

Langley Mill C of E (Controlled) Infant School and Nursery

HEALTH & SAFETY POLICY

This policy has been assessed in the light of all other school policies and the Equality Act 2010.

Written / Reviewed by	Date	Approved by GB	Minute Number	Next Review Date
Karen Scrivens	January 2010			September 2011
Karen Scrivens	September 2011	12.12.11	GB/2011/61-3	September 2012
Karen Scrivens	September 2012	26/06/2013	GB/2013/45	September 2013
Karen Toft & Claire Jones	September 2013	03/10/2013	GB/2013/60.1	September 2014
Claire Jones	September 2014	3/12/2014	GB/2014/87	September 2015
Claire Jones	September 2015			September 2016
Karen Scrivens	November 2015	TLC 12/11/2015	TLC/2015/22	September 2016
Claire Jones	September 2016	21/09/2016	GB/2016/68	September 2017
Claire Jones	October 2017			October 2018

Langley Mill C.E. (Controlled) Infant School & Nursery **Health and Safety Policy**

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY & WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the S4S Derbyshire website.

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

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

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

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

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

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

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

Employees are reminded of the own duties:

- To take care of their own safety and that of others.
- To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.
- To comply with all relevant codes of practice and standards as necessary, and point out any shortcomings in these to management.

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

A copy of this statement has been provided to every member of staff and is also posted on the staff noticeboard.

This policy statement and the accompanying organisation and arrangements will be revised as and when necessary, and at least annually.

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

Responsibilities of Governing Bodies

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

In particular the Governing Body should ensure that:

- The School has a Health and Safety Policy (based on the CAYA policy and guidance) which is implemented within the School and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, and review and monitoring.
- The School considers health and safety as an on-going priority and ensures that health and safety obligations are included in school improvement plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.

- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Headteacher

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

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

- A school health and safety policy is developed with the Governing Body, in line with the CAYA health and safety policy and guidance, and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.

- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, e.g. tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g. safety policy/risk assessments) have been seen by the school, following the DCC contractors flowchart (taken from Contractors/Service Providers Guidance). That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site using DCC Contractors/Service Providers Guidance pro formas (see Appendix)
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained (see First Aid Policy).
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.

- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School Health and Safety Co-ordinator (Assistant Headteacher)

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

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes the Health & Safety Governor, Assistant Headteacher, Admin Officer, Senior Midday Supervisor, subject coordinators and Caretaker who have the following responsibilities:

- Apply the school's health and safety policy or relevant CAYA department health and safety guidance and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety policy and procedures.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Provide the Headteacher with information related to Healthy & Safety so she can report on the health and safety performance.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Headteacher/Assistant Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences to the Headteacher.
- Set a good personal example.

All Employees

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

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

- Make themselves familiar with and conform to the schools health and safety policy.
- Be aware of and comply with the schools health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to the Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to the Headteacher or line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with senior management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union.

Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

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

Pupils

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/ or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Arrangements for Health and Safety

Accident/Incident reporting (see First Aid Policy)

All accidents and incidents in Langley Mill C.E. (Controlled) Infant School & Nursery will be reported and recorded in line with the Local Authority accident reporting guidance. All staff will report all accidents to the Headteacher or Health & Safety Officer who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the policy file in the head teacher's office. All accident reporting files and information are held in the staff room cupboard.

Administration of Medicines

As a school we have utilised the DCC Administration of Medicines and Associated Complex Health Procedures for Children advice and guidance document April 2013 to formulate our own Administration of medicines policy. Please refer to this document for further details.

Animals

Care will be taken to ensure the suitability of any animals kept in school in relation to the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc. Consideration will also be given to care of animals in school holidays.

Asbestos

The school has had an asbestos survey completed by the LA and received a register of the areas where asbestos is known to be present. The Headteacher is also a trained duty holder. The guidance in the asbestos policy shows how exposure to asbestos is to be prevented and how it will be dealt with. A copy of the Asbestos survey is included in the staff handbook and is held by the Admin Officer for contractors who need to complete a Permit to Work.

Communication

Staff communicate with the Headteacher regarding health and safety issues through formal and informal reporting.

All communication and consultations between management and staff regarding health and safety issues, will be discussed at staff meetings.

Consultation with Staff

A School Development Committee is in place which deals with the school's health and safety. Health and safety is included as an agenda item of staff and governor's meetings.

Union health and safety representatives have been consulted in planning the health and safety policy.

Contractors

We ensure that all contractors undertaking work on the school site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. This is achieved using the DCC Contractors/Service Providers Guidance flowchart and pro formas (see Appendix).

COSHH

We control the risk from hazardous substances, including use and storage etc. A COSHH register is kept for all hazardous substances which identifies all hazardous substances which are in use within the school. An up-to-date COSHH data sheet is to be kept for all substances and all substances will be used, stored and disposed of in accordance with the COSHH assessment and appropriate Personal Protective Equipment is to be available.

Curriculum Areas

Specific Health and Safety issues arising out of individual curriculum areas will be dealt with within the policy document/scheme of work for that subject.

Such issues may include:

1. The safe and appropriate use of tools and equipment e.g. PE, art and technology.
2. Health and Hygiene e.g. Food Technology
3. The importance of appropriate clothing e.g. PE

However, certain general guidelines will apply whatever the teaching situation, and in all circumstances teachers have a responsibility for ensuring that:

1. Classroom organisation promotes safe working practice.
2. Pupils only use tools and equipment with which the teacher is familiar.
3. All helpers are familiar with safe practice.
4. All adults and pupils are aware of emergency procedures e.g. fire, first aid and accidents.
5. Pupils who are involved in practical activities are under direct supervision by an adult.
6. Pupils are trained in the safe use of tools and equipment before the equipment is used.
7. Safe practices are reinforced regularly.

Disaster Plans

We have a critical incident plan which outlines our procedures to deal with explosions, bomb scares, escape of dangerous substances and evacuation procedures. We also have a computer disaster recovery plan.

In the case of evacuation/emergency, the Admin Officer will contact the emergency services, collect the registers & visitors book and the critical incident plan. The Headteacher or caretaker will isolate gas points as shown on plans.

Display Screen Equipment

Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

We recognise that using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect. DSE assessments are carried out for all regular users of computers following CAYA guidelines.

Educational School Visits

We have an educational trips and visits policy detailing our arrangements for managing educational trips and visits and carrying out associated risk assessments which is in line with LA guidance. We know that educational visits are a potential source of hazard and therefore stringent management systems are in place to ensure of staff and pupils are not at risk.

Environmental

All staff are required to control their environment e.g. temperature, humidity, noise, lighting, ventilation, etc. The school caretaker monitors these items to establish deterioration or improvement of conditions over long periods of time.

No Smoking

Our school is smoke free throughout and smoking is not permitted anywhere in the school building or school grounds.

Children are taught about healthy lifestyles at an appropriate age throughout school.

Fire

We have rigorous fire procedures in place which:

- Identifying the duty holder
- Fire Risk Assessment details
- The fire evacuation procedure (which correspond with procedure notices and state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)

- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

Fire and Emergency Procedures

It is the duty of all members of staff to carry out the procedures as follows:

On discovering a fire

- Sound the alarm
- Inform the fire service
- If possible, tackle the fire using the appliances provided
(Do not endanger yourself or others in doing so).

On hearing the fire alarm

- Leave the building by the nearest available fire exit.
- Close all doors behind you.
- Assemble at the given locations
(See staff handbook and notices around school for details)
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
DO NOT RE-ENTER THE BUILDING FOR ANY REASON-UNLESS AUTHORIZED TO DO SO.

Specific Duties

Secretarial/office staff – Contact Fire Services

Check visitor's book and locate personnel

Sweepers: Check non-classroom areas e.g. toilets, TV corner, work bays and offices etc.

Class teachers: Collect class register on leaving classroom

Confirm that all children present at assembly point

Head: Ensure that all personnel are accounted for.

Fire Drills

To ensure that all pupils and staff are familiar with procedures, fire drills will be carried out at least twice yearly.

First Aid

We have a detailed First Aid policy which shows:

- Name(s) of First Aider(s)
- Name(s) of appointed person(s)
- Location of first aid box(es)
- Who is responsible for maintaining the contents of the first aid box
- A list of the prescribed contents of a first aid box (plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included).
- Who will contact the emergency services if required
- Procedures for notifying parents, e.g. when and how.

Several members of staff have either basic first aid training or hold full paediatric certificates. One member of staff is also the 'First Aider at Work' and has received appropriate training for

this post. Several members of staff also have food hygiene qualifications (see First Aid Policy and lists on staffroom cupboard).

First aid boxes can be found in the staff room cupboard, in the Year 1-2 cloakroom, in the Reception toilet area and in the Nursery kitchen.

In case of an emergency, the school's Admin Officer will contact the emergency services and notify the parents.

Housekeeping/Storage

All areas will comply with housekeeping and safe storage arrangements, including the maintenance of and access to exit routes.

Inspection of the Premises

The Headteacher and caretaker will undertake daily, weekly and monthly inspections of specific areas.

The Resource Management Committee (RMC) will undertake a formal annual inspection of the premises, and may inspect more often depending on any risks involved in certain areas.

The LA surveyor will also undertake an annual inspection of the premises.

Any identified health and safety problems arising from inspections will be dealt with immediately.

Jewellery

We have a 'no jewellery' policy across nursery and school which is communicated in the school prospectus and on regular newsletters. Children are not permitted to wear any jewellery for school, including earrings, as this poses a risk of potential injury due to:

1. Inadvertent contact of jewellery with other people, clothing, equipment, objects, etc.;
2. Contact with jewellery worn by another person such (especially during PE, break times and other physical activities);
3. Being accidentally caught or knocked.

Staff will not under any circumstances be expected to or allowed to remove any jewellery being worn.

Taping up jewellery is not deemed acceptable as there is a potential risk of injury to the wearer:

1. If caught hard enough, studs can still pierce the tape and penetrate the skin behind the ear;
2. Removal of tape from ear studs or other jewellery can cause an injury in itself;
3. Some pupils are allergic to 'Elastoplast' type tape.

Therefore, staff will not tape up or remove tape from jewellery.

The school will not accept a parent/carers' assurance that s/he will not hold the school liable in the event of an accident/incident as parents/carers cannot accept liability for injuries to pupils during school activities. This is not allowed by UK or European legislation of Civil Law.

Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. Therefore the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

Manual Handling

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

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

We make arrangements, so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable. Training is provided for staff as part of a rolling programme of Health and Safety training.

Mechanical/Electrical

Staff are not to introduce new, second-hand and donated machinery and equipment to school without prior arrangement and permission.

Machinery and equipment is maintained and inspected annually by qualified PAT testers and LA representatives. The frequency and recording of checks is kept in the school's red box.

Monitoring Auditing

This policy is monitored and audited annually by the Headteacher and Governing Body in consultation with staff and other representatives.

Monitoring and implementation of the policy indicates whether arrangements made are effective and whether standards of safety performance, which have been set, are actually being achieved.

Audits take place to ensure the continuous monitoring process is adhered to.

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

The following list shows the equipment and practices for which records are kept:

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms

- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Fixed Electrical Systems
- Legionella

The following Health and Safety Management Plan Monitoring Schedule structure shows our procedures.

One off Activities

We complete risk assessments for identifying and controlling risks involved with “one off” activities (see risk assessment file in staffroom cupboard).

Out of School Activities

Risk assessments and safety checks are carried out for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc.

After school clubs like gardening, girls group, boy’s brigade, sport & fitness are carried out by either members of staff or in some cases by external bodies e.g. sports leaders provided by DCC. In the case of the latter, all adults will be police checked.

Playground safety

Procedures for play and lunchtimes are detailed in the Staff Handbook. Risk assessments are in place for playground safety, including use of equipment at these times.

Premises

When our premises are used outside normal working hours, e.g. concerts, fire evacuation and use of photography equipment is passed on to those present. Risk assessments are in place for these types of events.

Personal Protective Equipment

Staff are given guidance on procedures for identifying and selecting Personal Protective Equipment (e.g. for changing nappies, administering first aid) including storage, replacement and maintenance provision as well as training in the use of the equipment.

Risk Assessments

Training on risk assessments has been given by Dave Newbury, LA Health & Safety adviser at a staff meeting. We utilise current health and safety legislation, and have completed all risk assessments suggested by the LA e.g. general assessments, COSHH assessments, manual handling assessments, PPE assessments, DSE assessments, etc.

Road Safety

We know that our school site is hazardous due to its poor location and access to Nursery/main entrance. We have made our arrangements for the safe flow of traffic throughout the school site, including people and vehicles, much safer by adding automated gates and closing the main gates at key points of high traffic throughout the school day.

Security

Our security arrangements are designed to prevent, where possible, unauthorised access to the premises. Our visitor's book and main entrance is only accessible by an electronic system and other access points are not accessible from outside the building. We lock all gates during school hours so members of the public can only enter at certain times of the day. However, our pedestrian gate through the car park is opened for x4 20 minute sessions per day to allow parent/child access to nursery.

Site Access

We convene in the morning and dismiss the children in the evening on the main playground where there is no vehicle access. All parents are warned to be vigilant when passing through the staff car park to access the nursery building. The main entrance and car park is clearly signposted to visitors who have to buzz to be granted access.

Stress Management

School Governors, the Headteacher, assistant Headteacher and other key staff are aware of the effects stress can have on the school. They know that stress leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff. Therefore, a stress management policy is in place and implemented to monitor and alleviate stress.

Training

We identify training needs of staff during school improvement processes. We also ensure adequate training is given when inducting new staff, both long term and short term. We record any training and information given in the CPD and Health and Safety training log files.

Violence at Work

We have a policy in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence at school.

The senior management team are aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress.

Waste Management

All waste is disposed of and certain items e.g. nappies are double wrapped and put into separate bins which are fit for purpose (see Continence Policy).

Welfare Facilities

The welfare facilities for the staff e.g. toilet and washing facilities, provision of drinking water, facilities for staff to make hot drinks and eat food etc. are provided and maintained at all times.

Wildlife Areas

Arrangements for managing and using our school wildlife areas and gardens are in line with legislation e.g. staff-pupil ratios, provision of adequate fencing, selection of plants, etc.

Work Related Learning

We offer work related learning to a range of students of different ages. Our aim is to help pupils learn about work, through direct experience, and as preparation for work. We use our school as a context for the world of work to develop the knowledge, skills and understanding that will be useful in work.

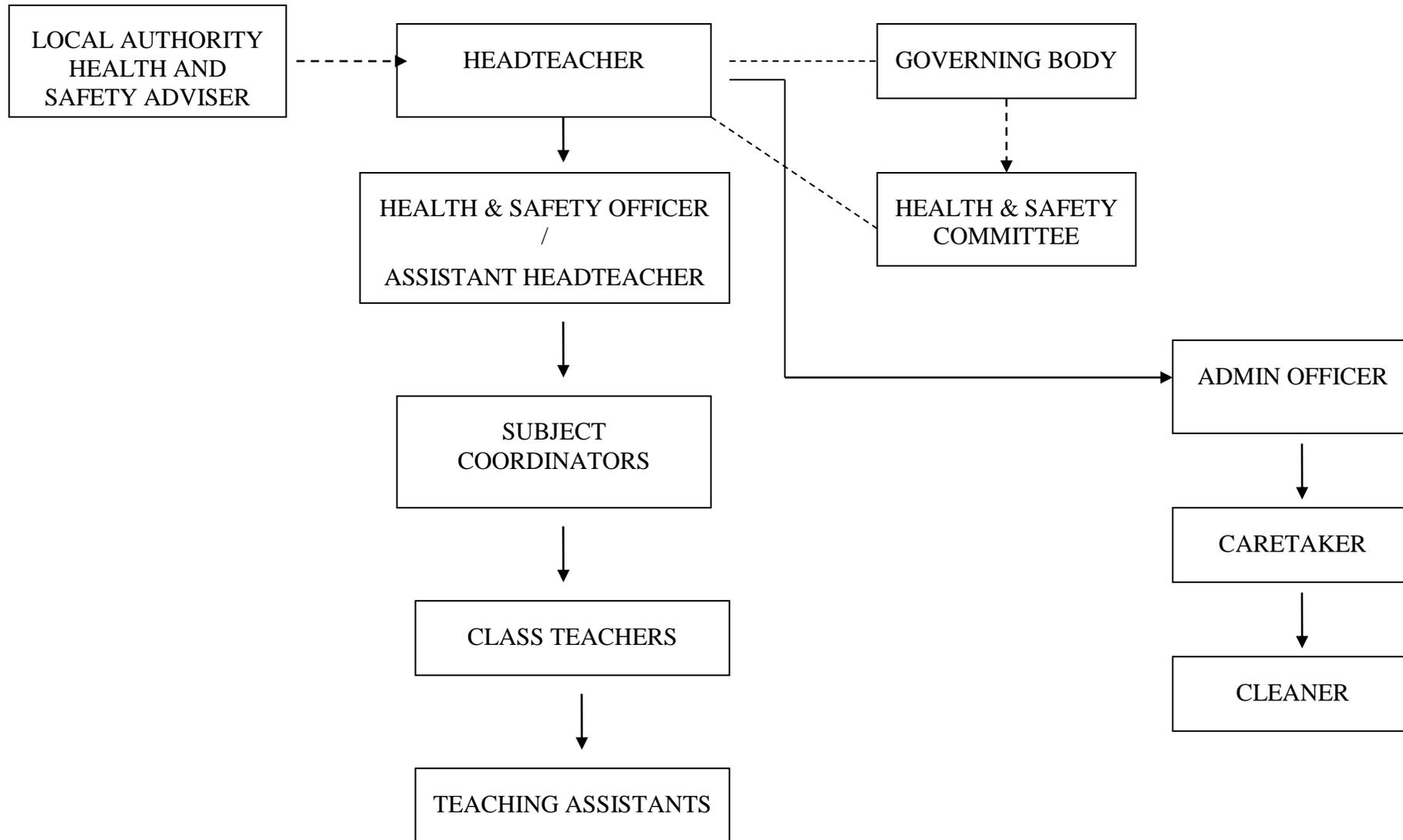
We have written policies which clarify:

- Objectives and responsibilities (see adult volunteers and work placement policies)
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing/debriefing students before/after placements.

Working at Heights

Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector. Therefore, we ensure all staff are safe by using the right equipment when working at height. Our risk assessments give further details.

Organisational Responsibility for Health and Safety at Langley Mill C.E. (cont) Infant & Nursery



Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	HT/H&S Officer/Admin Officer	Other staff may undertake if more relevant to their role or specific task/activity
Health & Safety Policy	HT/H&S Officer	Involves all staff and members of GB
COSHH	Caretaker	
Review of Procedures	HT	
Accident Reports	HT	Any reports included in annual report to governors on Health & Safety
Cleaning Staff Procedures	Caretaker	
Record Fire Appliance Test	Caretaker	Weekly checks recorded of fire alarm, emergency lighting and burglar alarm
Record PE Equipment Check	LA	Annual check and report on PE equipment as part of traded services
Check Completion of PAT Testing	HT	Recorded in log book in red box
Whole Staff Training- Refreshers	HT	Recorded in CPD file
Non Accidental Injury Reports	HT/DSP for SG	In HT office in locked filing cabinet

Monthly Checks

Item	Check By	Comments
First Aid Kits	Admin Officer	Check using checklist in First Aid policy

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Caretaker	Any concerns reported to HT
Fire Alarm Tests	Caretaker	Weekly checks made and recorded
First Aid Kits	Admin Officer	Check using checklist in First Aid policy

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
PE Safety	All staff	Visual inspection before using equipment
Communication of Health and Safety concerns to all staff	HT	As and when appropriate

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	HT	Included in termly HT report to full GB
Premises Inspection	H & S Officer and RMC	Arranged with RMC and area surveyor
Fire Log	HT	
Accident Reports	HT/Senior MDS	
Fire Evacuation	HT	Recorded in fire drill log
Visual Check of Electrical Equipment	Caretaker/Staff	Visual inspection before using equipment
Premises Security	Caretaker/HT	Walks around school building/grounds