



Barlborough Primary School



Health and Safety Policy October 2017

Barlborough Primary School,
High Street,
Barlborough
S43 4ET

Barlborough Primary School

STATEMENT OF INTENT

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

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

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

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

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

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for 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.

This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

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

Name: _____

Name: _____

Signed: _____

Headteacher

Signed: _____

Chair of Governors

Date: 01-11-17

Date: 01-11-17

RESPONSIBILITIES

Responsibilities of Governing Bodies

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

In particular the Governing Body should ensure that:-

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

Responsibilities of the Headteacher

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

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

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

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

Teaching/non-teaching staff holding positions of special responsibility

Have the following responsibilities:

- Apply the school's health and safety policy or relevant Children Services department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Prepare an annual report for the Headteacher on the health and safety performance of their department or area of responsibility.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Deputy Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

- Report all accidents, defects and dangerous occurrences and set a good personal example supporting a positive safety culture.

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

School Health and Safety Representatives

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

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

Pupils

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/ or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Staff Consultative Arrangements

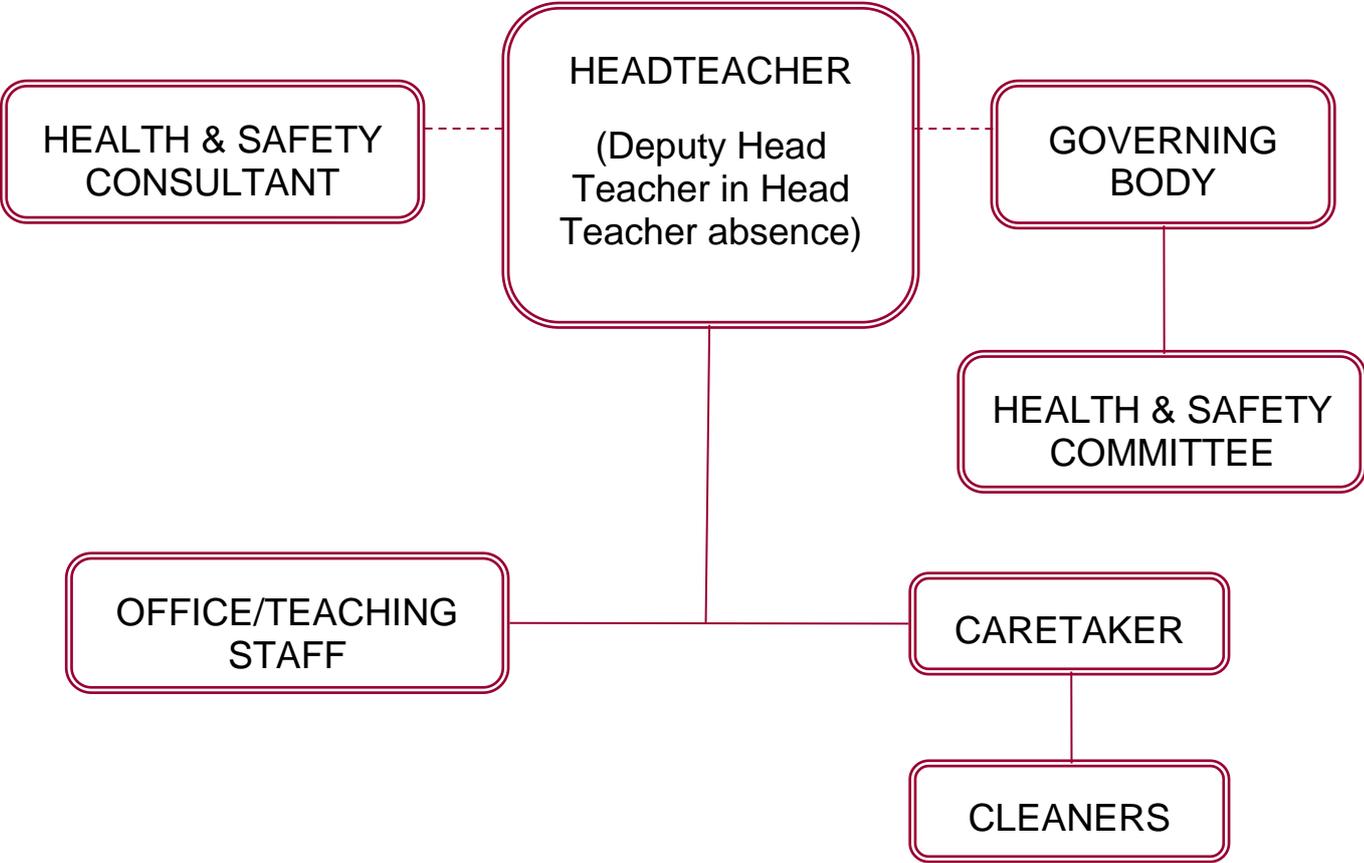
In consultation with the Governing Body, and taking account of the requirements of this policy statement the Health and Safety Committee will monitor and audit working practices. In consequence the committee may recommend codes of practice and methods of working so as to promote the observation of safety requirements in school.

From time to time the DfES, the LA, the Health and Safety Executive and other regulatory and advisory bodies will issue codes of practice on particular topics for the guidance of Governing Bodies and Headteachers who will normally incorporate such codes into their Health and Safety Policy and procedures.

Equal Opportunities

The promotion of a healthy and safe school environment and appropriate working practices will at all times be in the context of equal access to such provision irrespective of age, gender, race, sexual orientation, colour, religion, disability, ethnic or national origin or any other perceived differences.

ORGANISATIONAL RESPONSIBILITY FOR HEALTH AND SAFETY



ARRANGEMENTS

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- Personal Protective Equipment
- Physical Education
- Reprographic Equipment
- Risk Assessment
- Training
- Travel and Visits
- Violence at Work
- Visitor Control
- Working at Height
- Sun Safety

Access Safety

- Pupils, whether independent or accompanied by a parent, should under normal circumstances enter and leave the school premises by the pedestrian gate. Those attending breakfast club should enter from the Village Hall.
- The large main gates should not be used by parents and/or pupils as this is the access route to the school car park.
- The school car park is for use by staff, official visitors, contractors and delivery personnel. Parents should not bring vehicles onto the premises under normal circumstances.
- Parents should be advised and reminded routinely to park their vehicles well away from the pedestrian gates, and also not to park in front of the large main gates so as to maintain access for emergency vehicles. The large main gates will normally be kept closed but not locked in order to provide access to the emergency services and school meals team.

Accident and Incident Reporting

- All minor accidents and injuries to pupils must be recorded, by a permanent staff member, as soon after the incident as possible, in the Pupil Accident Folders provided. Equally, all minor accidents and injuries involving staff must be recorded as soon as possible on the electronic form. Information should be entered as directed by the headings, and should always include details on first aid treatment applied.
- In the event of an injury or bump to the head involving a pupil the above procedure must be followed. In addition a bumped head note must be completed and sent home with the child. A copy of the information should be recorded in the Pupil Accident record.
- If in doubt whether an accident is 'significant' then it is taken to be so and the DCC Incident Reporting Procedure must be followed. The Headteacher or Deputy Headteacher must be informed, as must parents in the case of a significant accident to a pupil.
- In the event of a 'notifiable injury' as defined in the DCC procedure, the Children Services Health and Safety Consultant and the Health and Safety Executive must be informed and copies of the Incident Report Form supplied to them. The original copy of every Incident report form must be filed in the Accident Report Form folder in the office.

Adhesives

- Epoxy resins are irritants and sensible precautions must be taken to avoid contact with the skin. Epoxy resins must not be used by pupils.
- Impact adhesives must only be used where good ventilation can be assured as this type of adhesive may give off heavy poisonous vapours. These products must not be used by pupils.
- Petroleum based glues must only be used by staff. Such products must be stored appropriately, i.e. at a temperature below the flash point of the compound.

Animals

Arrangements for the authorised keeping/visiting of animals/creatures on/to the school site are managed through risk assessment. This process would also consider 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.

Boiler House

- Routine servicing/maintenance of heating plant will be carried out by LA personnel. A 'site record' of servicing, maintenance and remedial work following malfunctions will be kept for each installation and displayed in the folder provided adjacent to the relevant plant in the boilerhouse itself, and not in office files.
- School staff whose duty it is to look after boilerhouses must be fully conversant with the general instructions and notes relating to the particular type of installation.
- Storage in boilerhouses must be strictly controlled. No material other than associated heating equipment should be stored in the boiler house. Access to boilers, pumps, control panels, valves and so on must be maintained at all times

Communicable Diseases

- The guidance to be employed with regard to the control of communicable disease is in the form of a booklet produced by a Joint Working Group of Health Authorities and the County Council entitled 'A practical guide on the control of Communicable Disease's. This booklet is kept in the main office.
- If it is suspected that a pupil is showing early signs of an infectious disease the child where possible, should be taken home or temporarily isolated in the care of a member of staff until the parents can be contacted. On receiving confirmation of diagnosis of infectious disease the child should be excluded for the period of time recommended in the guidance.
- Application of the guidance will be supplemented as appropriate by seeking advice from the Consultant on Communicable Disease Control at the Health Authority.

FOR CONTAGIOUS DISEASE ADVICE

Contact the

HEALTH PROTECTION AGENCY ON

0344 2254 524

Contractors, Hirers and Others

1. When premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
2. The Headteacher or relevant co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that statutory and advisory safety requirements are met as appropriate.
3. When school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with appropriate requirements regarding health and safety legislation and codes of practice.
4. When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with relevant requirements and procedures and that they will not without prior consent:
 - Introduce equipment for use on the school premises.
 - Alter fixed installations.
 - Remove fire and safety notices or equipment.
 - Take any action that may create hazards for persons using the premises or the pupils, staff and other members of the school community.
5. All contractors who work on the school premises are required to ensure safe working practices by their own employers under provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all other persons using the premises. **They are provided with a copy of our ASBESTOS REPORT.**
6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe the Headteacher will take such action as necessary to protect pupils, staff and other members of the school community from potential injury.
7. The Governing Body draws the attention of all users of the school premises, including hirers and contractors, to the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

C.O.S.H.H – The Control of Substances Hazardous to Health

- An assessment should be made of the use at work of substances that are hazardous to health, and the steps that are taken to prevent, or where this is not reasonably practicable, to control adequately, exposure to these substances.
- Staff are reminded that all purchases should be non toxic to children, wherever practicable.
- C.O.S.H.H assessment forms must be completed in respect of hazardous substances. The assessment forms are supplemented by data sheets provided by commercial suppliers wherever possible, and also via information from external agencies such as the LA and Property Services Department.
- Assessments and product information should be made available to staff using relevant substances to ensure they have details regarding safe use and disposal.
- The school purchases a cleaning contract via Property Services, who take full cognisance of COSHH regulations in the materials supplied.

Display Screen Equipment

- The Code of Safe Working Practice on Display Screen Equipment is intended to provide guidance in the assessment and reduction of risks, minimum requirements for equipment and the working environment, along with information and arrangements to ensure the Health and Safety of users.
- Users have a statutory entitlement to appropriate eyesight test for display screen work.

For detailed information on the Display Screen Equipment Code of Practice consult the relevant DCC Display Screen Equipment guidance.

Electricity

- Regulations require that only competent persons with relevant qualifications and technical knowledge should undertake electrical installation and repair work as appropriate.
- Portable electrical equipment is tested regularly by a competent person using approved testing instruments. The test must be indicated on the appliance and entered on a record sheet. A register of items tested is kept in the office.
- Any electrical appliance should be checked visually before use. This should include checking of cables for signs of wear, damage and fraying. If a fault is apparent a warning label should be attached and the appliance removed for service until inspected by a competent person and repairs carried out as necessary.
- Adaptors: the use of adaptors to enable 2 or more plugs to be supplied from one socket is not recommended practice.

Environmental Conditions

MINIMUM TEMPERATURES IN SCHOOLS

The Education (School Premises) Regulations 1999 sets out the legal requirements for minimum temperatures in schools a. These are:

- **18°C** in areas of normal level of physical activity associated with teaching (ie ordinary classrooms)
- **21°C** in areas of lower than normal activity (e.g. sick rooms); and
- **15°C** in areas of higher than normal activity (e.g. gymnasias, washrooms).

Thermometers are provided to enable staff to determine the temperature of their working conditions.

The provision of suitable and sufficient staff and pupil welfare arrangements and environmental conditions are important factors under health and safety legislation and have a significant impact on staff/pupil morale and productivity. The school regularly reviews welfare provision, to ensure that sufficient lighting, toilets, ventilation, etc, are adequate and maintained.

Faulty Equipment – Procedures

Staff are expected to ensure that any equipment is safe to use and any defects are reported to the Headteacher or Deputy Headteacher for remedial action.

If the item is portable, they should bring it to the office for safe storage. If it is not portable, they must inform the office staff immediately. The office staff will label the equipment and ensure that it is visually obvious that the equipment is faulty whilst awaiting remedial action.

Fire and Emergency Evacuation procedures - General

- Fire Drill/Evacuation Practice will be carried out at least once a year. Details are recorded in the Fire Drill Log, which is kept in the office. It will be the responsibility of the Headteacher or Deputy Headteacher to ensure drills/practices are carried out.
- The time of the practice should be varied so as to occur at different times of the day.
- At induction, staff are expected to make themselves aware of specific fire alarm sounder points, escape routes, assembly areas and the location and nature of fire-fighting equipment – All Staff must be familiar with this information.
- The fire alarm system will be tested as follows: 1) On a weekly basis by the caretaker. The system will be activated at 7.30am each Friday morning for 10 seconds. If the alarm sounds longer than the specified time then the building should be evacuated as a real emergency is in progress. The call points should be numbered and tested in rotation to ensure all call points are in working order and available as required. A log of weekly testing details will be kept by the caretaker and stored in the Fire File in the main school office. 2) On an annual basis by the LA through Property Services

Department. This testing must be carried out by an appropriately qualified person, who will report the findings of the testing to the Head and the LA for appropriate action.

- Fire doors throughout the school are clearly labelled and should be kept closed but unlocked.
- All exit doors, including those specifically marked as fire doors, should not be obstructed, must be easily opened from the inside and must be kept unlocked when the building is in use.
- Rubbish and combustible materials must not be allowed to accumulate and should be disposed of as soon as possible.
- Regulations concerning control/storage of flammable liquids must be followed.

Fire Evacuation Procedure

In the event of a fire, the following procedure is to be carried out **QUICKLY, QUIETLY, SENSIBLY**:

WHEN THE FIRE ALARM SOUNDS:

1. Everyone must leave the building as directed by the Fire Evacuation Maps displayed throughout school.
2. Classes must assemble as class groups in the designated Assembly point as far from the building as possible. Non-teaching staff should accompany class teachers. Visitors should also assemble at the assembly point.
3. Teachers should bring out their fire lists. A member of clerical staff will also bring the visitors Book from the Office.
4. A roll call will be carried out immediately persons reach Assembly Point. This will be carried out by each class teacher. The Headteacher or Deputy Headteacher will check visitors and non-teaching staff.
5. Every door should be closed when the last person passes through.

IF YOU ARE NEAR THE OUTBREAK OF FIRE:

1. Do not panic.
2. Sound the fire alarm immediately. Alarm points are located throughout the school. Staff must be familiar with the location of these.

THE PERSON IN CHARGE WILL;

- Normally be the Headteacher or Deputy Headteacher. In the absence of both of these persons responsibility will be assumed by the next senior member of staff.
- Ensure the fire service is contacted.
- Insist that everyone leave the building in an orderly manner.
- Institute a search of the building in the event of roll calls indicating someone may still be in the building. Such a search will be carried out without endangering others. The person in charge will inform fire Officers of the place where a missing person was last seen.

- Not allow anyone to return to the building. Possessions and buildings can be replaced.

REMEMBER! QUICKLY! QUIETLY! SENSIBLY!

For further information on Fire and Evacuation procedures consult the relevant documentation from the DCC online Health and Safety policies and procedures section.

First Aid Provision

A list of qualified First Aid Personnel will be displayed at various points around the school. The 'Designated First Aider' will be the Senior First Aider as denoted on this list. In the absence of the Senior First Aider cover will be provided by other teaching and non-teaching staff as detailed on the list.

- **First Aid equipment/supplies:** the main supplies are located in the first aid cabinet. Other supplies are located in the brown cupboard in the photocopy room and in individual 'bum-bags'. The contents of First Aid kits should be in accordance with the documentation from the DCC online Health and Safety policies and procedures section. Such kits should also include Personal Protective Equipment such as disposable gloves and plastic aprons, along with plastic bags for disposing of relevant items. It will be the responsibility of the designated First Aider to ensure that First Aid kits are checked regularly and to ensure sufficient items are available and in usable condition. A list of items within should be provided for each kit, and conform to guidance.
- **Educational visits:** A portable first aid kit must always be taken on educational visits. It is preferred that a qualified first aider is part of the staff on visits, especially in the case of extended residential events.
- **Qualifications:** Members of staff should be encouraged to undergo basic training and/or obtain/renew First Aid qualifications.

For detailed information of First Aid provisions consult the relevant documentation from the DCC online Health and Safety policies and procedures section.

Health and Safety Committee

- A committee will be established within the provisions of the policy statement to enable consultative dialogue and routine monitoring with regard to health and safety issues.
- Membership of the committee will include a representative of the Governing Body, a representative of Management, and representatives of both Teaching and Non-teaching staff. The latter members will normally be the accredited trade union/professional association representatives.
- A log of each meeting will be kept, which will be available for inspection by any interested person who is not a member of the committee.
- The committee will meet once per term.
- The objectives of the committee will be:
- The carrying out and examination of safety audits and inspections with consequent consideration to remedial action as necessary.
- Monitoring the adequacy of health and safety communication in the school.
- Receipt and discussion of new legislation, regulations and codes of practice as they affect the school.
- Undertaking risk assessments and making recommendations on consequent measures.

In reflecting the Management Structure in the main policy document:

- The Committee will act as an agency for the dissemination of relevant information throughout the school network and the parallel encouragement of an underlying 'Health and Safety Culture'.
- The committee will at all times be accountable to the Governing Body which will request reports on health and safety issues as required and will monitor it's overall functioning and activities.

Housekeeping and Storage

All staff have a responsibility to maintain areas within their responsibility in a safe manner. Such routine housekeeping will include:

- Keeping storage and resource areas in a tidy condition and minimise potential risks of injury such as tripping or slipping, or where items may fall or cause obstruction.
- Floors, stairs, corridors and in particular escape routes must be kept clear of obstructions. All relevant external exit doors are to be kept clear of obstruction and be capable of being opened easily and immediately from the inside of the building when it is occupied.
- Care should be taken to ensure combustible materials for teaching, display, furnishing and curtaining do not contribute to a fire hazard.
- Combustible rubbish inside the building should be kept to a minimum and removed as soon as possible, at least on a daily basis.
- Shelf storage should be managed to ensure shelves are not overloaded and that heavy or bulky items are positioned at a suitable manual handling level.
- Chemicals, including cleaning materials, must be stored securely, preferably in a locked room. If chemicals are stored in other than the original container they must be

clearly labelled. For example, if a cleaning solution is stored in a lemonade bottle, the lemonade label should be removed and replaced by one that clearly identifies its contents.

- External areas should be monitored routinely for potential hazards such as raised paving slabs, pitted tarmac, broken glass and leaves.
- Any hazards identified should be reported through the hazard reporting system to initiate appropriate remedial action.

Inspection and Testing

The underlying aim of a positive health and safety culture in the school is to prevent situations arising which pose a hazard of whatever degree. An established and recurring pattern of inspection and testing will contribute significantly to achievement of this aim. In the course of a year this pattern should include the following:

Weekly:

- Fire alarm test, (to be operated from each call point in sequence).
- Playground inspection.

Termly:

- Inspection of First Aid Provision.
- Evacuation practice.

Annually:

- Inspection of entire premises by Health and Safety Committee.
- Reception mechanical play equipment check, (bicycles, scooters, etc)
- Testing of portable electrical appliances, (PPE Testing)
- Testing of PE equipment.
- Testing of fire appliances.
- Risk assessment review.
- Health and Safety Policy review and audit.

Records of the above processes will be kept. With the exception of particular records kept at locations noted elsewhere in this guidance, the majority of records will be kept in the main school office.

Lone Working

1. Refer to Risk assessment for staff lone working.
2. Staff/Caretaker to ensure that all outlying buildings are kept secure.
3. Staff to secure the doors of all buildings as they carry out their duties.
4. All classrooms and main working areas are connected by the telephone system.
5. Should a member of staff be working in the building alone and notice something that causes concern:
 - Contact H/T at home/mobile
 - Contact D/H at home/mobile

- Make arrangements to contact your partner/family/friends if that option is available as a method for someone to know your whereabouts and work times.

Staff are reminded that they have a responsibility to ensure the building is left secure.

Mechanical Equipment and Tools

- The provision of safe equipment and its safe use shall be a guiding principle of regulations regarding the above.
- No work equipment should give rise to risks of health and safety irrespective of its age or place of origin.
- All equipment must be suitable for the use for which it is intended, taking account of the location on which it is to be used.
- All equipment must be maintained in efficient working order and in good repair. In this context 'efficiency' refers to how the condition of the equipment might affect health and safety, rather than productivity.
- The regulations include any machinery, appliance, apparatus or tools which carry out a function at work. This refers to any items used by either staff or children, and thus could include scissors, paper trimmers, cooling equipment, glue guns, craft knives, hammers, drills, saws, compasses, steps, trolleys, PE apparatus, or Reception outdoor play equipment, to name but a few.

Medicines and Tablets

It is preferred that medicines or tablets to be taken by children are not sent to school unless it is absolutely unavoidable and that parents make certain it is impossible to give their children medication of the prescribed quantities and at required times at home before it is found necessary to send drugs to school. This cannot be overemphasised.

If parents have no alternative than to send drugs to school the DCC Children Services Administration of Medicines Policy will be followed.

1. All medication must be clearly labelled and handed in to the Office, and will be kept away from teaching areas. A list of trained staff is available from the office.
2. It is essential that when a child first starts medication a parent completes the medicine form.
3. The medicine form provides dosage instructions and a contact telephone number. The child's name is clearly marked.
4. Children must go to the main school office to receive their medication. Only a trained member of staff will administer medicines.
5. The school reserves the right not to administer medication if there is any doubt about dosage instructions.

(The above information does not apply to inhalers with regard to asthma.)

No Smoking Policy

- Smoking is not permitted anywhere on the school site.
- The above must be brought to the attention of hirers of the school premises, who must ensure the policy is adhered to for the duration of any letting.

For detailed information consult the separate No Smoking Policy document.

Personal Protective Equipment (P.P.E.)

- Children should wear protective aprons or something similar when using substances which may soil, damage or contaminate clothing.
- Children should change appropriately for Physical Education, not only for ease of movement but also for reasons of hygiene, health and safety.
- Disposable gloves and aprons should be provided for first aiders.
- Certain staff will need to wear overalls/aprons appropriate to tasks undertaken. This will apply to kitchen and caretaking/cleaning employees and other staff as circumstances dictate.

For detailed information on PPE consult the relevant documentation from the DCC Children Services online Health and Safety policies and procedures section.

Physical Education

Guidance on health and safety aspects of Physical Education is substantial, and relevant LA documents should be consulted. The following important elements should be emphasised:

- All children should change fully for PE activities, appropriate to the type of activity being undertaken. This is extremely important not only for health and safety reasons, but also with regard to personal hygiene.
- All items of jewellery must be removed for PE lessons. Earrings must be taped up if these cannot be removed by the child. Parents are made aware of this through the School prospectus and at initial parent meetings.
- The large PE equipment/apparatus will be tested on an annual basis by Property Services Department. Appropriate remedial work will follow and a record of inspection will be provided.

For further information on health and safety in PE consult the documentation from the DCC online Health and Safety policies and procedures section and the LA guidance documents on aspects of Physical Education.

Reprographic Equipment:

Potential hazards - ultra-violet light, ozone, heat, electrical supply and chemicals used.

- The equipment should be regularly serviced by a competent engineer.
- Covers or guards that are fastened with screws should never be removed.
- The power supply should be disconnected in the event of problems, and reconnected only after appropriate action by a qualified engineer.
- Copiers should be located on a solid support surface with adequate strength to carry the weight.
- The lid of a photocopier should be kept closed when making copies so as to avoid viewing the bright light.
- Rooms where reprographic equipment is located should be kept well ventilated.
- Flammable materials (e.g. waste paper) should not accumulate around reprographic equipment.
- Coffee, tea and other liquids must never be placed on reprographic equipment.

Risk Assessment

- Regulations require every employer to make a suitable assessment of the risks to health and safety of employees to which they are exposed at work and the risks to the health and safety of persons not in employment which could arise from their connection or involvement in the employer's undertaking.
- Risk Assessments must be recorded using a standard Workplace/Activity Risk Assessment Forms. All Risk Assessment Forms are filed in the office where relevant persons may consult them.
- Risk Assessments should be reviewed periodically and updated. This should occur as soon as deemed necessary as circumstances change, and dependent on the level of risk in a particular operation. It is expected that monitoring of risk assessment status should form a natural element of the routine safety inspections carried out each term.

For further information consult the documentation from the DCC online Health and Safety policies and procedures section

Training

- The Health and Safety Policy and this Index of Guidance will be included as part of the induction package for all new staff. Appropriate training for Kitchen and Caretaking/Cleaning staff will be provided by **DCC**.
- Training and guidance in health and safety matters for children will be provided by classteachers, with additional information supplied by the Head/Deputy Headteacher as necessary.
- Arrangements will be made for staff to attend courses and training sessions as appropriate. A record of such courses will be maintained by the Staff Development Co-ordinator.

Travel/Visits

Staff proposing an educational visit should make themselves aware of the relevant parts of the LA's School Visits guidance and policies. This information is available from the school office and online.

- An appropriate Risk Assessment must be carried out and submitted on Evolve where necessary.
- Prior to the visit a 'Travel Consent Form' must be completed and signed by the parent/guardian to give permission for their child to take part. Copies of this form are available from the office.
- Appropriate insurance is to be taken out annually with the Derbyshire School Journey Association.

For further information consult the DCC School Visits Adviser.

Violence at Work

The legal duties of DCC include the protection of employees, as far as is reasonably practicable, from incidents of assault. This will include verbal abuse and physical violence.

- Think safety – assess potential risk situations and take appropriate precautions. This will include the devising of working routines, patterns and practices intended to avoid potential problem situations.
- Act on warning signs immediately.
- Walk away from situations which it is felt may get out of hand.
- Do not resort to aggressive actions which are likely to challenge or confront anyone.
- Discuss fears with colleagues and/or the line manager.

The Headteacher or Deputy Headteacher should be informed of any incidents immediately and the Police will be contacted as deemed necessary. The Headteacher or Deputy Headteacher will collate all relevant details, including receiving accounts from those involved and witnesses as appropriate.

The incident will be formally recorded through DCC online Incident (Assault) Reporting System.

For further details consult the documentation from the DCC online Health and Safety policies and procedures section.

Visitor Control

1. Visitors must enter school by the main school office.
2. If visitors gain access by another door they must be directed to the main school office immediately via the nearest external route. If problems arise the Headteacher or Deputy Headteacher must be sent for immediately.
3. All visitors must report to the main school office before proceeding to any other part of the school.
4. Visitors must sign the 'Visitors Book' entering the time of their arrival. They will be issued with a visitor's badge which must be worn for the duration of their stay in school.
5. Appropriate identification/validation procedures will be carried out by the office staff as necessary. In cases of uncertainty or difficulty the Headteacher or Deputy Headteacher must be summoned immediately.
6. Before leaving school each visitor must report to the main school office to 'sign out', enter the time of departure and return their badge.
7. In the event of an emergency evacuation a member of the office staff will have responsibility for taking the 'Visitors Book' to the relevant assembly point and taking a roll call of visitors.

Working at Height

All staff are reminded annually of the requirement to use appropriate equipment for working at height and that failure to do so will lead to disciplinary action.

Sun Safety

Barlborough Primary School has a specific Sun Awareness Policy. This states the importance of wearing protective clothing and sun cream and how this is managed in school.