



"I am able to do all things by the one who strengthens me" - Phillipians 3:14

GROWING - BELIEVING - SUCCEEDING

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PLEASE REFER TO THE COVID-19 POLICY FOR SUPPLEMENTARY GUIDANCE

HEALTH AND SAFETY

1. INTRODUCTION

This is a Statement of Health & Safety Policy for Sale & Davys Primary School drawn up and approved by the Governors.

The policy, Allocation of Responsibilities, and Statements on Organisational Procedures in this school, which are appended, serve to complement and clarify the Authority's Health & Safety Policy as outlined in the Authority's Health & Safety Handbook and other Health and Safety documents issued by the Authority.

The Policy describes how the Governors and Headteacher discharge their responsibilities in respect of employees, pupils, visitors, contractors and hirers, who are present on school premises.

Copies of all relevant documents will be found in the school's Health and Safety files in the school office.

2. PRINCIPLES

2.1 The Governing Body notes the provisions of the Health and Safety at Work, etc. Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

2.2 The aim of the Governing Body is, "To provide a safe, secure, and healthy working and learning environment for staff, pupils and visitors and contractors.

2.3 The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all users must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises.

3. THE DUTIES OF THE GOVERNING BODY

3.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:

(a) make itself familiar with the requirements of the Health and Safety at Work Act 1974, and any other health and safety legislation and codes of practice which are relevant to the work of the school.

(b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.

(c) annually assess the effectiveness of this policy and ensure that any necessary changes are made

(d) ensure that all risks relating to accidents, health and school-sponsored activities are identified and evaluated by appropriately qualified personnel (this will normally be achieved via the Local Education Authority Area Safety Representative)

(e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

(f) create and monitor the management structure.

(g) appoint a member of the Governing Body to oversee the implementation of the Policy and to carry out an annual Health and Safety Inspection.

3.2 In particular the Governing Body undertakes to provide:

Policy approved.....at a Full Governors Meeting

Date of meeting: 27th May 2021

Minute Number: 12.7

Renewal Frequency: Annual



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- (a) a safe place for staff and pupils to work including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance whether statutory or advisory.
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.
- (f) All staff will receive health and safety training which is appropriate to their duties and responsibilities and which will be given to any employee as part of the employee's induction training. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be reviewed annually and updated as necessary
- (g) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- (h) adequate welfare facilities (with reference to the Local Education Authority). Pupil welfare is ensured through the school's pastoral system. Staff welfare is ensured through the School's Stress/Management Policy.

3.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4. THE DUTIES OF THE HEADTEACHER

- 4.1 As well as the general duties which all members of staff have (see 5.1), the Headteacher has responsibility for the day-to-day maintenance and development of safe, secure working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors, contractors, and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end.
- 4.2 The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 4.3 The Headteacher, as Asbestos Duty Holder, must ensure that all staff is fully aware of the location of any known asbestos within the school as shown in the LEA Asbestos Survey. As the building was built post 1998, we are not aware of any asbestos within the building.
- 4.4 In particular, the Headteacher will:
 - (a) be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School, including the statutory risk assessment requirements
 - (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities or working on School premises

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- (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities or working on School premises
- (d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and that all risks are controlled. In particular, ensure staff are familiar with the Derbyshire LEA Guidance dated January 2001 on the "Safe Use and Inspection of Ladders and Stepladders".
- (e) consult with members of staff on health and safety issues, including stress-related issues
- (f) carry out systems of risk assessment to allow the prompt identification of potential hazards as required under law
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters. Ensure that the official Health and Safety Law Poster is displayed in a prominent position, and that all members of staff read the Policy at least once each Academic year.
- (i) encourage staff, pupils and others to promote health and safety
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- (k) encourage all employees to suggest ways and means of reducing risks
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (n) monitor first aid and welfare provision
- (o) monitor the management structure, along with the Governors
- (p) ensure all the signs used meet the statutory requirements
- (q) ensure all health and safety information is communicated to the relevant persons
- (r) report, as appropriate, any health and safety concerns, including stress-related issues, to the Governors and relevant organisation as necessary.

5. THE DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff will make themselves familiar with this Policy and the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to their work. They should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- 5.2 A rota of staff's normal working hours is kept in the office, and will be used in the event of an Emergency Evacuation to account for all members of staff.
- 5.3 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. Undertake Health and Safety training as necessary under the direction of the Headteacher.
- 5.4 In particular all members of staff will:

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- (a) be familiar with the Governors Health and Safety Policy, and all safety regulations as laid down by Derbyshire County Council (including the Authority's leaflet entitled, "Health and Safety Law, What You Should Know". (See Section 1 - Training).
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- (c) see that all plant, machinery and equipment is adequately guarded, in good and safe working order and that unauthorised or improper use of plant, machinery and equipment does not take place
- (d) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (e) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- (f) report any defects in the premises, plant, equipment and facilities which they observe.
- (g) take an active interest in promoting health and safety and suggest ways of reducing risks.

6. THE DUTIES OF HIRERS, CONTRACTORS AND OTHERS

- 6.1 When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in Section 9 of the Procedures attached to the Policy.
- 6.2 The Headteacher will seek to ensure that hirers, who use the school premises, conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, and others using the school premises or facilities that they are familiar with Section 9 of the Procedures attached to this Policy and will not:
 - (a) introduce equipment for use on the school premises without the prior consent of the Governing Body as part of the hiring agreement;
 - (b) alter fixed installations;
 - (c) remove fire and safety notices or equipment;
 - (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 The Headteacher will ensure all contractors who work on the school premises adopt safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974 and Section 5 of the Procedures attached to the Policy.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk injury.
- 6.7 The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to ss.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety of welfare in pursuance of any of the relevant statutory provisions.

7. THE DUTIES OF PUPILS

The pupils are expected:

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- 7.1 To exercise personal responsibility for the safety of themselves and class-mates.
- 7.2 To observe standards of dress consistent with safety and/or hygiene (this precludes unsuitable footwear, jewellery, hair beads, knives and other items considered dangerous).
- 7.3 To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- 7.4 To use and not wilfully misuse, neglect, or interfere with things provided for his/her safety.
- 7.5 Children are not to move heavy objects unless they are marked with a blue label or tape in which case they must be instructed beforehand.

8. HEALTH & SAFETY REPRESENTATIVES

The Governors will facilitate arrangements for employee Trade Union representatives to visit the school as and when required within the guidelines of the Authority's Health & Safety Handbook.

The Governors would also encourage the staff to appoint a Health and Safety Representative to represent the Health and Safety interest of the Staff.

9. INSPECTIONS

- 9.1 Formal inspections of the school premises and procedures will be carried out on a yearly basis whilst the school is in progress.
- 9.2 The Inspection will be undertaken by the Governor responsible for Health and Safety, who will report to the Governors for action as necessary. If required, matters may be referred to the Full Governing Body.
- 9.3 This Policy will be reviewed annually by the Governors. The Headteacher will keep the policy under constant review, recommending changes to Governors as necessary at any time during the school year.

10. MANAGEMENT OF HEALTH AND SAFETY PROCEDURES

Attached to the Policy are a series of procedures which have been drawn up by the Governors and the Headteacher in order to complement the Health and Safety Policy and to ensure that the Policy is implemented correctly.

- 11. "Guidance on Infection Control in Schools" – issued by the Health Protection Agency will be followed.

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HEALTH AND SAFETY

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES

SECTION 1 – TRAINING

TRAINING

1. A log of all training given and undertaken by members of staff or governors at the school will be retained by the Headteacher stored in the School Office. This will specify:
 - (a) the type of training
 - (b) the personnel involved
 - (c) the trainer involved
 - (d) the date
2. The following areas of school life have been identified as requiring a minimum level of training for personnel identified and there will be a rolling programme of training to meet this.
 - (a) First Aid

At least two members of staff will be holders of current First Aid certificates. Optional certificated/non-certificated courses will be available on a regular basis as Whole School Staff Inset. Staff will be trained in the use of Epi-Pens as the need arises.
 - (b) Moving and Handling

All staff will receive regular training in these areas.
 - (c) Use of DSE (Office)

All staff will receive training in the safe use of computers.
 - (d) COSHH/Risk Assessment

Headteacher/Assistant Headteacher and Caretaker to receive training in this area. The rest of the staff will be given an appreciation of the principles involved.
 - (e) Asbestos Training

The Headteacher, as Duty Holder, to receive regular updates and pass relevant information on to staff.
 - (f) Fire and Evacuation Procedures

All staff to receive training, including training on different types of fire fighting capabilities of all fire extinguishers, and where to find isolation points for gas and electricity supplies.
 - (g) PE Safety

All Teaching/Teaching Assistant Staff to receive training.
3. ADDITIONAL TRAINING
 - 3.1 As additional needs are identified, training will be made available to relevant personnel.
 - 3.2 All staff will be familiarised with school policy and procedures.
 - 3.3 All staff must be familiar with the Authority's leaflet, "Health and Safety Law, What You Should Know."
 - 3.4 Training to update staff skills, knowledge and awareness will take place every year as necessary.

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MANAGEMENT OF HEALTH & SAFETY PROCEDURES

SECTION 2 - ACCIDENT REPORTING AND FIRST AID PROCEDURES

1. ACCIDENTS REPORTING PROCEDURES

In the event of illness or accident:

- 1.1 First aid should be rendered, but only as far as knowledge and skill admits. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger. Priority needs to be given to controlling the dangerous situation so that any further injury or damage is controlled.
- 1.2 Transports to Hospital. If an ambulance is required the emergency '999' service should be used providing the parent/carer has signed the appropriate permission form at the child's point of entry into school. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company and that they take another adult for supervision of the pupil. These will be cases of a less severe nature than those requiring transport by ambulance and only where the appropriate permission form has been signed as the child's point of entry into school.
- 1.3 Accident Forms. As soon as possible after the incident every case of injury or accident must be fully and accurately reported on the appropriate accident/injury form and, where possible, detailed statements should be obtained from witnesses. Where an accident has occurred specifically due to a Health & Safety hazard, it must be reported on the official LEA Accident Reporting Form, obtainable from the School office. The School office will then ensure that copies of the completed form are forwarded to appropriate departments, and that a copy is passed immediately to the Headteacher who should investigate the accident.

A copy of the form is attached to this section as Appendix A.
- 1.4 Accident Report Books are held: (a) in Dart classroom and (b) in Griffon corridor for logging minor incidents. Any accident involving a bump to the head of a child will require the following action:
 - (a) Text to be sent to parents
 - (b) Class teacher to be informed (if not directly involved).
- 1.5 In the event of injury to an employee at work resulting in death, serious injury leading to an incapacity for work of more than 3 days, or a dangerous occurrence, the Health & Safety Executive (HSE) will be contacted.

For full procedures and definitions of types of injury, refer to the Accident Reporting Procedures of Derbyshire's Health and Safety Handbook.

2. FIRST AID AT WORK

At least three members of staff are designated as First Aiders and at least two with Paediatric training. In their absence a member of staff shall act as appointed person. Appropriate training shall be provided for all staff on a regular basis.

Notices are displayed around the School with information on the following:

- (a) Names of First Aiders
- (b) Location of First Aid boxes

Note: Additional First Aid Supplies are held in a locked Cupboard. The key for the Cupboard is held in the office. The identified trained First Aider is responsible for maintaining stocks within school. Contents will be monitored and replenished on a regular basis. A contents list will be kept in each first aid box

Please note that disposable plastic bags must be used for soiled or used dressings. When used, these bags must be placed in the designated bin in the disabled toilet. Mains tap water is available for eye irrigation.

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MANAGEMENT OF HEALTH AND SAFETY PROCEDURES

SECTION 3: FIRE AND EVACUATION PROCEDURES

1. EMERGENCY PROCEDURES

All members of staff must be familiar with and be given training in emergency procedures. The Fire and Emergency Log Book is kept in the School Office. A Summary of Procedures for all members of staff is attached to this Section as Appendix A for use during class times or Appendix B for use during lunch hours.

2. ESCAPE ROUTES

Each room has a sign showing the fastest route of exit to open air. Alternative routes are also identified. All escape routes and exit doors are marked with the correct signs complying with current regulations. Escape routes will be kept clear at all times.

3. FIRE POINTS

All rooms have a sign showing the location of alarm points and fire fighting equipment. All points are correctly signed. Access to alarm points and fire fighting equipment will be kept clear at all times. A plan for the whole School will be found in the Atrium. All storerooms are fitted with smoke alarms.

4. EXIT DOORS

- Exit doors must **NEVER** be obstructed.
- Exit doors must be easily opened from the inside.
- Sufficient exit doors must be unlocked when the building is in use.

5. GENERAL

All storeroom doors must be kept closed at all times.

6. LEAVING THE BUILDING

If any member of staff leaves or enters the building outside of their normal working pattern they must sign in and out at the School Office.

7. INSPECTIONS

7.1 Weekly

Fire alarm test

The test will be made from one call point per week and the tests will be arranged so that all the call points are tested in sequence; emergency lighting will be checked at the same time. A log of all tests will be recorded in the Fire and Emergency Log Book.

7.2 Termly

Fire drill

The Headteacher will ensure that an emergency Fire Drill is carried out at least each term. All drills will be reported to the Governing Body and recorded in the Fire and Emergency Log Book.

All smoke alarms to be tested termly.

8. CRITICAL INCIDENTS

Recovery from a serious fire may result in the matter being resolved as directed in the Critical Incident Policy

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HEALTH AND SAFETY

SECTION 3
APPENDIX A

FIRE AND EVACUATION PROCEDURES - FOR USE DURING CLASS TIMES

1. ACTION ON DISCOVERING A FIRE

For All Staff - The priority is to evacuate the children from the building

A person discovering a fire must:

- Raise the alarm.
- Ensure others are aware of the location of the fire.
- Leave the building.

2. RAISING THE ALARM

When informed of a fire, or on hearing the alarm, the Headteacher or Office Staff should call the Fire Service.

3. EVACUATION PROCEDURES

On hearing the alarm you must:

- Leave the building immediately by nearest marked exits.
- Walk quickly but no running or pushing.
- Go quietly – no speaking.
- Do not stop to pick up belongings.
- Go straight to the assembly point.
- Teacher should:
 - ensure all children have left;
 - close windows and doors (if possible).
- At the assembly point:
 - (a) The Office Staff will distribute registers
 - (b) Children to wait quietly whilst the teacher calls the register
 - (c) Class Teacher raises hand to signal to Headteacher all children are present
- All visitors/helpers/catering staff to report to Office Staff
- All Non Teaching Staff (unless nominated to register a class) to report to the Office Staff.
- Office Staff to check staff onsite against rota of staff's normal working hours
- Any missing persons must be reported to the Headteacher.

4. ISOLATION OF GAS/ELECTRICAL SUPPLIES

Where appropriate the Gas or Electrical Supply should be switched off at the main isolation switch. All members of the staff should be aware of the location of the isolation switches.

5. The main priority is the evacuation of all children and adults. A member of staff may be able to use a fire extinguisher in the event of a small fire but if a larger or more dangerous fire occurs, this must be left for the Fire Service to deal with on their arrival.

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SECTION 3
APPENDIX B

FIRE AND EVACUATION PROCEDURES - FOR USE DURING LUNCHTIMES

1. ACTION ON DISCOVERING A FIRE

For All Staff - The priority is to evacuate the children from the building

A person discovering a fire must:

- Raise the alarm.
- Ensure others are aware of the location of the fire.
- Leave the building.

2. RAISING THE ALARM

When informed of a fire, or on hearing the alarm, the Headteacher or Office Staff should call the Fire Service.

3. EVACUATION PROCEDURES

(a) PROCEDURES FOR DRY DAYS WHEN FIRE BELL RINGS

Those Midday Supervisors working indoors should go to the KS1 playground, supervising the children on their way out. Those Midday Supervisors working outside should ensure the children line up in the playground.

KS2 PLAYGROUND

The Duty Midday Supervisor to ring handbell for children to stand still. Tell children to walk to class lines and line up quietly. Check toilets.

KS1 PLAYGROUND

The Duty Midday Supervisor to ring handbell for children to stand still. Tell children to walk to class lines for fire practice and to line up quietly. Check toilets.

DINING HALL

The Duty Midday Supervisor to instruct children to stand behind chairs quietly. Tell children to walk out table by table straight round, without stopping, to playgrounds and line up in classes. One Midday Supervisor to lead children out, the other to ensure all children have left, checking atrium areas.

(b) PROCEDURE FOR WET DAYS WHEN FIRE BELL RINGS:

CLASSROOMS

Follow instructions on classroom wall and go to KS1 playground and line up quietly, closing all doors behind them on way out. Duty Midday Supervisor in classroom nearest to Toilets in each Key Stage to check those toilets.

DINING HALL

The Duty Midday Supervisor to instruct children to stand behind chairs quietly. Tell children to walk out table by table straight round, without stopping, to playgrounds and line up in classes. One Midday Supervisor to lead children out, the other to ensure all children have left.

(c) EVACUATION PROCEDURES - GENERAL

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On hearing the alarm:

- Leave the building immediately by marked exits
- Walk quietly – no running or pushing
- Go quietly – no speaking
- Do not stop to pick up belongings
- Go straight to the assembly point
- At the assembly point, wait quietly whilst registers are taken. If the Class Teacher is not available or off the premises, the Headteacher/Deputy Headteacher must quickly appoint someone to do this, i.e. Senior Midday Supervisors/Office Staff
- All Non Teaching Staff (unless nominated to register a class) to report to the Office Staff.
- Office Staff to check staff present against rota of staff's normal working hours
- Office Staff to check all visitors/helpers are present from signing-in book
- Any missing persons must be reported to the Headteacher

4. ISOLATION OF GAS/ELECTRICAL SUPPLIES

Where appropriate the Gas or Electrical Supply should be switched off at the main isolation switch. All members of the staff should be aware of the location of the isolation switches.

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES SECTION 4: SCHOOL JOURNEYS REGULATIONS

All issues relating to School Journeys are covered under the School's Policy for Educational Visits.

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES **SECTION 5: REGULATIONS FOR CONTRACTORS WORKING IN THE SCHOOL**

INTRODUCTION

Within the Derbyshire Health and Safety Risk Management Manual, under Section "Premises" Page 7, there is general information on "Making Safer Contracts" and it is important that the guidelines for any contract are followed. Failure to establish the competence of any contractor may lead to the LA, as Senior Manager, being prosecuted.

For all work undertaken on School premises, the Headteacher is responsible for ensuring that the Health and Safety competency of all contractors is monitored at all time as follows:

- It is the responsibility of the contractor to see that all employees, whilst on these premises, are acquainted with these regulations.
- Contractors and employees must sign the Visitors Book before commencing work and on leaving the premises.
- All contractors and employees labour must comply with the Health and Safety at Work Act, and all current legislation.
- All tools and equipment used by contractors and employees must be suitable for the work in hand and comply with all legal requirements and be properly maintained by the contractors. Current PAT test stickers should be on all electrical items. Contractors need to ensure that all tools and equipment are not to be left to be a hazard to children.

Policy approved.....at a Full Governors Meeting

Date of meeting: 27th May 2021

Minute Number: 12.7

Renewal Frequency: Annual



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- Before the contractors carry out any operation considered hazardous to either children, members of staff, or contractors, the Headteacher must be informed. All necessary safety precautions must be taken by the contractor and employees to the satisfaction of the Headteacher. Failure to do so will result in the contractor being requested to stop work and leave site until such conditions are met.
- All contractors and employees must observe the requirements of all current Electricity Regulations in the control and use of electrical equipment and in connection with all electrical work.
- Contractors and employees shall not go into any part of the premises except as may be necessary for the purposes of carrying out their work.
- All contractors and employees must make themselves conversant with the fire regulations and obey evacuation procedures.
- Contractors and employees must comply with the School's No Smoking Policy.
- All Contractors and employees must be aware of and comply with the Local Authority's Asbestos Management Procedures.
- All Contractors and employees must sign an Asbestos Management Permit to Work Form,.

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES

SECTION 6: ELECTRICAL EQUIPMENT PROCEDURES

1. ELECTRICITY

1.1 General

- 1.1.1 All Electrical goods used in the school are to be purchased through approved dealers. The Headteacher needs to be satisfied that all electrical equipment bought from sources external to the school for use in school is safe. This also applies to any piece of equipment given to the School as a gift. The use of all such equipment should be agreed with the Headteacher before use. All electrical equipment is recorded on the Inventory with date of purchase. All equipment to be PAT tested.
- 1.1.2 Plugs and fittings should be obtained from a reputable manufacturer and be sufficiently robust for their intended use. The correct fuses should be fitted in plugs. The general rule is:

Appliances rated up to 750 watts - 3 amps.
Appliances rated to 750-3000 watts - 13 amps

Plugs should only be fitted by a competent person as directed by the Headteacher.
- 1.1.3 All sockets in areas where children have access are to be blanked off when not in use.
- 1.1.4 The mains switches should be clearly identified, should be readily accessible, and all staff must be aware of their location and know how to use them in an emergency.
- 1.1.5 The use of electrical adapters is not permitted in School.
- 1.1.6 As part of the curriculum, pupils may need to use electrical circuitry. This must not exceed 9v unless the work is conducted by an electrically competent teacher or technician working to the guidelines in the Health and Safety Executive Guidance.
- 1.1.7 Where extension leads are used, they must not be placed across walkways, under desks, carpets or rugs, or where they can cause a trip hazard. Safety mats should be used over leads.

Extension leads on a drum must be fully unwound before use. Failure to do so can result in overheating, possibly resulting in fire and electric shock.
- 1.1.8 Residual Current Devices (RCD) should be used where appropriate.

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- 1.1.9 Artwork, Christmas decorations etc should never be attached to lights, electrical points or switches, or ceiling fittings.
- 1.1.10 Equipment should be switched off before plugging in and unplugging. Similarly switched sockets should be in the "off" position before plugs are handled. At the end of the working day, all electrical equipment should be switched off including all PCs and any ancillary equipment. The only exception to this being;
- any ICT equipment which needs charging overnight, as agreed by the ICT Co-ordinator
 - any ICT broadband equipment which must not be switched off as directed by the Local Authority
 - any refrigeration equipment
 - the office telephone system.
- 1.1.11 Any person issuing or using any electrical appliance has a duty to check the appliance visually before use. If members of staff have doubts about the safety of equipment, the Headteacher/ Assistant Headteacher must be informed.
- 1.1.12 The following procedure must be applied with any equipment found to be faulty:
- (a) The piece of equipment must be taken to the Headteacher and the problem explained.
 - (b) Pending repair, the equipment must be rendered inoperable (plug cut off), and stored away from general access. A label should be attached stating, **"Danger - Do Not Use"**.
 - (c) The equipment must either be sent for repair to a reputable dealer, or destroyed.
- 1.1.13 Any person engaged in any electrical work activity must be appropriately qualified.
- 1.1.14 All portable appliances to be tested and certified every twelve months in accordance with current Health and Safety legislation (PAT testing). A Log of this is kept in the Office red box.

1.2 Testing

- 1.2.1 The testing of fixed electrical installations, including wiring fittings and equipment, is the responsibility of the Headteacher, and will be carried out over a five year cycle. A Log of this is kept in the Office red box.

2. PHOTOCOPIERS

2.1 General

- (a) The lid must always be closed when making copies.
- (b) Avoid direct viewing of the bright light.

2.2 Servicing

The Headteacher is responsible for ensuring all photocopiers are regularly serviced by a qualified service engineer in accordance with manufacturer's guidelines.

Nobody should attempt any fault recovery function that is not specifically described in the operator's manual as suitable for non-technical personnel.

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES

SECTION 7: USE OF PREMISES PROCEDURES

1. GENERAL

The school property belongs to the County Council/ Local Authority.

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2. STORAGE

Materials will be stored in an appropriate manner as follows:

- 2.1 All cleaning and caretaking materials stored in labelled containers in the Caretaker's room.
- 2.2 All curriculum equipment is kept in storerooms.
- 2.3 No materials potentially hazardous to health should be stored in classrooms.
- 2.4 Equipment stored on high shelves will be easily manageable and stored in such a way as not to provide a health and safety risk from falling on anybody passing by.
- 2.5 All storage shelves must be adequately fixed.
- 2.6 Steps must always be used for access to equipment on high shelves.
- 2.7 Children must not have access to storage areas.
- 2.8 The Headteacher will ensure that all storage facilities and arrangements are continually monitored to ensure safety.

3. GENERAL TEACHING AND CLOAKROOM AREAS

All teaching and cloakroom areas will be kept tidy, especially floors, in order to ensure access to exits in an emergency.

4. HEATING AND VENTILATION

Temperatures and ventilation throughout the School will meet the criteria laid down in the Health, Safety and Welfare in the Workplace Regulations 1996.

5. BOILER HOUSE

The Boiler House will be kept clean and not used as a store room. The Boiler House should remain locked at all times and access restricted to persons authorised by the Headteacher. Children must not enter the Boiler House. In an emergency the installation will be shut down and Technical Services notified.

6. USE OF FURNITURE AND FITTINGS

Care should be taken to ensure all furniture and fittings should be kept in a good state of repair. In the event of any item found to be a danger and considered to be a potential Health and Safety risk, the following actions should be taken:

- (a) If possible, the Headteacher should be advised and the problem explained.
- (b) Pending repair the item should be rendered unsafe (or removed if possible and stored away from general access). A label should be attached stating "**Danger - DO NOT Use**".
- (c) The fault should be corrected as soon as possible by a reputable contractor, or if necessary destroyed.

7. WASTE DISPOSAL

All waste will be dealt with in accordance with the appropriate Health and Safety regulations, using licensed waste disposal contractors.

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES **SECTION 8: PERSONAL HEALTH AND SAFETY PROCEDURES**

Policy approved.....at a Full Governors Meeting

Date of meeting: 27th May 2021

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HEALTH AND SAFETY

1. EMPLOYEES

The Governors of this school value the well-being of the individual employees within it for their own sake. They also recognise that the whole school benefits by the contribution of individuals who are aware of health issues and positive in their attitude towards them. For both reasons they seek to promote the welfare of employees at the school, and support in as positive a fashion as possible any employee with a health related problem.

1.1 Stress

Please refer to the School's Policy for Stress Management.

1.2 No Smoking

A No Smoking Policy exists within the School and in the School Grounds.

1.3 Alcohol/Drug Related Problems

All Alcohol/Drug related problems will be dealt with in accordance with the School's Policy on Alcohol and Drug Related Problems.

1.4 DSE – Computer Screens

The School will follow the Code of Practice given in the Authority's Health and Safety Handbook in the siting and use of all PC Screens (VDU's).

2. CHILDREN

2.1 Play Area Safety

It is the Headteacher's responsibility to ensure play areas are safe. It is the responsibility of Teachers/Midday Supervisors in charge to advise the Headteacher of any potentially dangerous situation.

Any potentially hazardous situation will be remedied as a matter of urgency. Areas awaiting repairs will be deemed as off-limits and physically isolated.

2.2 Inspection

The Playground will be inspected annually by the Health & Safety Governor.

2.3 Break Time and Lunch Time

All children will leave the premises promptly at the nominated break times, weather permitting. No child will be allowed to stay in school unsupervised, unless in exceptional circumstances when they will be required to sit in the atrium. The ratio of children to Midday Supervisors will be maintained at 1:40 as far as is possible, in line with Local Education Authority guidance.

2.4 Commencement/End of School Day

Parents and carers are responsible for the safety of their child on the playground until the bell has rung at 8.50am. Similarly, once a child has been handed over to a parent at the end of the school day at 3.30pm, responsibility for a child's safety rests with the parent/carer.

2.5 Movement About School

In accordance with the School's Policy for Behaviour pupils will walk at all times in school.

2.6 Medicines

All medication will be administered in accordance with the Medical Policy.

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HEALTH AND SAFETY

2.7 Swimming

The School's swimming programme will take place according to the regulations in the Local Education Authority's Health & Safety Handbook and their publication 'Safe Practice in School Swimming Guidance - 2007' (This states that no swimming group shall have a higher ratio than 1:15).

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2.8 Safety in PE

It is the responsibility of all staff to be aware of the Schools Code of Practice for PE – see Appendix A.

2.8.1 Staff and children should wear PE clothing fit for purpose.

2.8.2 Equipment

All fixed and portable large equipment will be checked annually.
Any defects or potential hazards should be reported to the Headteacher at once.
Children must be supervised when putting equipment out and away.

2.8.3 Conduct of Lessons – PE

Warm up is essential.
Warm down/finishing activity is important.
Children should be responsible (with appropriate assistance) for putting out/away equipment.
Children should be made aware that mats do not offer protection in a fall; they are a part of apparatus.

Games

Hard balls should not be used for cricket/rounders except in circumstances where the teacher is sure of the ability of children participating.

Athletics Throwing

All throws should be in the same direction.
Ensure that all the area is clear.
Balls/projectiles should only be fetched after all have thrown.

Running

Distances should be set as appropriate to age and ability of child.
Pupils will not be asked to exceed 800m at the most.
A gradual process of building up stamina shall be adopted.

Jumping

Secure and safe take-off and landing should be ensured for long jumps. No high jump activities to be taught.

Verrucae

Staff should follow the Derbyshire Health & Safety Handbook advice on verrucae.

Wearing of Glasses in PE

Glasses should be worn for PE where perception of distance or the ability to see clearly is required as to not wear the glasses creates a greater risk than wearing them. Glasses therefore should be worn for activities such as throwing/catching, ball games, balancing and other such activities. Glasses should not be worn where a pupil's head potentially could contact the floor. This would include gymnastic type activities such as forward/backward rolls. Where there are management issues for the delivery of the session as it could involve the pupil having to constantly put on/remove glasses, then the session could be modified so that glasses are not worn for the whole session.

2.9 Glass

Glass jars or bottles should be limited to essential use and should be supervised at all times.

2.10 Use of Hand Tools and Other Apparatus

The use of hand tools and other DT equipment should be under staff supervision only.

3. VIOLENCE AT WORK

The risk of violence at work must be minimised by following the guidelines as laid out in the 'Derbyshire County Council Health and Safety Manual' the DfES's publication 'Dealing with Troublemakers' and in the 'Health and Safety at Work Act 1974'. Positive relationships between work colleagues, between staff and pupils and between staff and the general public must be promoted at all times.

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Areas of risk applying direct to Sale and Davys Primary School:

3.1 VIOLENT BEHAVIOUR FROM PARENTS/GUARDIANS OF CHILDREN ATTENDING THE SCHOOL

In the event of a potentially violent situation, there should, if possible, always be two members of staff present and the situation should be dealt with in a definite open area. In the case of violent/abusive situations the Police should be contacted immediately.

3.2 VISITORS TO SCHOOL

Callers must provide valid identification and sign the Visitors Book.

3.3 WORKING ALONE IN THE BUILDING

When working alone in the building all outside doors must be inaccessible from the outside, but an easy escape route must be possible in the event of an emergency. All staff must be familiar with Derbyshire LEA's document "Lone Working Code of Practice". As an added precaution, the front door to the school is locked from the inside.

3.4 HANDLING MONEY

Money should be taken to the school office at the beginning of the school day.

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HEALTH AND SAFETY
SECTION 8
APPENDIX A

PERSONAL HEALTH AND SAFETY PROCEDURES - CODE OF PRACTICE FOR PE

- **All Staff to follow AfPE "Safe Practice in Physical Education" guidebook**

Please ensure that these guidelines are adhered to during large apparatus sessions.

Check equipment as it is put out for defects.

Check equipment when it has been put out to see that it is safely assembled. (Beam guides in holes; bench flaps opened and locked; rope ladder guide rope taut and tied in figure of '8' on cleat; safety pins in place on metal ladders).

Ensure that the equipment is carried by the appropriate number of children (Key Stage 1/
Key Stage 2 children):

- 4/2 to wooden frames (carry locked out)
- 4/2 to metal frames
- 6/4 to octagonal table
- 4/2 to mats
- 4/2 to benches, beams, ladders (always ensure one pupil right at either end)

Please report any defects in equipment or potential hazards to the Headteacher at once.

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HEALTH AND SAFETY

SECTION 8

APPENDIX B

PERSONAL HEALTH AND SAFETY PROCEDURE **SCHOOL'S CODE OF PRACTICE – HAND TOOLS**

The following instructions are to minimise the danger to individual children whilst using hand tools:

- Children will be taught how to use all tools
- All tools must be carried with blade pointing vertically down/handle uppermost.
- Wherever possible tools will be carried in their boxes/containers.
- Children will use drills, saws and hammers only under the direction of the teacher and after training in appropriate use.
- No electrical tools will be used by children.
The study of electricity will involve the use of batteries of a maximum power of 9v. Year 5/6 pupils will operate electrical equipment under the supervision of the teacher only.
- Glue guns are only for use by the teachers or teaching assistants.
- Craft knives are only for use by the teachers or teaching assistants.
- Children must only use staplers/wall staplers under adult supervision.
- Children carrying tools must walk.
- The return of tools to their correct place after use is the responsibility of the teacher.

Note: Staff should also be familiar with Derbyshire LEA's document "Science and Technology Safety Guidelines for Key Stages 1 and 2"

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HEALTH AND SAFETY

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES

SECTION 9 : HIRERS OF SCHOOL BUILDINGS AND/OR GROUNDS

Hirers of Sale & Davys Primary School buildings and/or grounds must comply with the relevant sections of the School's Health and Safety Policy. Hirers are also responsible for ensuring that any Sub-Lessors comply with the Health and Safety Policy.

When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in this document.

The Governing Body draws the attention of all hirers to ss.8 of the Health and Safety At Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything that is provided in the interests of health, safety, or welfare in pursuance of any of the relevant statutory provisions.

Hirers must not:

- (a) introduce equipment for use on School premises without the prior consent of the Governing Body as part of the hiring agreement;
- (b) alter fixed installations;
- (c) remove fire and safety notices or equipment;
- (d) take any action that may create hazards for persons using the School premises or the staff or pupils of the School.

Electricity

All electrical equipment must be safe and fitted with the correct fuse for the appliance being used. The general rule is:

- (a) Appliances rated up to 750 watts - 3 amps
- (b) Appliances rated 750-3000 watts - 13 amps
- (c) All equipment to have a current P.A.T. testing label

Smoking

The School has a **NO SMOKING** Policy. Smoking is prohibited within the School buildings at all times, and within its grounds during the normal school day.

Safety Signs and Equipment

A plan showing the location of all emergency exits, fire extinguishers and first aid boxes is displayed in the atrium.

Each room has a sign showing the fastest route of exit to open air. Alternative routes are also identified.

Safety signs including those for exit routes and fire extinguishers **must not be covered. Access to fire extinguishers, fire blankets, etc. must be kept clear.**

Emergency Exits

Hirers must ensure that the relevant Exits, for the part(s) of the building they are using are unlocked and are **kept clear at all times.**

Contacting the Emergency Services

In the event of an emergency, the Emergency Services should be contacted.

First Aid Boxes

The First Aid Boxes are positioned by the exit to the junior playground. The boxes contain plastic gloves for use when dealing with bodily fluids. All soiled items must be placed in the plastic disposal bags provided.

Main Hall

The School sets a limit of 240 people in the Main Hall. Hirers must ensure that this limit is not exceeded. The Hall has two Exit Points; these are:

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HEALTH AND SAFETY

To the corridor
To the Junior playground

During a Public Entertainment event, both Exits must be unlocked and Emergency Exits kept clear.

Fire and Evacuation Procedures

A person discovering a fire must:

- raise the alarm by breaking the glass
- ensure the Fire Service is called
- ensure others are aware of the location of the fire
- attempt to extinguish the fire using an appropriate fire extinguisher and/or
- leave the building

On hearing the alarm you must:

- leave the building immediately by marked Exits
- walk – no running or pushing
- do not stop to pick up personal belongings
- go to the assembly point on the pavement in Long Croft
- walk quietly while numbers (if any) of missing persons ascertained
- missing persons should be reported to the Person in Charge

The Person in Charge should:

- ensure all persons have left the building
- close windows and doors if possible
- report missing persons to the Fire Service
- report fire to School Caretaker (Tel: 07548 911866)¹

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES

SECTION 10 : GOVERNORS' INSPECTION PROCEDURES

1. INTRODUCTION

The Governing Body will appoint one of its members to oversee the implementation of the Health and Safety Policy and to provide a link between the Governing Body and all issues relating to Health and Safety within the School.

2. INSPECTIONS – TIMING

Formal inspections to monitor the implementation of the Health and Safety Policy will be undertaken on an annual basis during the school day by the Governor responsible for Health and Safety within the School, and the Headteacher.

The results of the Inspection will be reported to the Full Governing Body, together with recommendations for action and/or revision of the Policy.

3. INSPECTIONS – CONTENT

Appendix A of this Section of the Procedures provides a pro-forma checklist of the items to be inspected by the Governors.

Copies of the Report should be issued as follows:

- 1 x Copy should be given to the Headteacher
- 1 x Copy should be given to the Clerk to Governors for retention with the Governors' records

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1 x Copy should be retained by the Governor making the Report and will form the basis of the Report to the Full Governors Meeting

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SECTION 10

APPENDIX A

HEALTH AND SAFETY PROCEDURES

GOVERNORS' ANNUAL INSPECTION REPORT

DATE OF INSPECTION: _____

GOVERNOR UNDERTAKING INSPECTION: _____

- | | | |
|----|--|-------|
| 1. | <u>TRAINING</u> | Y/N |
| | Training Log Inspection | _____ |
| | Training of all Staff up to date | _____ |
| | Comments (if any): | |
| 2. | <u>ACCIDENT REPORTING PROCEDURES</u> | |
| | Accident Report Book Inspected | _____ |
| | Incident Report Book Inspected | _____ |
| | First Aid Boxes Contents Inspected | _____ |
| | First Aid Notice Displayed in Entrance Hall | _____ |
| | Comments (if any): | |
| 3. | <u>FIRE AND EVACUATION PROCEDURES</u> | |
| | Fire and Emergency Log Book Inspected | _____ |
| | Escape Route Notices located in all rooms/hall/kitchen, etc. | _____ |
| | All alarm points and fire-fighting equipment in place as per signs and all visible in all rooms/hall/kitchen, etc. | _____ |
| | All exit doors clear of obstructions and easily opened from inside | _____ |
| | All fire doors labelled (including storerooms) and kept closed | _____ |
| | Annual fire alarm and emergency lighting inspection certificate inspected | _____ |
| | Comments (if any): | |
| | | Y/N |
| 4. | <u>REGULATIONS FOR CONTRACTORS WORKING IN THE SCHOOL</u> | |
| | Check with Headteacher if any problems with any Contractors working In the School | _____ |
| | Comments (if any): | |
| 5. | <u>ELECTRICAL AND REPROGRAPHIC EQUIPMENT PROCEDURES</u> | |
| | Sample check electric plugs to ensure correct amperage for appliance to which attached (Prima facie only). | _____ |
| | All sockets in areas where children have access blanked off (sample check only). | _____ |
| | Check that all other electrical regulations are being observed (e.g. use of adaptors/extensions etc). | _____ |
| | Inspect Portable Electric Equipment Record Log and ensure all portable electrical equipment appears in good repair (Prima facie only). | _____ |
| | Sample inspect Residual Current Devices that tests have been completed. | _____ |
| | Confirm with Headteacher that photocopiers have been serviced by a | |

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qualified Service Engineer.

Comments (if any):

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HEALTH AND SAFETY

6. USE OF PREMISES PROCEDURES

All materials stored in an appropriate manner, including caretaking materials. _____
All teaching and cloakroom areas tidy and void of clutter. _____
Heating and Ventilation throughout the School satisfactory. _____
Boiler House locked, clean and tidy _____
All furniture and fittings appear to be in good state of repair. _____
Check all Waste being dealt with in accordance with the appropriate _____
Health and Safety regulations. _____

Comments (if any): _____

7. PERSONAL HEALTH AND SAFETY PROCEDURES

Confirm that "stress problems" (if any) are being monitored. _____
Confirm with the Headteacher that there are no problems relating to alcohol or drugs. _____
VDU siting meets the Code of Practice within the Authority's Health and _____
Safety Handbook. _____
Confirm no Health and Safety problems observed in: _____
Classrooms _____
Hall _____
Outside Play Areas _____
Movement about School _____
Confirm that rules relating to money are being observed. _____

Comments (if any): _____

8. HIRERS OF THE SCHOOL

Check with the Headteacher if any problems with any Hirers using the School. _____

Comments (if any): _____

9. GENERAL

Confirm with Headteacher that all members of Staff have read Health and _____
Safety Policy at least once during current School Year. _____

Comments (if any): _____

Signed: _____

Date: _____

NOTE:

- 1 Copy of the Report should be given to the Headteacher.
- 1 Copy of the Report should be given to the Clerk to the Governors for retention with Governors' records.
- 1 Copy should be retained by the Governor making the Report.

Policy approved.....at a Full Governors Meeting

Date of meeting: 27th May 2021

Minute Number: 12.7

Renewal Frequency: Annual



"I am able to do all things by the one who strengthens me" - Phillipians 3:14

GROWING - BELIEVING - SUCCEEDING

"We will all achieve our very best by loving learning, showing resilience and by developing Christian values within our community".

PLEASE REFER TO THE COVID-19 POLICY FOR SUPPLEMENTARY GUIDANCE

HEALTH AND SAFETY

MANAGEMENT OF HEALTH AND SAFETY PROCEDURES

SECTION 11 : SECURITY

The Governors and Staff of Sale & Davys Primary School ('the School') are very aware of the importance of maintaining a high level of personal security within the School as well as reducing the potential for arson, theft and vandalism.

The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety.

ORGANISATION

Responsibilities

Management responsibility for School Security is shared between the Governing Body and the Headteacher. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for School security is the Headteacher. The following employees have responsibilities for ensuring the security of the School site and premises:

RESPONSIBLE PERSON SPECIFIC DUTIES

Perimeter Fencing, access routes:

Caretaker

Ensuring all perimeter fencing and access routes/doors into and within the school building/playground are locked at 5.30 pm (or later by prior arrangement ie Governors meetings) and unlocking the main entrance gate and main entrance outer door along with all doors/gates within the school building/playground in the morning by 7.30 am. Arrangements for the school field gate are detailed in 'Access and Egress'.

Duty Staff

Staff on duty in the playground at the start and end of the school day shall unlock the main school gates to allow pupils and parents to wait on the playground and shall ensure that the gate is locked before they return to the school building. Pupils late arriving will be required to access the school via the main entrance.

Control of visitors

Any staff member who opens the door to visitors

1. Sign in / sign out
2. Control of visitor passes
3. Check DBS or identity badges.

Security of Money

School Business Assistant

Collection and banking of payments to the School Secure storage and monies held on site ensuring that larger amounts of cash over are banked promptly.

ARRANGEMENTS

The School has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, pupils and other persons using the School premises.

Information and Communication

Procedures and security arrangements are detailed and regularly updated in school policies.

Training

Security matters are addressed in :-

- _ Induction Training for all new staff
- _ Regular updates as necessary during staff training days, held at the beginning of each term
- _ Specific training on new equipment and systems as required

Supervision

Arrangements for the supervision of pupils are as follows:

8.50am – 3.30pm Class teachers / Teaching Assistants (TAs) directly supervise all pupils.

Breaks

Class teachers / TAs directly supervise all pupils within clearly defined and secure play areas.

Pupils either remain in the school building or use the school field within clearly defined boundaries.

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HEALTH AND SAFETY

Lunchtime Supervisors

Pupils take supervised lunch in the hall in a staggered system from 12.00 to 1.10 pm. During lunch break pupils remain in the school building (during wet weather) or use the school playground / field within clearly defined boundaries, unless attending supervised activities.

End of the School day

Class teachers / TAs oversee exit of pupils. The exit of pupils remaining for clubs or activities will be overseen by staff organising the after school activity. Pupils not collected by parents will be escorted to the school office and the parent carer will be contacted.

Entrance and exit of pupils during the school day

All parents are required to sign pupils in / out in the 'Signing in and out' book at the school office

Away fixtures / trips

All pupils participating in away sports fixtures or other trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to school and kept under the supervision of the trip leader until they have been collected by parents.

Parents wishing to collect their child directly from the away venue must arrange this, in advance, with the teacher in charge.

Registration procedures and controls

General: All pupils are required to attend for registration in a designated area at 8.50 am and 1.10 pm unless attending an offsite activity or sports fixture. Teaching staff are responsible to complete registration using RM Integrus software.

Late book: Pupils who are unable to attend registration should report to the school office.

Trips / visits / away sports fixtures: Responsible staff are required to complete the 'Educational Visits Proformas' and other documentation in accordance with the School's policy and procedures for Trips and Visits. This information is held by the Headteacher.

Ad hoc absence: Individual pupils leaving the school site during the day for any reason must be signed out by their parent / carer and signed back in again in the School Office upon their return.

Procedures for collating information and for checking absentees:

Registration

Parents / carers are requested to contact the School by 9.30 am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.

Any member of staff receiving a message reporting a pupil absence must inform the School Office as soon as possible.

Visitors

All visitors are required to sign in with details of their name, organisation, host/destination and time of arrival/departure. Visitors will be provided with an identification badge and this badge must be displayed by the visitor at all times whilst they remain on the school premises. Visitors will not be allowed unsupervised access to pupils.

Access and Egress

General

Monday to Friday, unless an evening event is being held at the school. The main gate entrance to the front of the school are opened at 8.50am and closed at 9.00am and re-opened at 3.20pm and locked at 3.40pm.

The gates providing access to the school field should be unlocked at 3.30 pm unless in use by after school clubs in which case 4.30 pm. These gates should be locked by 7.30 am.

All doors providing access into the school building, remain locked during the school day; only permanent staff may be given the access code to the main entrance.

Emergency arrangements

Fire emergency arrangements are detailed in the Schools Evacuation Procedure.

RISK ASSESSMENTS

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HEALTH AND SAFETY

As required by the Management of Health and Safety at Work Regulations 1999 an assessment of risks posed by security has been carried out. The risk assessment will be reviewed annually by the Headteacher and governors.

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