



HEALTH AND SAFETY POLICY

Review: Annual

Date	HT	Chair	Date of next review
March 2025	M Hibbert	C Glynn	March 2026

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

The Governing Board and SLT of Weston on Trent (VA) C of E Primary School both recognise 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.

A good 'health and safety culture' where near misses are discussed and learned from.

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.

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. Health and safety is a standing item on every Headteacher's Report to Governors and is therefore discussed at every Governors' Meeting.
- 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.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

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 clubs, (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, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.

- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/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'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.

School health and safety co-ordinator

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

Teaching/non-teaching staff holding positions of special responsibility

This includes Heads of Key Stage, Clerical Officers/Supervisors, Technicians and Caretakers they 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 health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Prepare an annual report for the head teacher 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 Head of Department 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 to their Head of Department.
- Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

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

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.

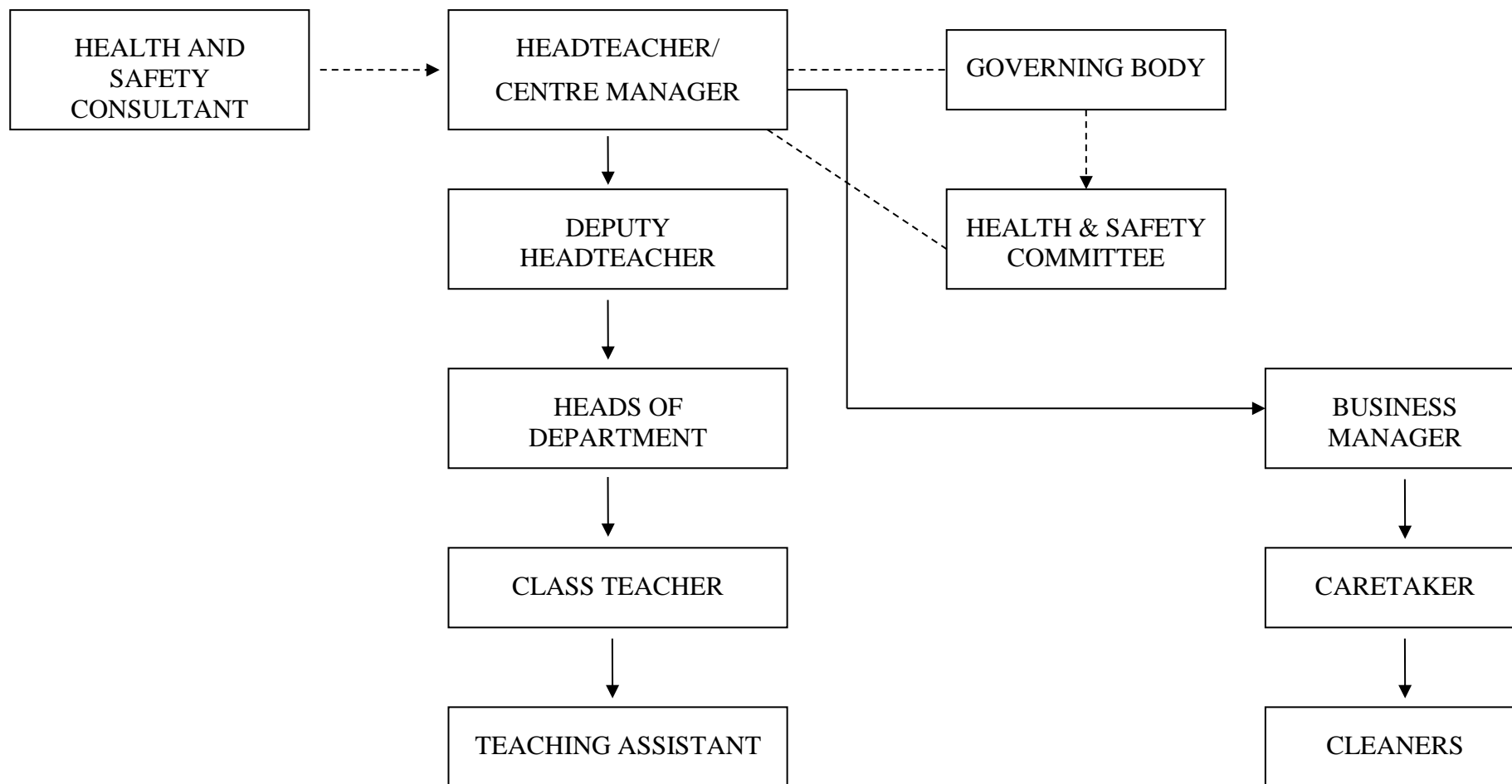
They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

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.

Organisational Responsibility for Health and Safety



Arrangements for Health and Safety

Accident/Incident Reporting

All accidents and incidents in Weston on Trent (VA) C of E Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Weston on Trent (VA) C of E Primary School all staff will report all serious accidents to the Headteacher, 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 in the Health and Safety file located in the school office.

Accident Investigation

All serious accidents will be reported to the Headteacher. They will then establish whether or not the accident is reportable by consulting the LA Health and Safety Officer. All serious accidents will be reported to the Full Governing Board.

Administration of Medicines

Please refer to the administration of medicines policy for details.

Pupils who are unwell should not be sent to school.

The administration of medicines will be for pupils who are:-

- Suffering from chronic illness or allergy or
- Recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines
- Parents/guardians and doctors should decide how best to meet each child's requirements. Careful prescribing can sometimes reduce the need for medicine to be taken during school hours.
- To help avoid unnecessary taking of medicines at school parents/guardians should:-
- Be aware that three times dosage daily can be spaced evenly and does not have to be taken at lunchtime
- Ask the family doctor to adjust the medication to avoid school time doses.

Where occasionally this cannot be arranged, parents/guardians are obliged to note that if a pupil needs a dose of medicine at lunchtime, the pupil should return home for this, or the parent /guardian should come to school to administer the medicine.

In cases where staff are asked to administer prescribed medication it will be at the discretion of the Head and under the LA guidelines for Administer Medicines

All medicines should be kept in the lockable fridge in the school office.

If a child needs to use an inhaler or requires similar medication, parents are asked to make sure that the class teacher is given instructions. All such medication should be clearly marked.

A record is kept in school of children with inhalers and this is kept in the class registers.

On entry to school, parents are requested to submit all details of their child's medical conditions. This will be updated annually.

Adverse Weather

- In the event of adverse weather, the Headteacher will make a decision as to whether it is safe to open the school by 7.30 am. This will be based on local advice regarding road conditions.
- Staff and parents will be informed via text message if the school is unable to open.
- If the conditions deteriorate during the school day, parents will be contacted to collect their children as soon as possible. Staff who live furthest away will be released first to enable them to travel home safely. When everyone has left, the Caretaker or the Headteacher will secure the building and leave the premises.
- We will grit, check playgrounds to ensure that it is safe before letting children out and will inspect the field to ensure that it is safe.

Animals

If any animals are to be kept in school, the following considerations will be made:

- Their suitability to be kept in school will be assessed by the SLT.
- Relevant advice and guidance for their care will be referred to (eg RSPCA guides).
- Robust provision for the out of hours care of the animal/s will be in place.

Asbestos

The school is a modern building and is therefore asbestos-free.

Communication and Consultation with Staff

- Health and safety is a standing item at the weekly staff briefing.
- Health and safety is a standing item at the SLT meetings.
- All staff know that there is a proforma to complete and hand to the Headteacher if they are aware of a Health and Safety issue in school.
- Union representatives are able to talk to the Headteacher regarding any Health and Safety concerns at any times, as are all staff.

Contractors

- Where possible, any potentially hazardous work will be undertaken when the children are not on site.
- All contractors used in school will demonstrate that they have the relevant accreditation and insurance in place.
- A member of the school staff will discuss working arrangements to ensure that the health and safety of all concerned is protected.

COSHH

- Cleaning materials, disinfectants etc are kept in the cupboard these are kept locked during school hours in the cleaners' cupboard.
- The COSHH assessments for regulated materials are reviewed annually in the Autumn Term or more frequently if required. Additional assessments will be complied when new materials are introduced.

Curriculum Areas

- **TECHNOLOGY** – Tools used for technology are stored in clearly labelled trolleys, cupboards and drawers. They are checked prior to use by the staff planning to use them. Children are shown the correct handling procedures for the use of tools.
- **SCIENCE** – The need for safety in experiments and investigations must always be stressed. Equipment and resources are checked prior to use by the staff planning to use them. All scalpels are kept in the locking cupboard in the Headteacher's office.
- **P.E** – Equipment is stored in the hall store and the children are taught the correct handling and moving procedures and supervised at all times when moving or using equipment. The equipment is checked annually as part of the school's building maintenance programme.
- Earrings and watches must be removed during P.E activities; long hair should be tied back.
- Clothing should be the appropriate P.E. uniform, including footwear for outdoor football.
- **ART** – The need for safety in the use of art materials and tools must always be stressed. Materials and tools are checked prior to use by the staff planning to use them.
- **COOKING** – All children will be trained and supervised when using knives and other utensils. Cookery must always be well-supervised. The need for strict food hygiene is essential. Sharp knives are kept in the locking cupboard in the Headteacher office.

Disaster Plans

- The school has a Critical Incident plan. It is kept in the governor's cupboard in the Headteacher's office. Key staff know where the key to this cupboard is located. Copies are also held in the school office and one copy is off-site.
- The IT disaster plan is reviewed annually by governors.

Display Screen Equipment

- Please refer to <https://www.hse.gov.uk/msd/dse/>

Educational School Visits

- Detailed arrangements are recorded in the Offsite Visits Policy. All visits must be thoroughly risk-assessed and loaded onto the EVOLVE system before they take place.
- The school's trained EVC will review all plans to ensure that the plans are sufficiently thorough and have due regard to health and safety.

Fire

- The approved tester will carry out the inspection and service of fire-fighting equipment annually.
- The caretaker tests the fire alarm bell weekly and the results are recorded in the Health and Safety File located in the school office.
- The fire doors and exits are checked weekly by the caretaker for ease of access. Maintenance is carried out when required.
- All employees will be familiar with fire evacuation procedures.
- Fire evacuation drills take place every term and results are recorded in the Fire Safety Inspection File. This is stored within the Red Box in the school's office.
- Copies of the fire evacuation procedures are placed in each classroom, the entrance, the office and next to each fire extinguisher.

- The School Business Officer and Assistant in conjunction with YMD Boon ensure that all regular tests are carried out.

First Aid

- All Midday Supervisors and support staff are trained as appointed persons for first aid in the workplace.
- Amy Melland and Jackie Ford are trained as paediatric first-aiders.
- In the case of accidents/health problems, the Headteacher should be the point of first contact or the teacher in charge. The school clerk is responsible for ordering the First Aid Supplies in liaison with Amy Edwards.
- First Aid supplies are in the Medical Room.
- The contents are in line with LEA recommendations and are inspected on a weekly basis.
- All injuries are recorded in the accident book, which are kept in the first aid bags. These are used by all staff including midday supervisors. In the case of head injuries, a letter is to be sent home with the child and an entry clearly marked with an H.
- Most injuries are of a minor nature. However, should the injury be more serious, then the Headteacher or other Senior Teacher will be consulted as to the best course of action. Parents/guardians will be contacted and, if necessary, the child will be taken to hospital or the emergency services called.
- Should any employee or pupil need to be taken to hospital or should an injury give cause for concern then an accident form should be completed as soon as possible. These are kept in the General Filing Cabinet in the clerks' office. Accidents are reported and recorded in accordance with the Health, safety and Risk Management Handbook.
- Any child becoming unwell during the day is usually seen by the Headteacher or another senior member of staff who will decide whether to contact parents to come and collect the child.
- Pupils who are unwell should not be sent to school.

Housekeeping/Storage

- The responsibility for the care and cleaning of the school premises is carried out by the schools two cleaners who work for 15 hours per week each.
- The Governing Body expects good housekeeping standards at all times and the cleaners have responsibility for this.
- The school's heating system is controlled by a timer, which ensures that the school is adequately heated prior to the start of the working day. The caretaker monitors the temperature.
- Employees at the school are responsible for their own safety at all times, however specific responsibilities extend to pupils under their care whilst at school.
- For safety reasons children are restricted to wearing a wristwatch and one pair of small gold or silver studs should they wish. The wearing of other jewellery is not allowed. During P.E. sleepers should be removed.
- The school is a non-smoking area.

Inspection of the Premises

- The caretaker will check the school's perimeter at least weekly.

- The Local Authority Health and Safety officer will conduct a visual Health and Safety review of the school and grounds annually accompanied by the Headteacher. Any recommendations will be implemented by the Headteacher.
- Regular learning walks to monitor the school environment are taken by the Headteacher and findings reported via the staff meeting and or briefing.

Lockdown

The school has a Lockdown Policy which is regularly reviewed and is shared with staff via briefings. The procedure is practiced at least once per academic year.

Lone Working

The school has a Lone Working Policy which all staff are aware of.

Manual Handling

- If a child (or adult) needs to be moved the following advice will be followed:
<https://www.hse.gov.uk/services/education/management-moving-handling.htm>
- All staff will be advised to use the trolleys provided for lifting any heavy items.
- All staff will be advised to follow this advice when lifting:
<https://www.nhs.uk/live-well/healthy-body/safe-lifting-tips/>

Mechanical/Electrical- Maintenance of equipment/machinery:

- Before using electrical appliances staff will carry out a visual risk assessment.
- Staff should not bring in and use any electrical equipment without prior discussion with and after a risk assessment has been carried out by the Health and Safety co-ordinator.
- Use of multi-plug adapters is not permitted.
- Any use of extension cables should always be preceded by a visual check. All cable should be fully unwound.
- Health and Safety Governor and caretaker will carry out a formal visual check on electrical appliances, half-yearly.
- Inspection and maintenance schedules and procedures are carried out within the LA guidelines, through the approved maintenance contract.
- New electrical equipment is security marked and included on the school's inventory.
- Portable Appliance Testing takes place annually by a registered tester in accordance with LEA guidelines.
- The Electricity at Work Regulations 1989 is recognised and the recommendations implemented. (See Handbook).
- There is an inventory of all electrical equipment kept in the PAT test file.
- The school clerk adds new electrical equipment to the inventory.
- All laptops and trolleys are kept in a secure locked server room.
- Grounds maintenance equipment is stored in the lockable right-hand outdoor store. NO CHILDREN are permitted into the store under any circumstances.

Monitoring Auditing

A Health and Safety Report will be made to governors each year.

The following list shows the equipment and practices for which records should be kept.

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Pressure Systems
- Fixed Electrical Systems

Road Safety:

- Parents of KS1 children are encouraged to make provision for them to be accompanied to and from school by a responsible person.
- All children are encouraged to walk to school and will use the main entrance.
- Parents are asked not to park outside the school but to use the Village Hall car park and walk to school from there.
- Parents of children in KS1 are requested to collect their children from the classroom.
- KS2 parents wait for their children outside the side gate on the courtyard.
- When possible Year 6 pupils undertake cycle Safety Training in the Summer Term

School Security

See School Security Policy for detailed procedure

- When a child is absent from school for any reason, parents are requested to notify the school either by telephone or a verbal message, preferably before 9.00am on the first day of absence. Telephone messages are recorded in the Telephone Record Book by the telephone in the office. When a child returns to school, parents are asked to send a brief note confirming the nature of the absence.
- Any child leaving or returning to school after registration must be signed in/out at the office.

Governors are aware that they must exercise a duty of care towards all members of the school community. They are particularly aware of dangers that might exist when any member of staff has to enter the school following the activation of the burglar alarm. They make the following recommendation:

- No member of staff will be required to enter the building or school grounds.
- No member of staff will be required to stay on the school premises or grounds unless accompanied by a police officer.
- The Governors agree that the safety of staff and pupils is their first responsibility and they will support any reasonable actions taken by staff to ensure their safety.

Classroom Safety:

- The Working Areas Risk Assessment is updated annually. All staff are required to sign to say that they have read it at the start of a new academic year.
- It is the responsibility of each class teacher to ensure the utmost safety in their area, encouraging their children to be tidy and considerate of others.

- There is a set of school Golden Rules, which the children are reminded of at times throughout the year. These rules are also displayed in every classroom and in the school hall.
- Any substance falling on the floor should be cleaned away as soon as possible eg sand, gravel, water, paint etc.
- Staple guns, paper cutters and guillotines should not be accessible to the children and staplers should only be used with supervision.
- Staff must take all safety precautions when putting up displays and reaching. Stepladders should be used and staff should abide by LA Health and Safety regulations regarding the use of ladders. It is essential that staff put up displays in pairs to ensure that the stepladders are being stabilised by another member of staff. Risk assessments should be adhered to.
- Scissors are used regularly in our classrooms and we must be vigilant to ensure that there is no misuse.

Out of school visits:

- Arrangement are covered by the School Visits Policy. Please refer to this policy for details.
- Staff arranging school visits must always carry out a risk assessment before the visit to assess health and safety issues.
- All visits must be authorised by head and EVOLVE co-ordinator (Amy Edwards).
- Whenever possible an identified first aider should go on all school visits. A portable first aid kit should be taken.
- Transport for school visits is always by companies from the LA recommended list and coaches/buses fitted with seat belts are booked.
- Where a visit involves transport a ratio of no less than 1 adult to 10 children is required, 1 adult to 8 in Reception.

Food Safety:

- The kitchen staff are responsible for all health and safety implications in the kitchen. They are responsible for providing on a daily basis clean and suitable provision for the children's consumption of lunchtime food and the disposal of waste. Any special dietary requirements can be discussed with the Headteacher. Children are not allowed into the kitchen.
- Children bringing a packed lunch to school are requested to bring it in a named lunchbox, which is kept in the lunch box trolley in the hub.
- Supervision at lunchtimes is by Midday Supervisors, led by a Senior Midday Supervisor, Jackie Ford, and a teacher from 1-1.10pm.
- There is provision for the staff to eat their lunch in the staff room with on tap hot water, fridge, toaster, microwave and dishwasher provided.

Playground Safety

The Playground Risk Assessment is updated annually. All staff are required to sign to say that they have read it at the start of a new academic year.

- Playground Equipment i.e. tyre park will be regularly inspected by the caretaker and will have an annual maintenance inspection.
- There are always 2 members of staff on duty during morning play and afternoon play. An additional member of staff is available to administer First Aid if this is required.
- Four MDS are on duty at lunchtimes.

- At all break times children are not allowed onto the playground until a member of staff is there.
- When children are using the steps from the terrace to the lower playground they should walk holding on to the safety rail and be supervised by a member of staff.
- The children are allowed to bring a healthy snack for afternoon playtime, healthy snacks are available to buy and fruit is provided in the morning break. Children are encouraged to bring their own named personal water bottle to school.
- There is a set of rules for playtimes, which the children are reminded of throughout the year.
- On entering and leaving school children are supervised in the cloakroom areas to ensure they behave in a safe and orderly manner.
- If a child requires First Aid treatment during playtime first aid bags are taken out on to the yards and field.

Safety Training

- Training will be available to promote this policy and the legal requirements of the relevant legislation.
- Risk assessments are reviewed annually and kept in a central file in the school office.
- Fire evacuation drills will be recognised as part of the overall safety-training programme.
- All staff undertake Fire Training at an appropriate level.
- First Aid Training is updated annually.

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	Headteacher Health and Safety Governor	Reviewed at least annually
Policy and Management Plan	Headteacher and FGB	Reviewed at least annually
COSHH	SBO, caretaker, cleaners	Reviewed at least annually updated if a new product is introduced
Review of Procedures	Headteacher	Reviewed at least annually
Manual Handling of Risk Assessments		N/A
Accident Reports	Headteacher and Health and safety governor	Reviewed termly.
Cleaning Staff Procedures	Headteacher, caretaker	Reviewed at least annually
Record Fire Appliance Test	School Business Officer	Reviewed at least annually
Record PE Equipment Check	PE lead,	Reviewed at least annually
Check Completion of PAT Testing	School Business Officer	Reviewed at least annually
Whole Staff Training- Refreshers	Headteacher	Reviewed at least annually
Non-Accidental Injury Reports	Headteacher	On-going- regular reminders of reporting system given.

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Caretaker	
Fire Alarm Tests	Caretaker	

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

Item	Check By	Comments
Physical Intervention	Headteacher	
PE Safety	PE lead	
Out of hours club (Safety)	Headteacher, PE lead	
Communication of Health and Safety concerns to all staff	Headteacher –all staff able to report any concerns	Weekly briefings, midday meetings and email updatesFmart

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Governors	Health and safety is a standing item on the Headteacher's Report. Near misses and any corrective actions routinely reported.
Premises Inspection	Headteacher	
Fire Log	Headteacher, caretaker	
Accident Reports	Headteacher	
Fire Evacuation	Headteacher	
Visual Check of Electrical Equipment	Headteacher, all staff	
Premises Security	Headteacher, caretaker	

Moving and Handling of Pupils

Arrangements for safely moving and handling pupils who require assistance to move.

One off Activities

Arrangements for identifying and controlling the risk involved with "one off" activities, e.g. outward bound activities, etc.

Out of School Activities

Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc.

Personal Emergency Evacuation Plans (PEEP's)

The Headteacher prepares any PEEPs that are required. All staff would be aware of the special arrangements in place.

Personal and Intimate Care

- The child will be supported in doing as much as possible for themselves.
- Gloves will be worn when delivering personal and intimate care.
- Personal and intimate care will always be undertaken by two staff together for safeguarding reasons.
- Personal and intimate care will always be recorded and the Headteacher informed that it has taken place. In Wrens, there is a recording sheet on the art cupboard day. All other reports should be given to the Headteacher.
- Parents will always be informed if their child has required personal or intimate care.

Personal Protective Equipment

- PPE is kept in the general store cupboard.
- There is guidance with the kit on the correct way to don and doff PPE.
- Any contaminated PPE should be disposed of in the clinical waste box in the bin store.

Positive Behaviour Support Including Physical Intervention

See Positive Behaviour Support Policy.

- If a child's behaviour is heightened the other children should be moved away from them.
- If this is not possible, the child should be gently guided to an alternate appropriate space.
- Physical intervention is a last resort only to be used if the child or those around them is in danger and as little physical intervention as possible should be used.
- If a child's behaviour is heightened, the situation should be managed by two adults together.

Premises

If the premises are being used outside school hours, a member of the school's staff will be on-site to ensure that all policies are being followed.

Playground Safety

See playground risk assessment.

Risk Assessments

- The majority of risk assessments are all updated annually by the Headteacher.
- Risk assessment training for all teachers is accessed via Derbyshire County Council as required.
- The EVC is responsible for ensuring that risk assessments for any off-site visits are sufficiently robust.
- The risk assessment register is maintained by the Headteacher.

Road Safety

- Parents are requested to park at the Village Hall.
- Parents are frequently reminded both by school and by the PCSO to drive carefully in the area around school and not to park on Forrester Avenue.
- Only parents with a permit for a specific reason are allowed to drive into the carpark at regular pick up and drop off times.

Security

See the School Security policy.

Site Access

- A member of the school staff is at the gates to assist with the safe entry and egress of pupils at the start and the end of the school day.
- All key holders are trained to set and unset the intruder alarm and follow the Lone Worker Policy.

Stress Management

See the school's stress management policy.

Training

- The school's induction process for new staff follows the LA model and includes a Health and Safety component. Induction also involves reading and signing the key risk assessments.
- All staff receive Health and Safety updates via the weekly briefing.
- The school has a trained Fire officer.
- General fire safety training is updated annually.

Violence at Work

- Violence of any kind is not tolerated in school.

- If any person, child or adult was known to have violent tendencies, an individual risk assessment would be undertaken and the necessary safeguards put in place.

Welfare Facilities

The school has 4 adult toilets, 2 medical room toilets, 2 infant toilets, 3 Key Stage 1 toilets and 6 Key Stage 2 toilets.

Waste Management

- No waste will be kept anywhere other than in the bins provided.
- The bins in the bin store are secured to reduce the risk of arson.

Wildlife Areas

- The Forest School area is risk-assessed, following our agreed pro-forma, prior to use.
- Expert advice is sought if there is any unknown wildlife found in the area.
- Any potentially harmful plants or fungi will be identified and it will either be removed or arrangements made to keep the children from touching it.
- Faeces and any dead animals will be removed from the area.
- The grass will be kept short enough to avoid tripping hazards.
- Any overgrowing branches and shelters will be checked to ensure that there is not a risk of objects falling from a height.

Work Related Learning

- Any trainees or young people attending our school as part of their work experience will be carefully inducted including Health and Safety training and will be expected to follow our procedures and policies.

Working at Height

- Anyone working at height in school will be expected to follow the Work at Height Regulations 2005 (WAHR).
- Advice for working at height and for the use of stepladders can be found using the links below.

<https://www.hse.gov.uk/pubns/indg401.pdf>
<https://www.hse.gov.uk/pubns/indg455.pdf>