

**Hayfield Primary School**

**Policy for**

**Health & Safety**

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# Hayfield Primary School

*Loving learning, loving life*

## ***Our School Vision***

Our pupils will be happy, healthy and caring, with a positive attitude to learning and life. The school community will be respectful, resourceful and open-minded in all that it does. Children will be helped to develop the confidence, knowledge and skills to reach their potential and make a positive contribution to society.

## ***Our Mission Statement***

***We want every child to:***

- **be happy and secure**, and know how to keep themselves healthy and safe.
- **have good self-esteem**, to develop a strong sense of self-worth, with the resilience and confidence to achieve success, develop own interests, strengths and talents, and fulfill potential.
- **love learning**, and experience a rich, vibrant, engaging curriculum, and become life-long, enthusiastic learners who ask questions to develop their thinking and a growth mindset.
- **make excellent progress** across the curriculum, especially in English, Mathematics and Science, achieving the highest standards of competence of which they are capable.
- **be a good citizen**, to develop a strong sense of community, citizenship and social awareness, with integrity and a good code of morals and ethics by which to lead their lives and set an example to others.
- **form positive relationships** and to know how to be a good friend: be caring and kind; share and take turns; have trust, tolerance and respect; be a good listener and empathise with others.

***Our school curriculum, which will include the National Curriculum, will be driven by an emphasis on:***

### **The community**

Working together with parents, friends, local schools and businesses to provide enriched and relevant learning experiences for all.

### **The environment**

Having a good understanding of sustainability and environmental issues affecting our world; and showing care, respect and responsibility for the environment, both at local and global level.

### **Enterprise Education**

Being creative, working well with others, developing leadership, using initiative, being positive, taking risks, solving problems, developing a 'can do' attitude and making links with the world of work.

### **Sports and the Arts**

Having opportunities to experience a wide range of sports, music, art and drama, and to recognise and develop individual talents and interests.

## **POLICY FOR HEALTH AND SAFETY AT WORK**

### **1. STATEMENT OF INTENT**

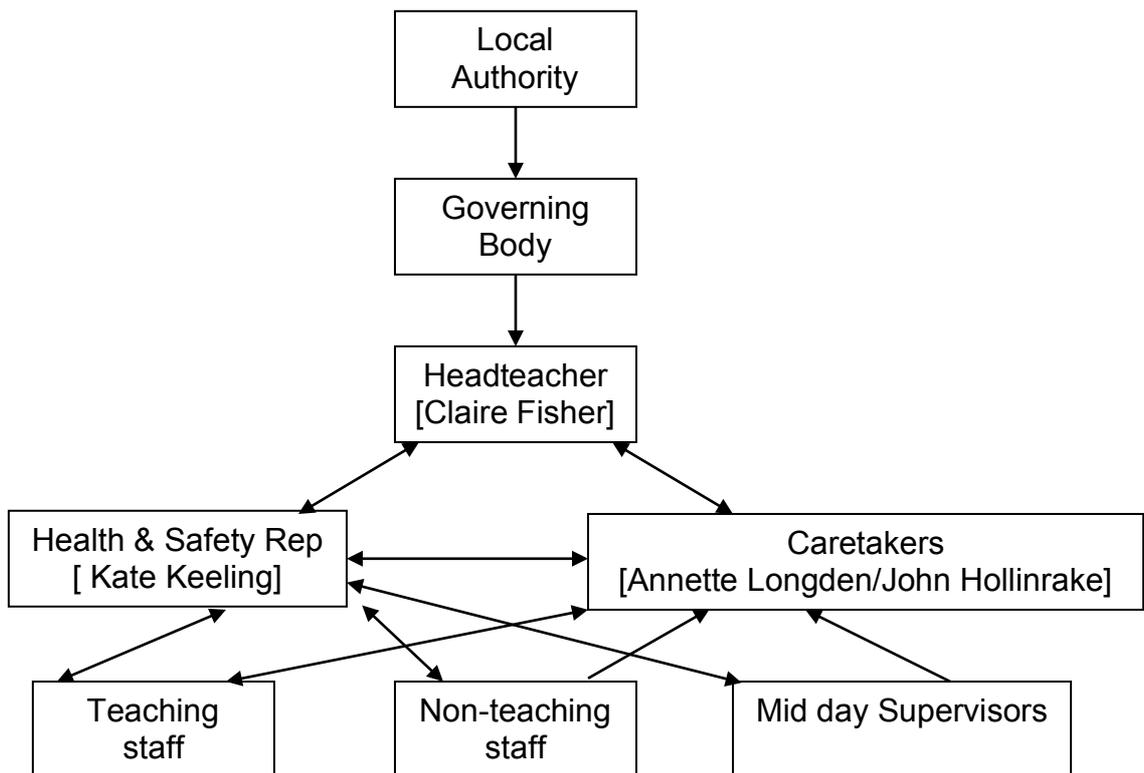
This policy complies with health and safety legislation and with the Derbyshire County Council's Health and Safety Policy and Management of Health and Safety Guidance for schools. Copies of these documents can be located in the Red Box in the school office. Copies of all risk assessments are kept in the Headteacher's office, along with a copy of this policy, which is kept in the statutory policies file. Copies of all policies are also available on the computer network system in StaffShare and on the school website.

### **Purpose**

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults, and keep training up-to-date.
- Ensure all governors and staff are aware of their roles and responsibilities under the Health & Safety at Work Act.
- Formulate and implement effective procedures for use in the event of fire, accident and other emergencies.
- Ensure that adequate funds are available to deal with health and safety issues.

## 2. MANAGEMENT STRUCTURE AND RESPONSIBILITIES



### Individual responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

#### Local Authority

In the local authority Derbyshire County Council is the employer and is the owner of the school building, and as such, carries the ultimate responsibility for ensuring health and safety at work, and that health and safety policy and procedures are undertaken by the school. The management and organisation of health and safety in school are the responsibility of the Headteacher, who discharges some of these responsibilities to staff, pupils and visitors.

The Local Authority provides training in all aspects of health and safety to keep staff up to date. The school's H & S Adviser will support the Headteacher and H & S Governor in carrying out an annual Health & Safety survey, the results of which will form an action plan for development.

#### Governors

The Governing Body has a statutory duty to ensure Health and Safety on premises under their control, as outlined in the Health and Safety at Work Act 1974.

The **Governing Body** will:

- Ensure that the school has an up to date health and safety policy, which is implemented within the school, and formally approved by the Governing Body
- Ensure health and safety is effectively managed through appropriate management systems including risk assessments, inspections, communication systems, guidance, recording, review and monitoring
- Ensure that responsibilities for health and safety are allocated to appropriate staff within the school's organisational structure
- Give strategic guidance on H & S policy and procedures
- Monitor and review health and safety issues through the Premises Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body
- Receive an annual report on the school's health and safety performance from the Headteacher
- Ensure adequate resources for health and safety are identified and budgeted for
- Ensure provision of adequate training, information, instruction and supervision is made to enable all staff employed in the school and pupils to perform their work safely and efficiently
- Ensure the working environment is safe and adequate as regards welfare facilities for staff, pupils and other supervising adults, and promote sound safety, health and welfare practices
- Recognise their responsibility under the Health and Safety at Work Act 1974

### **Headteacher**

The Headteacher has the responsibility for the day-to-day implementation of the Health and Safety policy and assumes the role of site manager. This includes use of the school after hours for lettings and other events.

The **Headteacher** will:

- Ensure that the Health and Safety Policy is current, has been adopted by the Governing Body, and that it is reviewed annually
- Ensure that practice in the school reflects the policy
- Ensure that all employees are familiar with the policy, along with guidance and procedures issued by the local authority, and that they fulfil their duties to co-operate with the policy
- Develop a culture of safety throughout the school
- Have up to date knowledge of health and safety matters
- Allocate appropriate duties to individual trained staff, and ensure these are recorded and kept in the Red Box
- Include a report on health and safety matters in the Headteacher's Report to Governors at full Governors meetings
- Ensure all required safety testing, inspections and servicing are carried out, e.g. fire alarms and equipment, emergency lighting, gas testing, Legionella risk assessment, Periodic Electrical Inspection, PAT testing, PE Equipment, Trim Trail and other playground equipment etc, as outlined in

the attached Inspections Guidance & Schedule, and act on any recommendations made. Ensure that no untested electrical equipment is used in school

- Ensure the safe and legal disposal of hazardous waste, fluorescent lights, computers and other electrical equipment
- Review and evaluate first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Finance & Premises Committee
- Ensure that safe evacuation procedures are followed in the event of a disaster, e.g. fire, explosions, bomb scares, escape of dangerous substances
- Update the Critical Incident Management Plan annually. Keep one copy in the Headteacher's office, one with the secretary and one at home
- Conduct regular fire drills, usually one a term, ensuring that all evacuation procedures are followed correctly and safely [see Arrangements for Fire Evacuation]
- Conduct a termly site check with the Caretaker
- Report to the Caretaker any defects and hazards that are brought to her notice, as recorded in the Caretaker's Reporting Hazards book, which is kept in the school office
- Ensure that the Caretaker carries out all health & safety checks in the grounds, e.g. weekly checks of boundary, play equipment, trip hazards etc and keeps adequate records
- Ensure that all contractors working on site have completed a Permit to Work form
- Ensure safe arrangements have been made for handling, storage and transportation of articles and substances
- Ensure that adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable
- Liaise with the LA and other outside agencies able to offer expert advice
- Ensure that all staff training needs in terms of health and safety are identified, that adequate training is provided and that staff are kept up to date with new initiatives and developments. All staff will receive, as a basic minimum, induction training on their first day in school
- Ensure that all staff have first aid training, which includes CPR and Defibrillator training, and at least two members of staff have paediatric first aid training, and that this training is kept up to date
- Ensure that there is First Aid provision in school at all times while children are in school
- Ensure all risk assessments are completed and carried out effectively
- Ensure that the gate to the school pond is locked at all times and that children do not enter this area unaccompanied by an adult
- For child protection, ensure that gates leading to the back of the school, and the pedestrian entrance gate to the school field, are locked during the school day
- Ensure that organisations hiring any part of the school premises adhere to all aspects of health and safety, as outlined in the Bookings Policy
- Ensure that the building and grounds are securely locked and alarmed when empty.

**All staff will:**

- Ensure that they have read and understood the Health and Safety Policy
- Fully support all health and safety arrangements and procedures
- Maintain a safe environment for pupils, teachers, teaching assistants, students, parent helpers and anyone visiting the classroom
- Be aware of the Health and Safety guidance attached to any curriculum area, especially in PE, Science and Design & Technology, and ensure that these are put into practice
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Take responsibility for informing the Headteacher of any medical conditions or illness that may impact on their ability to carry out their duties
- Lift and carry equipment safely and follow procedures for manual handling and working at height
- Ensure, as far as is reasonably practicable, that their classroom or office is safe and that equipment is used with due regard to safety
- Ensure there is no use of hazardous substances, glues or solvents, e.g. Tippex, in the classroom or around the school
- Not allow children to plug in or switch on electrical items, including computers
- Ensure a member of staff is supervising the children during wet playtimes
- Ensure there are no hot drinks near children working or moving around
- Report situations to the Headteacher, Caretaker or H & S Representative that may present a serious or imminent danger
- Report any defects and hazards to the Caretaker through recording in his Reporting Hazards Book in the school office
- Be aware of and follow child protection procedures in line with the Safeguarding Children Policy. Report any concerns of abuse to pupils to the Headteacher who is the Designated Safeguarding Lead (DSL) or, in her absence, the deputy designated person (Kate Keeling)
- Be aware of any children in school with severe allergies, serious conditions or illnesses and what to do in the case of an emergency
- Be aware of and follow emergency procedures including fire drills, assembly points, contacting emergency services and disaster plans
- In the event of an accident, complete an Accident/Injury Record form and add to the Accident/Injury Record file in the school office. Report the accident to the Headteacher
- Ensure that the correct procedures are followed in the event of an accident, as outlined in the Arrangement for First Aid outlined herein
- Complete risk assessments for all school trips (using EVOLVE), outdoor activities, classrooms and individual children, as necessary
- Inform all staff about pupils in your care with medical needs or who may need specific handling. Inform the H & S Representative, who is in charge of administering medicines, of any child who has to take medication, and ensure the necessary paperwork has been completed
- Ensure children wash their hands properly as and when it is necessary

- Inform the Headteacher immediately if a child is ill and arrange for the child to be sent home. Follow procedures for cleaning up any body fluid spills, as outlined in the *DCSF Guidance on infection control in schools and nurseries*
- In the event of an assault or a violent incident, complete an Assault Form, which are kept in the school office. Report immediately to the Headteacher
- Adhere to our policy on Physical Restraint when handling violent pupils
- Ensure that coats and other possessions left on the floor in the cloakrooms are hung up and that the floor is free of clutter
- When alone on the premises, keep a mobile phone within easy reach at all times in case of an emergency (see Arrangements for Lone Working)
- Be aware of security arrangements, for example those designed to prevent unauthorised access to the premises
- Be aware of the safety guidelines for visiting school gardens and wildlife areas
- Be aware of guidelines relating to the proper organisation and management of school trips as outlined in the Educational Visits policy
- Sign in and out on the In/Out Board in the entrance area when entering or leaving the building.

The **Caretakers** will:

- Ensure that they are familiar with the contents of this Health and Safety Policy
- Conduct a termly [six times a year] site check with the Headteacher
- Meet with the Headteacher regularly to manage site issues
- Report to the Headteacher any defects and hazards that are brought to her notice.
- Test and record the fire alarm weekly
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts, and ensure that all contractors complete a Permit to Work form
- Be responsible for the implementation of COSHH regulations, and be aware of any changes to those regulations. All cleaning materials, solvents etc to be kept in the locked Caretaker store rooms, and stocks to be kept at a sensible level
- Be responsible for school security, ensuring that the premises are safe and secure before leaving at the end of the evening, and that equipment is free from defect or damage
- Ensure that the school cleaners are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc, and supervise their work
- Maintain free exits and access routes
- Ensure the toilets are cleaned daily and check for any damage or defect
- Keep the area around the boiler clear of equipment, and maintain a tidy boiler house
- Carry out a daily inspection of the playground and school grounds, checking for obvious hazards and taking the appropriate action to make

the area safe. Keep leaves and rubbish off paths and playgrounds and wear gloves when handling debris

- Grit outside walkways and playground in frosty/snowy weather
- Carry out a formal inspection once a week of the playground, including the trim trail and other fixed equipment
- Carry out a formal visual inspection of all portable electrical appliances three times a year. Record any defects and report to Headteacher

The **Health & Safety Representative** will:

- Liaise with the Headteacher, the Caretaker and governors on matters of health and safety
- Report any damage or defects to the Headteacher and record in the Caretaker's Reporting Hazards Book (kept in the school office)
- Carry out H & S inspections with the Headteacher and governors in line with the Health & Safety Monitoring Schedule
- Administer medicines in line with the school's policy on administering medicines, ensuring that parents have signed a consent form
- Complete all Health Care Plans for pupils with medical conditions, with parents and carers, and share with relevant staff
- Be responsible for checking and replenishing all first aid boxes in the school.

The **Middy Supervisors** will:

- Be familiar with this policy and their responsibilities within it
- Deal with the first aid of pupils at lunchtime, in line with the Arrangements for First Aid outlined herein
- Ensure that correct procedures are followed in the event of an accident or illness at lunchtime, as outlined in the Arrangements for First Aid [All MDS staff are trained in Basic or Pediatric First Aid]
- In the event of an accident, complete an Accident/Injury Record form and add to the Accident/Injury Record file. Report the accident immediately to the Headteacher. Keep own accident book for minor accidents and report these to class teachers
- Inform the Headteacher and the class teacher immediately if a child is ill and arrange for the child to be sent home. Follow procedures for cleaning up any body fluid spills, as outlined in the *DCSF Guidance on infection control in schools and nurseries*
- In the event of an assault or a violent incident, complete an Assault Form, which are kept in the school office. Report immediately to the Headteacher
- Adhere to our policy on Physical Restraint when dealing with violent pupils
- Be aware of and follow emergency procedures including fire drills, assembly points, contacting emergency services and disaster plans
- Be aware of and follow child protection procedures in line with the Safeguarding Policy, especially in relation to dealing with a child who has soiled/wet themselves. Report any concerns of abuse to pupils to the Headteacher who is the DSL or, in her absence, to the deputy designated person (Kate Keeling), or any available senior member of staff

- Collect infants for their dinner and supervise hand washing/going to the toilet before eating
- With the kitchen staff, be responsible for mopping up and cleaning all spillages in the dining hall
- Be aware of procedures to deal with strangers coming into the school
- Have due regard for the health and safety of the pupils in the school hall, around school, and in the playground at dinnertime. Not to allow dangerous games e.g. piggy backs, kicking, climbing, etc
- Ensure that all pupils - with the exception of members of lunchtime clubs or those staying in by arrangements with class teachers - are either in the dining hall or on the playground and not in classrooms or unsupervised somewhere in the building
- Follow procedures for wet playtimes, i.e. one midday supervisor to remain with the class to which they are attached. Pupils to engage in quiet activities, using designated 'wet play' materials
- When working in the dining room, be aware of personal hygiene requirements, with special regard to hand washing before handling food, covering cuts/sores with a blue waterproof plaster, tying long hair back or wearing a hat as appropriate
- At the end of play, ensure children are lined up safely and handed back to class teachers/TAs

Additionally, the **Senior Midday Supervisor** will:

- Maintain a register of pupils with allergies or asthma and be responsible for making sure all midday supervisors are informed of these pupils
- Be aware of any child protection issues which affect individual children
- Decide if the weather is fit enough for the children to play out
- Collect details of number of pupils in school at start of lunch break

The **Kitchen Staff** will:

- Follow the catering health and safety policy and procedures
- Be aware of the school's health and safety policy and procedures

The **Clerical Staff** will:

- Be familiar with the school's health and safety policy and procedures
- Be responsible for ordering all the first aid resources
- Have knowledge of the required contents of the first aid box
- Order all caretaking materials with the caretaker
- Report to the Headteacher on any financial implications for health and safety issues
- Be aware of procedures for counting and storing money
- Be aware of risks associated with carrying money to the post office
- Be responsible for taking out registers and visitors' book during a fire drill
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy, along with the Bookings Policy.

**Pupils** are expected to:

- a) Adhere to the signed Home-School Agreement, especially with regard to responsible and safe behaviour in school
- b) Follow class and whole school rules for the safety of themselves and others
- c) Observe standards of dress consistent with safety and/or hygiene
- d) Follow instructions immediately and precisely in an emergency situation
- e) Use and not wilfully misuse, neglect or interfere with things provided for their safety.

**Parents** are expected to:

- Adhere to the signed Home-School Agreement, especially with regard to matters of health and safety
- Follow school rules to keep children safe, e.g. not use the staff car park, unless they have a disabled badge; enter the school only through the main entrance; always sign children in and out; report to the office and sign in if visiting the school
- Support the school in any health and safety matters reported to them.

### **3. ARRANGEMENTS**

**The school follows the Local Authority's guidance notes for Health & Safety arrangements. These guidance notes can be found on the Extranet under 'Health and Safety Policy and Guidelines'.**

**Specific arrangements for our school are listed below.**

#### **Accident/Incident Reporting**

- a) Any pupil complaining of illness or who has been injured is treated by a First Aider (see arrangements for First Aid).
- b) All accidents are reported on an Accident/Injury Record form and filed in the Accident/Injury Record file. Accidents other than those considered very minor (e.g. small cuts & bruises) must be brought to the attention of the Headteacher.
- c) Assaults or incidents of violence against staff are recorded on an Assault Form, brought to the immediate attention of the Headteacher and filed in the school office. A copy of the form must be sent to County Offices at Matlock.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) If a child bumps her/his head, she/he will be treated in First Aid and a 'bumped head' letter will be sent home. The adult tending the child will also inform one of the parents, either by phone or in person (if the parent is on the premises or shortly due to arrive, e.g. at the end of the school day)
- f) In the event of an emergency an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without

using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company and another adult with them.

- g) If staff are concerned about the welfare of a pupil they should contact the Headteacher immediately. If a serious injury has been sustained, the pupil should not be moved.
- h) Staff should complete an Accident/Injury Report form if they sustain an injury at work. Forms can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- i) The Accident File will be monitored regularly by the Headteacher to identify any trends or H & S matters of concern.

### **Administration of Medicines**

- a) Our trained Health & Safety Representative should have an overview of all pupils with chronic, long-term or short-term conditions. All teaching assistants can administer medicines, following the procedures outlined in our Administration of Medicines Policy, appended to this policy.
- b) Medicines are stored in a locked cupboard or in the fridge in the staff room. The person administering the medicine records the time medication is given and signs the record sheet.
- c) Parents must give written consent to authorise medication to be administered at school, or they can come into school and administer it themselves. No medication will be administered without parental consent.
- d) Medication for asthma is stored in the pupil's classroom. Pupils are supervised by an adult when taking their asthma medication and checked that they are feeling better.

Please see separate Policy for Administration of Medicines for further details.

### **Animals**

- a) No animals/pets shall be kept on school premises without the permission of the Headteacher.
- b) The welfare of animals [fish, rabbits] kept at school or brought into school by teachers will be the owner's responsibility.
- c) Children must wash hands after touching animals or feeding them. Such contact must always be supervised by an adult.
- d) Children should be encouraged to be calm and caring around animals either brought into school or encountered on school trips.

### **Asbestos**

- a) The Headteacher has received up to date training on Asbestos management.
- b) Recently, asbestos tiles in Year 2 and Reception classrooms were removed, so there is now no known asbestos anywhere in the fabric of the building.

## **Communication of Information to Users of the Premises**

- a) Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the Administration Officer, along with the Bookings Policy.

## **Contractors**

- a) This school has bought in to the Derbyshire Property Package and, generally, uses DCC to undertake building work.
- b) All contractors undertaking work at this school should be competent, insured and able to carry out their work in a way that poses no threat of injury to anybody in the vicinity.
- c) Contractors must sign a Permit to Work form BEFORE commencing work on site.

## **Control of Hazardous Substances**

- a) The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.

## **Cooking**

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.
- c) All staff and pupils should follow hygiene procedures before handling food.

Please see our Food Policy for further information.

## **Curriculum Areas**

There are potential risks attached to certain subjects taught in school. Please see curriculum policies for specific details:

- Art
- Design & Technology
- Drama
- Physical Education
- Science

## **Disaster Plans**

Please refer to the school's Critical Incident Management Plan and Computer Disaster Recovery Plan.

## **Display Screen Equipment [DSE]**

- a) The workstations of adults in the school working at a computer for a length of time [continuous for an hour or more] should be assessed by the Authority's H & S assessors.
- b) Staff should not work at a laptop for any length of time, as it is difficult to achieve good posture.
- c) Staff are encouraged to take precautions when carrying laptops, i.e. when carrying a laptop, do not add to this weight by carrying other heavy or cumbersome items; when walking to the car with a laptop, be extra vigilant, and do not leave a laptop in a visible position in a car.
- d) All staff who are required to use DSE as a significant part of their work have a statutory entitlement to regular appropriate eye examinations for display screen work.

## **Educational Visits**

- a) Claire McKenzie is the Educational Visits Co-ordinator (EVC), supported by Karen Grove, and has responsibility for ensuring staff have adhered to the school's Educational Visits Policy and Procedures when organising a visit. All staff have a copy of the policy and it is also available on StaffShare and the school's website.
- b) All staff complete appropriate risk assessments for educational visits, now using Derbyshire's EVOLVE computerised online system. These online forms must be approved by the Headteacher and a copy filed in the Educational Visits Risk Assessments file in the PPA room.

## **Environmental**

We aim to make working conditions as comfortable as possible, so that effective teaching and learning can take place.

- a) Working areas are well lit and the level of noise is monitored regularly.
  - b) Windows have recently been replaced, so there are no drafts and ventilation is good.
  - c) Temperature - Hot: There is no maximum temperature in law for school classrooms although temperatures should be reasonably comfortable. Sensible precautions to guard against unusually high or prolonged high temperatures are taken.
- We ensure that windows are open to give ventilation and that fans are used to help circulate the air.
  - Radiators are fitted with thermostatic values so that temperature can be controlled individually.
  - Pupils and staff have ready access to drinking water and pupils are actively encouraged to take regular drinks.
  - Shading is used wherever possible to prevent heat gain from windows.
  - Strenuous activities should be avoided wherever possible, e.g. Sports Day

- Consideration is given to using other areas, for example the hall or outside in the shade, as teaching areas, if appropriate.
- d) Temperature – Cold: legally, the temperature in a normal classroom should not drop below 18 degrees Celsius. Where there is a lot of physical activity, e.g. the hall during a PE lesson, an acceptable temperature is 15 degrees. Other areas, including the staff room, should have a minimum temperature of 16 degrees.

## **Fire Policy and Emergency Procedures**

Management and staff at Hayfield will take all measures reasonably practicable to prevent or minimise the likelihood of fire within the establishment.

It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out. Management will therefore put in place systems to deal with the consequences of any outbreak of fire.

These systems will be regularly monitored to ensure they are adequate, e.g. fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and fire fighting equipment.

Establishment Management will ensure that all employees are given suitable instruction on basic fire prevention measures.

Any employees involved in activities that give rise to an increased fire risk shall be given appropriate training in fire prevention.

All employees will be expected to report all concerns regarding fire hazards to their line manager so that appropriate action can be taken to eliminate the problem.

In the event of a fire, the safety of life shall override all other considerations. If a fire is discovered the alarm shall be raised immediately. Responsibility for summoning the Fire and Rescue Service is detailed in the Fire Evacuation procedures.

No employee will be required to attempt to extinguish a fire unless it is safe to do so. All persons must evacuate the building once the alarm has been raised and congregate at the designated assembly points.

No person shall re-enter the building until the Fire and Rescue Service or the Officer in Charge of the establishment declares it safe to do so.

The person responsible for the implementation of this policy is: CLAIRE MCKENZIE

### ***Procedures***

- a) A fire evacuation practice shall be carried out once a term. The time of the practice shall vary to take account of activities taking place at different times of the day. The escape routes shall vary to encourage staff and pupils to think for themselves in an emergency.
- b) On hearing the fire alarm, class teachers are responsible for the evacuation of their class and any classroom helpers through the nearest exit.

- c) Teachers will check that there are no people in the Learning Bays and Toilets in their classrooms before leaving.
- d) Children will be assembled in the designated areas:
  - Infants: far end of the infant playground
  - Juniors: far end of junior playground
- e) During the evacuation children and adults will be directed to walk away from the building and not along the perimeter.
- f) The Secretary will collect the registers, booking in books and will check the In/Out board before leaving the building. She will pass details of who is in or out of the building to the relevant staff.
- g) The Headteacher (or designated other person in charge in the Head's absence) will check these communal areas are evacuated: *the staff room, adult toilets, hall and main junior toilets*. The Year 1 teacher will check the library. Year 6 teacher will check the Y5/6 corridor.
- h) On assembly outside, the Secretary will give registers to teachers, who will call the registers, accounting for every child and any adult working in their class.
- i) In the event of a real fire, once registers have been called, teachers will escort their classes to the final assembly points:
  - Classes assembled on Infant playground...will join the juniors
  - Classes assembled on Junior playground...along the perimeter fence at the far end of the field
- j) The Headteacher is responsible for checking that everyone who was in the building has been accounted for. Should any person not be accounted for, then the Headteacher is responsible for notifying the fire service and/or police.
- k) The arrangements for lunchtime evacuation are as above, with the midday supervisors being responsible for the movement of children.
- l) The Senior Midday Supervisor will accept responsibility for lunchtime evacuation in conjunction with the Headteacher.
- m) The Senior Midday Supervisor will take out the dinner registers and hand them out to the other MDSs, who will be responsible for making a roll call of the class to which are lined up nearest to their duty area. The Senior Midday Supervisor will call the register for Year 6.
- n) In the event of the Headteacher not being on the premises then a designated member of the senior management team will assume overall responsibility.
- o) The leaders of user-groups will be responsible for the evacuation of the people in their charge.
- p) The secretary, or senior person present, will be responsible for contacting the emergency services and ensuring that the gas is turned off at the mains, which is in the mains 'house' near the front gate.

**UNDER NO CIRCUMSTANCES IS ANYONE TO RETURN INTO THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE BY THE CHIEF FIRE OFFICER**

The location of fire extinguishers are:

- ❖ To the right of the fire exit doors in the main hall
- ❖ In the corridor leading to the junior exit door (2)
- ❖ To the left hand side of Y3 fire exit
- ❖ In the main entrance (2)
- ❖ To the right hand side of the Reception Class fire exit (2)
- ❖ By the pantry door in the kitchen (powder type)
- ❖ Fire blanket – in the kitchen
- ❖ New classroom

**IN THE EVENT OF A GAS LEAK THE SCHOOL TELEPHONE IS NOT TO BE USED TO INFORM TECHNICAL SERVICES**

**The location of these services are:**

- Gas : Gas meter house at the main gate – keys are in the Headteacher’s Office
- Electricity : Generating room opposite Headteacher’s office  
Generating cupboard at far end the Reception class  
Meter cupboard opposite Year 4 (keys in Head’s Office/School Office)
- Water : Under cast-iron cover in Swallow House Lane to the left of the main gate
- Fire : Fire extinguishers are checked by the fire service

The fire alarm is tested at different points once a week by the caretaker and is logged in the appropriate book, as is the emergency lighting.

***Please see Critical Incident Management Plan for full evacuation procedures.***

**First Aid Provision**

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders in our school at any one time. At Hayfield, all teachers, teaching assistants and midday supervisors have basic first aid training and two teaching assistants have paediatric first aid training.

- b) There is a Defibrillator fitted to the wall in the Main entrance area and all staff have been trained in its use.
- c) A First Aid kit is kept in every classroom and there is also a kit in the staff room.
- d) Portable First Aid kits are taken on educational visits.
- e) At least one first aider will be in attendance on every educational visit.
- f) The H & S Representative will ensure the maintenance of the contents of the first aid boxes and other supplies.
- g) Staff are trained by the School Nurse to support children with medical conditions such as asthma, epilepsy, diabetes etc. Staff have also been trained in the use of an epi-pen.
- h) A First Aid trained TA, stationed in the reception classroom, will be on duty every playtime to tend any injuries or illness. A trained Midday Supervisor will perform the same role at lunchtimes.
- i) Dry-ice packs are kept in the First Aid cupboard in the Reception classroom for emergency treatments of sports injuries, head injuries etc.
- j) All incidents requiring first aid MUST be recorded on the Accident form (see arrangements for Accident/Incident Reporting).

### **Head Injuries**

- a) Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- b) First Aiders always contact parents in the event of a head injury.

### **Head Lice**

- a) If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents.
- b) If more than one case of Head lice has been reported, our 'Guidelines for Prevention and Treatment of Head Lice Infestation', with an accompanying letter, is sent out to all parents and carers.
- c) From time to time, reference to the prevention and treatment of head lice is made in newsletters and other correspondence.

### **Hot Drinks**

- a) Care should be taken if is necessary to have drinks in the classroom. Hot drinks should be placed inside a plastic tub and away from where the children are working in a place when children cannot reach them.
- b) Hot drinks on the playground are allowed only if they are in a spill proof, insulated mug.

### **Illness**

- a) If a child is ill and it is felt he or she needs to go home, the teacher/teaching assistant, in conjunction with the office staff, will contact the child's parents/carers. Order of contact numbers is on the 'pink cards', and this order must be followed.
- b) The child should be kept comfortable until the parent/carer arrives and should be attended by a first aider, if necessary.

## **Inspections of the Premises**

- a) The Caretaker inspects the site as part of his daily routine and carries out a more formal inspection weekly.
- b) Urgent matters are referred to the Headteacher and actioned ASAP.
- c) More routine matters are discussed at regular meetings between the Headteacher and Caretaker and actioned accordingly.
- d) The Headteacher and Caretaker inspect the site on a termly basis.
- e) The Headteacher, Caretaker, Grounds Maintenance Manager and Health and Safety Representative conduct an annual health and safety survey, usually accompanied by the H & S Governor and the LA H & S Adviser. The survey results are reported to governors and staff and actioned accordingly.
- f) The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- g) All significant matters are reported to the Finance & Premises Sub-Committee.

## **Jewellery**

- a) Children are not allowed to wear jewellery to school. The exceptions to this rule are stud-type earrings for pierced ears and watches.
- b) All such jewellery should be removed prior to PE/Swimming/Drama lessons. If this is not possible then the studs should be taped up with an elastoplast/micropore type tape provided by parents. Such tape should be adhered to the child's ear ONLY by the child her/himself or the child's parent or carer.
- c) Staff are not expected to or allowed to remove any jewellery worn by a child.
- d) Parents are advised to not allow their children to have ears pierced during term time – if they are pierced at the start of the summer holiday, the piercings will have healed by the time the child returns to school.

## **Lone working**

It is recommended that staff do not stay in the building alone out of school hours. The Caretaker is on site during term time from 7am to 9am and 3.30pm to 6pm. It is inevitable, however, that there will be times when staff are working alone in the building, e.g. during holidays and weekends, following meetings/open evenings etc. Staff are asked in these circumstances to ensure that:

- All doors and windows are locked securely
- You have informed someone in your family/close friend, and a senior member of staff, that you are at school alone
- You have a mobile phone with you at all times
- You activate the security alarm on leaving the premises and double lock the main front door.
- You lock the gates at the entrance to the drive.

## **Manual Handling**

- a) County guidance is strictly adhered to in regard to all manual handling operations. Staff have been trained in manual handling and using ladders and step ladders. [see H & S documents on Extranet entitled *Manual Handling*,

*Ladders and Step Ladders.* Hard copies are kept in H & S folders in Head's office].

- b) The key message is to avoid manual handling operations as far as is reasonably practical. Where possible, the manual handling task will be eliminated.
- c) If the task cannot be avoided, a risk assessment will be carried out by the Headteacher and, if appropriate, the Caretaker. The assessment will be recorded and reviewed, and communicated clearly to those at potential risk.
- d) Any member of staff involved in moving or handling operations must be:
  - Physically suited to the task and not have an existing or previous injury
  - Wearing suitable clothing and footwear
  - Aware of the risk assessment; adequately and suitably trained and instructed to enable them to carry out the task safely, with minimum risk to themselves or others
- e) No pregnant members of staff should ever be involved in manual handling operations.
- f) In accordance with county guidelines, the Headteacher will arrange for all staff to have regular guidance, training and instruction on manual handling.
- g) Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

### **Monitoring of the H & S Policy**

- a) This policy is monitored regularly and reviewed annually by the Premises Sub-Committee.
- b) An annual audit is carried out by the Headteacher, Caretaker and Health & Safety Representative. This audit is supported by the school's LA H & S Adviser. An action plan is drawn up and acted upon accordingly.
- c) Regular checks and inspections are carried out in accordance with LA guidelines [see Health and Safety Inspection Aide Memoir – copy in Risk Assessment file]. Please see 'Health and Safety Monitoring Schedule' [Appendix 4.1].

### **Movement Around School**

- a) All staff are responsible for ensuring that pupils move around the school in a safe manner, e.g. walk and NEVER RUN [except under supervision on the playground or during PE/drama]
- b) No pupils should remain unsupervised in classrooms or in any room in the school.
- c) Pupils must line up sensibly in single file when moving from room to room or going outside.
- d) Staff must ensure that pupils are monitored when using small spaces, e.g. the cloakroom/home bay/Positive Play room.
- e) Everyone is responsible for keeping walkways free of clutter etc, ensuring enough space to move through the school without risk of injury.

### **On Site Vehicle Movements**

- a) Staff should park their cars in the marked spaces in the school car park. They should not park on the double yellow lines, in the spaces marked with a yellow grid or in the space reserved for persons with a disability if they do not have a permit to do so. Staff should display their yellow 'Permit Car Park' ticket in a visible place in their car.
- b) Staff park their cars on school premises at their own risk.
- c) Staff staying late on the premises (after 6pm) must inform the Headteacher or Caretaker.

- d) There is a parking space near the entrance solely for vehicles displaying a Disabled Users badge or for drivers collecting or dropping off disabled pupils, staff or visitors.
- e) Contractors and delivery vans come onto the premises when loading/unloading equipment and park in the car park.
- f) Parents and people dropping children off or collecting them from school must not come into the staff car park. They must park on Swallow House Lane and enter the grounds on foot via the pedestrian entrance at the top of the playing field.

## **PE Equipment**

All PE equipment is checked annually by an accredited contractor (through Property Services) and repaired or removed as appropriate.

## **Playground [Please see additional safety information under 'Trim Trail']**

- a) In cold and icy weather, the playground and outside walkways are gritted by the Caretaker.
- b) In cold, icy or wet weather, a decision will be made by the person on playground duty about whether the trim trail and other fixed play equipment is safe to play on.
- c) Football is supervised in the ball court, infant playground and on the field (when allowed, weather permitting) to ensure safe play and the safety of others playing nearby.
- d) Staff actively encourage pupils to play safely and respectfully, and discourage 'fighting' or other rough games.
- e) Play Leaders support the midday supervisors in getting out and putting away equipment, and in supporting safe games and activities.
- f) Two members of staff supervise the infant and junior playgrounds during morning playtime – one each on infant and junior playgrounds, one on trim trail and one in ball court. Afternoon playtimes for infants are supervised by two members of infant staff. Two members of staff will be on playground duty before school at 8.40am.
- g) We have seven Midday Supervisors on duty at lunchtime.
- h) One member of staff or Midday Supervisor MUST ALWAYS supervise the trim trail when it is in use. The Climbing Wall must also always be supervised at playtimes. Please see separate arrangements for Trim Trail.
- i) Golden time can be spent on the trim trail, but this must be closely supervised by an adult.
- j) In the event of an accident, please refer to arrangements for Accident/Incident Reporting.

## **Risk Assessments**

- a) The Headteacher carries out, or oversees, all risk assessments on an annual basis or as and when the need arises. All risk assessments are reviewed annually.
- b) Staff must bring matters of risk to the attention of the Headteacher, where a risk assessment is not already in place.
- c) Educational visit risk assessments are carried out online (EVOLVE) and a copy is filed in the Risk Assessment folder and kept in the PPA room.

- d) Premises risk assessments are undated annually and kept in the Headteacher's office.
- e) Copies of risk assessments for individual children are kept in the locked SEN filing cabinet in the PPA room.

### **Road Safety**

- a) We hold Travel Smart Weeks twice a year (May and October) when we encourage children to walk, cycle or scooter to school instead of coming in the car. The children's mode of travel is recorded, collated and analysed to inform our Travel Plan.
- b) Our Year 5 pupils receive 'Bikeability' cycling proficiency lessons each year.
- c) Road Safety is taught to children through our PSHCE policy.

Please see our Policy on Road Safety for further details.

### **Security**

- a) The last person to leave the building activates the school security alarm system. All staff know the security alarm code. This code is changed on an infrequent basis for security reasons.
- b) The Caretaker ensures that all windows and doors are locked, and that all blinds are closed before leaving the building.
- c) There are four key holders, the first of which will be called upon in the event of the security alarm going off out of school hours. Where the first key holder cannot be contacted, the second will be called, and so on. Key holders are:
  - 1] Angela Lonsdale (Caretaker)
  - 2] John Hollinrake (Caretaker)
  - 3] Claire McKenzie (Headteacher)
  - 4] Sarah-Jayne Kenyon (Deputy Headteacher)
  - 5] Julie Hallam (Secretary)
- d) All gates giving access to the playground are locked at the same time as the school is locked in the evening. If a gate is spotted unlocked, please close it and report to the school office.
- e) All external doors are kept closed while the pupils are inside and cannot be opened from the outside. A safety notice on the front door exiting the reception area reminds pupils not to open the door to anyone at anytime.
- f) Teachers' laptops, which are all signed for, should be stored away out of sight, either in a locked cupboard in the classroom or taken home. NB: Insurance cover of laptops **does not apply** if laptops are stolen from a vehicle after being left in sight [e.g. on seat, in foot well] or unattended in the vehicle overnight.
- g) Pupils' laptops and netbooks are stored in trolleys, which are locked and kept in the ICT Technician's store room, which is double locked.
- h) All classroom projectors must be turned off at the end of the day. The projector in the hall is kept in a locked cage. Under no circumstances should the computer linked to the hall whiteboard be left out after use.

### **Slips, Trips and Falls**

- a) It is unrealistic to expect pupils never to fall or trip up, especially at playtime. However, staff and other supervising adults should report any conditions

considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Caretaker or Health & Safety Representative.

- b) All accidents must be reported and recorded [see arrangements for Accident/ Incident reporting].
- c) Weekly checks are made on the playground by the Caretaker of any defects likely to be a safety hazard. Any areas deemed unsafe will be cordoned off and mended as soon as possible.

### **Staff Well-being and Stress Management**

- a) The wellbeing of staff is taken very seriously at Hayfield. Staff have access to:
  - A comfortable staff room, where all adults in the school can relax, have refreshments and chat
  - Tea and coffee making facilities
  - A fridge, cooker, microwave, dishwasher and toaster
  - Toilet and washing facilities
  - Clean drinking water
  - An open door policy where staff can discuss any concerns with the Headteacher, who will access the support of Personnel, if deemed appropriate.
- b) Staff are encouraged to socialise together and attend end of year/Christmas and other social events.
- c) Occasional training time is given to staff wellbeing and stress management.
- d) Please see our Policy on Stress Management, which is in accordance with county policy.

### **Supervision of Pupils**

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their own health and safety and that of the pupils at all times.
- b) Any acts of violence between pupils, use of bad language or bullying must be reported immediately to the Headteacher, or any senior teacher in her absence, in accordance with the school's Behaviour & Discipline Policy.
- c) If there is an emergency on the playground, e.g. an intruder has entered and is behaving suspiciously/improperly, or a parent is acting violently or in a threatening manner, one of the adults on duty should request help immediately. If she cannot get help herself, she should ask a child to go to the staff room and ask for the 'red book' [meaning 'I need assistance immediately'].
- d) Four adults must be on duty on the playground during morning playtimes (two in the afternoon to cover infants' playtime) – one on Trim Trail, one on infant playground, one on juniors and one in the ball court.
- e) Two adults will be on duty from 8.40am on the playground, one on infants and one on juniors.
- f) At lunchtime, our seven midday supervisors, each of who are attached to a class, cover all areas of the playground to ensure good supervision of all pupils.
- g) No pupil should be left unsupervised, either in school, on the playground or off the premises. There may be exceptions to this rule, e.g. leaving a trustworthy upper junior in a classroom on the computer, in earshot of a supervising adult.
- h) Staff should be in class when pupils come into class in the morning and after break/lunch.
- i) Staff should be punctual in collecting pupils from the playground.
- j) The same duty of care applies when staff supervise pupils in after school clubs.

- k) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- l) Staff on duty should inform supply teachers of their duties regarding supervision.
- m) If a parent fails to collect a pupil after school staff should make every effort to contact the parent/carer. If a parent cannot be contacted, staff should inform the secretary and the Headteacher, who will become responsible for the pupil until the parent/carer arrives.
- n) The supervision of pupils attending after-school clubs is the responsibility of the person running the club, whether that be school staff or outside club leaders. Every child must be seen off the premises by the person responsible, either handed over to the person collecting the child or ensuring the child leaves if he/she is walking home and has parental permission to do so. Under no circumstances must the adult in charge leave before every child has left school.

## **Swimming**

- a) We use New Mills Leisure Centre for swimming lessons and adhere strictly to the LA's policy and guidance.
- b) Swimming instruction is provided by qualified swimming instructors.
- c) All staff attending swimming lessons in the role of supporting instructors must have pool-side training [this is provided by qualified staff at the leisure centre].
- d) The school teacher in charge of the swimming lesson shall be responsible for ensuring that First Aid or resuscitation is administered at the pool side by relevant staff.
- e) Inhalers which may be needed at the pool shall be taken to the poolside by the teacher. Only inhalers marked by the chemist with the child's name and the relevant dosage may be used.

## **Training**

- a) The Headteacher will ensure that all staff training needs are identified and provision is made to keep staff up to date on H & S matters and policy.
- b) Our induction training includes H & S training and policy guidance.
- c) One INSET day every second year is used for H & S staff training to ensure that all staff have up-to-date knowledge of policies and procedures related to all areas of child safety and welfare, i.e. Child Protection, First Aid, Physical Restraint, Administration of Medicines, Road Safety, SunSmart Safety, Educational Visits, Risk Assessments, changes to H & S policy etc.

## **Transporting Pupils**

- a) All staff transporting pupils must be insured to do so.
- b) Children less than 135cm tall must be provided with a booster cushion/seat.
- c) If pupils are being transported by parents or volunteers to an event, permission must be obtained from the parent/carer of every pupil. Volunteers must have a mobile phone with them in the event of an accident or a child in their care becoming ill.
- d) Please see our new Minibus Policy which outlines safe travel for pupils on the community minibus.

## **Trim Trail (and Climbing Wall)**

- a) One member of staff or Midday Supervisor closely supervises the use of the Trim Trail at playtimes.
- b) Pupils cannot use the Trim Trail until a member of staff or a Midday Supervisor is in attendance.
- c) If the Trim Trail is used for extra playtime or Golden Time, a member of staff should closely supervise it.
- d) Staff should regularly remind pupils about safe use of the apparatus.
- e) The Caretaker will carry out a weekly inspection of the Trim Trail and Climbing Wall, as well as when a fault is detected.
- f) If a member of staff is aware of any defects on the Trim Trail or Climbing Wall, they must record such in the Caretaker's blue book in the office.
- g) A full, formal check, carried out by Property Services, will be undertaken annually.
- h) Please note that the fall height from all equipment must be no more than 0.6m from ground.

## **Violence at Work**

- a) All incidents of violence towards staff [physical or non-physical, where staff feel they have been abused, threatened or assaulted] must be reported on the LA's Assault Report form. A copy must be given to the Headteacher, who will ensure that a copy is also sent to the Health & Safety Section at Matlock.
- b) If there is an emergency on the playground, e.g. an intruder has entered and is behaving suspiciously/improperly, or a parent is acting violently or in a threatening manner, one of the adults on duty should request help immediately. If this isn't possible, he/she should ask a child to go to the staff room and ask for the 'red book' [meaning 'I need assistance immediately'].
- c) Avoid confronting angry visitors/parents in front of large groups, especially pupils or other parents. Equally, do not place yourself alone with an angry visitor/parent; ensure that another member of staff is at hand to support you should the situation get out of control. Stay calm, be aware of your body language and do not be drawn into a heated argument. Always refer angry visitors to the Headteacher.
- d) Some staff have received up to date training on restraining pupils and should adhere to our policy on Physical Intervention.
- e) The risk of violence towards adults and other children from an individual pupil has been identified and measures put in place to minimise such risk [see Behaviour plan and risk assessment]. All staff working with this pupil are aware of procedures to keep themselves and others safe.
- f) Wilful damage caused to the school building, contents or to individual property should be reported to the Headteacher, who will act accordingly, e.g. damage to council property will be reported to the authority's insurance section, and to Property Services should emergency repairs be required. Staff whose personal property is damaged as a result of their employment and through no fault of their own should contact the finance section for information on whether any costs incurred can be reclaimed.

## Working at Height

- a) Staff and other adults should use stepladders when working at height e.g. for displaying work, accessing stock. Teachers have received training in the use of stepladders and working at height.
- b) Chairs and tables **should not** be used for this purpose; staff use such equipment entirely at their own risk.
- c) In accordance with county guidelines, the Headteacher will arrange for all staff to have regular guidance and training and on the safe use of ladders/stepladders.

## Policy Review

There will be a review of this Health and Safety policy by the full Governing Body on an annual basis.

**This policy was approved by the governing body on:**

Review date	Signed by Chair of Governors	Signed by Headteacher	Minute Number

## 4. APPENDICES

*Additional and related policies and guidance:*

- 4.1 Monitoring Schedule – LA guidance, adapted
- 4.2 Inspection Aide Memoir – LA guidance
- 4.3 Road safety Policy
- 4.4 Educational Visits & School Trips Policy
- 4.5 Administration of Medicines Policy
- 4.6 No Smoking Policy
- 4.7 Work Undertaken by Sub-Contractors Policy
- 4.8 Sun Safety Policy
- 4.9 Food Policy
- 4.10 Assault Report Form
- 4.11 Minibus Policy
- 4.12 Emergency Closure Policy