



Cromford C of E Primary School
Name of Policy: Health and Safety
Policy Number: 36

This policy has been reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.

Approved:	9 th July 2020, 17/20
Next date for review/approval:	Summer 2020
Chair of Governors:	Gill Donaldson

HEALTH AND SAFETY POLICY

The Health and Safety of all employees and all other persons who use the School premises is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the Schools' management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils and visitors to the School.

The School's Health and Safety Policy should accompany and compliment that of the LEA and the County Council. These policies should be included as part of the School's Health and Safety Policy. In considering these various policies, it should be recognised that as a County School, the LEA is the employer of the School's staff and retains overall responsibility for Health and Safety.

The School will:

- Provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements.
- Maintain the cleanliness and state of repair of the building.
- Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils.
- Provide safe plant and equipment.
- Manage and maintain the use of personal protective equipment.
- Provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures, e.g. Health and Safety notices will be displayed at the following points within the School: Hall, Entrance areas, Staff Room.
- Provide safe storage for dangerous materials and substances.
- Provide adequate statutory first aid facilities.

- Establish, practise and maintain effective emergency evacuation procedures. If the School is used for community activities outside of the School day, variations to emergency procedures will apply. These should be included in this policy. It is advisable to work closely with the Fire Service in such a case and comply with all of their requirements; e.g. a sign for the position of the nearest working telephone should be prominent. The fire-warning signal is a continuous ringing of the bell. (See Appendix 1 for Fire Arrangements, and Appendix 2 for location of fire extinguishers and Appendix 3 for break glasses and location of zone panel).
- Provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- Liaise with the County Council, LEA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of Health and Safety at work.

Responsibilities

The Governing Body accepts the responsibility stated in the LEA Health and Safety Policy:

- a) The Governing Body is responsible for ensuring that information is disseminated and monitoring and reviewing the School's Health and Safety Policy. The Governing Body acknowledges its legal duty to notify the LEA and the Health and Safety Executive of major accidents and dangerous occurrences. These responsibilities may be delegated to a sub-committee of the Governing Body. The Governing Body must ensure that a high standard of Health and Safety is maintained in the school – this implies financial commitment. The Governors with a special interest in Health and Safety are; Glyn Knighton
- b) The Head Teacher is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing Body. The Head Teacher still retains an overall responsibility for the implementation of the School's Health and Safety policy.
- c) The Health and Safety Co-ordinator is responsible for the day to day co-ordination of the School's Health and Safety Policy to include:
- regular inspections and risk assessments
 - liaising with contractors
 - initiating action on reported hazards and accidents
 - fire and emergency procedures
 - maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the School's agreed policy prior to the commencement of their duties.
- d) Health and Safety Representatives – (no legal responsibility at all)
Any Safety Representative has the right to carry out his/her own inspections, investigations, and to make reports to the Head Teacher, etc.
The School's Health and Safety Representatives are:
Trade Union/Area Represented: Unison/
Persons Responsible:
NASUWT – Miss E Marshall
- (e) The School's First Aid Cover is provided by: Miss E Marshall, Mrs J Taylor and Mrs L Taylor.
- f) All staff have a responsibility to:
- Check that areas and equipment are safe before commencing activity.
 - Ensure safe procedures are followed and use protective equipment as required.
 - Report hazards to Safety Representative/Headteacher.
 - Encourage pupils and visitors to comply with the Health and Safety policy.

Risk Assessment

There are several aspects to risk assessment:

- Annual Health and Safety Audit to be undertaken by the Headteacher, Health and Safety Co-Ordinator/Safety Representative and Governor Responsible for Health and Safety.
- Termly Health and Safety Inspection of School premises to be undertaken by the Health and Safety Representatives and/or Committee.
- Continuous identification of hazards and risks on a daily basis.
- Assessment of any substance or material introduced into the School and School Site to ensure compliance with COSHH regulations.
- Assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate.
- All trips off school premises are risk assessed.

The Governing Body will enable officers of the County Council, or their agents, to carry out risk assessments in respect of landlord items.

Asbestos Policy

The School will comply with the Policy laid down by the LEA in respect to asbestos. The plan of the school with areas containing asbestos marked is kept in the main office. All persons carrying out work on the fabric of the building must obtain a 'Permit to Work' from the Headteacher before starting work.

Pupil Supervision

a) Duty Supervision

- At break times three members of staff will be on duty
- At lunch time at least three mid-day supervisors will be on duty

b) Pupils taking medicines – the guidance provided by the LEA will be followed.

c) Areas of Special Risk:

The School will follow any guidance issued by the LEA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged.

d) Illness:

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital.

e) School visits and 'off site' activities

The Governing Body will comply with the guidance the LEA has issued on:

- Conduct of Outdoor Pursuits
- The use of mini-buses and coaches
- Residential and trips abroad

The Headteacher will submit to the Governing body a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- The transport arrangements
- The arrangements for supervision of pupils (including the staff/adult: pupil ratio)
- The arrangement for first aid cover
- The level of qualified instruction and supervision that will be available for activities of special risk.

Locking of Doors/Gates

Due to the nature of the buildings, a locking policy has been drawn up.
(Appendix 4)

Self-Financed Projects

Contact the LEA for advice regarding insurance and legal considerations.

Environmental Protection Act

Schools must comply with the Environmental Act 1990 and the associated Code of Practice.

Reporting, Monitoring and Reviewing Safety

The Governor with responsibility for Health and Safety will meet at least annually with the Headteacher. Any person on these premises has a duty to report, in the agreed manner, to the Head Teacher or the appointed representative any item of concern relating to Health and Safety. The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LEA. This policy has immediate effect from the date shown below:

APPENDICES

- 1. Fire Arrangements**
- 2. Location of Fire Exits**
- 3. Break glasses and zone panel**
- 4. Locking Policy**

CROMFORD C OF E PRIMARY SCHOOL FIRE ACTION NOTICE

On discovering a fire:

1. Activate the Alarm.
2. Dial 999 to call the Fire Service.
2. The Fire Brigade to be contacted by office personnel.

On hearing the alarm:

1. Leave the building by the nearest available exit.
2. Close all doors behind you.
3. Report to your designated assembly point.
4. Do not stop to collect personal belongings.
5. Do not re-enter the building for any reason unless authorised to do so by the Fire Office.

**DESIGNATION ASSEMBLY POINT: FAR SIDE OF
REAR PLAYGROUND**

Location of Fire Exits

Class 1

Class 2

Class 4

Hall

Cloakroom

BREAK GLASSES AND ZONE PANEL

THESE ARE LOCATED IN THE FOLLOWING PLACES:

Foyer

Class 1

Infants' entrance

Class 2

Cloakroom (x2)

Hall

Class 4

School House

Quiet room

Locking Policy

Each member of the teaching staff and Mrs Hamilton have a key to doors from playground. Keypad locks are on the office building and on the front door into the Hall and the pedestrian gate to the playground.

Mr Britland will unlock the security gate on the playground in the mornings (by 8.00 am)

Mornings

- Mr Britland will lock the pedestrian gate at 9.00 am.

Afternoons

- Mr Britland will unlock the pedestrian gate at 3.00 pm (if he is unavailable an adult from Class 1 will unlock gate).
- Doors will be opened at 3.15 pm but will be closed by 3.30pm.

Security gates will all be locked before Mr Britland leaves at 6.00 pm.