



Woodland Federation of Peak District Schools

'Train up a child in the way he should go and when he is old, he will not depart from it' Proverbs 22:6

Health & Safety Policy

Date of Governor Approval	Narrative - Author	Minute Number	Review Date
24/04/2024	Andrea Tomlinson checked for changes from LA and amended staff list under First Aid	10.18/240 42024	April 2025

GUIDANCE ON FORMULATION OF LOCAL HEALTH AND SAFETY POLICY

In addition to the County Council Policy each establishment must issue its own local health and safety policy.

The following information provides an indication of the format and contents of such a policy and points towards the arrangements to be included. This list of suggested headings is not exhaustive and individual establishments must identify their own specific and additional needs and include these in their policy. Each policy should identify the points (and therefore post holder) who will be responsible for implementing and monitoring the specific tasks.

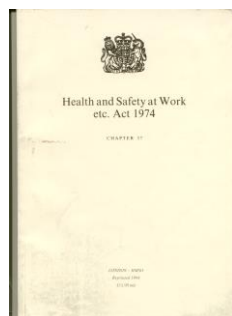
Health and Safety is a condition of service issue and therefore must be negotiated with the Trade Union appointed Health and Safety Representatives where one or more are appointed in a school.

Any implementation or review of any Health and Safety documentation must be by negotiation with the Trade Union appointed Health and Safety Representatives.

Please see the section on "Health and Safety Representatives and Safety Committees" section in the Health Safety Policy and Guidance section on the Derbyshire Net for Learning (DNfL) for full details.

WRITING A HEALTH AND SAFETY POLICY FOR YOUR ESTABLISHMENT

INTRODUCTION



Section 2 (3) of the Health and Safety at Work Act 1974 requires every employer of 5 people or more to produce a "written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees". This policy statement must be revised "as often as may be appropriate". This means that a health and safety policy statement must be a "living" document which changes as the organisation changes.

To produce a single document which would be acceptable and cover all Children's Service establishments, including schools, Children Centres, Area Offices, Adult Education Centres etc., would be impractical, so the LA has decided to write a policy statement which outlines the management structure of the Authority and the general requirements.

The responsibility for producing a Health and Safety Policy for each individual establishment has been delegated to the establishment management team. In a school, this means the Board of Governors, Headteachers plus other members of the School

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Management. Every school will be expected to produce a policy, irrespective of the number of employees. In other establishments it will be the responsibility of the manager and management team.

STRUCTURE OF THE HEALTH AND SAFETY POLICY

What makes up a Safety Policy?

The Safety Policy is made up of three broad parts:-

1. **A general statement of intent** which sets out the aims and objectives of the establishment in terms of Health and Safety.
2. **The organisation for implementing the policy**, including specific responsibilities allocated to individuals. Each member of staff in your organisation has some degree of responsibility for health and safety. The Health and Safety Policy should detail each staff member's responsibilities by job title and by name and will show how these knit together into a structure capable of efficiently managing Health and Safety.
3. **The arrangements for carrying out the specific functions**. These are likely to take the form of written procedures and should include provision by which the policy will be monitored to establish its effectiveness.

Note: Arrangements may refer to other documents where necessary i.e. the Childrens Services Department guidance on the S4S site, CLEAPPS guidance, lesson plans etc.

Establishments should formally adopt or adapt this guidance where appropriate to form the basis of their arrangements for health and safety and thus the Arrangements Section of their Safety Policy. There will need to be statements as to how this will be implemented in the particular establishment. The establishment should then add to this document their own Safe Systems of Work and Risk Assessments relevant to the establishment where their operations are not covered by the Authority's guidance or where that guidance is not specific enough to complete the document.

Part 1. General Statement of Intent

This should be a declaration of your intent (as an employer) to seek to provide the safest and healthiest working conditions possible, and to make sure the employees act responsibly by not placing themselves or anyone else at risk due to their work activities. This section can be quite short and should show, in broad terms, the approach to Health & Safety and establish a 'Health and Safety culture'. Items for inclusion in this statement should include:-

- a) identification of the establishment;
- b) a declaration of the managements intention to provide a safe and healthy environment and conditions for employees, pupils and visitors and to ensure that the work and activities carried out by the school do not adversely affect the health and



- safety of other people;
- c) reference to the need for consultation between management and staff on Health and Safety issues, in particular before allocating health and safety responsibilities to individuals;
 - d) reference to the intention to seek expert advice, where necessary, in order to determine risks to Health and Safety and devise strategies to deal with them where they cannot be effectively dealt with by the school management;
 - e) commitment to provide adequate training and information in respect of health and safety risks and in order to enable them to carry out their health and safety duties.
 - f) reference to the need for support from everyone to enable the objectives of the policy to be fulfilled;
 - g) reference to the LA Health and Safety Policy and the intention to implement the requirements of this policy where appropriate;
 - h) reference to the compliance with the Health and Safety at Work Act and other relevant legislation.
 - i) the date and signature by the Chair of Governors and Headteacher.

Draft health and safety policy

The Children's Services Health and Safety Section has produced a draft health and safety policy that school/establishment can adopt and adapt for their own establishment. Any further help or guidance can be obtained by contacting the area health and safety adviser.



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HEALTH AND SAFETY POLICY

FOR

The Woodland Federation of Peak District Schools

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children's Services Department issued on the S4S site.

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

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

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

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.

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

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to



non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

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

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Name	Name
Sign	Sign
Headteacher	Chair of Governors
Date	Date



Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the Children's Services policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.



Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

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



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- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from Children's Services is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

The school health and safety co-ordinator has the following responsibilities:

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.



To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Headteachers, Deputy Headteachers and School Business Managers, have the following responsibilities:

Apply the school's health and safety policy or relevant Children's Services department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow particular health and safety measures to be adopted in their own teaching areas as



laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

Give clear oral and written instructions and warnings to pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to there area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Head of Department.

Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.



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- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time Off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

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

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

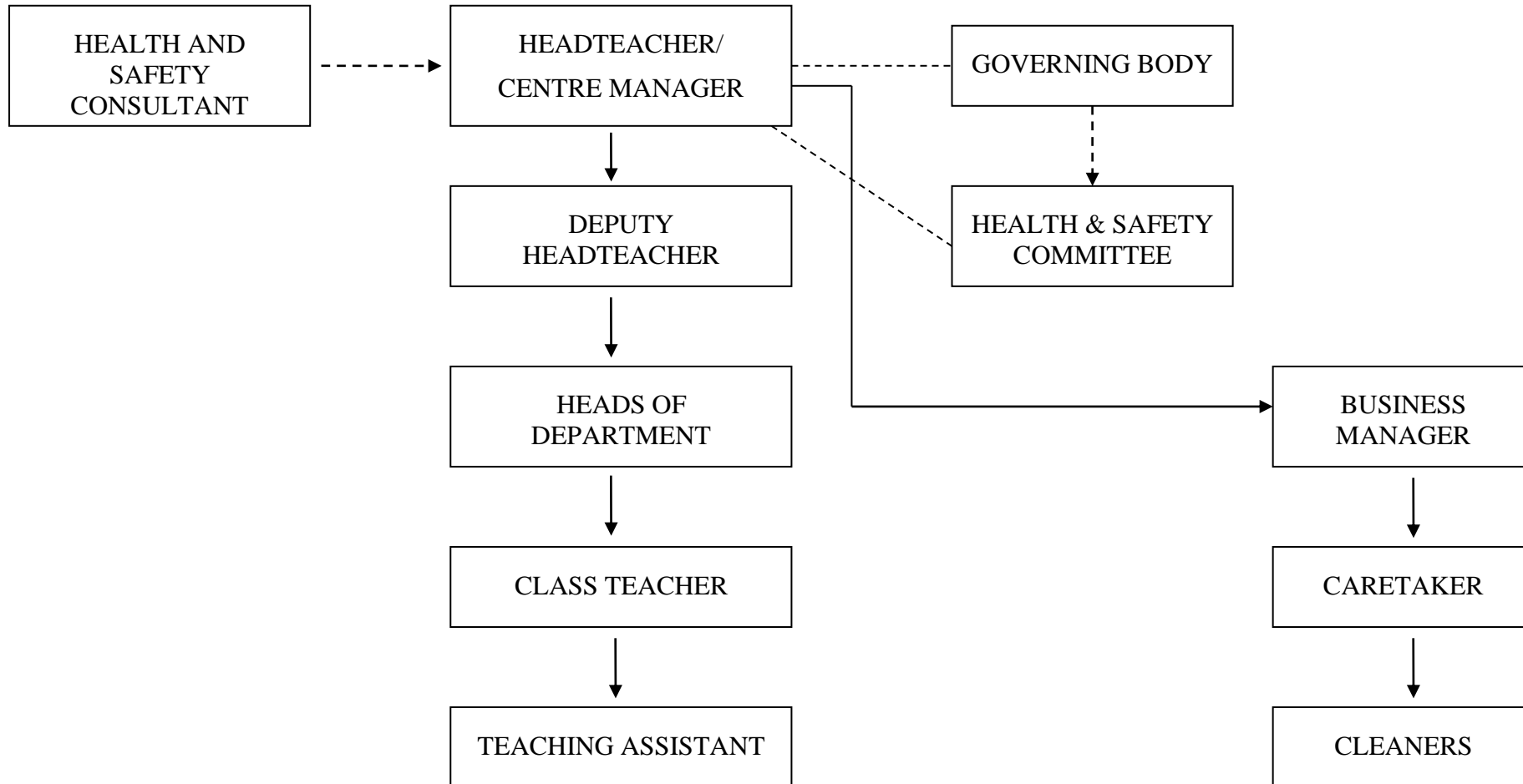
Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



Organisational Responsibility for Health and Safety



Arrangements for Health and Safety

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

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

The arrangements need to be kept under review and will need to be added to as new or revised policy/guidance is issued by the Local Authority.

The “arrangements for” list is as follows:-

Accident/Incident Reporting

All accidents and incidents in The Woodland Federation of Peak District Schools will be reported and recorded in line with the Local Authority accident reporting guidance. In each school all staff will report all accidents to the Designated Safeguarding Leads who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the policies file on TEAMS and is accessible to all.

Accident Investigation

All accidents involving pupils will be recorded in the accident log. These logs will be reviewed by the Executive Leadership Team and a Governor responsible for Health and Safety at least termly and after any accident involving significant injury. Where an accident occurs which requires immediate medical treatment, the headteacher will consult with DCC Health and Safety advisors to ensure that all necessary actions have been completed.

Administration of Medicines

The school has a separate policy which covers the administration of medicines in school (DCC Model Policy). The school also holds an asthma policy to support with the administration of inhalers. These policies are regularly reviewed according to our policy schedule.

Adverse Weather

The school uses a Risk Assessment process to manage any health and safety issues relating to adverse weather. This ensures that health and safety of our pupils and staff during periods of adverse weather.



Animals

From time to time, the school may allow the visit of an animal to the school. This will only take place subject to full risk assessment and the teacher agreeing to the visit will be responsible for the health and safety of all pupils, adults and the animal visitor during the visit.

The school will only keep animals where a lead member of staff has agreed to take on the care of the animal concerned throughout the term times and holidays until the natural death of the animal. Where veterinary advice is required, the member of staff responsible for the animal will seek written permission from the headteacher in advance of making an appointment and prior to agreeing to any financial costs. Full risk assessments will be undertaken prior to agreeing to take on an animal. The school will be responsible for the costs attributed to ensuring that the animals are well cared for and in good help. Supervision ratios, cleaning and feeding arrangements will be the responsibility of the named adult.

Asbestos

The school has an asbestos survey and register of the areas where asbestos is known to be present and a trained duty holder. The guidance will deal with how exposure to asbestos is to be prevented. The asbestos file is in the red box. The Headteacher is the trained duty holder.

Communication

Any health and safety concerns should be reported to the school office or Headteacher in the first instance. On a day to day basis, minor issues should be reported through the school maintenance book which is kept in the school office. The caretaker will deal with issues raised. Where the issue is considered significant, the Headteacher should be informed in writing, via email.

Where an accident has occurred, the accident should be reported through the Accident Book. Matters relating to health and safety are the responsibility of the Headteacher and the Governor for Health and Safety. The Resources committee takes on the monitoring duty for health and safety on behalf of the school governing board.

Consultation with Staff

Any member of staff may make an appointment to discuss matters relating to Health and Safety with the Headteacher or the Governor Responsible for Health and Safety or the Chair of Governors. Where changes are to be made which may affect staff, the headteacher will bring this to the attention of staff through the regular staff meetings.



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Contractors

The Woodland Federation of Peak District Schools, acknowledges its responsibility to ensure that all contactors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers.

COSHH

The school will maintain a register of substances according to the COSHH policy. The person responsible for Caretaking will be the COSHH lead, overseeing all aspects of COSHH including:

- Introduction of new substances
- Use and storage of gasses, e.g. oxygen, acetylene, propane, carbon dioxide etc.
- Dealing with the risk presented by ionising radiation.
- The control of any biological hazards.
- The controls for disposal of hazardous or toxic waste.

Curriculum Areas

The class teachers are responsible for ensuring that all activities that they introduce as part of the curriculum are appropriately managed through Risk Assessment, including:

- Design and Technology
- Drama
- Science
- Physical Education, etc
- Art

The school will ensure that teachers are provided with Risk Assessment training and support, including for Educational School Visits.

Disaster Plans

Disaster recovery plans are agreed by the GB and updated annually by the clerk. These include plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.

Display Screen Equipment

Arrangements for the safe use of Display Screen Equipment (DSE) follow LA guidance.



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

Educational School Visits

The Executive Deputy Headteacher is the educational visits coordinator and together with the clerk ensures appropriate forms and risk assessments are recorded before a visit. Stringent management systems, the Derbyshire Evolve ensure of staff and pupils are not put at risk. There is a separate Educational Visit Policy and protocol for Risk Assessments.

Environmental

The Woodland Federation of Peak District School has arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in CDT areas), lighting, ventilation, etc. Any concerns relating to the environmental conditions should be reported to the Headteacher via the maintenance record book.

Fire

Fire procedures, to include:

- The headteacher is the duty holder
- Fire Risk Assessment details are held in the office
- The fire evacuation procedures correspond with blue procedure notices and state who will contact the emergency services
- Testing of the fire alarm (including the recording of the tests) is carried out on a weekly or fortnightly basis by the School Business Manager
- Termly fire evacuation drills are recorded in red book
- Inspection and service of fire fighting equipment is carried out by the LA and recorded by the School Business Manager

First Aid

First Aid procedures, to include:

- It is the ultimate aim of The Woodland Federation to ensure that all staff members are Paediatric First Aid trained. The majority of staff are currently trained:

Ashleigh Close
Chris Kennedy
Dora Hadfield
Hayley Khaira
Helen Marsden
Isobel Board
Janet Measham

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*Jessica Askey
Leah Tilson
Lisa Close
Micha Kiely
Mike Ward
Jackie OMeara
Sarah O'Reilly
Sue George
Zoe Fletcher*

- Location of first aid box – office and staff rooms in all schools.
- The School Business Manager is responsible for maintaining the contents of the first aid box and they will contact the emergency services if required
- In case of an emergency, the school business manager or the teaching staff will ensure that contact is made to the named emergency contacts (held on INTEGRIS).
- For non-emergency accidents, where a bump note is issued, the parent should be informed by DOJO to ensure that they are aware of the accident. If the child has an accident at lunchtime, the member of staff dealing with the accident should inform the teacher of the accident.

Housekeeping/Storage

Class teachers, working with TAs and the caretaker / cleaners, must ensure all items are stored safely and ensure the maintenance of access to egress routes – cloakrooms must be kept tidy so items are not a trip hazard and do not prevent safe and rapid emergency evacuation.

Inspection of the Premises

The Executive Leadership Team and the School Business Managers carry out regular, routine checks on the premises. Governors arrange a walk-through inspection termly with the Executive Leadership Team and issues are ,logged to be actioned.

Lockdown

The school has worked to develop a lockdown procedure which is known by staff. It will be reviewed annually and discussed through staff meetings to ensure that all staff are fully aware of the process.

Lone Working

There is a risk assessment which must be followed for lone working. Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public. All staff who are in a position of lone working, must take reasonable steps to ensure that their own safety is safeguarded. Instances of Lone Working must be agreed by a member of the



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Executive Leadership Team prior to occurring, the executive team must be informed when staff members leave the building.

Manual Handling

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

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

So far as is reasonably practicable, staff should avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable. In all cases, the risk should be assessed appropriately.

Mechanical/Electrical

PAT testing is carried out in accordance with guidance from DCC, with high risk items being checked annually. New equipment is tested at the next inspection point. Staff and children have been shown how to make a visual inspection of wires for portable equipment. Any equipment which is faulty must be removed for repair or disposal and the headteacher informed.

Monitoring Auditing

The policy is reviewed annually or if there are significant changes notified by the LA. An annual audit is carried out in the summer term and an action plan produced for governors.

Records of the testing and inspection of equipment and maintenance work carried out are maintained as part of the health and safety management system documentation. These are monitored by the landlord.

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

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- PE Equipment
- Lifting Apparatus
- Fixed Electrical Systems





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Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	Executive Leadership Team (ELT)	Prepared by ELT and other staff members as appropriate Dynamic Risk Assessments also used.
Policy and Management Plan	ELT	
COSHH	School Business Manager (SBM)	Contract cleaners to make SBM aware of new substances
Review of Procedures	ELT	
Manual Handling of Risk Assessments	All Staff	
Accident Reports	ELT / Governor	
Cleaning Staff Procedures	Contractors	
Record Fire Appliance Test	ELT	Carried out by SBM
Record PE Equipment Check	SBM	Carried out by DCC
Check Completion of PAT Testing	SBM / Governor	
Whole Staff Training- Refreshers	ELT	
Non Accidental Injury Reports	ELT	
Permits to work	ELT	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	SBM	All staff to undertake visual checks when on premises
Fire Alarm Tests	SBM	ELT to monitor
Minibus – Routine Checks	ELT	
Minibus – First Aid Kit	SBM	ELT to monitor

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

Item	Check By	Comments
Physical Intervention	ELT	



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PE Safety	All Staff	
Driver minibus checks	ELT	
Communication of Health and Safety concerns to all staff	SBM to keep	ELT to monitor

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Chair of Governors	
Premises Inspection	Governor/ELT	
Fire Log	Governor/ELT	
Accident Reports	Governor/ELT	
Fire Evacuation	Governor/ELT	
Visual Check of Electrical Equipment	All Staff	
Premises Security	Governor/ELT	

Moving and Handling of Pupils

The school will follow our behaviour policy for safely moving and handling pupils who require assistance to move. With regard to behaviour incidents, this should involve the lightest touch possible and the interests of the child should be the primary concern. For medical emergencies, first aid training advice will be taken into account when deciding if, when and how to move pupils.

One off Activities

The school will use a risk assessment format, making reference the Evolve System and the school's Generic Risk Assessment when planning 'on-off activities or events'.

Out of School Activities

Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc. follow the LA Educational Visits Policy.

Personal Emergency Evacuation Plans (PEEP's)

Arrangements for assisting anyone who requires assistance to evacuate the building in an emergency will be undertaken annually by the Headteacher, in conjunction with the class teacher and using the Derbyshire County Council standard plan template.



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Personal and Intimate Care

The Woodland Federation or Peak District Schools has a separate policy for delivering personal/intimate care.

Personal Protective Equipment

The school expects any contractor to provide their own personal protective equipment for use with their own equipment. The school has a gardens maintenance contract in place which covers the use of specialist lawn mowing and gardening equipment.

Positive Behaviour Support Including Physical Intervention

The school has a Behaviour Policy which all staff are briefed on. The school follows the guidance in the Physical Intervention and Restraint Policy of the Local Authority.

Premises

The school is rarely used outside of standard hours unless for the purposes of Breakfast Club or After School Clubs and only occasionally, the PTFA runs fundraising events on site. There will be a member of staff on site who is a key holder and who can ensure that the school is cleared and locked appropriately. The Caretaker will have access to the boiler room only when working on school business and will be required to ensure that it is kept locked at all times. The school does not have an entertainment licence and the PTFA are aware that they are responsible for any additional licences required for their events, including conducting their own risk assessments for events.

Playground Safety

The school has undertaken risk assessments for playground supervision and equipment/surfaces inspections. Staff have been briefed about these risk assessments and their duties with regard to undertaking further risk assessment whilst supervising pupils

Risk Assessments

Risk assessments are reviewed annually and working within the Derbyshire County Council advice for Risk Assessment. Period staff training for undertaking Risk Assessments has been undertaken and we operate under current health and safety legislation, e.g. general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments, etc.

Road Safety

There is no routine vehicular access to the school site.



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Restrictions to vehicular access to School Lane, Great Hucklow is requested between 8:45-9:00 and 3:25-3:45, in order to allow children safe passage down the lane but this is beyond the control of the school. Children are accompanied down the lane to their parents at the end of the school day to ensure that they are safely passed over.

Security

Security arrangements exist in order to prevent, where possible, unauthorised access to the premises. Visitors enter through a secure entry system and sign in at the school office where they are issued a visitors badge. Staff should ensure doors are closed to prevent unwanted visitors. Alarms are monitored by ASI.

Site Access

Site access is restricted to the sites as far as is reasonably practicable.

Peak Forest CE Primary School – Playground external gates are secured via lock. The gates are of a low nature and children are taught about safeguarding around the gate areas. Security fences surround the Early Years Outdoor Area. Access to reception is made via an entrance separate to the playground. School staff control access to the site via door locks. A secure holding area is located at reception, where full safeguarding checks are made. A signing in book is present at reception and used as a matter of course.

Stoney Middleton CE Primary School - This site is an open site. All gates are kept closed during school hours but they are not locked and there is no security fencing present. Staff members are instructed to stand adjacent to the exterior wall when in the playground to ensure that a full view of external gates is possible. Children are taught about safeguarding and not allowing access to the building to any visitors, who must report to the school office in order for full safeguarding checks to be undertaken. A signing in book is present at reception and used as a matter of course.

Great Hucklow CE Primary School – This is a secure site. Security fencing surrounds the play areas and no access is possible unless by agreement. Access is controlled to the school building via door locks and a clear view of all visitors is possible through the large glazed areas.

Stress Management

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few



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people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives. The school has a Management of Stress Policy, based on the Local Authority Model Policy.

Training

Training needs are identified through the annual audit for health and safety, ongoing Performance Management and conversations with staff members. The school utilises training from the Local Authority, the Diocese of Derby and The National College. Records of training received and certification is stored electronically in TEAMS.

Violence at Work

The Woodland Federation of Peak District Schools has a separate policy for dealing with Violence at Work. The school will not tolerate violence in the workplace.

Welfare Facilities

The school provides welfare facilities for staff and pupils. The staff facilities are cleaned daily and are separate to the facilities for children. Facilities for refreshments and food storage/heating are provided for all staff to use.

Waste Management

Bins are kept locked until collection day and are kept 10m distance from the school building, where possible. School encourages recycling and has recycling bins. The curriculum offer encourages the children to know about and be active in the deployment of eco-friendly waste-management initiatives, where appropriate.

Wildlife Areas

Great Hucklow CE Primary School site, has a fenced pond area with clear signs in accordance with DCC advice and risk assessment. Appropriate gardening / waste management should ensure that the wildlife is able to thrive. Food disposal is undertaken using bins to reduce the likelihood of pest invasion.



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Work Related Learning

- All volunteers and work related learning is covered by our school's Safeguarding Policies and staff are subject to all our Health and Safety policies and insurance. Students undertaking work experience are required to undertake induction which includes confidentiality, GDPR and health and safety.

Working at Heights

The school endeavours to encourage everyone to 'Be safe; always use the right equipment when working at height' staff have received Health and Safety training to ensure that they understand about and make precautions for Safe Working at Heights. Unless they have undertaken their own risk assessment and are happy with the conditions, no staff should work at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector. Here the school should detail its work at height procedures.



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