimise them. UKHSA has produced practical guidance to support schools in planning and supervising safe farm visits. Please see the [avoiding infection on farm visits: advice for the public guidance](#), as well as the [Teacher's code of practice](#).

### **First Aid Provision**

- The Headteacher is responsible for ensuring that there is always a qualified First Aider in school.
- First Aid is administered in the School Office, hall or classroom, with first aid provisions are situated throughout the school and are clearly identified.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- A qualified First Aider will go on any educational visit.
- The School Business Officer will ensure the maintenance of the contents of the first aid boxes and other supplies.
- A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.

### **Bloodborne Infection Risks**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the School Office and are available in First Aid kits.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination

### **Head injuries**

- Parents are immediately informed of any head or spinal injury.
- First Aiders contact parents by phone or in person if they have concerns about the injury.

### **Head lice**

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair, the parents are informed.



## **Hiring Premises**

- When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

## **Hot drinks**

- Staff should ensure that they only transport hot drinks around school in a lidded, insulated container. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom, they should ensure that a pupil cannot reach it and that it is in a safe position.
- Glasses should not be used in the classrooms to drink from, in case these are accidentally broken.

## **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.

## **Information Technology**

- The Headteacher will ensure that suitable arrangements are in place for the use of Information Technology equipment.
- Equipment will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to any foreseeable hazards e.g. fire, trip and falls, etc.
- Where laptops are used, safe procedures of work including charging and use of trolleys will be followed.
- The school office has appropriate lighting for employees to work with computers and individual Display Screen Equipment (DSE) assessments will be carried out as and when required.

## **Inspections, Checks and Monitoring Schedule**

- The school will ensure that statutory inspections are undertaken at required intervals for all plant and equipment required.
- The Headteacher/Business Manager/Caretaker will arrange for formal inspections of the premises, plant and equipment to take place at suitable intervals and draw up an effective maintenance programme.
- All identified maintenance will be implemented, and any remedial works identified are completed.
- The Headteacher/Business Manager/Caretaker must ensure that all statutory and systems maintenance related documentation is kept available for reference. Details should include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc. (Refer to Appendix 2).

## **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 may be 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.

### **Lock Down**

- A lockdown procedure has been implemented and would be used when there is a threat to the safety of pupils, staff and others, and when it is safer for everyone to remain in the school rather than evacuate.
- The school holds Lockdown Drills to prepare staff and pupils in the event of an unusual circumstance such as dangerous dogs in the vicinity, a cloud of toxic gas in the air, an intruder onsite, or should a member of the school community bring a weapon into school. The Lockdown procedures are designed to keep schools safe in a range of emergencies

### **Lone Working**

- When staff are lone working undertaking activities that present a significant risk, staff are required to complete a specific risk assessment to establish specific hazards and appropriate control measures required to reduce the risk to an acceptable level. The following areas are likely to require consideration:
  - Lone working may occur in the case of a member of staff working late in the evening or where the site staff are required to work during a weekend or school holidays.
  - Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.
  - Staff in the school during working hours but are in a remote part of the building.

### **Legionella**

- The Headteacher will arrange for a water hygiene risk assessment to be carried out regularly in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for.
- All identified remedial works will be incorporated into the school's maintenance programme.
- The responsible and nominated responsible person must complete Legionella Training to ensure they are conversant with monitoring systems and procedures.
- Monitoring of the water system will be undertaken by the Caretaker in Charge (or competent 3rd party) and this will include but not be limited to periodically monitoring all relevant temperature readings for sentinel taps; TMV's and representative taps, flushing of infrequently used outlets, de-scaling spray outlets and recording findings in the water logbook.

### **Manual Handling**

- The school will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the Manual Handling Operations Regulations are fully complied with.
- Pupils, staff and any other supervising adults, should only lift equipment and furniture within their own individual capability.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

## **Movement Around School**

- Pupils should walk around school sensibly and with regard for others.
- No pupils should remain unsupervised in classrooms.

## **Personal Emergency Evacuation Plans (Peep's)**

- The school adopts Derbyshire County Council's Personal Emergency Evacuation Plan – PEEP document

## **Personal Protective Equipment (PPE)**

- Headteachers will arrange for the school to purchase PPE for any employee, or persons under their control if it is determined necessary, to ensure the health and safety of that person which must be worn.
- It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

## **On Site Vehicle Movements**

- Car parking is within the school grounds. Children are not allowed into the car park without proper adult supervision.
- Contractors, visitors and parents are informed of their responsibility to drive and park with extreme care at all times.
- If a vehicle is present during playtime, it remains stationary until all pupils are clear of the playground.

## **PE Equipment**

- Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

## **PE Safe Practice**

- All staff follow the comprehensive guidance given in *Safe Practice in Physical Education* compiled by the British Association of Advisers and Lecturers in Physical Education (2012). This is available in the staff room.

## **Playground Safety**

- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- Two members of staff supervise the playground from 8.40 am and three members of staff supervise the playground during morning and afternoon playtime.
- We have four Midday Supervisors and a teaching assistant on duty at lunchtime.
- One member of staff or a Midday Supervisor should closely supervise the equipment when it is in use. See play equipment risk assessments and pupils' risk assessments of the play equipment, which is on display on the playground.
- No pupil/pupil should leave the play areas without the permission of the staff on duty.

## **Playground Equipment**

- One member of staff or a Midday Supervisor closely supervises the use of the equipment at playtimes.
- Pupils should not use the equipment until a member of staff or a Midday Supervisor is in attendance.
- If the equipment is used for reward or extra playtime then a member of staff should closely supervise it.
- Staff should regularly remind pupils of safe use.
- The equipment will be checked for safety annually as well as when a fault is detected.
- See play equipment risk assessments and pupils' risk assessments of the play equipment, which is on display on the playground.

## **Pond**

- A separate risk assessment is written for the pond and all staff will read this to ensure safety procedures are followed.

## **Public health exclusion periods in children and young people's settings**

(Updated 23 April 2026)

- A guide for staff in early years and education settings which include nurseries, childminders, preschools and schools.
- Find out:
  - if an individual or group needs to stay away from the setting and for how long (public health exclusion period)
  - when you need to contact your local health protection team
  - Where there's no public health exclusion period, infected people can come to the setting and interact with others as usual.
- Refer to Appendix 3 for a full list:
- Use this link to access the most up to date information: [Public health exclusion periods in children and young people's settings - GOV.UK](#)

## **Pupils Leaving School at the End of the Day**

- At the end of the school day, the pupils are supervised as they leave by the classroom door to be collected by their parent/guardian.
- If the adult who should collect them has not arrived, they stay with the duty member of staff. After ten minutes, if no one has arrived, the member of staff takes the pupil to the office and telephones to see what the delay might be. The pupil stays in the office until an authorised adult arrives. No pupil is allowed to leave unless we are sure they are safe.

## **Pupil Safety**

- The curriculum is used to help pupils develop the skills and knowledge to keep themselves safe and follow guidance given to them by any member of staff, particularly in the event of a fire, on a school trip or during a practical lesson. Class Teachers explain the fire evacuation procedure to pupils, which includes regular emergency evacuation practices.
- Teachers always remain with their class unless they hand that responsibility over to another adult e.g. when the teacher has non-contact time or when the midday supervisors or Teaching Assistant are in charge

## **Pregnant workers and nursing mothers**

- The Headteacher will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure the staff member is not exposed to any significant risks. Playground duty will not be undertaken.

## **Risk assessments**

- Risk assessments will be carried out as the need arises, and reviewed on an agreed basis.

## **Safe Stacking and Storage**

- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

## **Safeguarding**

- We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Further specific arrangements for safeguarding can be found in the Schools Safeguarding Policy - [Child Protection and Safeguarding Policy](#) and associated risk assessments.

## **Security**

- The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.
- The Caretaker/Cleaner in Charge is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.
- Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the police.
- The Police are called immediately if there is an incident of a violent, aggressive or abusive nature.

## **Security of Building**

- An effective monitored intruder alarm is in operation. This is always set when the school is empty.
- It is the responsibility of the Caretaker/Cleaner in Charge to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, equipment switched off and external gates locked before leaving the premises.

### **Access Outside School Hours**

- On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. The school is aware that some staff are working on the premises before and after school and their security has to be safeguarded.
- No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked, and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed regularly.
- Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, pupils should have access to this area only; the remainder of the building should be locked and alarmed if the intruder alarm has a zoning facility.

## **School Grounds**

- Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All pupils enter the school grounds via the perimeter pedestrian gates. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main car park and front entrance, reporting directly to the administration office, signing-in and presenting credentials.
- Parents are not allowed to drive their cars into the school car park. Parents are asked to wait outside the classrooms when collecting their pupils and should not be encouraged to enter the school buildings. If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.
- If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

## **Slips, Trips and Falls**

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces,

holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, School Business Officer or Caretaker.

- All wires and cables should be kept tidy, and as far as possible away from pupil pathways, at all times to prevent trips and falls.

### **Smoking and Fire Hazards**

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

### **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

### **Supervision of Pupils**

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that they are unable to undertake a duty they should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the Headteacher should be informed so she can follow the emergency procedure.

### **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 bring appropriately protective sunscreen (spf 30+) for use as required throughout the school day.
- We make available additional sunscreen (spf 30+) for all outdoor activities in the event a parent/carer is unable to provide any, or a pupil has lost, forgotten, or run out of their own. This is made available for parents/carers to patch test upon request.
- Parents/carers should notify school of any sun cream allergies when completing admission forms or if an allergy develops later on.
  - We encourage primary school pupils to apply sunscreen on bright/sunny days before extended periods of outdoor activities such as lunch breaks, PE, other outdoor lessons and outdoor off-site activities.



- A practical approach towards the application of sunscreen is necessary, with assistance provided only where necessary to younger or less able pupils, unless instructed otherwise by the parent/guardian.

## **Shade**

- We currently provide some shaded areas outdoors where pupils can congregate for outdoor activities. If this shaded area is limited, we look to provide additional shaded areas, as funding allows.

## **Swimming**

- We use Wirksworth Swimming Pool for swimming lessons and follow the LA's Policy Guidance Notes.
- Swimming instruction is provided by qualified swimming instructors.
- If you are transporting children to the swimming pool staff must have read the swimming risk assessment.

## **Transporting Pupils**

- Please see the use of private car policy. All coaches used for trips will be checked to ensure they have the correct insurance. A coach risk assessment will be used and added to EVOLVE where necessary. School cannot give permission or organise other parents transporting children to events in school time, this must be organised by parents.

## **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**

- The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible.
- withdraw from situation.
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
- follow measures/ procedures identified in violence and assaults risk assessment.
- contact emergency services, as appropriate.
- inform the Headteacher or a member of the senior management team if confrontation has taken place.

The school will:

- Ensure the Headteacher or member of the senior management team attends site on being informed of an incident, if considered necessary.
- have in place procedures for the reporting of incidents.
- offer counselling/ support through Occupational Health.
- debrief individuals following any incident.
- provision of training on how to manage conflict and aggression as required.
- review the violence and assaults risk assessment following any incident.



## Waste Management

- All waste materials must be disposed of carefully and in such a way that does not constitute a hazard for others.
- Waste materials and rubbish must be removed routinely, and all combustible waste materials must be discarded in appropriate (standard for the materials) sealed containers.

## Welfare Facilities

- There are suitable arrangements for the provision and maintenance of welfare facilities, e.g. toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch, provision for hanging wet clothing, etc.

## Working at Height

The Work at Height Regulations extend to work at any height where there is a risk of a fall liable to cause personal injury

- Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Stepladders are located in the storerooms.
- If you are using step ladders you must have read the step-ladders risk assessment.

## Working during the evening/lone working

- Staff sometimes stay late at school. During these times they should ensure lights are on and that they have the use of a working mobile phone. It is preferred that staff do not work in the building alone unless this is absolutely unavoidable. Refer to the Lone Worker's policy for more information.

## 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.

## Review of policy

A review of the policy will be undertaken by the Resources Committee in accordance with the agreed schedule, or earlier should the need arise. Any amendments or updates will be reported to the full Governing Body.

Detailed guidance on Health and Safety issues can be found on the Derbyshire Schools Net website <https://schoolsnet.derbyshire.gov.uk/home.aspx>

## Appendix 1 to the Health and Safety Policy (5<sup>th</sup> May 2026)

### Public health exclusion periods in children and young people's settings

Updated 23 April 2026

| Infection      | Public health exclusion period | When to contact your local health protection team      |
|----------------|--------------------------------|--------------------------------------------------------|
| Athlete's foot | No exclusion required          | You do not need to contact your health protection team |

|                           |                                                                                                                                                                           |                                                                                                                                                                           |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chickenpox                | Infected people should stay away from the setting until 5 days after the rash first appears                                                                               | Only contact your local <a href="#">health protection team</a> if scarlet fever and chickenpox are circulating at your setting at the same time within the same group     |
| Chlamydia                 | No exclusion required                                                                                                                                                     | You do not need to contact your health protection team                                                                                                                    |
| Cold sores                | No exclusion required                                                                                                                                                     | You do not need to contact your health protection team                                                                                                                    |
| Conjunctivitis (pink eye) | No exclusion required                                                                                                                                                     | You do not need to contact your health protection team                                                                                                                    |
| COVID-19                  | Infected people should stay away from the setting if they have more than mild symptoms, for example, a high temperature                                                   | Only contact your local <a href="#">health protection team</a> if there's an unusually high number of absences, or if someone is admitted to hospital because of COVID-19 |
| Cryptosporidiosis         | Infected people should stay away from the setting until 2 days after diarrhoea and vomiting has stopped                                                                   | Only contact your local <a href="#">health protection team</a> if there are 2 or more cases at your setting with similar symptoms who are linked                          |
| Diarrhoea and vomiting    | Infected people should stay away from the setting until 2 days after diarrhoea and vomiting has stopped                                                                   | Only contact your local <a href="#">health protection team</a> if you need further specialist advice                                                                      |
| Diphtheria                | Infected people should stay away from the setting until it's been confirmed safe to return by their healthcare professional                                               | Contact your local <a href="#">health protection team</a>                                                                                                                 |
| E. coli (STEC)            | Infected people should stay away from the setting for 2 days, children under 6 should stay away until it's been confirmed safe to return by their healthcare professional | Contact your local <a href="#">health protection team</a>                                                                                                                 |
| Flu (influenza)           | Infected people should stay away from the setting until they are better and no longer have a temperature                                                                  | Only contact your local <a href="#">health protection team</a> if there is increasing absence or serious illness                                                          |
| Food poisoning            | Infected people should stay away until 2 days after                                                                                                                       | Only contact your local <a href="#">health protection team</a> if there are 2 or more people at                                                                           |

|                                                       |                                                                                                           |                                                                                                                                      |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | diarrhoea and vomiting has stopped                                                                        | your setting with similar symptoms who are linked                                                                                    |
| Genital herpes                                        | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| Genital warts and human papillomavirus (HPV)          | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| Giardiasis                                            | Infected people should stay away from the setting until 2 days after their diarrhoea has stopped.         | Only contact your local <a href="#">health protection team</a> if there are 2 or more infected people at your setting who are linked |
| Glandular fever                                       | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| Gonorrhoea                                            | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| Group A strep (GAS) and invasive group A strep (iGAS) | Infected people should stay away from the setting until 24 hours after they started antibiotics treatment | Only contact your local <a href="#">health protection team</a> if anyone has invasive group A strep                                  |
| Hand, foot and mouth disease                          | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| Head lice (nits)                                      | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| Hepatitis A                                           | Infected people should stay away from the setting until 7 days after their symptoms started               | Only contact your local <a href="#">health protection team</a> if there are 2 or more infected people at your setting who are linked |
| Hepatitis B                                           | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| Hepatitis C                                           | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| HIV                                                   | No exclusion required                                                                                     | You do not need to contact your health protection team                                                                               |
| Impetigo                                              | Infected people should stay away from the setting until all blisters have formed scabs or                 | You do not need to contact your health protection team                                                                               |

2 days after starting antibiotics

|                                         |                                                                                                                            |                                                                                                                                                                                        |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Measles                                 | Infected people should stay away from the setting until 4 days after their rash started                                    | Contact your local <a href="#">health protection team</a>                                                                                                                              |
| Meningitis and meningococcal meningitis | Infected people should stay away from the setting until they do not have symptoms                                          | Contact your local <a href="#">health protection team</a>                                                                                                                              |
| MRSA                                    | No exclusion required                                                                                                      | You do not need to contact your health protection team                                                                                                                                 |
| Mpox                                    | Infected people should stay away from the setting until their healthcare professional confirms its safe for them to return | Contact your local <a href="#">health protection team</a>                                                                                                                              |
| Mumps                                   | Infected people should stay away from the setting until 5 days after onset of swelling                                     | Only contact your local <a href="#">health protection team</a> if there's an outbreak at your setting                                                                                  |
| Norovirus                               | Infected people should stay away from the setting until 2 days after their diarrhoea and vomiting has stopped              | Only contact your local <a href="#">health protection team</a> if you need further specialist advice                                                                                   |
| PVL-SA                                  | Infected people should stay away from the setting if they have any wounds that cannot be covered with a plaster or bandage | Only contact your local <a href="#">health protection team</a> if there are 2 or more cases at your setting                                                                            |
| Respiratory infections                  | Infected people should stay away from the setting if they have more than mild symptoms, for example, a high temperature    | Only contact your local <a href="#">health protection team</a> if there's an unusually high number of absences due to respiratory infections or there's a serious case at your setting |
| Respiratory syncytial virus (RSV)       | Infected people should stay away from the setting if they have more than mild symptoms, for example, a high temperature    | Only contact your local <a href="#">health protection team</a> if there's an unusually high number of absences or there's a serious case at your setting                               |
| Ringworm                                | Infected people should stay away from the setting until they have started treatment                                        | You do not need to contact your health protection team                                                                                                                                 |

|                                     |                                                                                                                                                         |                                                                                                                                                                                           |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rotavirus                           | Infected people should stay away from the setting until 2 days after diarrhoea and vomiting has stopped                                                 | You do not need to contact your health protection team                                                                                                                                    |
| Rubella                             | Infected people should stay away from the setting until 5 days after their rash started                                                                 | You do not need to contact your health protection team                                                                                                                                    |
| Scabies                             | Infected people who are aged 5 and under, or cannot follow the guidance, should stay away from setting until 24 hours after their first treatment       | Only contact your local <a href="#">health protection team</a> if there are 2 or more people at your setting with scabies who are linked                                                  |
| Scarlet fever                       | Infected people should stay away from the setting until 24 hours after they started antibiotics treatment                                               | Only contact your local <a href="#">health protection team</a> if scarlet fever, chickenpox, or flu are circulating at your setting within the same group at the same time who are linked |
| Shingles                            | Infected people should stay away from the setting if their spots cannot be covered or have not formed scabs                                             | You do not need to contact your health protection team                                                                                                                                    |
| Slapped cheek                       | No exclusion required                                                                                                                                   | You do not need to contact your health protection team                                                                                                                                    |
| Threadworms                         | No exclusion required                                                                                                                                   | You do not need to contact your health protection team                                                                                                                                    |
| Tuberculosis (TB)                   | Infected people with active TB should stay away from the setting until 2 weeks after they started antibiotics treatment                                 | Contact your local <a href="#">health protection team</a> if anyone at your setting has TB or suspected TB                                                                                |
| Typhoid fever and paratyphoid fever | Infected people should stay away from the setting until 2 days after diarrhoea and vomiting has stopped                                                 | Contact your local <a href="#">health protection team</a>                                                                                                                                 |
| Whooping cough (pertussis)          | Infected people should stay away from the setting until they have taken antibiotics for 2 days, or for 14 days from onset of symptoms if no antibiotics | Only contact your local <a href="#">health protection team</a> if there are more than 2 cases at your setting who are linked                                                              |

## Appendix 2 to the Health and Safety Policy (June 2026)

### Inspections, Check and Monitoring Schedules

#### Annual Checks

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

#### Weekly Checks

| Item                                       | Check By | Comments |
|--------------------------------------------|----------|----------|
| Playground, Walls, Fences, Gates and Seats |          |          |
| Fire Alarm Tests                           |          |          |
| First Aid Kits (onsite and offsite)        |          |          |
|                                            |          |          |
|                                            |          |          |
|                                            |          |          |
|                                            |          |          |



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

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

**Termly Checks**

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