



Health & Safety Policy

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Document Control

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Approval		
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Statement of general 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. 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

The aim of the policy is to:

- ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits
- establish and maintain safe working procedures amongst staff and pupils
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- develop safety awareness 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.

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
- give strategic guidance
- monitor and review 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

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
- 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
- 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 **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
- ensure, as far as is reasonably practicable, that their classroom or office is safe
- use equipment safely
- 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
- report to the Headteacher and School Business Officer any defects and hazards that are brought to their notice
- 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 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
- inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- 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.

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 and home school link 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.
- 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

- 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.

Asbestos

- An asbestos register is held by the Caretaker.
- The School Business Officer or office staff make it available to contractors 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.

Control of hazardous substances

- The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

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.
- Our procedures are based on the LA's guidance.

Electrical testing

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

Evacuation of the building

- Fire exits are clearly labelled.
- Fire 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.

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.
- 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.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.

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.

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.

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.

Manual handling

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

Movement around school

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

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.

Pond

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

Playground

- 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.

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.

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.

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.

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.

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.

Working at height

- 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.

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 (1st June 2020)

Evacuation in a fire during phased return from lockdown

When an alarm is sounded, children should exit the building, through the fire exit doors.

Children will walk out sensibly, priority will be to vacate the building quickly and safely, trying to keep social distancing however we will follow government guidance that in some circumstances social distancing will not be able to be adhered to and they should be prioritised in the following order.

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices though out the day
- regular cleaning of settings
- minimising contact and mixing with other class bubbles

The teacher will direct the children onto the playground; ensuring the fire doors are shut after them.

Pupils will walk calmly and quietly to the Fire Evacuation points.

As guidance says, catching infections by passing people in a corridor is very small, so priority in a fire is to get to the Fire Assembly Point quickly, trying to adhere to social distancing as much as possible.

Before leaving the building, the teacher will ensure all pupils have left; doorstops will be removed to close doors in the classroom, and they will take their ipad with them to take the register outside.

Class Signs/ Fire Assembly Points will be spaced two metres apart for social distancing.

Children will be reminded to stand apart from one another, once lined up quietly.

The keyworker class will remain as a class. They will line up next to the Earth Fire Assembly Point, on the playground.

Office staff/headteacher/ deputy who is on duty in the office will bring out teacher/visitor register.

Teacher will count pupils and check numbers and if these are in-correct they will call the register, to see who is missing and alert the headteacher or deputy immediately.

Headteacher will check staff are all present, and ensure doors are shut as she leaves the building.

Children and staff will remain standing outside quietly until the Fire Service/headteacher/ deputy says it is safe to go back inside.

Appendix 2 to the Health and Safety Policy (7th November, 2023)

Evacuation in a fire during the replacement hall floor

When an alarm is sounded, children should exit the building, through the fire exit doors as normal onto the playground.

If a member of staff or pupil is in the school office/ headteachers office or community room they will walk out the fire exit onto the carpark by reception. The member of staff will keep the pupil safe by ensuring they stay away from the building and stand safely on the path out of the way of a fire engine.

Teachers will count pupils and check numbers and if these are in-correct they will call the register, to see who is missing and alert the headteacher or deputy immediately.

Headteacher and last person out of the building will ensure doors are shut as they leave the building.

Headteacher will check all staff/visitors are present using the sign in app on ipad or mobile phone.

Children and staff will remain standing outside quietly until the Fire Service/headteacher/ deputy says it is safe to go back inside.

Contractors working in the hall will exit the building by the double doors onto the carpark and exit through the fencing. Site manager will check all contractors, staff on site are present.