Alfreton Park School

Happiness and Wellbeing at Our Roots

Health & Safety Policy

Date	Review Date	Headteacher's Signature
August 2026	August 2027	J O'Donnell
Governors minute number:	26/14	

Chair of Governors:
Headteacher: Josie O'Donnell
Deputy Headteacher: Emma Durham

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Health Safety and Wellbeing Service issued on the S4S site.

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

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

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

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

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

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

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

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

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

Employees are reminded of the own duties:

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

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

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

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

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

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

Signed:
(Chair of Governors)

Signed: Josie O'Donnell
(Headteacher)



Responsibilities of Governing Bodies

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

In particular the Governing Body should ensure that: -

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

Responsibilities of the Headteacher

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

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

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

- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g., 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 RPA 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 e.g., access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from Children's Services is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

Head of Business and School Services will support the Headteacher acting as the Health and Safety Co-ordinator for the school

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

The Site & Premises Manager is responsible for day-to-day health & safety management and maintenance of the school and hydrotherapy pool. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
- Ensure that all work under their control is undertaken in a safe manner.

- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Carry out a weekly test of the fire alarm, water temperatures, sprinkler system, automatic and fire doors.
- To maintain and update health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors
- The Site & Premises Manager is responsible for implementing the school's Managing Contractors Policy and ensuring that all contractors are appropriately vetted, competent, and provided with a site induction before work commences. Contractors must be made aware of relevant risk assessments, site rules, emergency procedures, safeguarding requirements, and any hazards in their work area, including fragile roofs, asbestos, and other significant risks. The Site & Premises Manager will ensure contractors provide suitable RAMS and hold valid insurance cover for the duration of their work. Contractor activities will be monitored to ensure compliance with health and safety requirements, school procedures, and relevant legislation.
- Ensure all contractors are, vetted and 'inducted' ensuring that they are shown the relevant risk assessments, and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Deputise for the Pool Manager in their absence.
- Fully co-operate with health and safety arrangements during larger building projects

The Caretaker is responsible for day-to-day cleanliness of the school and hydrotherapy pool.

- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- 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 of the cleaning staff or refer to the HBSS/Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- 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 heath and safety.
- Investigate accidents that occur within their areas of responsibility.

The Pool Manager has the following responsibilities

- Develop, maintain and approve the operation pool procedures manual.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Undertake daily water checks.
- Compile infection control audits actioning any findings.

- Ensure risk assessments of the hydrotherapy pool are reviewed and remain current
- Safely maintaining and responding to problems with the pool plant and infrastructure; arranging contractors for servicing and repairs.
- Ensure that contractors are inducted and made aware of any hazards in the area where they will be working.
- Ensure that external hirers are complying with the schools health and safety arrangements.
- 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 heath and safety.
- Co-ordinate with the pool contractor, Infection Control Officer [Water], Responsible Person [Water] and the Authorising Engineer [Water] for help, advice and in response to any investigation arising for non-compliant issues;
- Ensure pool water results are reported and actioned according to the operational pool procedures manual.
- Investigate accidents that occur within their areas of responsibility.

Deputy Headteacher and Assistant Heads have the following responsibilities:

- Apply the school's health and safety policy or relevant Children's Services department health and safety guidance to their own department or area of work and to be directly responsible to the 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 heath and safety.
- Investigate accidents that occur within their areas of responsibility.

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to there area of work and teaching.
- Require the use of protective clothing and guards where necessary.

- Make recommendations to their Headteacher or SBM 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 curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences to the Headteacher.
- Set a good personal example.

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.
The health and safety responsibilities of employees are as follows. Whilst at work all employees will: -

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

The **H&S advisors (DCC)** will:

- Provide advice and guidance to help schools fulfil their health and safety responsibilities.
- Answer queries from staff on health and safety issues.
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures.
- Collect information on accidents and incidents to report to HSE where necessary.

- Advise on and facilitate (when possible) staff safety training.
- Draft and/or advise on policies, procedures and guidance for health and safety.
- Interpret and advise on new legislation impacting on the working environment.
- Attend meetings to advise on occupational safety issues.

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

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

Leadership & Management
Protecting the health and safety of employees, students, visitors and contractors is an essential part of risk management and must be led locally by the school management team/Head teacher. Failure to include health and safety as a key business risk in school decisions can have catastrophic results and this has been proven over years of research into high profile safety cases. Health and safety law places duties on management to comply and individuals can be personally liable for health and safety failures.

But what does this mean in practice?
- Visible and active commitment, such as having a 'named health and safety champion'
- Effective 'top-down' cascading of communication and vice versa
- Performance review for health and safety, such as local inspections, safety tours, audits etc
- Proactive approaches to health and safety such as policy reviews, inspections, risk assessments
- Reactive approaches such as analysis of accident trends and taking appropriate control measures, that is shared with the Governing body throughout the year
- Being aware of significant risks in the school, by completing the risk profile and sharing with staff
- Managing contractors to ensure all health and safety checks are completed, from selection of safe contractor through to management of contractors whilst on your school site.

Health and Safety Auditing
Schools are required to carry out annual health and safety audits to ensure they are compliant with health and safety legislation. It is important to ensure that key personnel participate in the audit and take active roles to achieve compliance. Examples of key personnel are: Head of Governing Body, Head teacher, Deputy Head Teacher, School Business Manager, Site & Site & Premises Managers, Caretaker and Assistant Heads etc.

The school is encouraged to use the competence advice and service the LA Corporate Health and Safety Service (CHSS) provide via the SLA online.

School Health and Safety Strategy.
Health and safety is integrated into the strategic planning meetings of the school and H&S is a regular agenda item in these meetings. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Communication of Information
Health and safety should appear as an agenda item in all Governor meetings which meets half termly. Health, safety and welfare issues affecting staff, pupils or visitors are discussed at these meetings. Action points from meetings are brought forward for review by school management. The Health and Safety Law poster is displayed in the staff room and hydrotherapy pool.

Health and Safety Training Health and safety induction training will be provided and documented for all new employees by the SLT. The Head teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff. All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

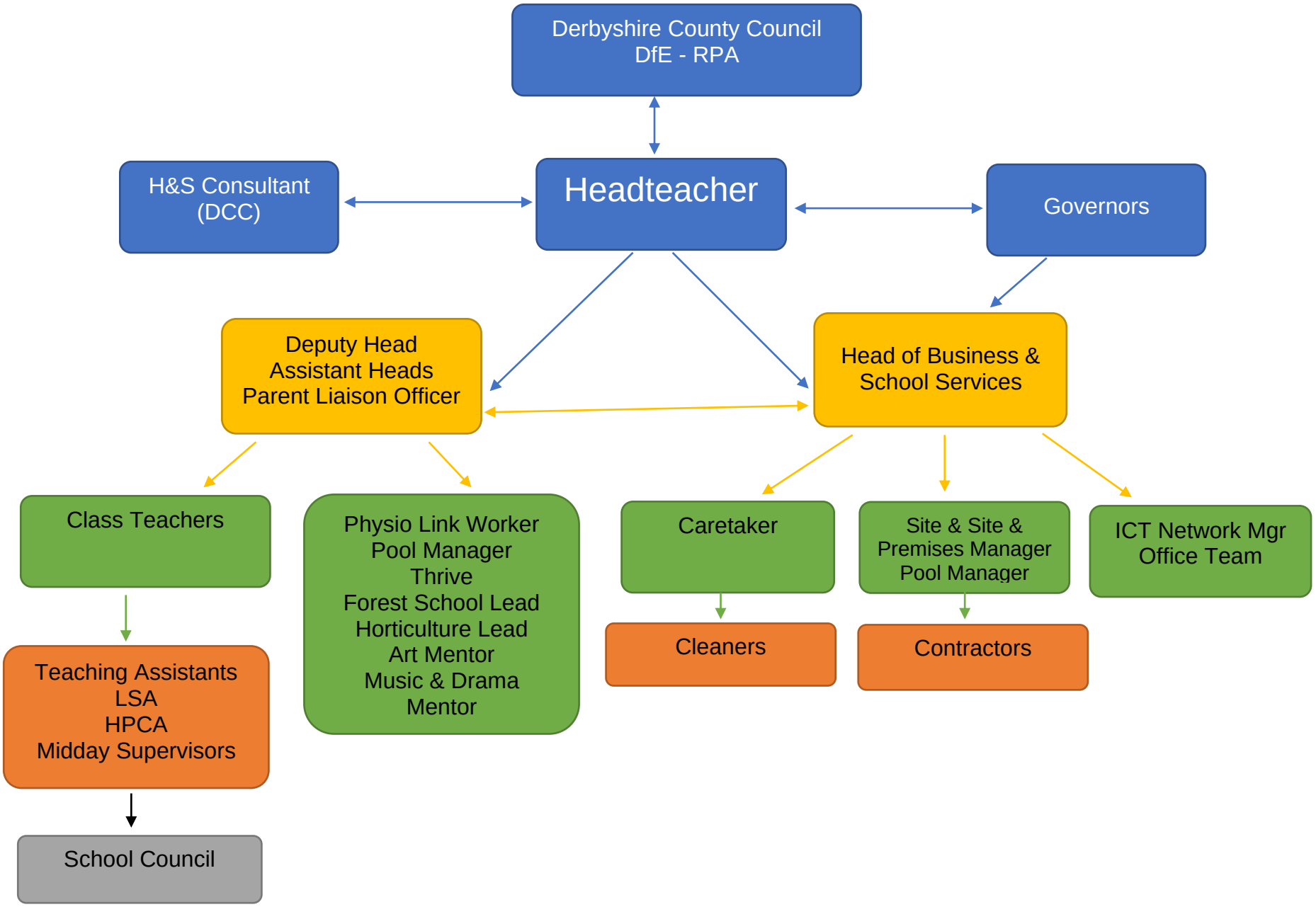
A training matrix for staff is recommended. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. Health and

Safety Inspection & Monitoring
A general inspection of the site will be conducted weekly during term time undertaken by the SBM, findings from the inspection will be reported to the governors in the half termly meetings. Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager. A named governor will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-committee and full Governing Body meetings.

This governor monitoring will also cover management systems in addition to inspecting the premises. Inspections will be conducted jointly with the establishment’s health and safety representative(s) if possible.


Derbyshire County Council
DfE - RPA
H&S Consultant
(DCC)
Headteacher
Governors
Deputy Head
Assistant Heads
Parent Liaison Officer
Head of Business &
School Services
Class Teachers
Physio Link Worker
Pool Manager
Thrive
Forest School Lead
Horticulture Lead
Art Mentor
Music & Drama
Mentor
Caretaker
Site & Site &
Premises Manager
Pool Manager
ICT Network Mgr
Office Team
Cleaners
Contractors
Teaching Assistants
LSA
HPCA
Midday Supervisors
School Council

Arrangements for Health and Safety

The “arrangements for” list is as follows: -

Accident/Incident Reporting

All accidents and incidents in Alfreton Park School will be reported and recorded in line with the Local Authority accident reporting guidance. In Alfreton Park School all staff will report all accidents to the Assistant Head or Deputy Head who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held on the main server.

Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed.
- The medicine will be administered by the NHS school nurse or a member of staff who has completed the administration of medicine training.
- Medicines are only administered during school time when they have been prescribed by a child’s GP or other relevant medical professional.
- The school will avoid administering non-prescription medicine. However, we may administer non-prescription Paracetamol/antihistamine if requested by the parent and if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only and no more than 3 consecutive days without seeking medical advice. However, such medicines will only be administered in school where it would be detrimental to a child’s health if it were not administered during the day.
- Medicines are kept either in the medical fridge in the staff kitchen or a locked drawer in the school office.
- The only exceptions to this are asthma medication and ‘epipens’ (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

Adverse Weather

The Headteacher will monitor the weather conditions and close the school if it is assessed as being too hazardous.

Animals

- Students will only handle animals when supervised by a staff member and with parental consent. Animals should be handled carefully, and students should be taught how to approach them. Hands must be washed with soap and water or hand sanitizer before and after handling animals.
- The school will consider health issues and ensure that animals are docile and friendly around children. The school will also review the medical notes of students to ensure there are no conflicts.
- The school will ensure that students with known allergies to specific animals have restricted access to those animals. Symptoms of an allergic reaction include skin rashes, eye and nose irritation, and breathing difficulties.

- The school will ensure that animals are obtained from reputable sources.
- Animals will be kept away from the face and restrained so they can't damage themselves or others. If an animal becomes distressed, the activity should stop and the animal should be returned to its enclosure.
- The location of live animals should be notified during emergencies.
- **T**he school will seek a written consent from parents or carers prior to allowing pupils to handle animals.

Asbestos
The current school building opened in March 2022 and no asbestos was used in the construction of the building.

Competency for Tasks and Training
- Induction training will be provided for all employees.
- A health and safety training matrix is held for all role types which summarises both mandatory and optional training requirements and helps to easily identify gaps.
- Job specific training will be provided by designated trainers.
- Examples of specific jobs requiring special training are:
    - Deputy Headteacher
    - Head of Business & School Services
    - Site & Premises Manager
    - Caretaker
    - ICT Network Manager
    - Designated First Aiders
    - Minibus drivers
- Training records are kept by SLT
- Training records are posted to staff personal files.
- Training will be identified, arranged, and monitored by designated Assistant Heads and SBM

Contractors
- All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.
- All contractors must report to the school reception where they will be asked to sign the visitors' book and wear visitor's identification.
- Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- Site & Site & Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects
Where the school undertakes projects direct the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the HBSS who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM regulations will apply. To ensure contractor competency the school uses Crown Commercial Framework registered contractors. These contractors have satisfied the government that they understand and abide by health and safety regulations. Where

non registered contractors are used the School Business Manager will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree to the risk assessment and safe systems of work to be used prior to works commencing on site.

The school has a detailed listing of all contractors, with relevant checks completed before works commence, and evidence that includes;

- Health and Safety Policy
- Insurance
- Risk assessments
- Training
- Construction Phase Plans
- Safeguarding
- References

Control of Hazardous Substances - COSHH

- The use of hazardous substances in school will be kept to a minimum.
- The Site and Site & Premises Manager and Caretaker (with appropriate support from SBM) will complete a COSHH assessment for all hazardous substances used on site.
- The associated procedures and control measures will be funded and enforced.
- All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product which combines both a detergent and a disinfectant.
- Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. NEVER USE mops for cleaning up blood and body fluid 22 spillages use disposable paper towels and discard clinical waste as described below.
- A spillage kit should be available for blood spills.

Critical Incident Plans

The Critical Incident Plan is regularly reviewed and updated when required. The plan contains detailed information to assist the school leadership team on what to do in the event of an emergency. The plan is emailed to the relevant members of staff and Governors as well as being available on the server.

Display Screen Equipment

A DSE assessment is undertaken by members of staff working with DSE. Findings and actions taken are logged on the DSE audit spreadsheet.

Educational School Visits and Out of School Activities

- All offsite visits will be planned following guidance contained in the Derbyshire County Council Children Services Directorate Outdoor Education Policy, which is located on the DCC Evolve front page.
- The LA's Off Site Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the

online notification and approval system. Evolve can be used for the planning and approval of all offsite visits.
- Relevant risk assessments, participant's names etc. will be attached electronically as required. The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's SLT who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to The Head teacher or person delegated authority for approval. The SLT should have the relevant up to date training

Electrical Testing
All items of portable electrical equipment in school are inspected and checked bi-annually

Fire Safety & Evacuation of the Building
- Staff instructed on fire evacuation procedure during induction.
- Fire instructions are included in the Staff Handbook which is available on the server at all times.
- Fire wardens identified and trained.
- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of room.
- A fire drill is practised and documented once every term by the SBM
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked annually by Derbyshire County Council.
- A separate fire safety policy and risk assessment has been produced and can be found in the Health and Safety Folder on the server.

First Aid
- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.
- The school currently has 1 member of staff who is trained as nominated workplace first aider and members of 11 staff who are paediatric first aid trained. A further 3 workplace first aiders will be trained in this academic year.
- Portable first aid kits are taken on educational visits.
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.

Food Technology
- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

Housekeeping
- The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping within the school.
- Every employee is responsible for his/her own work area on a day-to-day basis.
- Bulky items should be broken down into manageable loads, where possible and put into the bins. If excessive/heavy volumes of waste requires disposal,

each employee/department should make arrangements to get the waste cleared with the Site & Site & Premises Manager.

- No waste materials may be placed in walkways or any fire escape route.
- Class teachers and senior TAs are also responsible for the safety of his/her areas, including housekeeping matters.
- Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.
- Kitchenettes – class staff are required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.
- Any spillage should be cleared immediately and reported as soon as possible to the Site & Site & Premises Manager or Business Manager] who will arrange for the cleaning staff to undertake remedial action.
- Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.
- Staff, Teacher Prep and Meeting Rooms - everyone is expected to apply general principles of good housekeeping in all areas.
- All walkways must be kept clear of obstructions or combustible materials or trailing cables.
- Combustible or flammable materials must not be stored in the Boiler/electrical intake rooms; only authorised persons are permitted access to these high risk areas.
- Food Safety Food items - all unwanted food/drink should be disposed of by its use-by/ best before date to prevent waste accumulation and to reduce the risk of contamination. The school reserves the right to dispose of uncovered or other food/drink stored or found on the premises, if it is considered to be a hazard. Open containers should not be left lying around as it increases the risk from pests, such as fruit flies, flies, wasps and mice.

Inspection of the Premises

Arrangements for carrying out formal inspections of the premises, once again, in terms of who; how; (in a large school it may be more practical to inspect departments separately rather than try to inspect the whole school in one go), and how often. Existing LA guidelines suggest these inspections should be carried out at least 3 times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often, particularly in the early stages of introducing the health and safety culture. Details of how any health and safety problems identified will be dealt with should be included.

Legionella

HSL provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.

Lockdown

- Staff are instructed on lockdown procedures during induction.
- Lockdown instructions are included in the Staff Handbook which is available on the server at all times.
- Lockdown drills are undertaken once every term and documented by the SBM.

Lone Working

- A risk assessment will be carried out for staff members engaged in lone working if the risk is considered greater than the normal risk, or if requested by the staff member.
- Employees who are conducting lone working should be contactable at all times and, if possible, should contact an agreed contact at regular intervals.
- Employees conducting lone working should have a means of mobile communication on their person at all times to make contact possible.
- If agreed contact is not made the agreed contact should try to contact the lone worker to ensure their safety. If contact cannot be made the agreed contact should go to the lone worker to ensure that they are safe and well.
- Lone working should be avoided if possible.

Lifting Equipment & Manual Handling

- Risk assessments for manual handling operations are undertaken and staff provided with training and information on safe moving and handling techniques.
- Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.
- All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).
- All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.
- Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

Monitoring Auditing

Monitoring the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the size and complexity of the school as well as the issues identified. In large areas some areas or departments may require more frequent monitoring of their sections of the policy than others.

Audits take place to ensure the continuous monitoring process is adhered to. The frequency of these audits will depend on the activity and equipment.

Records of the testing and inspection of equipment and maintenance work carried out are maintained as part of health and safety management system.

The following list is a guide to the equipment and practices for which records should be kept but you may wish to add to it or delete from it as appropriate.

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- PE Equipment
- Lifting Apparatus
- Fixed Electrical Systems

Health and Safety Plan Monitoring Schedule ***(delete and amend as appropriate)***

Annual Checks

Item	**Check By**	**Comments**
Risk Assessments	Rebecca Dallman	August 2026
Policy and Management Plan	Rebecca Dallman	
COSHH	Doug Eyre/Pete Vessey	
Review of Procedures	Rebecca Dallman	August 2026
Manual Handling of Risk Assessments	Donna Allsopp	August 2025
Accident Reports	Clare Charlesworth	On-going
Cleaning Staff Procedures	Lisa Hutton	On-going
Record Fire Appliance Test	DCC	6mthly – DCC
Record PE Equipment Check	Doug Eyre	DCC
Check Completion of PAT Testing	Doug Eyre	Bi-annually
Whole Staff Training- Refreshers	Clare Charlesworth	Annually
Non-Accidental Injury Reports	Clare Charlesworth	
Slings, Changing Bes and Hoists	Joe Harrison	DCC – 6mthly

Weekly Checks

Item	**Check By**	**Comments**
Playground, Walls, Fences, Gates and Seats	Doug Eyre/Pete Vessey	
Fire Alarm Tests	Doug Eyre/Pete Vessey	
Minibus – Routine Checks	Doug Eyre/Pete Vessey	
Minibus – First Aid Kit	Doug Eyre/Pete Vessey	
Water temperature	Doug Eyre/Pete Vessey	

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

Item	Check By	Comments
Physical Intervention	Emma Durham	
PE Safety	Katie Henson	
Lettings (Safety)	Rebecca Dallman	
Driver minibus checks	Drivers	
Communication of Health and Safety concerns to all staff	Rebecca Dallman	
Escape routes and fire doors	All staff	
Water checks	Joe Harrison	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Rebecca Dallman	
Premises Inspection	Rebecca Dallman	
Fire Log	Doug Eyre/Pete Vessey	
Accident Reports	Clare Charlesworth	
Fire Evacuation	Rebecca Dallman	
Visual Check of Electrical Equipment	Doug Eyre	
Premises Security	Doug Eyre	

Personal Emergency Evacuation Plans (PEEP's)
Arrangements have been made for assisting anyone who requires assistance to evacuate the building in an emergency

Personal and Intimate Care
Training and PPE is provided for members of staff delivering personal/intimate care.

Personal Protective Equipment (PPE)
Disposable non powdered vinyl or latex free CE marked gloves and disposable plastic aprons, must be worn where there is a risk of splashing or contamination with blood/body fluids. (E.g. nappy or pad changing) Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

For further information relating to PPE refer to the relevant section of this Policy.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained. • A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.
- This equipment is regularly monitored by the Site & Site & Premises Manager and on an annual basis by an external company.

Playground Supervision

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Positive Behaviour Support Including Physical Intervention

Arrangements in place for dealing with challenging behaviour- utilising the model school policy

Pregnant Members of Staff

The school HR procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'.

Premises/Lettings

All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the school will ensure that the hirer will meet with the school representative or site services officer who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures.
- The location of fire-fighting equipment.
- Accident, incident and assault reporting procedures.
- Arrangements that need to be made for out of hour's security.

Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services, the school representative or site services officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.

- Informing the Head Teacher of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out of hours casual intrusion and a designated representative will be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Emergency Services Unit, Police and Site Manager.

Where the letting of school premises involves the participation of school pupils, the school will require users to prepare and submit, prior to the hiring commencing, and a system of work for the following:

- The safe arrival and departure of pupils to/from the activity.
- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians.
- The security of pupils during the activity.

Hirers will be instructed not to obstruct the school entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

A strict **NO SMOKING** policy exists in school buildings and on the school site. Hirers will be instructed that this must be adhered to at all times.
When activities are concluded the Site & Site & Premises Manager will be informed in order that the buildings can be secured.

Risk Assessments

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds.
- They are all available on the school central server for staff to inspect and refer to as necessary.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

Road Safety

- It is the policy of the school that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled. This policy includes the safety of all vehicle and pedestrian routes both internal and external; to include the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.
- Vehicular access to the school is restricted to school staff, permitted vehicles holding a permit (drop off/pick up) and visitors only and not for general use by

parents/guardians when bringing children to school or collecting them. The School Business Manager is responsible for completion of the management plan and risk assessment.

- The vehicle access gate must not normally be used for pedestrian access.
- If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.
- The Site & Premises Manager is responsible for:
    - upkeep and maintenance of all external/internal pedestrian and vehicle routes and car park [revise as appropriate];
    - location and maintenance of road and pedestrian traffic safety signs;
    - lighting for road and pedestrian routes;
    - routine safety checks and inspections;
    - suitable gritting of these routes both internally and externally;
    - provision of suitable signage;
    - parking bays for persons with a disability; and
    - liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS)

Speed limit

- The maximum speed limit in the school is 6 ½ mph.

Vehicle escort

All vehicles entering the establishment will require an escort, the escort must:

- maintain visual contact with their driver;
- assist drivers carrying out reversing manoeuvres;
- do not walk or stand directly in front or behind vehicles;
- do not assist drivers, vehicle or plant operators in manual handling operations

School contractors may need access to the school car park but visitors should liaise with school staff about available for parking on the day.

Security/Personal Safety/Violence

It is the schools policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function.

However, it is recognised that even with proactive measures, incidents of violence may still occur. Therefore, it is also the schools policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work

The Health and Safety Executive define violence as: ‘any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work’. The school will take into account both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment. The assessments will evaluate the adequacy of measures to reduce the risk of violence and where necessary develop plans to further improve these precautions.

Violence from pupils
Staff are provided with pupil behaviour plans and Behaviour Smart training to help equip them to handle any potentially volatile situations.

Preventative measures will include those relating to:

- the environment;
- physical security precautions;
- means of raising an alarm;
- emergency response procedures;
- safe systems of work;
- training and information; and
- individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

The school will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and diffusion/de-escalation.

However, staff must be aware though that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party or by the injured parties parent/guardian.

Following a violent incident, SLT will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault. SLT will be expected to ensure the actions below are taken:

- appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary);
- where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends hospital as soon as possible;
- a member of staff attending hospital must be accompanied by a member of staff;
- the taking of photographs should be considered/offered as it may help with any police prosecutions etc. in the future;
- the Head teacher/SLT is informed as soon as possible

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

All staff have a duty to report incidents of violence in accordance with school and LA accidents/incident reporting procedures using the AIR form. Ideally this should include all incidents of swearing or verbally abuse to staff. However it is appreciated that some pupils/visitors can swear or be verbally abusive during without necessarily intending to be aggressive and on such occasions staff do not necessarily feel

threatened or offended and are reluctant to report these as violent incidents. The school accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the school still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported. All reported incidents of violence should as soon as possible be investigated by the Headteacher to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

Stress Management

Health and Wellbeing is important to us all. Teacher burnout, workload, stress are common things we hear about in schools. A school should be an environment for both students and staff to thrive and stay well. High quality staff can only be retained if the school is able to support them in their working lives. More broadly the School environment provides an ideal opportunity to support and develop the health and wellbeing not only of its pupils but of the workforce. At a national level there are a number of reports that highlight the importance of encouraging improvements in people's health and wellbeing within the workplace context including Dame Carol Black's report 'working for a healthier tomorrow' and NICE guidelines on workplace health management practices

Whilst there is no legislative requirement for 'wellbeing or wellness programmes' the School Model Policy recognises the benefits that these activities can offer and encourages the School to consider this as part of its overall management of health and safety within the School-setting. An effective Wellbeing Strategy can provide the school with practical tips and tools to help teachers manage their jobs effectively. As a school we are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Definition of stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

The School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed. The School will consult with Trade Union Safety Representatives on proposed action relating to the prevention of workplace stress. The School will provide training for all managers and supervisory staff in good management practices. The School will provide confidential counselling for staff affected by stress caused by either work or external factors. The School will ensure there are adequate resources to enable line managers to implement the stress management strategy. Health and Safety Executive have devised a set of management standards that cover six areas of work design that need to be addressed when carrying out Stress Risk Assessment.

Demands: Considers issues such as workload, work patterns and the work environment
Control: How much say the person has in the way they do their work
Support: Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
Relationships: This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
Role: Relates to whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
Change: How organisational change (large or small) is managed and communicated in the organisation.

Work Related Learning

Work related learning describes a broad range of activities for pupils and students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

School has written policies clarifying:

- Objectives and responsibilities.
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing/debriefing students before/after placements.

Working at Heights

- It is the schools policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.
- The Site & Premises Manager or Contractor as appropriate is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:
    - the height of the task; the duration and frequency; and
    - The condition of the surface being worked on.
- However there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

Competence

The Site & Premises Manager or Contractor must ensure that all person undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the Site & Premises Manager should seek advice from S4S or the DCC Health and Safety team. Staff should limit the use of ladders, but when required should be aware of the following

Must do's

- Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided.
- Prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.
- Do as much work as possible from the ground.
- Ensure workers can get safely to and from where they work at height
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Make sure not to overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Provide protection from falling objects.
- Consider your emergency evacuation and rescue procedures.

Safe Use of a Ladder

- Suitable access is provided where appropriate.
- All ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained.
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use.
- Ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles.
- Where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity.
- Ladders are only used on a surface that is flat and in good condition.
- Ladders are secured when in use; either at the top or bottom.
- An arrangement is in place for the suitable storage of ladders.

Roof Work

The Site & Premises Manager in consultation with the contractor is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- Permit To Work (PTW) must be put in place.
- A suitable and sufficient risk assessment and method statement (RAMS)must be produced and approved by the Site & Site & Premises Manager or SBM.
- Anyone going onto the roof must be competent and given sufficient information, instruction and training, and be supervised.
- Prohibition on lone working