



LA Maintained School Health & Safety Policy

St Denys CE Infant School

Approved by:	The Governing Body	Date: March 2025
Last reviewed on:	March 2024	
Next review due by:	February 2026	

Foreword

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the school.

This Health and Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

The Governors of St Denys CE Infant School have ratified and accepted this health and safety policy.

Signed

Chair of the Governing Body

Date:

Signed

Head Teacher

Date:

Table of Contents

1.0 Statement of Intent.....	Error!
Bookmark not defined.2	
2.0 Organisation – Roles and Responsibilities.....	Error!
Bookmark not defined.	
3.0 Organisational - Arrangements for Health and Safety.....	13
4.0 Appendix 1 - Specific Responsibilities and Duties.....	29
5.0 Additional Policies and Guidance.....	33

1.0 Statement of Intent

- 1.1 The health, safety and wellbeing of all employees, service users and customers of Leicestershire County Council (LCC) and is fundamental to the success of the Authority School.
- 1.2 This Policy Statement outlines the framework developed by LCC to manage health, safety and wellbeing. It is a declaration of the County Council's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons, who use, visit, or may be affected by the Council's activities.
- 1.3 Our ultimate aim is to protect all employees and customers from accidents and work-related ill health. This will be achieved by;
- Complying with all applicable health and safety legislation.
 - Committing to the prevention of ill health and injury across the school.
 - Ensuring that adequate resources are provided for health and safety.
 - Encouraging the implementation of a management system within departments, to identify and control risk throughout the Local Authority School.
 - Providing appropriate health and safety training in order that staff can fulfil their responsibilities effectively.
 - Ensuring that appropriate monitoring and reviewing processes are in place, so that the school continually improves the way safety is managed School.
 - Continually setting targets to meet the objectives of this policy and continual improvement of the safety management system.

This Policy Statement is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant legislation, which will be the minimum standard acceptable.

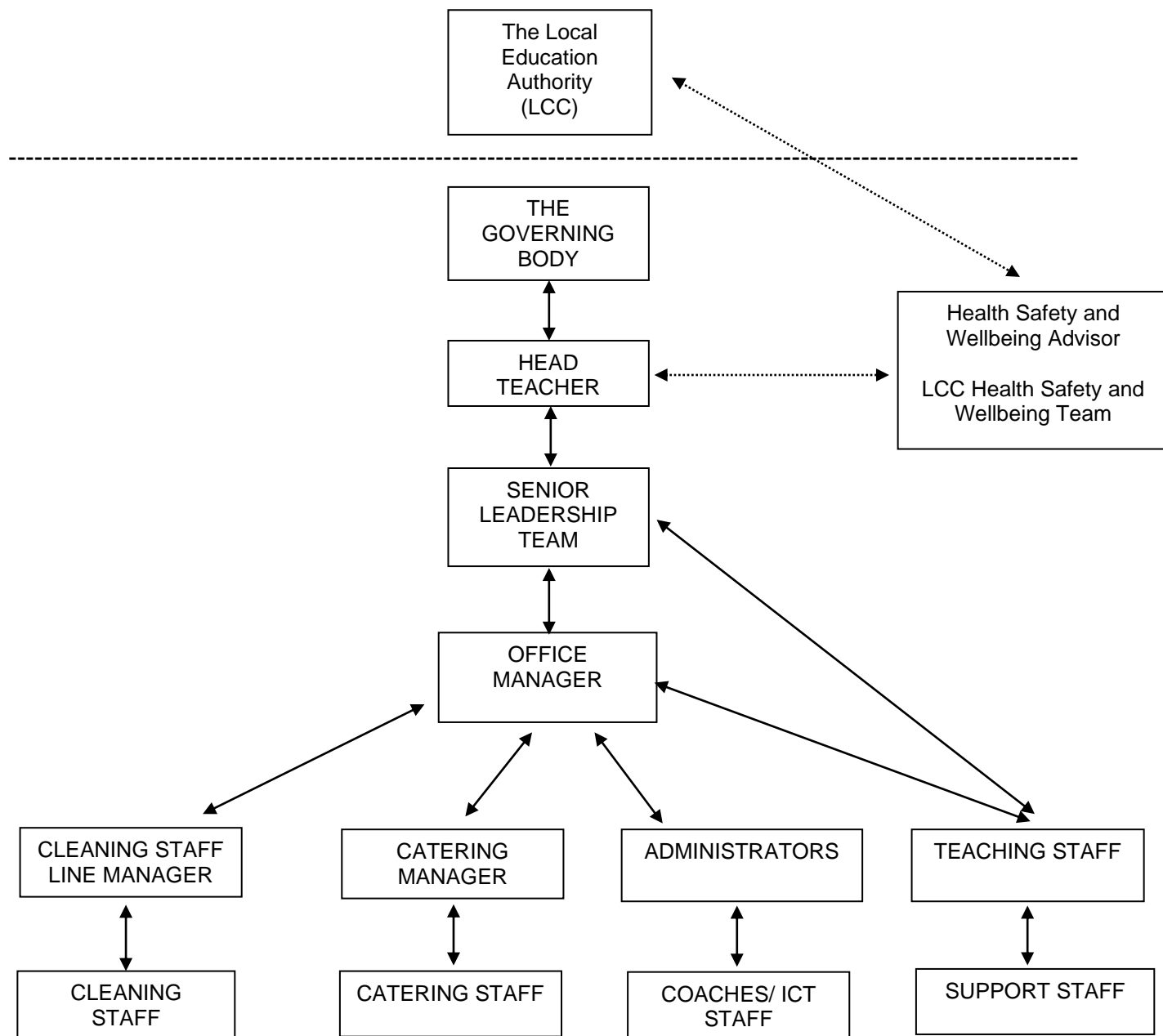
Signed:

Signed:

Chair of Governors
Date:

Headteacher
Date:

St Denys CE Infant School Organisational Chart for Health and Safety



2.0 Organisational Roles & Responsibilities

- 2.1 The Health and Safety at Work Act 1974 requires the School staff, Governing Body and the Local Education Authority (LEA), to work together to ensure health, safety and welfare objectives are achieved.

The Governing Body

- 2.2 The Education and Inspection Act 2006 gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the Governing Body is responsible for:

- i) ensuring that the Health and Safety Policy is implemented, monitored and reviewed annually within the school.
- ii) ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations, the Local Authority recommend that this is best achieved by making health and safety an integral part of the school's development plan.
- iii) receiving health and safety guidance and information distributed by the Health, Safety and Wellbeing Service and ensuring that proper arrangements are made within the school for complying with the guidance.
- iv) ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- v) ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- vi) ensuring that health and safety issues concerning the school are identified, decisions are taken, and that effective action is carried through.
- vii) ensuring that all reasonable inspection facilities and information are provided on request to officers of the Health, Safety and Wellbeing Service, Inspectors of the Health and Safety Executive (HSE), Fire and Rescue Service and any other Health and Safety Officials.
- viii) ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy.
- ix) ensuring that procedures exist for checking that any items offered for use by the school are safe.
- x) ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved.
- xi) Setting health and safety aims and objectives for the school.
- xii) Monitoring the effectiveness of the health and safety policy.

2.3 The Governing Body is also responsible for planning and setting standards which include:

- i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives.
- ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
- iii) Developing a positive health and safety culture.
- iv) Ensuring that a training plan is developed which: -
 - enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
 - provides induction training for new employees including temporary, part time and supply staff.

Head Teacher

2.4 The overall responsibility for all school health, safety and wellbeing organisation and activity rests with the Head Teacher, The Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Head Teacher will:

- i) Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.
- ii) Co-ordinate the implementation of the LA and governors' health and safety and wellbeing procedures in the school.
- iii) Make clear any duties in respect of health and safety, which are delegated, to members of staff (this should be in writing).
- iv) Ensure that problems in implementing health and safety policy are reported to the LA Health, Safety and Wellbeing Service. 0116 305 5515.
- v) Conduct and review of risk assessments for all activities undertaken on and off the school site, this will be delegated to staff members who have control of specific activities. The Head Teacher will review all risk assessments undertaken by other staff members.
- vi) Arrange annual review of the working documents and systems, that support the policies and make appropriate recommendations to the Governing Body.
- v) Put in place procedures to monitor the health and safety performance of the school.
- vi) Ensure that all major hazards are reported immediately to the Health, Safety and Wellbeing Service and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- vii) Make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, the working environment etc. which present hazards.
- viii) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- ix) Develop a health and safety training plan for all employees

- x) Oversee the maintenance of the master copy of the health and safety policy together with all accompanying documentation.
- xi) Ensure an annual budget is provided for health and safety.
- xii) Report to the Governing Body the Health and Safety performance of the school annually through health and safety annual review meeting and secure funding for any identified Health & Safety costs
- xiii) Develop action plans to maintain the school's health and safety management system.
- xiv) Provide appropriate protective equipment.
- xv) Monitor staff performance and taking corrective actions where necessary.
- xvi) Report and investigate accidents and incidents in association with the Health, Safety and Wellbeing Service.
- xvii) Facilitate Health, Safety and Wellbeing audits.
- xviii) Consult and communicate with trade union safety representatives and staff safety representatives.
- xix) Ensure there is a clear system for reporting accidents and incidents.

2.5 Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented. Overall accountability for these duties remains with the Head Teacher.

Deputy Headteacher

- 2.6 Will be responsible for ensuring that the day to day operational requirements of the health and safety policy are implemented.
- i) Will maintain an up-to-date copy of the health and safety policy together with all associated documentation relevant to the faculty involved. This will be overseen by the Headteacher
 - ii) Notify the Head Teacher of any health and safety concerns and any potential financial implications identified by the risk assessment process.
 - iii) Be the focal point for reference on health safety and wellbeing matters (along with the Office Manager) and to give advice or indicate source of advice.
 - iv) Liaise with and report directly to the Headteacher/Governors on specific matters of Health and Safety delegated to them
 - v) Ensure the day-to-day implementation of this policy including the maintenance of appropriate risk assessments for school and off-site activities.
 - vi) Ensure that all certification and statutory inspections are kept up to date.

- vii) To investigate accidents, incidents, dangerous occurrences and near misses, complete accident reports via AssessNET as delegated by the Headteacher.
- viii) Identify building defects and communicate with Property Services at LCC in relation to property defects. Helpline number: 0116 305 5000.(URN 303)
- ix) Ensure the provision of adequate PPE for staff that they are responsible for.
- i) Ensure health, safety and wellbeing information is communicated to catering staff.
- ii) Report accidents, dangerous occurrences and near misses to the Headteacher and complete accident reports via AssessNET if required by the Headteacher.
- iii) Ensure the provision of adequate PPE for staff that they are responsible for.

Site Health and Safety Assistant

2.7 The Site Health and Safety Assistant will be responsible for:

- i) Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Office Manager and or Deputy Headteacher/Head Teacher.
- ii) Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- iii) Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Office Manager/Deputy Headteacher/Head Teacher any defects, which need attention.
- iv) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- v) Advise the Deputy Headteacher/Office Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment, or machinery.
- vi) Carry out compliance checks as set out by LCC Property Services and LCC Health safety and Wellbeing service.
 - o Weekly fire call point checks
 - o Weekly flushing of little used water outlets
 - o Weekly workspace inspections- indoors and outdoors
 - o Weekly inspection of the play equipment outdoors
 - o Monthly internal emergency lighting checks
 - o Monthly fire extinguisher checks
 - o Monthly internal fire door checks
 - o Monthly Legionella Checks
- vii) Liaise and co-operate with LCC Property Services in matters relating to building/property management. 0116 305 5000.

- viii) Retain and maintain compliance and health and safety related documentation.
- ix) Will maintain an up-to-date record of all areas of property compliance and when it is due.

Contracted Cleaning Staff (Skruub)

2.8 Contracted cleaning staff will be responsible for:

- x) Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Deputy Headteacher or Office Manager.
- xi) Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- xii) Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Deputy Headteacher/Office Manager/Head Teacher any defects, which need attention. Monitor their effective implementation by staff under their control.
- xiii) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- xiv) Advise the Deputy Headteacher/Office Manager or Head Teacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment, or machinery.
- xv) Retain and maintain compliance and health and safety related documentation (COSHH only).
- xvi) Ensure the provision of adequate PPE for staff that they are responsible for.

Teaching Staff Obligations

2.9 The health and safety of pupils in classrooms is the responsibility of Class Teachers. Class teachers are expected to:

- i) Check classroom area is safe
- ii) Check equipment is safe before use
- iii) Ensure safe procedures and risk assessments are followed
- iv) Give clear instruction and warnings to pupils, as often as necessary
- v) Report defects to the Office Manager

- vi) Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head Teacher
- vii) Follow safe working procedures personally
- viii) Ensure all teaching activities/ activities for the children are correctly risk assessed, and the risk assessments are followed.
- ix) Ensure activities conducted with pupils are age appropriate.

Obligations of all Employees under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations

2.10 All employees must:

- i) Take reasonable care of themselves and others who may be affected by their actions or omissions.
- ii) Co-operate with the employer in the discharge of its statutory obligations.
- iii) Not misuse or interfere with any safety equipment and/or protective clothing provided for health and safety purposes.
- iv) To report all accidents, defects, dangerous occurrences and near misses to the Deputy Headteacher/ Head Teacher.
- v) Act in accordance with any training given unless the member of staff believes it would be unsafe to do so. In this instance the member of staff should immediately report any shortcomings to their line manager.
- vi) Promote a positive health and safety culture throughout the organisation.
- vii) Follow all control measures set out within the employer's risk assessments unless they think it would be unsafe to do so. In this instance the member of staff should immediately report to their line manager.

2.11 Safety Representatives/Safety Committee

- i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees.
- iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989.
- iv) The Governing Body will fulfil these obligations through the Head Teacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

Visitors and Other Users of the School

- 2.12 Visitors and other users of the premises will be required to observe to health, safety and wellbeing rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Visitors unknown to staff and pupils must wear an identification badge at all times. The Office Administration staff/Deputy Headteacher or Head Teacher will inform all staff when unknown visitors are on site who will then inform the pupils; all safeguarding procedures will apply. All visitors must sign in and out at the school office.

Pupils

- 2.13 All pupils are expected to behave in a manner that reflects the St Deny's CE Infant School behaviour policy and in particular are expected to:
- i) take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school.
 - ii) cooperate with teaching and support staff and follow all health and safety instructions given
 - iii) not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
 - iv) report to a teacher or other member of St Denys CE Infant School staff any health and safety concerns that they may have

3.0 Arrangements for Implementation

3.1 Distribution of Health and Safety Information

- i) Master copies of the Health and Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Head Teacher's office and a communal area within the school (staffroom). Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii) A copy of the Health and Safety Policy together with relevant documents concerning specific areas will be kept by the Headteacher, Administration Team, Deputy Headteacher and any contracted cleaning staff.
- iii) All staff will receive copies of this Health and Safety Policy (this may be electronically) and will be expected to familiarise themselves with the contents. Where guidance documents are referred to in this policy copies can be found at the locations set out above.
- iv) The Head Teacher/Deputy Headteacher will issue updates, new guidance and approved revisions as soon as they become available.
- v) All new staff including part time, temporary and supply staff will be provided with a copy of this policy (this may be electronically) and will receive induction training which will include relevant health and safety issues.
- vi) The Health & Safety Law poster is displayed in the staff room and contains up to date contact details.

3.2 Accidents, Dangerous Occurrences and Near Misses (Refer to Incident Investigation, Nonconformity, Corrective Action and Preventative Action Policy)

- i) Immediate first aid
Accidents involving injury or ill health effects will be notified immediately to the nearest first aider to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head Teacher.
- ii) Incident Reporting on AssessNET
Staff should ensure that all accidents involving injury or ill health effects are notified to the Head Teacher with enough information to allow him/her or the Deputy Headteacher to complete an incident report on AssessNET – Leicestershire County Council's accident recording system.

iii) **Internal Reporting and Investigation**

A member of staff who witnesses or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the Head Teacher. The Head Teacher will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.

- i) RIDDOR reportable incidents should also be entered onto the AssessNet system, for detailed information on RIDDOR please see the Incident Investigation, Nonconformity, Corrective Action and Preventative Action Policy in regard to what accidents are RIDDOR reportable.
- ii) AssessNET entries are monitored by the health, safety and wellbeing team duty officer at County Hall. The duty officer will determine if the accident is RIDDOR reportable and advise the school of any further action required.
- iii) First aid box inventory and equipment condition checks will be undertaken monthly and this will be documented.
- iv) A first aid needs assessment will be undertaken by The Head Teacher to determine what first aid provision is required. This assessment will be reviewed annually.

3.3 Asbestos

- i) It is the policy of the Governing Body and LA that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.
- ii) The Control of Asbestos at Work Regulations 2012 require that all materials containing or having the potential to contain asbestos will be identified and a register be maintained on the premises. An appropriate survey to comply with these requirements will be carried out by the Local Authority Property Services Department. A copy of the results of that survey will be kept by the Headteacher. All contractors must check available information in the School's Asbestos Survey and sign the ASB100 sheet before commencing work on site. For this purpose, the LAMP will be kept near the sign in system in the school reception foyer.
- iii) The School's Local Asbestos Management Plan (LAMP) has been produced to assist the Head Teacher in fully complying with their duties to manage the risks associated with asbestos. This document will be reviewed regularly and communicated to all relevant parties.
- iv) The school's Head Teacher will receive training on asbestos awareness.

3.4 Contractors

All Contractors will:

- i) Observe their own health and safety policies and procedures.
- ii) Report to Reception and sign in on arrival.

- iii) Comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures.
- iv) Examine the Asbestos Survey prior to commencing any work on site and sign the ASB100 sheet.
- v) Comply with the requirements of all relevant health and safety legislation such as Construction (Design & Management) Regulations 2015, Manual Handling Regulations 1992, Work at Height Regulations 2005 etc...
- vi) Report to the School Office or whoever has management of the site during holidays and sign out at reception when leaving.
- vii) Contractors to follow school's fire and emergency procedures and be accounted for should the building need to be evacuated.
- viii) Be given a site induction before starting work.
- ix) Report any changes to agreed works, unsafe actions, hazard, accidents and/or incidents to The Head Teacher.
- x) Comply with the school's fire evacuation procedure.

3.5 COSHH – Control of Substances Hazardous to Health Regulations 2002

- i) The term hazardous substance describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released into the environment. This can include chemicals, dusts, mists, fumes, gases, vapours and biological agents.
- ii) The school will maintain an inventory of hazardous substances stored on site. Where substances are provided by an external cleaning company, they will provide an inventory of the products used.
- iii) Safety data sheets will be obtained from the supplier for each substance. Where substances are provided by an external cleaning company, they will provide an inventory of the products used.
- iv) Risk assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. Where substances are provided by an external cleaning company, they will provide risk assessments of the products used.
- v) Copies of COSHH risk assessments including actions required will be kept in accordance with 3.1 of this Part detailing the distribution of Health and Safety Information. Archived copies of COSHH assessments to be kept for 40 years.
- vi) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.

3.6 Display Screen Equipment

- i) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- ii) Staff who habitually use DSE shall complete a DSE assessment using the SHINE software www.go-shine.co.uk/login/index.php Please call 0116 305 5515 for more information regarding SHINE.
- iii) Eye tests will be facilitated for those staff falling within the regulations in accordance with the above guidance.
- iv) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in Leicestershire County Council's Display Screen Equipment information and guidance, which is available on the LTS website.

3.7 Electricity at Work

3.7.1 The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- i) Arrangements for the inspection and testing of fixed installations will be organised by the Council's Property Services Department at 5 yearly intervals and in the event of a fault developing. Any actions arising from the contractors report will be completed in accordance with any advice documented.
- ii) Portable electrical equipment shall be (Portable Appliance Tested) in accordance with the LTS electrical safety guidance document available on the LTS website.
- iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should not use any faulty equipment and prevent others from using it. Faults identified must be reported to the Premises Manager.
- iv) All electrical equipment shall be checked for defects and damage before use following the manufacturer's instructions.

3.8 Emergency Procedures

3.8.1 Evacuation

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.

- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe, to the approved assembly points identified in the school's fire evacuation plan.
- iv) The school has specific emergency procedures for foreseeable emergencies such as fire evacuation & invacuation, lockdown, intruders etc.

3.8.2 *Fire*

- i) An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed. Any actions will be addressed in accordance with the assessor's recommendations.
- ii) All fire appliances such as, sprinklers, fire alarm systems, fire extinguishers will be serviced and maintained by specialist maintenance personnel. These systems will also be checked internally in accordance with the school's fire logbook by the Site Health & Safety Assistant.
- iii) All fire doors must be fitted with a closing device so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building. Electronic devices can be fitted where necessary to auto close doors in the event of a fire alarm activation.
- iv) The fire alarms will be tested on a weekly basis by the Site Health & Safety Assistant. using a different call point each time and the results should be recorded.
- v) Fire drills will be held once per term, the Fire Marshals will record the evacuation time and the general performance of the drill.
- vi) Appropriate members of staff will be trained how to use relevant fire appliances. The Head Teacher will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- vii) Clear instructions will be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.

3.8.3 *Bomb Threat*

- i) In the event of a warning the Head Teacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- ii) Any suspicious objects should be reported to the Head Teacher. Under no circumstances should the object be touched or moved.
- iii) For further information please see the LTS Bomb Threat, Suspicious Packages and Lock Down guidance.

3.8.4 Chemical or Biological Incident

- i) Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Premises Officer in consultation with the Head Teacher.

3.8.5 First Aid

- i) First Aid boxes will be maintained.
- ii) It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times, in accordance with the first aid risk assessment. Those with current certificated training are logged in the school's training matrix. The number of pupils within the school will be also considered when calculating the first aid requirements.
- iii) A nominated "Appointed Person" for the purposes of the First Aid at Work Regulations 1981 and will ensure that first aid box contents are replenished at least once a term.
- iv) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
- v) External and internal contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the nominated 'appointed person' must be notified so that replenishment can be organised.
- vi) Accidents should be recorded in accordance with 3.2 of this Policy.

3.9 Glass and Glazing

- i) Doors which can be pushed open from either side should have a viewing panel appropriate to allow a clear view of the area on both sides of the door.
- ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage (Refer to establishment glazing risk assessment).

3.10 Inspections, Monitoring and Audit and Review of Performance

3.10.1 Inspection

- i) General inspections take place once per term by the Governing Body and Senior Leadership Team and in consultation with the Safety Representatives.
- ii) Daily inspections of the site will be undertaken by the Site Health & Safety Assistant. and the findings will be recorded.
- iii) Pre-use inspections of equipment will take place where the need is identified by risk assessment.

3.10.2 Monitoring

- i) The Health and Safety Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- ii) The Head Teacher will monitor the school's performance on Health and Safety issues.
- iii) The Governing Body will conduct an annual management review of the health and safety management system and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

3.10.3 Audit and Review of Performance

There will be an audit of all aspects of Health and Safety conducted by the Health, Safety and Wellbeing Service at least every 5 years. Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body by the Head Teacher.

3.10.4 Performance Standards

The school should set performance standard based on annual statistics. They will enable standards to be monitored and acted upon where needed.

3.11 Lifting Operations and Lifting Equipment

- i) Passenger or goods lifts on site together with any lifting equipment (such as hoists) are covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- ii) The by the Site Health & Safety Assistant. will ensure that the statutory inspections take place when due.
- iii) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use and conduct a pre-use visual check where appropriate.

3.12 Management of Health and Safety

- ii) The school will implement the principals of the Health and Safety Management System OHSAS18001/ISO45001. This will be achieved by following guidance from the Health, Safety and Wellbeing Service.
- iii) Risk assessments and safe systems of work will be developed and implemented for school activities by competent persons with the assistance of the Headteacher, Deputy Headteacher and the Site Health & Safety Assistant. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.
- iv) The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the school and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and

training given and to report to their immediate line manager any hazards, incidents or near misses.

3.13 Manual Handling

- i) It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the Health, Safety and Wellbeing Service.
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training will be a key part of reducing the risks for those staff involved in manual handling.
- iv) Manual handling risk assessments will be undertaken for manual handling tasks.

3.14 New Plant, Machinery and Equipment

- i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- ii) Second-hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Head teacher. He/She will not grant such permission unless he/she can be sure that all Health and Safety implications have been satisfied.
- iii) Details of new equipment will be added to the school's inventory of equipment and will be maintained in accordance with manufacturer's instructions.

3.15 Noise at Work

- i) The Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise there is an approved code of practice (L108) on the implementation of these regulations issued by the HSE.
- ii) In the school environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. grounds maintenance equipment.
- iii) As a general rule the regulations will not apply where noise levels are below 80dB(a). Where trigger levels are exceeded, an external competent person will be commissioned to carry out the required assessment.

3.16 Occupational Health

3.16.1 Access to Occupational Health services

- i) The LA has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health. Pre-employment medical checks will be organised and recorded by the Office Manager.
- ii) Staff wishing to access this service should initially discuss the problem with the Head Teacher or Deputy Headteacher, who will respect the privacy of the individual concerned.
- iii) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the LA.

3.16.2 Bullying

- i) Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue. Management responsible for addressing incidents of bullying will follow guidance from the LA.

3.16.3 Drugs and Alcohol

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol the matter will be dealt with in accordance with the approved Substance Misuse Policy.
- ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

3.16.4 Health Surveillance

- i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

3.16.5 Health Promotion

- i) The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- ii) Assistance will be given wherever practical in relation to:
 - smoking cessation courses
 - encouraging healthy diet (healthy options available in school dining facilities)
 - encourage staff to use the sporting and exercise facilities on site (where available)
- iii) Further information on assistance available can be gained from the LA Wellbeing Group.

3.16.6 Legionnaires Disease

- i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised, and an Approved Code of Practice (L8) has been issued by the HSE.

- ii) A legionella risk assessment will be undertaken every two years and will form how the school manages the risk of water hygiene issues.
- iii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- iv) The advice in the Approved Code of Practice will be followed on site.

3.16.7 Pregnancy and Breastfeeding

- i) The Pregnancy and Breastfeeding guidance from the Health, Safety and Wellbeing Service will be followed. This can be obtained from the LTS Website: www.leicestershiretradedservices.org.

3.16.8 Stress at Work

- i) Stress is becoming an increasingly important issue. The Health, Safety and Wellbeing Service have produced a general guidance document entitled 'Stress Management in Schools'.

3.16.9 Violence at Work

- i) Violence to any employee will be treated very seriously and the advice set out in the document issued by the LA 'Challenging Behaviour and Violence at Work' will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

3.17 St Denys CE Infant School has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- i) Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- ii) St Denys CE Infant School requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- iii) All residential, overseas, and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- iv) https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- v) Governors will be provided details of all off-site visits
- vi) Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.
- vii) LCC do not approve off-site visits this can only be done by the Head Teacher.

3.18 Personal Protective Equipment

- i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed. <https://www.hse.gov.uk/pubns/books/l25.htm>
- ii) The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.
- iv) The school will provide PPE identified in its risk assessments to its employees free of charge.

3.19 Site, Building and Staff Security and Safety

3.20.1 Site

- i) The site should be securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras if appropriate will provide a deterrent to unauthorised access. Where CCTV is used warning signs should be displayed.
- ii) Doors will be secured with locks/keypads, as will gates and the entrance to the pond and other high-risk areas.
- iii) No child will be permitted to open the main exterior doors to any person known or unknown; this is the responsibility of the adults in charge.
- iv) Signs will be placed at all main entrance points requiring visitors to report to the school office before entering the site.
- v) No child will be permitted to leave the site without prior written consent from a parent or carer. Any pupil leaving the site during school hours should be signed out/in by a parent or carer.
- vi) Any member of staff leaving the premises should make it known to the Head Teacher and/or school office and sign out using the school's electronic registration system; they should also report their return to school. When the Head Teacher leaves (and returns) the school site, she will inform the next most senior member of staff, who will assume responsibility for the school in her absence; other staff will also be made aware as appropriate.
- vii) There will be designated areas on the playground/field for specific play activities, e.g. football, running. Pupils will be involved in Risk Assessments for safe play, e.g. using the climbing frames.
- viii) A separate, smaller play area is available for younger pupils if needed or is appropriate.
- ix) Rules for safety around the school site will be an integral part of class discussions with all pupils at appropriate times during the school year.

3.20.2 *Separation of Vehicular and Pedestrian movement*

- i) The Head Teacher will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.
- ii) The Head Teacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
- iii) The Head Teacher will request that deliveries are not made during break or lunch times, or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
- iv) Separate access will be provided for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.
- v) It is the responsibility of all staff to ensure the safety of pupils in and around the access points to the school hall. The Head Teacher will liaise with the dinner-delivery-driver regarding acceptable means of vehicular access and egress.
- vi) A risk assessment will be undertaken for all vehicular movement on site.
- vii) The drive to the school hall will not be for public use, i.e. disabled, emergency vehicles only; this includes pedestrians. Exceptions will be made with prior consent of the Head Teacher, e.g. visiting teachers/coaches with equipment to unload; parents & toddlers walking down the drive rather than through a busy playground.

3.20.3 *Staff*

- i) Staff working either in isolated parts of the building and/or out of normal hours should follow the LA advice within the “Lone Working” Guidance where applicable. Risk assessments for any lone working activities will be completed and appropriate controls will be implemented as required.
- ii) Contract cleaning staff should sign in with the caretaker on commencement of work and sign out at the end of their shift.

3.20.4 *Visitors*

- i) Visitors must sign in at reception and will be issued with a visitor’s badge which must be returned on leaving the site.

3.20 **Statutory Inspections and Examinations**

Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Site Health & Safety Assistant who will confirm that arrangements for inspection and examination are made by the due dates in accordance with manufacturer’s instructions.

3.21 **Supervision of Pupils**

- 3.21.1 The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- 3.21.2 The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.
- 3.21.3 All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the buildings and site.
- 3.21.4 Staff supervising pupils in and around practical rooms i.e. sports hall will be responsible for ensuring that pupils' behaviour is safe and in accordance with the school code of conduct.
- 3.21.5 In all cases a risk assessment should be conducted that will detail the numbers/ratio in relation to the activity and the individuals taking part in the task.

3.22 Training

- 3.22.1 All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Governing Body.
- 3.22.2 The Training Plan will cover:
 - i) **Induction Training**

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.
 - ii) **Management Training**

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.
 - iii) **Specialist Training**

The Head Teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.
 - iv) **Fire Training**

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms.
- 3.22.3 The school will follow Leicestershire County Council's Competence Training and Awareness Policy to ensure that all staff have sufficient competence, training and awareness of the occupational health and safety risks associated with their work activities.

3.23 Visitors

- 3.23.1 Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.
- 3.23.2 In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point.

3.24 Work Experience

- 3.24.1 The Head Teacher will ensure that all young persons under the age of 18 who are either employed by the school or gaining work experience have a suitable and sufficient risk assessment in place before they commence employment/the placement.

3.25 Business Continuity

- 3.25.1 St Denys CE Infant School will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.
- 3.25.2 In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the Headteacher, Deputy Headteacher, Senior Leadership Team and the Office Manager. This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.
- 3.25.3 A copy of the St Denys CE Infant School business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.
- 3.25.4 In the unlikely event of major disruption or disaster the SEMT will arrange to meet to co-ordinate and implement the business continuity plan.
- 3.25.5 St Denys CE Infant School business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by the Head Teacher, Senior Leadership Team and Office Manager.
- 3.25.6 The chair of the SEMT will liaise with the Resilience Partnership Group in the event of an emergency.

3.26 Infection Prevention and Control (Inc. COVID-19)

- 3.26.1 St Denys CE Infant School will refer to its infection prevention and control guidance, ensuring it has been communicated and is available to all staff.
- 3.26.2 In the event of an outbreak of a communicable infection/disease the guidance contained within the school's infection control guidance will be followed.
- 3.26.3 The school will engage with PHE and The DFE should there be an outbreak of a communicable infection/disease and follow any advice given.
- 3.26.4 The school will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

3.27 Automatic Gates and Doors

- 3.27.1 Automatic Doors and Gates will be serviced, maintained and inspected in line with manufacturer's recommendations (Usually 6 Monthly).
- 3.27.2 The school will complete documented inhouse inspections of automatic doors and gates to ensure their safe operation.
- 3.27.3 Defects will be reported immediately, and a contractor will be procured to make the relevant assessment and repairs.

4.0 Appendix A: **Table of Delegation of Specific Duties:**

Responsibility	Frequency	Delegated to Job Role
Reviewing Health and Safety Policy	Annually	Deputy Headteacher (signed off by HT)
Digitally Backing up Compliance and Safety Documents	When Created or Received	Headteacher
Allocating Budget for Health and Safety	Annually	Headteacher & Office Manager
Display Energy Certificate Renewal	As Instructed on Current Certificate	Headteacher
Organising Type 2 Fire Risk Assessment	Every 5 Years	LCC & Office Manager
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Headteacher
Internal Checking of the Fire Alarm Panel	Daily	Headteacher
Internal Fire Evacuation Drill Organisation	Termly	Headteacher/Deputy Headteacher
Internal Manual Call Point Checks	Weekly on Rotation	Site Health & Safety Assistant
Internal Emergency Lighting Checks	Monthly	Site Health & Safety Assistant /Contractors
Internal Extinguisher Checks	Monthly	Site Health & Safety Assistant /Contractors
Internal Fire Door Checks	Monthly	Site Health & Safety Assistant
Organising Service of The Fire Alarm System	Six Monthly	LCC & Office Manager
Organising Service of Fire Extinguishers	Annually	Office Manager
Organising Service and Maintenance of Emergency Lighting	Annually	Office Manager /Contractors
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Office Manager/LCC
Reviewing the Emergency Evacuation Plan	Annually	Deputy Headteacher/Headteacher/SLT
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Headteacher/SEND Resource Base Leader/SENDCo
Creating and Reviewing the Winter Gritting Plan	Annually	Headteacher (in collaboration with IJS)
Winter Gritting Pavements and Carparks	Consult Weather Forecast	SLT (in collaboration with IJS)
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Head teacher
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	LCC /Headteacher
Organising Asbestos Management Surveys	5 Yearly	LCC/Headteacher/Office Manager
Monitoring the Condition of Asbestos on the Premises	Termly	LCC /Headteacher
Organising Water Hygiene Surveys	2 Yearly	LCC /Headteacher
Flushing of Little Used Outlets	Weekly	Site Health & Safety Assistant
Water Temperature Monitoring	Monthly	Site Health & Safety Assistant
Signing Off Water Temperature Monitoring	Monthly	Headteacher/SLT
Organising Water Heater Service and Maintenance	Annually	LCC /Office Manager

Organising Electrical Installations Condition Reports	5 Yearly	LCC
Organising PAT (Portable Appliance Testing)	Annually	Office Manager
Organising Service of Stage Lighting	Annually	LCC/Office Manager
Organising Servicing of Gas Boilers	Annually	Office Manager via LCC
Organising Gas Risk Assessment	Annually	Office Manager via LCC
Conducting Workplace Inspections	Weekly	Site Health & Safety Assistant
Conducting Workplace Inspections (Governor and SLT)	Termly	Governors, Headteacher/SLT
Organising Building Condition Surveys	5 Yearly	Office Manager via LCC
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Site Health & Safety Assistant
Organising RPII Inspections of Outdoor Play Equipment	Annually	Office Manager (Sports Safe)
Inspecting PE Equipment	Before Use	Class teachers
Organising External Inspections of PE Equipment	Annually	Office Manager & Head teacher (Sports Safe)
Organising Glazing Surveys	10 Yearly	Office Manager via LCC
Procuring and Commissioning Contractors	When Necessary	Office Manager
Managing and Supervising Contractors	When Necessary	Headteacher/Deputy Headteacher/Office Manager
Contractor Inductions	When Necessary	Headteacher/Deputy Headteacher
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	All
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Leics Food Support
Organising a Deep Clean of The School Kitchen	Termly	Kitchen Manager
Creating and Reviewing Classroom Risk Assessments	Annually	Deputy Headteacher
Creating and Reviewing Premises Related Risk Assessments	Annually	Deputy Headteacher
Creating and Reviewing PE Risk Assessments	Annually	PE Coordinator/ Deputy Headteacher
Creating and Reviewing Design Technology Risk Assessments	Annually	DT Coordinator/ Deputy Headteacher
Creating and Reviewing Science Risk Assessments	Annually	Science Coordinator/ Deputy Headteacher
Creating and Reviewing Other Risk Assessments	Annually	Head teacher/SLT
Conducting Pregnancy Risk Assessments	When Necessary	Head teacher/Deputy Headteacher
Conducting Return to Work Risk Assessments	When Necessary	Head teacher/Deputy Headteacher
Selecting Staff Health and Safety Training	Review Termly	Head teacher
Recording Staff Health and Safety Training in a Central Record	When Necessary	Head teacher/SLT
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Administration Assistant & Skrub Cleaning
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Office Manager/Administration Assistant

Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Skrub Cleaning
Logging Accidents onto the Assess Net system	When Necessary	Head teacher/Deputy Headteacher
Reporting RIDDOR	When Necessary	Head teacher/ Deputy Headteacher
Reviewing Accident Statistics	Termly	Deputy Headteacher
Reviewing the Management of Medications Policy	Annually	Deputy Headteacher/SENDCo
Reviewing the First Aid Needs Assessment	Annually	Headteacher/SENDCo
Checking First Aid Kit Contents	Monthly	Deputy Headteacher/School Office
Checking the Condition of First Aid Facilities	Weekly	Deputy Headteacher
Reviewing Pupil Individual Care Plans	When Necessary	SENDco & SEND Resource Base Leader
Reviewing Individual Behaviour Plans	When Necessary	SENDco & SEND Resource Base Leader
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Class teachers/ SLT
Approving Off-Site Visits	When Necessary	Head teacher/SLT
Creating a Health & Safety Report for Governors	Termly	Head teacher/SLT
Communicating Emergency Procedures to Lettings	When Necessary	Office Manager (Currently N/A)
Emergency Contact during Lettings	When Necessary	N/A
Work Experience Co-ordination (inc. volunteers)	When Necessary	Deputy Headteacher/Office Manager
Organising Tree Surveys	3 Yearly	Office Manager

APPENDIX B: St Denys C of E Infant School Additional Policies and Guidance

Policy Documents
Off-Site Visits Policy
Management of Medications Policy
Supporting Pupils with Medical Conditions Policy
Guidance Documents
Accident, Incident and Near Miss Guidance
Asbestos - Information and Guidance
St Denys's LAMP Local Asbestos Management Plan
Schools Gate Safety Guidance
Notification of Construction Works in Academies & Schools
CDM Guidance
Challenging Behaviour and Violence at Work
Contractor Management
COSHH Guidance
Door Safety in Schools
Display Screen Equipment Guidance
Electrical Safety Guidance
Fire Safety Guidance
First Aid Guidance
Food Safety Information and Guidance
Glazing - Information and Guidance
Intimate Care Guidance
Lone Working
Use of LPG Heaters in Schools
Manual Handling
Moving and Handling of People Guidance
Pregnancy and Breastfeeding

Noise at Work
Guidance and Information
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance
Risk Assessment Procedure Guidance
Stress Management in Schools Guidance
Supervision of Pupils by Others Guidance
Violence at Work Guidance
Water Hygiene Procedure Guidance
Winter Gritting & Snow Clearing Guidance
Work at Height Guidance
Work Equipment Guidance
Young Persons and Work Experience Guidance

Appendix C: FIRE AND EVACUATION PLAN - Additional Information

The Fire and Evacuation Plan is applicable to everyone in school; kitchen staff, contractors, members of the public and those with disabilities must all follow the same Evacuation Plan

If it is appropriate to isolate or stop the main power supply of electricity, this is situated in the small room opposite the men's toilet in the main entrance. The key is on a hook on the left-hand side at the top of the door.

On the arrival of the fire brigade, the Headteacher (or delegate) will liaise with the emergency services, notifying them of the location of:

- Boiler Room – Gas Supply
- Electricity Supplies
- Kitchen Area
- Flammable materials – cleaning materials in Skruub's Cleaning room
- Staff Room with laminator and photocopier

Concerts and large gatherings of the public:

Members of the public are notified at the beginning of a concert as to the emergency procedures

On hearing the fire bell:

- Children leave hall by interior doors into class area and then exit
- Parents leave by Fire Exit at the back of the hall

Appendix D: Procedures for the Prevention of Fires Starting and Spreading

- a) Care is taken to protect the building from intruders at all times
- b) Paper and other materials of an easily flammable nature should not be stored on the top of radiators.
- c) All electrical installations, alarms and fire equipment are checked regularly for safety.
- d) All electrical equipment is switched off overnight and during holidays.
- e) All corridors and working areas must be kept clear and tidy
- f) There is a no smoking policy in the school building
- g) Anyone discovering a fire should immediately sound the Fire Alarm without seeking permission
- h) On hearing the alarm, the School Office should immediately dial 999 for the fire brigade (the Head in the office staff's absence)

On hearing the fire alarm, children should:

- a) Stay quiet and await teacher's instructions
- b) Leave the classroom in a quiet orderly fashion by the fire door
- c) Proceed to the assembly point on the school field by the route directed by the teacher
- d) Line up in their normal class places for the register to be called
- e) Return to the building only when told it is safe to do so

The Headteacher will ring the fire brigade and check toilet areas.

A member of the school administration team will bring registers, the signing in/out folder and check staff toilets in the school entrance.

APPENDIX E: St Denys Infant School – Environmental Protection Policy

The Governing Body accepts its responsibility for sustaining a litter free environment and will pursue this by the following means:

- a) A daily litter inspection by the premises officer
- b) Alerting the District Council to any build-up of litter in close proximity to the school grounds which threatens our own standards of cleanliness
- c) Providing a litter bin for the children to dispose of litter during the school day
- d) Encouraging the children to see that they have a responsibility for the tidiness of their own environment, by developing good table manners and expecting children to learn independence in relation to tidying their own classrooms
- e) Developing the children's awareness of the need for environmental protection through areas of the curriculum such as Science and PSHE
- f) Participating as a school with the help of parents in recycling schemes
- g) Developing positive attitudes to the environment and encouraging children to take a pride in their school
- h) Seeking the co-operation of parents in caring for the school premises during the school holidays

APPENDIX F: St Denys CE Infant School Security Policy

Rationale

Every opportunity has been taken to ensure that the school is as secure as possible. Risk assessments are updated every term by the Health and Safety Committee. The following security measures are in place:

- The area immediately surrounding the school is fenced with electronic gates for access. All gates have padlocks which are locked at night on the electronic system after 4.30pm.
- Security lighting illuminate's dark areas around the school and the car park
- An inner security door only allows key-holders access or those with an electronic fob
- Closed circuit television provides surveillance of the perimeter
- A telephone line in the main school is always available
- The buildings are all linked to an intruder alarm, which is activated as part of the exit procedure. The school is locked by the main key-holders who are entitled to set the alarm.

They are:

Mrs C Sargeant, Headteacher

Mr T Harley, Deputy Headteacher

Mrs E Cooling, Office Manager

Miss H Bateman, SLT Member

Skrubbs Cleaning Company, x2 minimal sets of keys for cleaners

- Key holders deactivate the alarm.
- Money is collected by a security firm
- All visitors are required to sign in and out of school and have means of identification
- Contractors working on site must sign in and out

General security measures are taken to minimise the risk of fires and deny any fire-raiser easy access to the school:

- There is no letter box
- Computers are all turned off when staff vacate the area
- The boiler house is locked by the staff who use it. E.g. SLT/cleaners
- The school has a no smoking policy
- Flammable materials are locked away
- Electrical appliances are tested annually
- The heating system is checked regularly
- Fire doors protect vulnerable areas
- Staff working alone in the building are encouraged to keep the inner security door locked, otherwise the general security arrangements are in place to facilitate a safe working environment.

Electronic entry/exit registration

All current staff will have a card or fob to allow them to enter all buildings.

It is the member of staff's responsibility to look after this and loss of same will incur a £5 charge.

If a member of staff leaves the employment of the school, the badge must be returned to the office and their name removed as a User.

Different lanyards are used to denote persons within the school premises;

- Blue-staff
- Red- visiting families or persons who need accompanying
- Yellow- Governors and Coaches
- Green – person volunteering within school or contractors (including school nurse, social workers, educational authorities, etc.).

Contractors must also sign in the black folder which is located near the office.

All visitors and contractors should read the Health and Safety Information Guide on screen and click to confirm this.

APPENDIX G: Health and Safety audit checklist

Safety Organisation

1. Check that all notices appropriate to safety, first aid, evacuation and fire drills are in place.
2. Check that Health and Safety Policy is stored in a prominent place and names of Health and Safety representatives are displayed and easy to read.

First Aid

1. Check notices showing names of current first aiders are prominently displayed.
2. Check that First Aid box is appropriately marked with British Standard sign and that it is being stocked regularly
3. Check that location and telephone numbers of NHS Direct and local doctors are displayed in the office over the telephone
4. Check that first aid waste is correctly disposed of

Attitudes to Safety

1. Check that teachers remind children termly of safe behaviour within school and grounds.
2. Check that safe practices are followed in daily work routine (e.g. all staff wear gloves when treating open wounds)
3. Check that all equipment necessary to support safe practices is in place (e.g. an adequate supply of safety/first aid gloves)
4. Work Area - Check that floor surfaces, paths etc. are clear and free from obstruction

Fire Prevention

1. Check that notice naming Fire Prevention Co-ordinator and identifying fire assembly points, is displayed on a public notice board.
2. Check that fire extinguishers have been serviced and signed by a reputable company.
3. Check that all extinguishers are sited at the points labelled on school plan and are easily accessible.
4. Check that all exit points are unlocked and unobstructed.
5. Check that all fire exits are properly signed to British Standard.

Flammable and Explosive Materials

1. Check that all containers of flammable liquids are safely stored/stacked.
2. Check that empty containers are safely disposed of.

Premises

1. Check visually, that floors/walls/windows/skylights are clean and in good repair.
2. Check that all lights are in working order and light fittings are reasonably clean.
3. Check that ventilation/extraction systems are in working order.
4. Check washrooms/toilets to ensure that facilities are reasonably clean and in good repair.
5. Check refreshment making and consumption areas to ensure that these areas are clean and hygienic.
6. Check cloakrooms to ensure that these areas are clean and hygienic.
7. Check visually that there are no pools of stagnant water.
8. Check that there are no obstacles in the main aisles/storage areas.
9. Check that school ipads etc. are safely stacked and capable of being safely carried/transported.
10. Check that play area is kept as clean as possible.
11. Check that dustbins/skips etc. are being used and sited in designated positions in the yard(s).