

HEALTH AND SAFETY POLICY

FOR

RICHARDSON ENDOWED
PRIMARY 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 and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (DNFL).

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

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

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

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided.

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

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc. are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governing 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.

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

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

Employees are reminded of their 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.

Name: Mrs Kate Mason

Headteacher

Date: 21.01.2020

Name: Mrs Rachel Watson

Chair of Governors

Date: 21.01.2020

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 CAYA 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 CAYA 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.

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

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

Head of Key Stages, Curriculum Co-ordinators, Teachers, the School Business Manager, Midday Supervisors, Cleaners and the Caretaker have the following responsibilities:

Apply the school's health and safety policy or relevant CAYA 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 Key Stage 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 the Headteacher.
- 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:

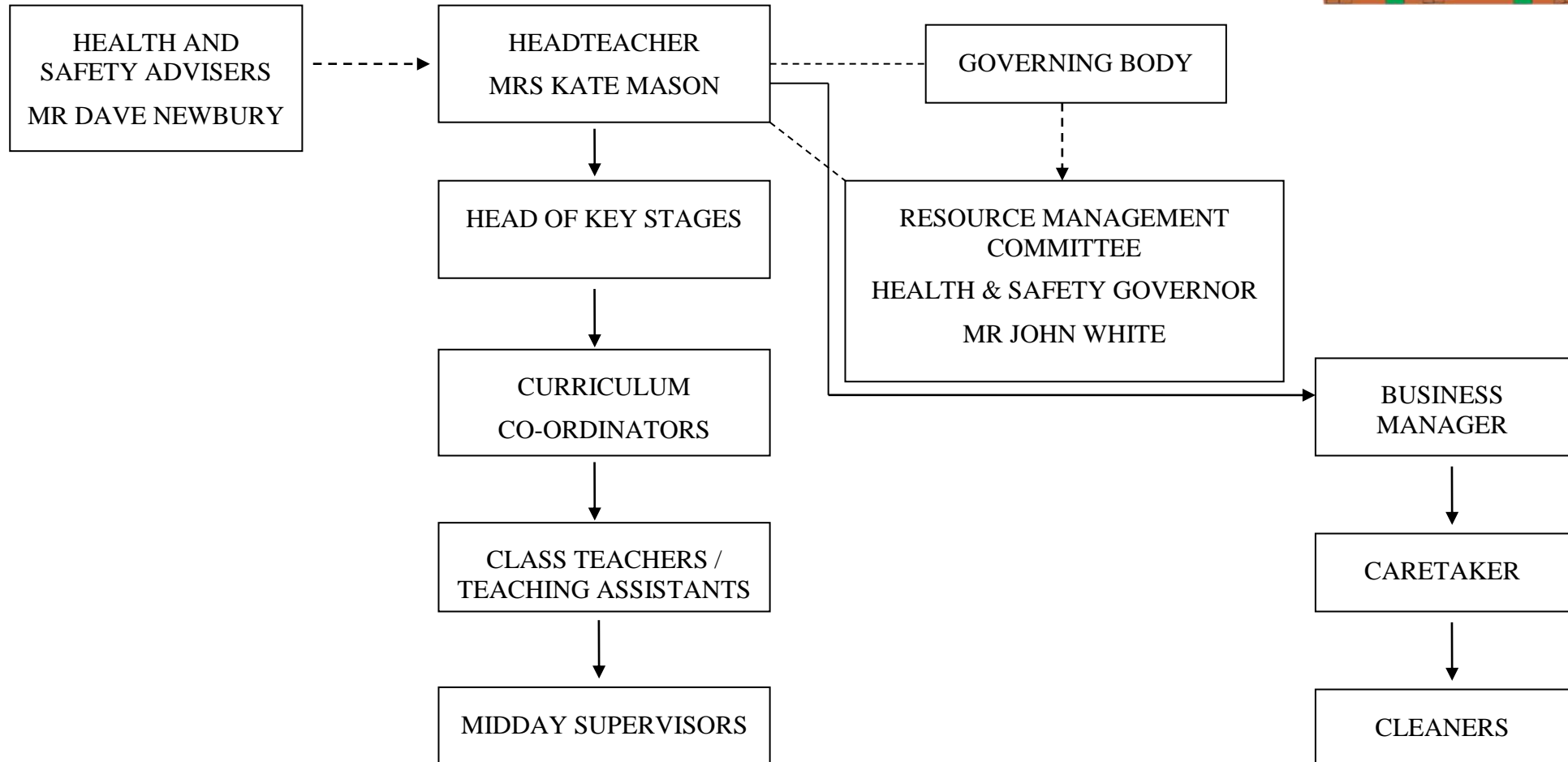
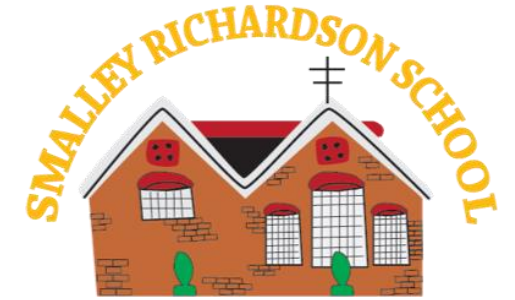
Exercise personal responsibility for the health and safety of themselves and others.

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

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

The following list of topics for which arrangements may need to be produced is intended only as a guide and you may need to add to the list, or delete from it as required. Some procedures may be available in the form of “guidance notes” or “policies” produced by the LA. These should be scrutinised and adapted to suit the particular circumstances of your school. An example of this is shown in the Accident/Incident Reporting section below.

The “arrangements for” list is as follows:-

Accident/Health and Safety Incident Reporting

All accidents and incidents in Richardson Endowed Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. At Richardson Endowed Primary School, all staff will report all accidents to Mr Mark Trimbee (School Business Manager), who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. Further information can be found at: <https://www.derbyshire.gov.uk/working-for-us/health-and-safety/health-and-safety-incident-reporting.aspx>

Accident Investigation

In the event of a serious accident/incident, Richardson Endowed Primary School will refer to the ‘Critical Incident Management Plan’. In summary, all serious accidents will be investigated by the Headteacher or the School Business Manager.

The process taken will be as follows:

1. take charge of events
2. draw up an action plan for the specific incident
3. delegate responsibilities and give task sheets to the chosen person
4. consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media
5. establish a crisis team meeting place, close to the incident control point

Administration of Medicines

At Richardson Endowed Primary School, at all times we will have two members of staff, who are qualified to administer medication. All medication will be administered by either Mrs Diane Evans or Mrs Julie Bounds. In order for a child to receive prescribed medication in school, a parental consent form needs to be completed and handed in to the school office. We will only administer prescribed medications.

Animals

Chickens: At Richardson Endowed Primary School, we keep chickens in a locked coop and we follow the guidelines published by DEFRA (see link below):

<https://www.gov.uk/guidance/poultry-health#keeping-poultry-healthy-and-preventing-endemic-infections>

The care of the chickens is overseen by Miss Tulley, who ensures that the arrangements for the keeping of chickens e.g. supervision, cleaning, feeding etc. is carried out according to the regulations.

Pupils in year six, who support Miss Tulley, are given hygiene and safety briefings before working with the birds. They are reminded not to touch their faces or put anything in their mouths while working with the chickens and they are required to wash their hands immediately afterwards.

Miss Tulley arranges rotas for the chickens to be cared for and looked after during school holidays.

Asbestos

Richardson Endowed Primary School had an 'Asbestos Management Survey' completed by Derbyshire County Council in June 2016, detailing any known ACM's within the school. Mrs Kate Mason and Mr Mark Trimbee have both attended the 'Asbestos Management Duty Holder' course in October 2018, and both understand their responsibilities relating to asbestos within the school. An asbestos annual inspection is carried out. All contractors on site are required to sign an asbestos 'Permit to Work', before starting any work.

Communication

Any known or found health and safety issues within school should be reported to Mrs Kate Mason (Headteacher), Mr Mark Trimbee (School Business Manager), Mr Neil Wesson (Caretaker), or a senior member of staff as soon as possible. This could be in person, via email or recorded on a health and safety reporting form. For major incidents, these should be reported via the Derbyshire County Council website incident reporting page: <https://www.derbyshire.gov.uk/working-for-us/health-and-safety/health-and-safety-incident-reporting.aspx>

Consultation with Staff

Staff at Richardson Endowed Primary School will be notified about health and safety issues in a number of ways. The main arrangements for letting staff know about updates/potential issues will be through formal staff meetings and briefing meetings. At times, it may be necessary to speak to individual staff or share information via a text messaging service. As a school, we also look to run specific health and safety training, using or in consultation with the Derbyshire County Council union elected health and safety representatives.

Contractors

All contractors on site must ensure they report to and sign in at the school office, before starting any work on site. All relevant identification will be asked to be seen, to ensure that all contractors undertaking work on the site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. Contractors will be expected to complete an 'Asbestos – Permit to Work' prior to any works being completed. Any works, which could pose a threat of injury to anybody working in or arriving at the school e.g. pupils, staff, visitors, parents will be completed during school holiday periods, in order to limit the risk.

COSHH

All staff will receive the HSE leaflet 'Working with substances hazardous to health', to understand the risks associated with bringing substances into school. For any substances used in school, including all cleaning products, a full risk assessment will be completed, detailing:

- The process stage of the substance i.e. packaging, delivery and storage
- Any potential risks
- The control measures to be used, including usage and disposal
- Any actions required, when using the substance

Curriculum Areas

At Richardson Endowed Primary School, we have a number of arrangements in place for controlling the risk in specific curriculum areas. Examples of these can be seen below:

Design and Technology/Art

- Protective goggles to be worn, if applicable
- Oven gloves/Aprons worn, when cooking
- A safety zone set up, if cooker/boiling water is being used
- Children taught about the safe use of equipment e.g. saws for cutting wood, knives for cooking, glue gun for sticking etc.
- Children to be supervised at **all** times, if using the above equipment.

Drama

- Staging to be erected by the caretaker, ensuring steps are used to climb onto the stage
- Children will be reminded not to play on/jump off the stage
- Lighting to be serviced annually, according to current regulations

Science

- Protective goggles to be worn, if applicable
- A safety zone set up, if cooker/boiling water is being used
- Ensure substances used are not hazardous to health (COSHH)
- Protective gloves to be worn, if required

Physical Education

- All indoor apparatus and outdoor play equipment to be serviced annually
- Ensure that usable areas in the hall/on the playground are highlighted with safety cones
- Ensure there are 'safe areas' for pupils to stand, when not taking part
- Children to be supervised at all times during PE sessions
- Appropriate risk assessments drawn up for activities, particularly the children taking part in swimming (at a local leisure centre)
- Teachers to give clear advice on safe practice in PE

Disaster Plans

See the 'Critical Incident Management Plan' for full guidance and procedures in the event of an emergency/critical incident at Richardson Endowed Primary School.

Display Screen Equipment

See Display Screen Equipment Policy, including the workstation assessment.

Arrangements for the safe use of Display Screen Equipment (DSE). Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

Educational School Visits

Prior to any school visit taking place, a risk assessment of the establishment will be obtained. On occasions, a member of staff will visit the establishment, to ensure the safety of the pupils/staff (including any volunteers/parent helpers). Before commencing the trip, written consent will be obtained from parents/carers, a full risk assessment will be completed, using Evolve:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=derbyshirevisits.com

A school visit summary sheet will also be handed to the school office, along with a register taken on the morning of the trip. The summary sheet will detail:

- The class attending and the date of the trip
- Where the class/es will be visiting
- The number of children and adults attending
- The staff/volunteer's emergency contact information

All necessary first aid and medication will be taken and at least one qualified first aider will attend the school visit.

Environmental

All classrooms and working spaces have windows, which can be opened if necessary. They are also covered by blinds or curtains, to block out excessive light.

The rooms are all heated by either radiators or flat back heaters, which can be controlled via thermostats/TMV valves. They are all on a timer system and can be turned off during the summer months. In times of excessive heat, mainly during the summer months, fans can be provided.

Fire

Fire alarm procedures and evacuation details have been produced for Richardson Endowed Primary School and can be seen, in full, in a separate document. This is shared with all staff on entering the school, as part of the induction process. In summary, the key details are recorded below:

- Duty Holder: Mrs Kate Mason
- Fire Risk Assessment (including a Fire Service Information Pack) can be found in the red box, located in the school office.
- The fire evacuation procedure is circulated to all staff/visitors. In the event of a real fire, the head teacher (or a member of the senior leadership team in his/her absence) will contact the 'Fire and Rescue Service' on 999.
- The fire alarms for both school buildings are tested on a weekly basis, via activating the call points around school. These tests are recorded and kept in the red box, located in the school office.
- Half-Termly fire evacuation drills take place and the details are recorded and kept in the red box, located in the school office.
- The inspection and servicing of the fire fighting equipment is completed by OHeap. The fire extinguishers are serviced on an annual basis and the fire alarm/call points/smoke detectors/sounders and emergency lighting on a bi-annual basis. Full service reports are produced and kept in the red box, located in the school office.

An 'Operational Fire Risk Assessment' is completed and reviewed on an annual basis.

First Aid

Most members of staff are trained in the delivery of 'Emergency First Aid at Work'. This is renewed and updated every three years.

Additional information is as follows:

- Certified Paediatric First Aiders: Mrs Diane Evans / Mrs Lisa Shaw
- Certified First Aider at Work: Mrs Diane Evans
- Location of first aid box(es):
Upper School Corridor, Lower School Hall, Class 2 and Class R
- Mrs Diane Evans is responsible for maintaining the contents of the first aid box(es)

First Aid cont.

- **Contents of the first aid boxes:** 1 x HSE leaflet 'Basic advice on first aid at work', non-allergic adhesive plasters (assorted sizes – individually wrapped and sterile), sterile eye pads, individually wrapped triangular bandages, safety pins, medium wound dressings (sterile), large wound dressings (sterile), extra-large wound dressings (sterile), disposable gloves and aprons and moist cleaning wipes – not alcohol based (individually wrapped and sterile).
- In the event of an emergency, any responsible member of staff will contact the emergency services, by dialling 999.
- All accidents/injuries are recorded. In minor cases, a reporting slip is sent home with the child, in a named envelope. If the injury is of a more serious nature, the parents/carers will be contacted by telephone immediately.

Housekeeping/Storage

All classrooms/offices at Richardson Endowed Primary School have desks and cupboard space for storing items, to prevent trip hazards. Many of these are lockable, to comply with GDPR regulations. Childrens' coats and belongings are stored on pegs, either within the classrooms or in the corridors. Children and adults are encouraged to inspect these areas regularly, picking up any items on the floor. Within the upper and lower school, there are two large storage rooms to store general resources e.g. paper, exercise books, paints etc. The lower school storage room is also used to store the larger, indoor PE equipment e.g. mats, a-frames etc. Outside there are three further storage containers, one for the Early Years play equipment, one for the outside PE equipment and one which is used by our before- and after-school club.

Inspection of the Premises

Richardson Endowed Primary School receives an annual premises review through Derbyshire County Council. A health and safety walk is completed by the School Business Manager and the Health and Safety Governor on an annual basis. Results are collated and fed back to the Governing Board. An asbestos annual inspection is completed by the Head Teacher and the School Business Manager (Asbestos Management Duty Holders).

Lone Working

On occasions, a member of staff may be alone on the school premises. This may be during school holiday times, out of school hours or when a member of staff is locking the school site (notably the caretaker). In order to reduce the risk, all lower school classrooms, the main school offices and the staffroom have a telephone installed, which can access an outside line. The school also has a cordless phone, if a member of staff is working outside of these buildings. The school also has a mobile telephone, which can be used in emergencies.

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.

At Richardson Endowed Primary School, staff are expected to use the 'Manual Handling Guidance', to ensure that they reduce the risk of injury so far as is reasonably practicable. The correct 'Lifting Movement Pattern' should be followed at all times and if a member of staff is in doubt, they should follow the 'Manual Handling Flow Chart and Risk Assessment'.

Mechanical/Electrical

All electrical equipment used in school is PAT tested on an annual basis. If electrical items have not been PAT tested, have not passed the PAT testing or are out of the 12 month guarantee period, then they will be condemned until they have been repaired or tested. This applies to any second-hand or donated electrical item brought into school.

We do not have any mechanical items, which are used in school.

Monitoring Auditing

This 'Health and Safety Policy' will be reviewed on an annual basis, following a health and safety audit of the school. This will be carried out in consultation with the Headteacher, the Chair of Governors, the Health and Safety Governor and the School Business Manager.

Health and Safety at Richardson Endowed Primary School will be monitored on a daily, weekly, monthly and annual basis, by all parties alluded to in this policy. This may be through the daily walk rounds by the school caretaker, to a more formal analysis by the School Business Manager and the Health and Safety Governor.

An annual audit will take place by the School Business Manager and the Health and Safety Governor, to ensure the continuous monitoring process is adhered to.

All records of the testing and inspection of equipment and maintenance work carried out will be maintained, as part of our health and safety management system documentation. These can be located in the school office.

The following list is a guide to the equipment and practices for which records are kept:

- Intruder Alarm Maintenance Report
- Electrical Equipment (PAT Testing Certificate)
- Fixed Electrical Systems (Conditions Report)
- Fire Alarm Service Reports
- Fire-Fighting Equipment Service Reports
- Emergency Lighting Service Reports
- Fire Safety Testing Reports, including evacuation and practice drills
- Fire Risk Assessments
- Asbestos Management Survey
- Legionella Log Book, including service reports and risk assessments
- Pressure Systems
- Gas Testing
- Boiler Servicing
- Boiler Inspection Certificates
- Mixing Valve Servicing Report
- Food Hygiene Inspection Report
- Maintenance of PE Equipment (including external play equipment)
- Tree Survey Report
- Duty of Care: Waste Transfer
- Duty of Care: Hygiene and Sanitary Waste
- Roller Shutter Servicing
- COSHH Data Sheets

The following Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by Derbyshire Schools.

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	Headteacher Business Manager	
Policy and Management Plan	Headteacher	
COSHH	Caretaker	
Review of Procedures	Business Manager	
Accident Reports	Business Manager Business Assistant	
Cleaning Staff Procedures	Business Manager	
Record Fire Appliance Test	Business Manager	
Record PE Equipment Check	Business Manager	
Check Completion of PAT Testing	Business Manager	
Whole Staff Training - Refreshers	Headteacher	
Non Accidental Injury Reports	Headteacher	

Daily Checks (by observation, discussion etc.)

Item	Check By	Comments
PE Safety	Teacher	
Lettings (Safety)	Caretaker	
Communication of Health and Safety concerns to all staff	Headteacher Business Manager	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Caretaker Business Manager	
Fire Alarm Tests – Call Points	Caretaker	

Monthly Checks

Item	Check By	Comments
Emergency Lighting Test	Caretaker	
Hot/Cold Water (Legionella) Test	Caretaker	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Headteacher Business Manager	
Premises Inspection	Business Manager H & S Governor Headteacher	
Fire Log	Business Manager	
Accident Reports	Business Manager	
Fire Evacuation	Headteacher Business Manager	
Visual Check of Electrical Equipment	Caretaker	
Premises Security	Caretaker Business Manager	

One off Activities

Risk Assessments are completed by the organiser of the trip, notably the class teacher. These are completed using the Derbyshire County Council recommended 'EVOLVE', an online system for the planning, approval and management of visits. Risks are identified using site specific risk assessments. In some cases, it may be necessary for the organiser to visit the place prior to the visit, particularly for residential trips.

Out of School Activities

As a general rule, the following adult to pupil ratios should be followed:

- 4 - 5 year olds: 1 adult to 4 children
- KS1 (age 5-7): 1 adult to every 10 participants with a minimum of two adults
- KS2 (age 7-9): 1 adult to every 10 participants with a minimum of two adults
- KS2 (age 9-11): 1 adult to every 10/15 participants with a minimum of two adults

Children will be transported via mini-bus, coaches or cars. Parents will need to give their consent prior to a child travelling. The trip leader will ensure that all safety regulations are adhered to i.e. the use of seat belts, car seats (if required) etc.

When booking an out of school activity, all insurance documentation and risk assessments will be asked for.

Personal Protective Equipment

All staff at Richardson Endowed Primary School are advised to assess and manage the risks involved. If required, staff and pupils should wear protective gloves, clothing, helmets or goggles, to protect themselves at all times.

Premises

A summarised 'Health and Safety Report' has been produced and is given to anyone using the site out of school hours. To ensure the safety of all involved, the school external gates will only be opened at the start of the school day (8.45am – 9.00am) and at home time (3.10pm – 3.35pm). After 9.00am, during the school day and after 3.35pm, the school site will remain fully secure. All visitors will need to report to the main school office.

Playground Safety

At Richardson Endowed Primary School, a rota is drawn up every year, to ensure that there are always at least two members of staff on the playground to supervise playtimes and ensure the children are kept safe. All external play equipment is serviced annually and the caretaker ensures on a daily basis, that the playground surface is free from twigs, branches, tripping hazards etc. During periods of icy weather, the playground is gritted. In times of severe weather e.g. strong winds, icy/snowy weather, heavy rain, a decision is made by the headteacher (or a senior member of staff in their absence) to determine whether the children are allowed outside to play. The overall safety of the pupils/adults will always come first.

Risk Assessments

Risk assessments are carried out for all visits and activities. These are kept in the 'School Visits' file, located in the school office.

Road Safety

At Richardson Endowed Primary School, we have two car parks. To ensure the safety of children and parents, the gates to these car parks will be closed from 8.45am – 9.05am and from 3.00pm – 3.35pm. Any member of staff or visitor arriving between these times, will need to park outside of the school gates.

Seat Belts

At Richardson Endowed Primary School, we only use coaches and mini-buses when seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving as stated in the local authority guidelines.

Security

Richardson Endowed Primary School maintains a high level of security at all times. All visitors to the school must report to the main school office, where they are required to sign a visitors' book. They will then be asked to wear a visitor badge at all times.

The gates to the school will be opened from 8.45am – 9.00am and again from 3.10pm – 3.35pm, and will be monitored by a member of staff. Outside of these times, the gates will remain locked and the school will be fully secure.

Outside of the school day, the school will be locked and a maintained alarm system will be set, to ensure the school is secure. All windows will be shut and secured and the doors and gates will be locked. It is the responsibility of the school caretaker and/or the headteacher to ensure the school is left secure.

Site Access

All staff and visitors to Richardson Endowed Primary School are expected to park in one of the two car parks on site. Only on rare occasions, when there are no pupils present, will cars/vehicles be allowed on to the playground areas to carry out works. Any pupils arriving on bicycles or scooters will be expected to walk with them whilst on the school site, to avoid injuries to themselves or others. All visitors are expected to report to the main school office.

Stress Management

At Richardson Endowed Primary School, School Governors, Headteachers, senior teachers and school managers are aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

For more information about the management of stress, please refer to the relevant Embark Multi-Academy Trust policies.

Training

All new members of staff receive an induction with the headteacher. Staff at Richardson Endowed Primary School receive regular training on keeping them safe at work.

Violence at Work

At Richardson Endowed Primary School, we follow the Derbyshire County Council Policy and Guidance on 'Violence at Work'.

In summary, we believe our employees have the right to work in a safe environment and will not tolerate behaviour which is abusive, offensive or threatening. We encourage all our employees to stay safe by following this general advice:

- Think of your safety – assess potential risk situations. Although the chances of a physical attack are statistically low there is the tendency to believe that it will 'never happen to you'.
- Act on warning signs immediately (for example, feeling threatened, unnerved or upset).
- Walk away from situations which you feel may become out of hand.
- Do not resort to aggression.
- Discuss any fears with colleagues or your Line Manager. Do not try to hide them in fear of being seen as 'weak'.
- Attend a personal safety training course which deals with aggression, communication and de-escalation techniques and assertiveness. These techniques will help to diffuse potentially violent and abusive situations.
- Avoid aggressive actions likely to challenge and confront anyone. Lack of aggression may help to identify and avoid potentially violent confrontations.

For the full policy and guidance, please refer to 'Violence at Work - Corporate Policy and Guidance'.

Welfare Facilities

At Richardson Endowed Primary School, we have the following welfare facilities for staff:

- A large staff room area in the upper school, with comfortable seating and facilities for making a hot drink and heating foods (microwave and toaster). There are two fridges for staff use and a freezer. There is a drinking water tap available.
- A smaller staff room area in the lower school, where staff can make a hot drink. There is also a fridge and toaster within this room.
- Coat pegs are provided for staff in the staff room and main school office.
- Umbrellas are available for staff to use.
- A disabled toilet and shower room, which can be used by staff.
- Two designated staff toileting areas, with a wash hand basin in both.

Waste Management

At Richardson Endowed Primary School, we have three external bins, which are collected regularly by Amber Valley Borough Council. These are for the collection of kitchen waste, general waste and recyclable waste i.e. paper, card and plastics. The kitchen and general waste are emptied on a weekly basis and the recycling is emptied on a fortnightly basis. These bins are secured with a chain and padlock and are kept more than 10 metres away from the school building.

The caretaker at Richardson Endowed Primary School is responsible for the disposal of rubbish from the school buildings, classrooms and playground areas. These are emptied on a daily basis.

Wildlife Areas

As part of the overall learning experience at Richardson Endowed Primary School, we have a number of garden areas and raised beds for the pupils and staff to enjoy.

The main community garden area has a wooden seating area and sensory path, as well as chickens, which are kept in a locked, fenced area. We have a dedicated member of staff, who is fully responsible for the upkeep of the chickens, following all Government guidelines and legislation (DEFRA). Having chickens in school runs the risk of attracting vermin. As a precaution, Richardson Endowed Primary School purchases an annual pest control service, through Amber Valley Borough Council, who provide tamper proof bait boxes to avoid the presence of vermin (notably rats).

All chicken food is stored in a sealed container and is kept in a locked shed. Unless fully supervised by an adult, no child will enter the shed. If children are helping adults with the care of the chickens, then wellies will be provided and training will be given. Full supervision will be maintained throughout.

At Richardson Endowed Primary School, we ensure our garden areas are well maintained (through the Derbyshire County Council Grounds Maintenance) and we avoid using plants, which could be of a poisonous nature. Our raised beds are regularly inspected, to ensure they are safe and free from protruding nails or broken pieces of wood.

When children help with the gardening, they will always be under direct supervision from an adult in school, using child friendly tools and gloves. Children will also be made to wash their hands using soap and hot water, following these activities.

At the lower part of our school field, there is an unkempt wooded area with a small brook. No child or member of staff will have access to this area, unless a full risk assessment has been completed.

Work Related Learning

At Richardson Endowed Primary School, we regularly host students, supporting their learning through effective coaching and mentoring. Students may visit our school from local secondary schools for work experience, post 16 colleges and places of higher education e.g. Universities. It is aimed, through direct experience, as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful when in employment.

Richardson Endowed Primary School fully recognises its responsibilities in relation to students and works closely with the training providers to give professional and honest feedback. Prior to starting any placement, all students will receive a comprehensive induction, delivered by the headteacher (or a member of the senior leadership team in her absence). This covers topics such as dress, conduct, the school facilities, timetabling, child protection arrangements, accident reporting, security procedures etc. A comprehensive list can be found in the school office.

At Richardson Endowed Primary School, we will only work with approved placements, ensuring that all relevant checks have been completed by the recognised establishment. All students will receive regular feedback from their mentor. The headteacher (or member of the senior leadership team in her absence) will be kept fully informed of the student's progress and will arrange regular meetings throughout the student's placement.

Working at Heights

At Richardson Endowed Primary School, we encourage all staff members to 'Be Safe' if having to work at height, ensuring that they use the right equipment at all times and they never work alone.

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.

At Richardson Endowed Primary, we follow the guidance produced by Derbyshire County Council. For full information, please refer to the 'Work at Height Guidance' document, produced by Derbyshire County Council.