

# Health & Safety Guidance Children' Services Department

## **HEALTH & SAFETY POLICY**

Review Date	Changes Required	Name & Position	Minute No
30.09.2019	Updated DNFL to S4S Updated accident reporting. Added adverse weather comment.	C.Holmes	FBG/78/19/3
22.09.2020	No changes. Note Covid-19 Risk Assessment and Cleaning RA are separate First Aid training updated	C.Holmes	FBG/58/20/4
26.05.2021	No change	C Holmes	FBG/49/21
26.09.2022	Responsibilities updated and fire evacuation updated in Fire Policy	C.Holmes	FBG/94/22/8

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**HEALTH AND SAFETY POLICY**

**FOR**

**BROCKWELL JUNIOR SCHOOL**

**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 Children's Services Department 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.

 Recoverable Signature

**X** Steve Farnsworth

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Mr S. Farnsworth  
Chair of Governors

Signed by: Farnsworth Steve

 Recoverable Signature

**X** Catherine Holmes

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Miss C. Holmes  
Headteacher

Signed by: 5e6e08e6-fc93-4dca-b5ce-d43b999c9202

## **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, 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 Deputy Headteachers, Subject Co-ordinators, HLTAs, Teaching Assistants, Clerical Managers/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 there 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 school's health and safety policy.



- Be aware of and comply with all school's 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 school's 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 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.

### **Pupils**

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

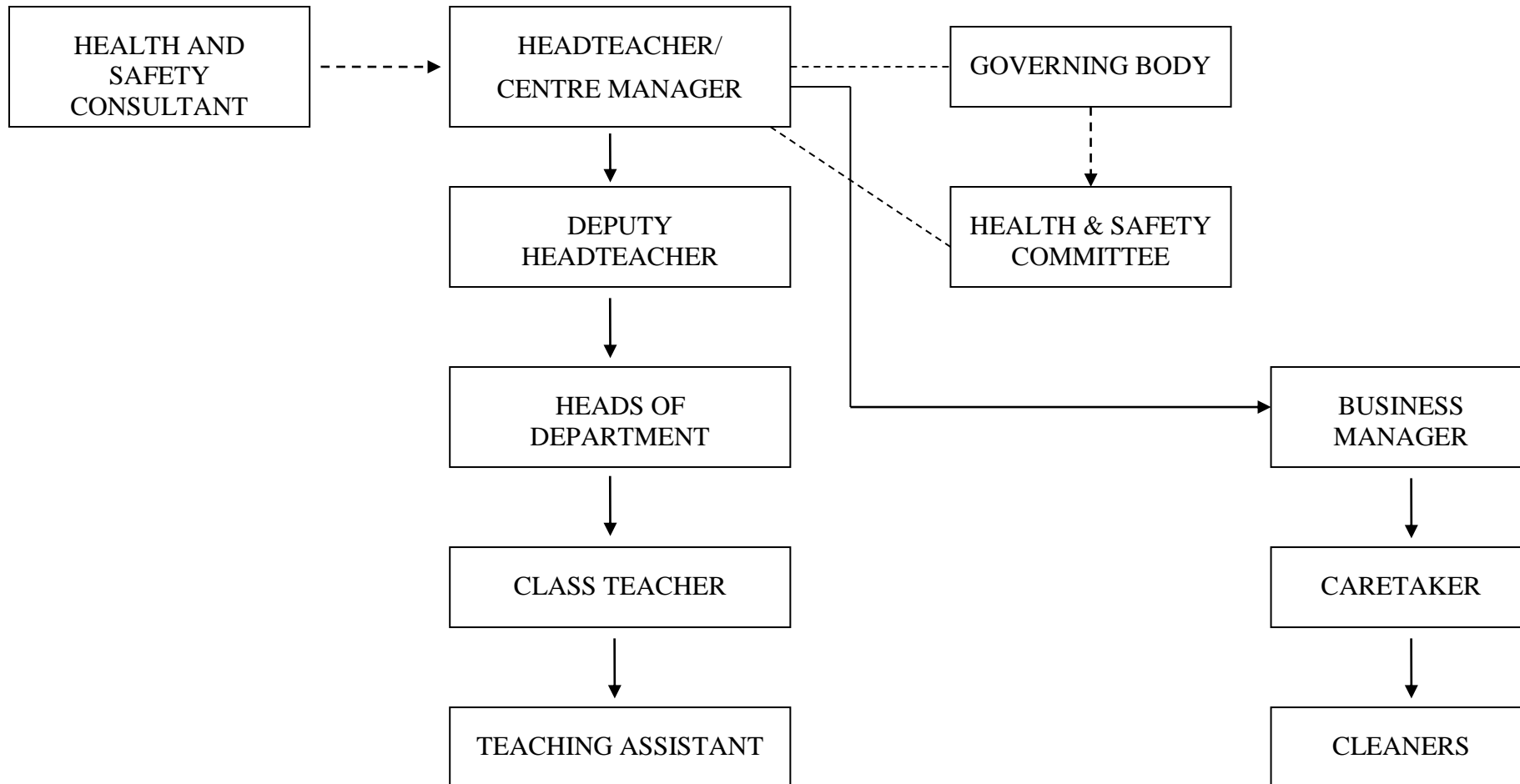
Exercise personal responsibility for the health and safety of themselves and others.

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**

At Brockwell Junior School we have appointed a Health and Safety representative. This is the Site Supervisor. The Head has ultimate responsibility for Health and Safety issues and our Governor is involved in monitoring this area.

### **Accident/Incident Reporting**

An Accident and First Aid Book is retained in the office. All accidents/injuries are logged in the first-aid book in the office if first-aid is given.

All incidents of injuries where parents or other agencies (hospital, doctor, etc) are called must be reported personally to Headteacher for the authority to be informed. Serious injuries must also be reported to the Health and Safety Executive (HSE).

All incidents which cause an employee to be absent from work must be reported to Matlock and if necessary the HSE.

Where there is a minor injury a slip is sent home with the child usually in their book bag. If school has any concerns regarding an accident or injury, a phone call home is made.

### **Administration of Medicines**

Medicines are only administered to children in school in the event it is impossible for parents to come in and the child is fit to learn. Parents are informed about this in the school prospectus and are reminded of this periodically through general letters as required.

The administration of medicines required by children to help control conditions such as Allergy Shock Syndrome, diabetes or epilepsy may be undertaken but only by specified members of staff who volunteer to be the "responsible person".

There is no requirement for any member of staff to do so.

Medicines used for the control of such conditions as Allergy Shock Syndrome, diabetes or epilepsy would only be administered by the "responsible person" following the guidance outlined in Individual Health Plans drawn up by a consultant Paediatrician or General Practitioner. Guidance outlined in the DCC Health and Safety/Risk Management manual would also be adhered to. See Supporting Medical Needs in School Policy.

### **Adverse Weather**

In the event of adverse weather staff should make individual decision as to whether it is safe to travel to work. Letting the Headteacher know as soon as possible is helpful. The school text system will be used to contact staff regarding any closures.

### **Asthma** (See Supporting Medical Needs in School Policy)

Inhalers required by children to control asthma are allowed in school.

The school ensures that these children have immediate access to their inhalers at all times.

Parents may choose whether to allow their child to be responsible for their own inhalers or for them to be stored in the class box / main office.

Details of parental requests/dosage required are stored in the main office along with any individual's medical plan if appropriate.

In the event of children who may require the use of inhalers leaving school premises i.e. school trips/swimming, staff ensure they have their inhalers with them.

School manages emergency Salbutamol following guidelines for schools.

### **Dealing with an Asthma Attack**

If an asthmatic young person becomes breathless and wheezy or coughs continually:

- 1 Let the young person take their usual "reliever" treatment (**BLUE INHALER**) **immediately** – using the Spacer if available for that child

**If the young person has forgotten their inhaler and you do not have prior permission to use another inhaler:**

- Call the parents/carers;
- Failing that call the family doctor;
- Check the attack is not severe – see below.

- 2 **Keep calm** and reassure the child it's treatable.

- 3 **Help the young person to breathe:**

- Sit young person upright – lean forward slightly (do not make them lie down);
- Encourage slow deep breaths;
- Offer a drink of water.

- 4 The reliever should work in **5 – 10 minutes**.

- 5 **If the symptoms disappear**, the young person can go back to what they were doing.

- 6 **If the symptoms have improved**, but not completely disappeared, call the parents/carers and give another dose of the inhaler while waiting for them.

- 7 If the normal medication has had **no effect**, see severe asthma attack below.

- 8 Ensure parents/carers are informed of all incidents even if symptoms disappear and young person returns to normal activities

## WHAT IS A SEVERE ATTACK?

Any of these signs mean severe:

- normal **relief medication does not work** at all;
- the young person is **breathless** enough to have difficulty in talking normally;
- the young person is **distressed** or becoming **exhausted**;
- the **pulse rate is 120 per minute** or more;
- **rapid breathing** of 30 breaths a minute or more.

## HOW TO DEAL WITH A SEVERE ATTACK

The following guidelines are suitable for both children and adults and are the recommended steps to follow in an asthma attack:

1. Sit up straight - don't lie down. Try to keep calm.
2. Take one puff of your reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs. This is easier using a spacer if you have one
3. If you feel worse at any point while you're using your inhaler or you don't feel better after 10 puffs or you're worried at any time, call 999 for an ambulance immediately
4. If the ambulance is taking longer than 15 minutes you can repeat step 2

If your symptoms improve and you don't need to call 999, you still need to make an urgent same day appointment with your GP. You can also check if you've been given rescue prednisolone tablets. If you have then take these as instructed by your GP/asthma nurse, or as instructed on the packet.

### Animals

We do not currently have any animals. If animals are brought to site, whosoever is responsible is expected to complete a risk assessment. Templates with suggested risks are available.

### Asbestos

The school has an asbestos survey and received a register of the areas where asbestos is known to be present and a trained duty holder. The caretaker ensures all workers on site have signed a permit to work and are aware of the survey.

### Communication

Staff have the opportunity to mention H&S issues during each staff meeting or write on the 'near miss' board located in the staffroom. These should then be logged in the minutes. The Governors will be informed of any issues during a full or subcommittee meeting.

### Contractors

All contractors undertaking work on their site must sign a permit to work and follow correct H&S procedures according to their risk assessments.

## **COSHH**

A COSHH register is kept in the Caretaker's office.

The register contains details of all substances in school which may be hazardous i.e. toxic, flammable, etc.

The register outlines the composition, care and antidote/treatment for each substance. NO substances should be brought into school which may prove hazardous. Checks must be made that external workers do not bring unauthorised substances on site and that they are fully aware of COSHH regulations. The register will be reviewed annually by the caretaker.

All substances of a hazardous flammable nature, including spray cans, must be kept in the locked cabinet in the Caretaker's room. The Caretaker's room must be kept locked when unoccupied.

## **Curriculum Areas**

Teachers are required to ensure H&S comes first in all lessons, especially D&T, Art, Science and PE.

A log must be kept of any hand tools which may require a risk assessment. This is the responsibility of Mr Baker. They must all be kept in a safe place. In particular craft knives are only to be used by adults and must be kept in a secure place (not a classroom) when not in use.

Glue guns can be used but only under close supervision. Other electrical tools - drills, soldering irons, etc. are only to be used by adults and to be connected through an earth leakage circuit breaker.

Please check the COSHH handbook if using varnish, spray, etc. to ensure you are aware of the potency of the product.

Generally the CEASP rules apply - see Caretaker for full details.

All technology tools will be inspected annually by Mr Baker and maintained with a planned preventative maintenance scheme.

Swimming pool practices:

The Derbyshire guidelines apply. All involved with swimming should be aware of the limits on numbers etc.

## **Disaster Plans – Critical Incident Plan**

This is located in the office and a copy held at the Infant School.

## **Display Screen Equipment**

The school clerk, members of teaching staff and children work with VDUs. Whilst these do not give off harmful levels of radiation, it is necessary for that person to follow safety guidelines and to take breaks when working on the computer.

We ensure the school office is well ventilated but this does not effect the security of information displayed on the Computer screen.

The laser printer is located away from the desk to ensure that the low levels of ozone emissions cause no problems.

When toner needs to be replaced, staff ensure it is disposed of safely.

## **Educational School Visits**

**Risk Assessments are completed for all trips on EVOLVE and medical information taken on the trip with the teacher.**

**Day visits (by coach etc)**

See the Educational Visits Policy

## **Transport arrangements**

The conditions laid down in the road safety policy must be followed at all times. Any employee using their own vehicle for work purposes (i.e. transporting children) must be covered by insurance for business use.

Where parents use their own cars for transporting children, a slip will be signed by the parent confirming the vehicle to be roadworthy. School avoids this option and usually used Community Transport / Coach.

## **Environmental**

The school will endeavour to maintain all areas in use are adequately cleaned, heated and lit.

## **Fire**

All staff, visitors and temporary workers must be made aware of any emergency procedure.

Procedure to be carried out during lesson time:

ANY ALARM MUST BE TREATED AS REAL

In the event of a fire at the school or for the purposes of a fire drill, the procedure is as follows ;

When the fire bell rings, all personnel in the school should leave the building by the nearest designated exit and should make their way swiftly to the designated assembly point.

The designated assembly point is YARD 2



If any adult or child is not in his or her normal working space, they should leave the building by the nearest exit and should not attempt to return to their usual place of work. They should go immediately to the designated assembly point.

## TEACHERS

Collect children. WALK out by nearest unobstructed exit taking care not to cause a hazard by leaving chairs out to clutter other people's exit.

Assemble on YARD 2. Check registers. If your register is not to hand, do not go to fetch it. NEVER GO BACK FOR ANYTHING.

Always ensure you know the number of your children present and take account of variation in number due to some children participating in off-site activities.

Your only concern is, and must be, the safety of the children.

With no delay get them out calmly and safely and stay with them.

If you have small groups working elsewhere in the school from you, attempt to collect them only if this action does not put either yourself or your class at risk.

## CHILDREN

Children must walk out of the building using the nearest exit. They must make their way swiftly to YARD 2 and line up with their class in silence. They must not return to the building for any reason until they are told it is safe to do so by the Headteacher or the Fire Officer.

## HEADTEACHER

The Headteacher will double check the main school building and then join children / staff on the main playground.

## SENIOR BUSINESS ASSISTANT

The SBA will assist the Headteacher with the check of the building and then report to the Head on the main playground with an evacuation report from RM for pupils & Inventory for staff & visitors. TAs will leave the building with the children / class they are working with.

## SITE SUPERVISOR

SWITCH OFF GAS. Leave the school building and report to Headteacher on YARD 2

## KITCHEN STAFF

Switch off everything providing it can be done with no personal risk. Assemble on the YARD 2

## MID-DAY SUPERVISORS

Take instructions from Senior Teachers.

## FIRE BRIGADE

The Fire Brigade will be telephoned immediately by the responsible person.

## USER GROUPS

The responsible leader must ensure that all persons within their charge know of the evacuation procedure and the location of the most suitable exits for the part of the building being used. Ensure that you know where the telephone is located. If the Fire Brigade is called also ensure that the caretaker is informed if he is not present. The caretaker will inform the Headteacher.

## RETURN TO THE BUILDING

Permission to return to the building will only be given by the Headteacher/Fire Officer when he/she is sure that it is completely safe to do so.

### Procedure to be followed during lunch time:

- 1 Senior mid-day supervisor to collect evacuation report, showing the number of children present, from the office.
- 2 If the fire alarm sounds, children proceed via the nearest sensible/suitable outside door and line up in predetermined class assembly points on the playground.
- 3 Senior and mid-day supervisors on meals duty to check areas including toilets.
- 4 Mid-day supervisors on yard duty to check class numbers as they assemble and report to a Senior Teacher.

Other staff on site to evacuate as appropriate.

## FIRE PRACTICE

A Fire evacuation practice shall be carried out at least once per term. The time of the practice shall vary to take account of employees working at different times of the day. The escape routes should also vary to encourage staff and pupils to think for themselves in the emergency situation and not to merely use the same exit each time.

The fire alarm system shall be tested on a weekly basis. The call points shall be numbered and tested in rotation to ensure all call points are in working order and available when required.

The test will be carried out before school starts and will last for five seconds. If the alarm sounds for longer than the specified time, people should evacuate the building.

All alarm tests and evacuation practices must be logged by the caretaker. In the "Fire evacuation procedures" log.

## First Aid

In the event of an accident the following should be consulted:

Headteacher ( The Appointed Person.)

In her absence, this would be the Deputy Headteacher or person in charge. Mrs Cresswell / Mrs Murcott maintain the first aid box and assist when essential and possible with first aid. (Most members of staff attended First Aid Training on September 1<sup>st</sup> 2020 and Mrs Cresswell & Miss Holmes completed a two day Paediatric First Aid Course in May 2017 and Mrs Peck in March 2020).

The appointed person's duties are:

- to take charge of the injured person[s] and summon the appropriate help; doctor, nurse, parents or transport to hospital if necessary
- To take charge of the first aid box and maintain stocks and contents and make available the necessary contents for treatment of minor injuries
- To ensure a record is kept of each incident and that appropriate forms are completed.
- To maintain notices of first aid arrangements
- To inform new employees of the first aid arrangements at the work place

## FIRST AID BOXES AND KITS

All staff attended first aid training by Red Cross on 01.09.20.

First aid boxes and travelling first-aid kits should contain a sufficient quantity of suitable first aid materials and nothing else.

Contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. It is, therefore, essential that first aid equipment be checked frequently, to make sure there are sufficient quantities and all items useable.

First aid boxes should be made of suitable materials designed to protect the contents from damp and dust and should be clearly identified as first aid containers : the marking used should be a white cross on a green background in accordance with the Safety Signs Regulations 1980.

First aid boxes which are to form part of an establishment's permanent first aid provision should contain only those items which a first aider has been trained to use.

Sufficient quantities of each item should always be available in every first aid box or container. In most cases these will be:

- one guidance card
- individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- sterile pads, with attachment
- individually wrapped triangular bandages
- safety pins
- medium sized individually wrapped sterile unmedicated wound dressings (approx 10 cm x 8 cm)
- large sterile individually wrapped unmedicated wound dressings (approx 13 cm x 9 cm)
- extra large sterile individually wrapped unmedicated wound dressings (approx 28 cm x 17.5 cm)

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the seal is broken. At least 900 ml should be provided. Eye baths/eye cups refillable containers should NOT be used for eye irrigation.

Sterile first aid dressings should be packaged in such a way as to allow the user to apply the dressing to a wound without touching that part which is to come into direct contact with the wound.

That part of the dressing which comes into contact with a wound should be absorbent. Dressings, including adhesive ones, should be of a design and type which is appropriate for their use.

#### LOCATION OF FIRST AID BOXES

First aid boxes are located:

- ELSA ROOM
- FIRST AID BAY
- ACCESSIBLE TOILET
- UNATTACHED BUILDING

#### **Travelling first-aid kits**

A travelling first aid kit will be kept for school journeys, containing:

- a card giving the general first-aid guidance
- individually wrapped sterile adhesive dressings
- large sterile unmedicated dressing
- triangular bandages
- safety pins
- individually wrapped moist cleaning wipes

### **Supplementary equipment**

Disposable plastic gloves should be provided near the first-aid materials.

Blunt ended scissors (minimum length 12.7 cm) should be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Plastic disposable bags for soiled or used first-aid dressings should be provided. Employers should ensure that dressings etc. are safely disposed of in sealed bags.

### **Inspection of the Premises**

The premises will be inspected from a health and safety angle on a regular basis and at least 3 times per year.

In addition, all staff are asked to report issues of concern directly to the Headteacher.

The inspection will be carried out by:

The Governor in charge of Health and Safety/Site Supervisor/Headteacher

The inspection will be done during the working day. Any points arising will be logged and the Headteacher / Premises Committee informed about any remedial work required.

Every step will be taken to ensure the speediest remedial action. At the same time every effort will be made to ensure that no danger exists by roping off areas; closing rooms.

### **Jewellery.**

The Governing Body have decided that the only jewellery which children will be allowed to wear will be; watch and simple earrings (studs). Parents are advised that these should be taken out for any form of games / PE. The parents of children who choose not to remove earrings during such activities will be asked to sign a letter which states that school takes no responsibility for any injury which might be sustained as a result.

NO other form of body piercing is considered acceptable on grounds of health and safety and because it contravenes the dress code of the school.

## **Manual Handling**

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

All staff follow the regulations outlined in the Health and Safety / Risk Management Handbook produced by Derbyshire County Council when undertaking Manual Handling.

Trolleys are provided for moving chairs, heavy objects ETC and staff are aware that these must be used as instructed. No awkward shapes or objects exceeding 40 lbs shall be moved by one person without assistance.

Brockwell Junior School aims to;

Avoid as far as is reasonably practical manual handling operations which involve the risk of any person being injured

Make suitable and sufficient assessment of hazardous manual handling operations that cannot be avoided taking account of the task, load, working environment and individual capabilities.

Reduce the risk of injury to any person to the lowest level reasonably practicable.

Consult, inform and train employees involved in manual handling operations.

(Further Information is detailed in HE /RM Handbook.)

## **Mechanical/Electrical**

Brockwell Junior School operates a planned preventative maintenance scheme. This ensures that all equipment is systematically examined and tested to prevent breakdown and possible injury.

Logs are maintained for all pieces of mechanical and electrical equipment. Each piece of equipment is separately itemised to allow for easy recognition. Fiercely

Electrical equipment

Visual checks of all electrical equipment will be carried out on a continual basis with defects being corrected / reported. This is the responsibility of the caretaker. The equipment will be checked for cleanliness, deterioration, siting problems and electrical safety. All portable equipment will be checked bi annually or when required by a qualified electrician under the "Electricity at Work Act". New equipment will be checked at the next annual inspection. Equipment on loan or bought secondhand will be checked before use.

All fixed electrical equipment must be fitted by a competent person and will be checked every five years under the Act, but again secondhand equipment must be checked during installation.

All staff must be aware to look for any signs of deterioration, cables pulling, and dirty equipment on a daily basis. In ANY doubt, do NOT use and notify the Head or Caretaker.

### Mechanical equipment

All mechanical equipment in school will be checked on a continual basis with defects being corrected / reported. This will be the responsibility of the Caretaker. Checks will entail - general need for repair, cleanliness, siting and any other safety aspects.

Any equipment - bought or donated, mechanical or electrical must conform to current safety legislation and be fit for the job it is to do. Testing must be carried out as above and along with all equipment, it must be maintained in a safe, serviceable and clean condition. If in any doubt staff should seek advice from the site manager.

Any equipment no longer of use must be disposed of safely. If the serviceability or safety either mechanical or electrical is in doubt, it must be destroyed, or repaired before sale.

Disposal of equipment must be through the correct channels to avoid any claim upon the establishment for providing someone with faulty equipment.

### **Monitoring Auditing**

Records of the testing and inspection of equipment and maintenance work carried out is maintained as part of our health and safety management system documentation, but are not included in the health and safety policy itself.

A record of equipment and practices is kept for:

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Local Exhaust Ventilation (LEV)
- Lifting Apparatus
- Mechanical Machinery
- Lifts
- Fume Cupboards
- Pressure Systems
- Fixed Electrical Systems

The following Health and Safety Management Plan Monitoring Schedule is in school:

## Health and Safety Plan Monitoring Schedule

### Annual Checks

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

### Weekly Checks

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



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

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

**Termly Checks**

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

**Out of School Activities**

Staff will follow DCC guidelines when organising residentials or other one off activities requiring specific risk assessments. Staff are required to liaise with DCC, the Headteacher and group leaders regarding risk assessments.

**Premises**

Information regarding fire alarms and evacuation procedures will be passed to any person using the premises out of hours. First Aid equipment is on site and available but it is expected that contractors carry their own.

### **Playground Safety**

See additional risk assessments / policy.

### **Risk Assessments**

Staff use EVOLVE or the generic risk assessment and additional specific risk assessments to prepare for trips / special events.

Other H&S risk assessments ie handling tools are available on our computers – staff/management/healthandsafetyandriskassessments

### **Road Safety**

See road safety policy.

Children may lock a bike at school if they are accompanied to and from school by a responsible adult. They are asked to dismount at the main gate whenever it is locked.

### **Security**

A visitor book is located in the office (page a day for GDPR) and should be signed by all visitors. Coloured lanyard system is in place so staff may challenge any visitor who must be supervised in the event that they are not (red lanyard). Access codes are known by staff only. A key fob is required for access to the Y3 block. The Site Supervisor manages the location and renewal / distribution of these. Key fobs are available to staff for the security gates too.

### **Smoking.**

The school operates a no smoking policy. This must be adhered to by all employees at the school and all visitors.

### **Stress Management**

See additional policy.

Any member of staff who feels affected by stress due to work should speak to the Deputy or Headteacher as soon as possible.

### **Supervision**

School opens to children at 8.50am. Until this time parents take full responsibility for their children. Children leave school at 3.25pm and, whilst school has a duty to ensure the main entrance path is in a fit condition, parents are responsible for their children from this time.

Parents are asked to ensure collection arrangements are known to children and school staff reinforce the message that if expected arrangements have not happened children must go back to class or the school office.

If risks present themselves at any time we will review this arrangement.

### **Training**

The school will endeavour to provide adequate training in all relevant aspects of health and safety, which may include:

- the safe handling and location of items such as toner etc
- safe handling of tools and other electrical items
- the storage of hazardous items
- evacuation procedures
- the isolation of services
- new or temporary staff will be given training or guidance in the major issues

All staff are expected and will be encouraged to revise/re-read safety documents and guidelines regularly.

It is the responsibility of the Head to ensure that new employees or supply staff receive relevant training before starting work if required. This training may be informal, provided by existing staff.

### **Violence at Work**

See additional LA policy.

Bullying of any kind will not be tolerated at Brockwell Junior School. If a member of staff feels they are being bullied they should speak to the Headteacher immediately. All staff are expected to show mutual respect and work within the professional standards as set out at a national level.

When liaising with parents staff should feel safe. If at any point a member of staff feels threatened or suspects a parent is becoming aggressive he/she should move out of the room and go to a fellow colleague or the Headteacher. Staff in the outside block should consider holding parent meetings in the main building for their own safety.

### **Welfare Facilities**

The school will provide a staff room and toilet which are cleaned and reasonably heated and lit.

All staff will be made aware of other welfare facilities available via County Offices, Matlock.

Provision is made for making of drinks in the staff room. Staff should leave such facilities clean and tidy. The fridge will be defrosted and cleaned termly. Cups with warm drinks should be carried with care – not filled to the top and at most warm – not hot.

Drinking water for the children is provided via drinks fountains in the main building.

### **Waste Management**

The bins are located several metres away from the main building.

### **Wildlife Areas**

Every effort will be made to ensure that plants grown within the school ground are non-toxic.

It is the responsibility of the class teacher to ensure that any child who carries out “environmental” work within the school grounds washes their hands at the end of the session.

### **Working at Heights**

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector. Please see additional risk assessment.

Policy Reviewed : September 2022

Next Review: September 2023