

Chinley Primary School

Health and Safety Policy

Chinley Primary School
Buxton Road, Chinley
HIGH PEAK
SK23 6DR

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Health and Safety Policy

The school notes the provisions of the Health and Safety at Work Act 1974 and follows the guidelines set down by the Local Authority. Please refer to this document.

The arrangements outlined in this policy cannot by itself prevent accidents or ensure safe and healthy working conditions. The school believes that the adoption of safe methods of work and good practice by every individual is essential.

Hence, though the school will take all reasonable steps to identify and reduce hazards to a minimum, pupils, staff, visitors and members of the school community must appreciate that their own safety and that of others depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

This policy has been developed through consultation and discussion. Its purpose is to provide a framework for the management of health and safety in the school. The policy will be reviewed on a regular basis to take account of relevant developments and changes.

The policy should be read in conjunction with the Educational Visits Policy.

Through implementation of the Health and Safety Policy it is the intention to:

- i) Provide a safe and healthy environment for pupils, staff, visitors and members of the school community, taking reasonable steps to ensure the work and activities carried out by the school do not adversely affect the health and safety of other people.
- ii) Promote an approach based on consultation between and liaison with all parties concerned with the implementation and monitoring of health and safety policy.
- iii) Seek advice and guidance from outside the school when necessary.
- iv) Provide adequate information and training for relevant persons in respect of health and safety matters as appropriate.
- v) Operate within the structure and framework of Derbyshire County Council and take account of health and safety advice and guidance provided by the LA.
- vi) Comply with the Health and Safety at Work Act and other relevant legislation.

Responsibilities

The Governing Body, in consultation with the Headteacher will:

- Make itself familiar with the requirements of health and safety legislation and codes of practice which are relevant to the work of the school.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure the necessary changes are made.
- Identify and evaluate risks and risk control measures so as to enable the most appropriate means of minimising risks to pupils, staff, visitors and members of the school community

The Governing Body undertakes to provide, through the Headteacher:

- A safe place for pupils and staff to work, including safe means of entry and exit.
- Plans, equipment and systems of work which are safe, together with relevant guidance, instruction and supervision.

- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take into account appropriate statutory requirements, codes of practice and guidance.
- Supervision, training and instruction to enable all pupils and staff to perform school related activities in a healthy and safe manner.
- Necessary safety and protective equipment and clothing, together with relevant guidance, instruction and supervision.
- Adequate welfare facilities.
- Access to this policy, as far as is reasonably practicable for all staff, including temporary and voluntary staff and helpers, to ensure that they carry out their duties in a safe manner without placing themselves or others at risk.

Headteacher will:

- Be aware of the basic requirements of the Health and Safety at Work Act and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure the health, safety and welfare of pupils, staff, and others using the school premises or facilities or services or attending or taking part in school sponsored activities.
- Ensure safe working conditions, practices and procedures for the health, safety and welfare of pupils, staff, and others using the school premises or facilities.
- Consult with members of staff, including safety representatives, on health and safety issues.
- Arrange systems of risk assessment to allow identification of potential hazards.
- Ensure that workers on the site make themselves aware of the Asbestos Survey for the school and sign a Permit to Work Form.
- Carry out periodic reviews and safety audits on the findings of risk assessments.
- Identify the training needs of the staff and provide such relevant training in health and safety matters within the financial resources available.
- Encourage pupils, staff and others to promote health and safety.
- Ensure that defects in the premises, equipment and facilities which relate to or may affect the healthy and safety of pupils, staff and others are rectified as soon as possible.
- Carry out accident and incident investigations.
- Ensure that there is a trained member of staff for Fire Regulations; Work with Asbestos, Educational Visits and Child Protection Procedures.
- Monitor first aid and welfare provision.

All Members of staff

- Take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work.
- As regards any duty or requirements imposed on his/her employer or any other persons by or under any of the relevant statutory provisions, co-operate with the employer so far as necessary to enable that duty or requirement to be performed or complied with.
- Staff are expected to familiarise themselves with the health and safety of their duties and functions and avoid conduct which would put them or anyone else at risk. In particular members of staff will:
 - Be familiar with the Health and Safety Policy and any relevant safety regulations as laid down by the Governing Body through the Head.
 - Ensure that these are met and effectively applied.
 - Take steps to ensure plant, machinery and equipment is adequately guarded and in safe working order.
 - Not make unauthorised or improper use of plant, machinery or equipment.
 - Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.

- Ensure all toxic, hazardous and flammable substances are correctly used, stored and labelled.
- Report and defects in the premises, plant, equipment and facilities which they observe.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, contractors and Others

1. When premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
2. The Head or relevant co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that statutory and advisory safety requirements are met as appropriate.
3. When school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with appropriate requirements regarding health and safety legislation and codes of practice.
4. When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with relevant requirements and procedures and that they will not without prior consent:
 - Introduce equipment for use on the school premises.
 - Alter fixed installations.
 - Remove fire and safety notices or equipment.
 - Take any action that may create hazards for persons using the premises or the pupils, staff and other members of the school community.
5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all other persons using the premises. **They are provided with a copy of our ASBESTOS REPORT.**
6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe the Head will take such action as necessary to protect pupils, staff and other members of the school community from potential injury.
7. The Governing Body draws the attention of all users of the school premises, including hirers and contractors, to the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

Specific Information – Index of Guidance

Detailed information on aspects of health and safety practice is attached to this policy statement in the form of an ‘Index of Guidance’. This reflects established school policy, information supplied by external agencies such as the Health and Safety Executive and DfES. In particular the ‘Index of Guidance’ reflects the contents of the DCC ‘Health and Safety Risk management Handbook’ which has been formally adopted by the Governing Body.

Equal Opportunities

The promotion of a healthy and safe school environment and appropriate working practices will at all times be in the context of equal access to such provision irrespective of age, gender, race, sexual orientation, colour, religion, disability, ethnic or national origin or any other perceived differences.

Index of guidance: Available from the Office

The information is arranged alphabetically under the following headings:

- Access Safety
- Accident and Incident Reporting
- Communicable Diseases
- C.O.S.H.H
- Display Screen Equipment
- Electricity
- Environmental Conditions
- Faulty Equipment Procedures
- Fire and Evacuation Procedures – General
- Fire Evacuation Procedure
- First Aid Provision
- Health and Safety Committee
- Housekeeping and Storage
- Inspection and Testing
- Lone working
- Manual Handling
- Mechanical Equipment and Tools
- Medicines and Tablets
- No Smoking Policy
- Personal Protective Equipment
- Physical Education
- Reprographic Equipment
- Risk Assessment
- Training
- Travel and Visits
- Violence at Work
- Visitor Control
- Working at Height

Access Safety

- Pupils, whether independent or accompanied by parent, should under normal circumstances enter and leave the school premises by the pedestrian gates.
- The main gates should not be used as an access route by parents and/or pupils.
- The playground can be used for staff, official visitors, contractors and delivery personnel. Parents should not bring vehicles into this area under normal circumstances.
- Parents should be advised and reminded routinely to park their vehicles well away from the pedestrian gates (unless there are exceptional and agreed circumstances) and also not to park in front of the main gates so as to maintain access for emergency vehicles. The main gates will normally be kept locked at during 8.40am and 4.30pm.

Accident and Incident Reporting

- All minor accidents and injuries to pupils must be recorded, by a staff member, as soon after the incident as possible, in the Pupil Accident Books provided. One is located in the reception area and one in the nursery (for nursery use). Equally, all accidents and injuries involving staff must be recorded in the Staff Accident book as soon as possible.
- In the event of an injury or bump to the head involving a pupil the above procedure must be followed. In addition an 'Advice After Head Injury Form' must be completed and sent home with the child. A copy of the completed form should be retained in school files chronologically in the Accident Report Form Folder which is kept in the office.
- In the event of a more significant accident or injury an Accident Report Form must be completed in accordance with the guidance. The Head or Deputy Head must be informed, as must parents in the case of a significant accident to a pupil. In the event of a 'notifiable injury' as defined in the DCC procedure, the online Incident Report form should be completed.

Boiler House

- Routine servicing/maintenance of heating plant will be carried out the LA personnel. A 'site record' of servicing, maintenance and remedial work following malfunctions will be kept.
- School staff whose duty it is to look after boilerhouses must be fully conversant with the general instructions and notes relating to the particular type of installation.
- Storage in boilerhouses must be strictly controlled. Access to boilers, pumps, control panels, valves and so on must be maintained at all times

Communicable Diseases

- The guidance to be employed with regard to the control of communicable disease is in the form of a poster produced by a Joint Working Group of Health Authorities and the County Council entitled 'A practical guide on the control of Communicable Disease's. This poster is displayed in the school office.
- If it is suspected that a pupil is showing early signs of an infectious disease the child where possible, should be taken home or temporarily isolated in the care of a member of staff until the parents can be contacted. On receiving confirmation of diagnosis of infectious disease the child should be excluded for the period of time recommended in the guidance.
- Application of the guidance will be supplemented as appropriate by seeking advice from the Consultant on Communicable Disease Control at the Health Authority.
- Education of children in the principles of hygiene in the event of an outbreak of infectious disease will be important. Assistance may be sought from the Health Visitor, School Doctor, School Nurse and Health Promotion Unit as necessary.

C.O.S.H.H – The Control of Substances Hazardous to Health

- An assessment should be made of the use at work of substances that are hazardous to health, and the steps that are taken to prevent, or where this is not reasonably practicable, to control adequately, exposure to these substances.
- Staff are reminded annually that all purchases should be non toxic to children, wherever practicable.
- C.O.S.H.H assessment forms must be completed in respect of hazardous substances. The assessment forms are supplemented by data sheets provided by commercial suppliers wherever possible, and also via information from external agencies such as the LA and Property Services Department.
- Assessments and product information should be made available to staff using relevant substances to ensure they have details regarding safe use and disposal.
- The school purchases a cleaning contract via Property Services, who take full cognisance of COSHH regulations in the materials supplied.

Display Screen Equipment

- The Code of Safe Working Practice on Display Screen Equipment is intended to provide guidance in the assessment and reduction of risks, minimum requirements for equipment and the working environment, along with information and arrangements to ensure the Health and Safety of users.
- Users have a statutory entitlement to appropriate eyesight test for display screen work.

For detailed information on the Display Screen Equipment Code of Practice consult the relevant DCC Display Screen Equipment guidance.

Electricity

- Regulations require that only competent persons with relevant qualifications and technical knowledge should undertake electrical installation and repair work as appropriate.
- Portable electrical equipment is tested annually by a competent person using approved testing instruments. The test must be indicated on the appliance and entered on a record sheet. A register of items tested is kept in the office.
- Any electrical appliance should be checked visually before use. This should include checking of cables for signs of wear, damage and fraying. If a fault is apparent a warning label should be attached and the appliance removed for service until inspected by a competent person and repairs carried out as necessary.

Environmental Conditions

- Lighting: This is suitable and sufficient.
- Cleanliness: Standard expectations of cleanliness are now confirmed by a specific duty to keep a workplace, including furnishings and fittings, clean and free from dust.
- Condition of floor and traffic routes: Floors and floor surfaces should not expose any person to risk and as far as possible should be kept free from obstructions or substances likely to cause slips, trips or falls. Holes bumps or uneven floors should be made good and until this happens hazards should be sufficiently guarded or marked conspicuously. Spillages should be immediately mopped up, covered or fenced off until steps can be taken to eliminate the hazard.
- Windows: Staff should not be required to stand on chairs or tables in order to open windows for ventilation purposes.
- Doors: Doors should not be obstructed.
- Welfare facilities: Sufficient toilets and washing facilities should be provided, which are to be cleaned on a daily basis. An adequate supply of drinking water should be available, along with facilities to make a hot drink. Suitable provision should be made for taking breaks, eating lunch and for rest areas. Appropriate facilities should be available for staff's own clothing and provision for hanging/drying wet garments.

Faulty Equipment – Procedures

Staff are expected to ensure that any equipment is made safe and then to report to the Head or DH of the defect.

If the item is portable, they should bring it to the office for safe storage. If it is not portable, they must inform the office staff immediately. The office staff will label the equipment and ensure that it is visually obvious that the equipment is faulty.

A report will be made to ensure a quick repair.

Fire and Emergency Evacuation procedures - General

- Fire Drill/Evacuation Practice will be carried out at least once per year. And the details recorded in the Fire Drill Log, which is kept in the office. It will be the responsibility of the Head to ensure drills/practices are carried out.
- The time of the practice should be varied so as to occur at different times of the day.
- Every member of staff must be familiar with evacuation procedures which are detailed on the 'Fire Evacuation Map' and the standard fire notices both of which are displayed prominently in every area of the building. At induction, staff are expected to make themselves aware of specific fire alarm sounder points, escape routes, assembly areas and the location and nature of fire-fighting equipment – All Staff must be familiar with this information.
- The system will be checked on an annual basis by the LA through Property Services Department. This testing must be carried out by an appropriately qualified person, who will report the findings of the testing to the Head and the LA for appropriate action.
- Fire doors throughout the school are clearly labelled and should be kept closed but unlocked.
- All exit doors, including those specifically marked as fire doors, should not be obstructed, must be easily opened from the inside and must be kept unlocked when the building is in use.
- Rubbish and combustible materials must not be allowed to accumulate and should be disposed of as soon as possible.
- Regulations concerning control/storage of flammable liquids must be followed.

Fire Evacuation Procedure

In the event of a fire, the following procedure is to be carried out **QUICKLY, QUIETLY, SENSIBLY:**

When the fire alarm sounds:

1. Everyone must leave the building as directed by the Fire Evacuation Maps displayed throughout school.
2. Classes must assemble as class groups in the designated Assembly point as far from the building as possible. Non-teaching staff should assemble in departmental groups as far as possible depending on the Assembly Point used. Visitors should assemble at the nearest assembly point.
3. A member of clerical staff should bring out registers and will also bring the visitors Book from the Office.
4. A roll call will be carried out immediately persons reach Assembly Point. This will be carried out by each class teacher. The Head or Deputy Head will check visitors and non-teaching staff.
5. Every door should be closed when the last person passes through.

If you are near the outbreak of fire:

1. Do not panic.
2. Sound the fire alarm immediately. Alarm points are located throughout the school. Staff must be familiar with the location of these.

The person in charge

- Will normally be the Head or Deputy Head. In the absence of both of these persons responsibility will be assumed by the next senior member of staff
- Will ensure the fire service is contacted.
- Will insist that everyone leave the building in an orderly manner.
- Will institute a search of the building in the event of roll calls indicating someone may still be in the building. Such a search will be carried out without endangering others. The person in charge will inform fire Officers of the place where a missing person was last seen.
- Will not allow anyone to return to the building. Possessions and buildings can be replaced.

REMEMBER! QUICKLY! QUIETLY! SENSIBLY!

For further information on Fire and Evacuation procedures consult the relevant documentation from the DCC online Health and Safety policies and procedures section.

First Aid Provision

- First Aid equipment/supplies: the main supplies are located in the school office store. Other supplies are located in each of the classrooms. The contents of First Aid kits should be in accordance with the documentation from the DCC online Health and Safety policies and procedures section. Such kits should also include Personal Protective Equipment such as disposable gloves and plastic aprons, along with plastic bags for disposing of relevant items. It will be the responsibility of the designated First Aider to ensure that First Aid kits are checked regularly and to ensure sufficient items are available and in usable condition. A list of items within should be provided for each kit, and conform to guidance.
- Educational visits: A portable first aid kit must always be taken on educational visits. It is preferred that a qualified first aider is part of the staff on visits, especially in the case of extended residential events.
- Qualifications: Members of staff should be encouraged to undergo basic training and/or obtain/renew First Aid qualifications.
- Blood borne infections: Great care should be taken when dealing with cases where infections carried in the blood such as HIV or Hepatitis B are present. Precautions must include:
- Always wear gloves. – This is standard practice whenever dealing with blood or body spillages, but is especially important where HIV or Hepatitis B may be present when substantial latex gloves must be worn.
- Swabs or dressings contaminated with blood should be disposed of in double impervious plastic bags along with any gloves or aprons used. The bags and contents should be disposed of in the sanitary box in the staff toilet.

Other Items

- Soap and water and disposable drying materials should be provided for first aid purposes.
- Individually wrapped moist cleaning wipes, which are not impregnated with alcohol, may be used for clean-up purposes only when the skin is not broken.
- A resuscitation device for protection of persons carrying mouth to mouth resuscitation from contact with blood or bodily fluids will be available in school.
- The use of antiseptics for first aid treatment of wounds is not necessary.

For detailed information of First Aid provisions consult the relevant documentation from the DCC online Health and Safety policies and procedures section.

Premises and Health and Safety Committee

- A Governing Body Premises Committee will be established within the provisions of the policy statement to enable consultative dialogue and routine monitoring with regard to health and safety issues.
- Minutes of each meeting will be kept, which will be available for inspection by any interested person who is not a member of the committee.
- The committee will meet four times annually.
- The objectives of the committee will include:
- The carrying out and examination of safety audits and inspections with consequent consideration to remedial action as necessary.
- Monitoring the adequacy of health and safety communication in the school.
- Undertaking risk assessments and making recommendations on consequent measures.

In reflecting the Management Structure in the main policy document:

- The committee will at all times be accountable to the Governing Body which will request reports on health and safety issues as required and will monitor its overall functioning and activities.

Housekeeping and Storage

All staff have a responsibility to maintain areas within their responsibility in a safe manner where risks are minimised. Such routine housekeeping will include:

- An ongoing responsibility to keep storage and resource areas in a tidy condition. Minimisation of potential risks of injury such as through persons tripping or slipping, or where items may fall or cause obstruction and other inappropriate storage procedures will make an underlying contribution to health and safety.
- Floors, stairs, corridors and in particular escape routes must be kept clear of obstructions. All relevant external exit doors are to be kept clear of obstruction and be capable of being opened easily and immediately from the inside of the building when it is occupied.
- Care should be taken to ensure combustible materials for teaching, display, furnishing and curtaining do not contribute to a fire hazard.
- Combustible rubbish inside the building should be kept to a minimum and removed as soon as possible, at least on a daily basis.
- Shelf storage should be managed to ensure shelves are not overloaded and that heavy or bulky items are positioned at a low level, i.e. on the floor rather than a shelf if necessary.
- Chemicals, including cleaning materials, must be stored securely, preferably in a locked room. If chemicals are stored in other than the original container they must be clearly labelled. For example, if a cleaning solution is stored in a lemonade bottle, the lemonade label should be removed and replaced by one that clearly identifies its contents.
- External areas should be monitored routinely for potential hazards such as raised paving slabs, pitted tarmac, broken glass and leaves. Appropriate remedial action should follow as soon as practicable on a priority basis.

Inspection and Testing

The underlying aim of a positive health and safety culture in the school is to prevent situations arising which pose a hazard of whatever degree. An established and cyclical pattern of inspection and testing will contribute significantly to achievement of this aim. In the course of a year this pattern should include the following:

Weekly:

- Fire alarm test, (to be operated from each call point in sequence).

- Inspection of First Aid Provision.
- Playground inspection.

Termly:

- Inspection of entire premises by the headteacher.
- Nursery mechanical play equipment check, (bicycles, scooters, etc)

Annually:

- Inspection of entire premises by the Premises and Health and Safety Committee.
- Testing of PE equipment.
- Testing of fire appliances.
- Risk assessment review.
- Health and Safety Policy review.
- Evacuation practice.

Records of the above processes will be kept. With the exception of particular records kept at locations noted elsewhere in this guidance, the majority of records will be kept in the Office.

Lone Working

1. Refer to Risk assessment for lone working.
2. Caretaker to ensure that (s)he is working in the main building before the departure of the cleaner from the site, and that all outlying buildings are secured at this time.
3. Cleaning staff to secure the doors of all buildings as they carry out their duties.
4. Phones are provided to the outlying buildings to maintain contact.
5. Should a member of staff be working in the building alone and notice something that causes concern:
 - Contact HT
 - Phone your contact at home if all else fails & ask them to phone you back in 10 minutes – if there is no response contact the police – 999.

Staff have a responsibility to ensure the building is left secure.

Mechanical Equipment and Tools

- The provision of safe equipment and its safe use shall be a guiding principle of regulations regarding the above.
- No work equipment should give rise to risks of health and safety irrespective of its age or place of origin.
- All equipment must be suitable for the use for which it is intended, taking account of the location on which it is to be used.
- All equipment must be maintained in efficient working order and in good repair. In this context 'efficiency' refers to how the condition of the equipment might affect health and safety, rather than productivity.
- The regulations include any machinery, appliance, apparatus or tools which carry out a function at work. This refers to any items used by either staff or children, and thus could include scissors, paper trimmers, cooling equipment, glue guns, craft knives, hammers, drills, saws, compasses, steps, trolleys, PE apparatus, or nursery outdoor play equipment, to name but a few.

Medicines and Tablets

It is preferred that medicines or tablets to be taken by children are not sent to school unless it is absolutely unavoidable and that parents make certain it is impossible to give their children medication of the prescribed quantities and at required times at home before it is found necessary to send drugs to school.

If parents have no alternative than to send drugs to school the following arrangements will apply:

1. All medication must be clearly labelled and handed in to the Office, and will be kept away from teaching areas.
2. It is essential that when a child first starts medication a parent calls with clear instructions.
3. A clear written copy of dosage instructions must be provided, with a contact telephone number and the child's name clearly marked.
4. Medication can only be administered by visiting the school office for this.
5. The school reserves the right not to administer medication if there is any doubt about dosage instructions.
6. No medicine can be administered without the appropriate consent from parents.

(The above information does not apply to inhalers with regard to asthma)

No Smoking Policy

- Smoking and/or vaping is not permitted anywhere on the school site.
- The above must be brought to the attention of contractors on the school premises, who must ensure the policy is adhered to for the duration of any letting.

Personal Protective Equipment (P.P.E.)

- Children should wear protective aprons or something similar when using substances which may soil, damage or contaminate clothing.
- Children should dress appropriately for Physical Education, not only for ease of movement but also for reasons of hygiene, health and safety.
- Disposable gloves and aprons should be provided for first aiders.
- Certain section of staff will need to wear overalls/aprons appropriate to tasks undertaken. This will apply to kitchen and caretaking/cleaning employees and other staff as circumstances dictate.

For detailed information on PPE consult the relevant documentation from the DCC online Health and Safety policies and procedures section.

Physical Education

Guidance on health and safety aspects of Physical Education is substantial, and relevant LA documents should be consulted. The following important elements should be emphasised:

- All children should dress appropriately for the type of activity being undertaken. This is extremely important not only for health and safety reasons, but also with regard to personal hygiene.
- All items of jewellery must be removed for PE lessons. Earrings must be the stud type Parents are made aware of this through the School prospectus and at initial parent meetings.
- The large PE equipment in the Hall will be tested on an annual basis by Property Services Department. Appropriate remedial work will follow and a record of inspection will be provided.

For further information on health and safety in PE consult the documentation from the DCC online Health and Safety policies and procedures section and the LA guidance documents on aspects of Physical Education.

Reprographic Equipment:

Potential hazards - ultra-violet light, ozone, heat, electrical supply and chemicals used.

- The equipment should be regularly serviced by a competent engineer.
- Covers or guards that are fastened with screws should never be removed.
- Adaptor plugs or extension leads must never be used to connect equipment to the power supply.
- The power supply should be disconnected in the event of problems, and reconnected only after appropriate action by a qualified engineer.
- Equipment should not be operated if unusual noises or odours are noticed.
- Copiers should be located on a solid support surface with adequate strength to carry the weight.
- The lid of a photocopier should be kept closed when making copies so as to avoid viewing the bright light.
- Rooms where reprographic equipment is located should be kept well ventilated to prevent the build-up of fumes.
- Flammable materials (e.g. waste paper) should not accumulate around reprographic equipment.
- Coffee, tea and other liquids must never be placed on reprographic equipment.

Risk Assessment

- Regulations requires every employer to make a suitable assessment of the risks to health and safety of employees to which they are exposed at work and the risks to the health and safety of persons not in employment which could arise from their connection or involvement in the employer's undertaking.
- Risk Assessments must be recorded using a standard Workplace/Activity Risk Assessment Forms. All Risk Assessment Forms are filed on the schools IT server where relevant persons may consult them.
- Risk Assessments should be reviewed periodically and updated. This should occur as soon as deemed necessary as circumstances change, and dependent on the level of risk in a particular operation. It is expected that monitoring of risk assessment status should form a natural element of the routine safety inspections carried out each term.

Training

- The Health and Safety Policy and this Index of Guidance will be included as part of the induction package for all new staff. Appropriate training for Kitchen and Caretaking/Cleaning staff will be provided by DCC.
- Training and guidance in health and safety matters for children will be provided by classteachers, with additional information supplied by the Head/Deputy Head as necessary.
- Arrangements will be made for staff to attend courses and training sessions as appropriate. A record of such courses will be maintained by the Staff Development Co-ordinator.

Travel/Visits

Staff proposing an educational visit should make themselves aware of the relevant parts of the LA's Educational Visits Regulations. This information is available from the Office.

- An appropriate Risk Assessment must be carried out.
- Prior to the visit a 'Travel Consent Form' must be completed and signed by the parent/guardian to give permission for their child to take part.
- For local visits parents should be informed of any visit and written permission given.
- Appropriate insurance is to be taken out annually with Derbyshire County Council.

For further information consult the DCC School Visits Adviser.

Violence at Work

1. The legal duties of DCC include the protection of employees, as far as is reasonably practicable, from incidents of assault. This will include verbal abuse and physical violence.
2. General advice provided by the DCC includes:
 - Think safety – assess potential risk situations and take appropriate precautions. This will include the devising of working routines, patterns and practices intended to avoid potential problem situations.
 - Act on warning signs immediately.
 - Walk away from situations which it is felt may get out of hand.
 - Do not resort to aggressive actions which are likely to challenge or confront anyone.
 - Discuss fears with colleagues or the line manager.
3. The procedure to be followed if an incident occurs is detailed in the guidance. In particular:
 - The Head should be informed immediately and the Police will be contacted as deemed necessary. The Head will collate all relevant details, including receiving accounts from those involved and witnesses as appropriate.

For further details consult the documentation from the DCC online Health and Safety policies and procedures section.

Visitor Control

1. Visitors must enter school by the Main Entrance.
2. If visitors gain access by another door they must be directed to the Main Entrance immediately via the nearest external route. If problems arise the Head or Deputy Head must be sent for immediately.
3. All visitors must report to the Office before proceeding to any other part of the school.
4. Visitors must sign the 'Visitors Book' entering the time of their arrival. They will be issued with a visitor's badge which must be worn for the duration of their stay in school.
5. Appropriate identification/validation procedures will be carried out by the office staff as necessary. In cases of uncertainty or difficulty the Head or Deputy Head must be summoned immediately.
6. Before leaving school each visitor must report to the Office to 'sign out', enter the time of departure and return their badge/visitor sticker
7. In the event of an emergency evacuation a member of the office staff will have responsibility for taking the 'Visitors Book' to the relevant assembly point and taking a roll call of visitors.

Working at Height

All staff are reminded to follow the risk assessments for work at height and the requirement to use appropriate equipment. Failure to do so will lead to disciplinary action.

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