



Cavendish Close  
Infant and Nursery School  
Health and Safety Policy  
&  
Procedures  
2022 - 2023

## **Statement of Local Health and Safety Intent**

### **Cavendish Close Infant and Nursery School**

Cavendish Close Infant and Nursery School will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this school.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.

Head Teacher:

Chair of Governors

Date:

Date:

Please see end of Policy for Derby City Council Statement of Intent - (Appendix 1)

## **Cavendish Close Infant and Nursery School – Health and Safety Policy**

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

As the employer, Derby City Council has overall responsibility for Health and Safety in Community Schools. At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.

### **The Aim of the Policy is to:**

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site educational visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

### **To meet these responsibilities the Governors will pay particular attention to:**

The Governing Body/management committee is responsible for health and safety matters at a local level and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishments Health and Safety Policy and performance annually.
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary.
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to Derby City Council, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### **Head Teacher**

The Head Teacher is responsible for the development and maintenance of safe working practices and conditions for all staff and pupils, and visitors to Cavendish Close Infant and Nursery School. This extends to engaging in activities sponsored by the school. To achieve this, the Head Teacher will be responsible for the implementation of the Health and Safety Policy.

The Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

**The Head Teacher has overall responsibility for:**

- Communicating the policy to all relevant parties.
- Ensuring there is an adequate system in place for undertaking risk assessments.
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy.
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that the establishment has emergency procedures in place. *(NB. schools should follow the Schools Emergency Response Plan (ERP) and have a Business Continuity Plan (BCP) in place for emergency and crisis situations).*
- Reporting to Derby City Council any hazards which cannot be rectified within the establishment's budget.
- Ensuring there is no misuse of plant, equipment etc.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Head Teacher may choose to delegate certain tasks to other members of staff such as the Caretaker, Deputy Head Teacher, Business Manager, PE Coordinator, and Educational Visits Coordinator. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

**The School Business Manager will**

- Instigate and undertake a termly health and safety survey with the Caretaker and Health and Safety Representative reporting urgent issues to the Head teacher.
- Report to the Finance Premise Health Safety Committee, Head Teacher and Caretaker any defects and hazards that are brought to her notice.
- Liaise with the Caretaker when organising health and safety works.
- Report to the head teacher on any financial implications for health and safety issues.
- Keep records of all accidents for inspection as required.
- Review risk assessments with health and Safety Representative as required.
- Copy Accident/Incident /Violence forms for filing and when necessary, send the originals to Corporate H/S unit of the LA.

**The Caretaker will:**

- Ensure that he is familiar with the school Health and Safety Policy.
- Conduct a termly health and safety survey with the School Business Manager and health and Safety representative and report any urgent issues to the Head Teacher.
- Ensure that all cleaning staff are aware of the implications of the health and Safety Policy as it affects their work activities. e.g. storage arrangements for materials, equipment and substances.
- Report to the School Business Manager any defects and hazards that are brought to his attention.
- Ensure that anything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instructions prior to use.
- Test and record fire alarms and doors weekly.
- Inform the School Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

### **Responsibilities of all staff**

- Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- 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, the 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.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

#### **All employees of the establishment have responsibility to:**

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **Access to School by Persons Other than Members of Staff or Children**

All visitors to school must report to reception on arrival and sign in using the electronic system on arrival and departure.

A badge will be issued to be worn by visitors for the duration of their stay in school.

This does not apply to evening events or performances where an individual risk assessment should be completed.

### **Document Control**

We will develop and maintain local documentation. Changes including re issues and deletions to School documentation will be authorised by the Head Teacher.

### **Co-operation**

- Local systems and documentation will be implemented following consultation through our school's health and safety meetings.

## **Communication**

- Local systems and documentation will be held electronically and on hard copy and made accessible to staff members.

## **Competence**

- A nominated member of staff will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

## **Planning and Prioritising (Setting Standards)**

### **Primary School Health and Safety Plans**

- School health and safety planning will be part of our school improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

## **Risk Assessments**

Risk assessments will be undertaken and regularly reviewed by Head Teacher, and then placed in an accessible place so that staff can read them. They will be expected to sign the front sheet to confirm that they have been read and understood.

## **Controlling Risk in Curriculum Areas**

It is the responsibility of the teacher to ensure that pupils in their care conduct themselves in a safe manner and are not exposed to any unnecessary hazards. If there is a potential hazard then pupils should be made aware of it and the teacher should ensure that all reasonable precautions are taken. Children should be instructed in the safe use of scissors, craft knives and hand tools and should never be left unsupervised.

## **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (see local arrangements section)

## **Measuring Health and Safety Performance**

### **Active Monitoring**

Informal inspections of the premises will be carried out in accordance with Derby City Council guidelines every 12 months by the Caretaker and the Governor responsible for Health and Safety. There is also a termly check of the building by Elite Safety in Education. Any problems identified by these inspections, including any concerning lifting, carrying, tripping and falling, will be categorised High, Medium or Low risk and dealt with on a priority basis. Formal Health and Safety inspections will be carried out with Elite Safety in Education.

### **Reactive Monitoring**

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement and will nominate someone to report trends etc. to our Governing Body.

### **Reviewing Health and Safety Performance**

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors.

## **Auditing/Inspecting Health and Safety Performance**

- Health and safety auditing/inspecting will be carried out on a regular basis by Elite Safety in Education.

## Local Arrangements

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## **Accident Reporting Procedures**

In accordance with the DCC accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the standard DCC forms.

- Accidents, dangerous occurrences, and near misses on the standard City Council Report of an injury or dangerous occurrence form F2508.
- Violent incidents and verbal abuse on the standard DCC Assault Report Form.

Copies of these forms are available in the School Business Managers office.

The Head Teacher will countersign the DCC report form before the original copy is sent to DCC. A copy should also be sent to Elite Safety and a further copy kept at the establishment.

- A local accident slips (located in the varicose locations around site) are used to record all minor incidents to pupils any more significant incidents must also be reported to DCC using the forms described above.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

### **Employee Accidents**

(This applies to all education employees and self-employed persons on school premises.) Any accident to an employee resulting in a fatal or major injury should be reported to the LA immediately by telephone.

### **Pupil Accidents**

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- Plant or equipment on the school premises.
- The lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

### **Reporting to the Health and Safety Executive (HSE)**

DCC will report all RIDDOR incidents immediately to the Health and Safety Executive (HSE) on the school's behalf.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring (via DCC)

In every case where an incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety team.

The school will still be required to keep a record of all over three day injuries – if the school keeps an accident book/form, then this record will be enough.  
Full guidance and copies of the form are located in the [Accidents and aggressive incidents - Schools' Information Portal \(derby.gov.uk\)](#)

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**Contractors**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

Most contractors are supplied through the external property services contractor (Property Premises Management Contractor) PPM.

All contractors must report to the school office where they will be asked to sign in using the electronic signing in system. Contractors will be issued with verbal guidance on fire procedures, local management arrangements, and vehicle movement restrictions.

The School Business Manager or the Caretaker will be responsible for monitoring areas where the contractor's work may directly affect staff and/or pupils and for keeping records of all contractors' work.

Contractors must report to a member of staff in the first instance.

Contractors will ensure:

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/dining hall during break times and lunchtime.

If any contractor creates a hazardous condition and refuses to eliminate it or to take action to make it safe, then the Head Teacher will take such actions as are necessary to prevent risk or injury to other persons. If a member of staff is aware of any hazardous situation being created by a contractor, they have a duty to report this to the Head Teacher immediately.

**School Managed Projects**

To ensure contractor competency the school uses approved or recommended contractors. The Business Manager will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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## **Control of Substances Hazardous to Health**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

The school’s nominated person responsible for substances hazardous to health will be the Caretaker.

They shall ensure:

- An inventory of all hazardous substances used on site and is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

## **COSHH**

### **Guidelines:**

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, office manager and Head Teacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

A designated person is responsible for coordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

**Pupil Workstations**

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

**SEN Pupils and Computers:**

Some SEN pupils may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the pupil for printing etc. Where a pupil has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the pupil

Advice on the use of DSE and DSE risk assessment forms are available on the DCC Health and Safety website.

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## Fire Evacuation and other Emergency Procedures

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the DCC Health and Safety Manual.

The fire risk assessment is located in the Fire Safety Record of Tests Logbook (Red folder in the School Business Managers office) and reviewed every 2 years by a competent fire officer and reviewed annually by the Head Teacher.

### Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

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Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Business Manager,

### Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book.

### Details of service isolation points (i.e. gas, water, electricity)

- **Gas:** Plantroom
- **Water:** Plantroom
- **Electricity:** Plantroom

Details of chemicals and flammable substances on site are kept in the Caretaker Office as appropriate, for consultation.

## EMERGENCY PROCEDURES

### FIRE EVACUATION

#### If You Find A Fire Or One Is Reported To You:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point and proceed to the evacuation point.

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

#### On Hearing the Fire Alarm:

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell.

- The SBM or Caretaker will check the fire panel (located in the main entrance) and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors, and contractors must leave the building by the nearest exit and report directly to the administration assistant at the assembly point.

### **Assembly Point – Playgrounds**

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should leave by the nearest available escape route. The last person to leave the classroom must close the door.
- Pupils should walk in their class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

### **A Calm orderly exit is essential**

#### **Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers.
- Visitors' book registers etc. will be taken out to the assembly point by the office staff. The result of this check must be reported to the Head Teacher/senior member of staff as soon as it is completed.
- All staff are responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.

### **All fire marshals should report to the Head Teacher/SLT that corridors/buildings are cleared.**

- The Head Teacher/SLT, Caretaker, and Office Staff will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Head Teacher/senior member of staff will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Head Teacher/senior member of staff.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

### **Fire and Bomb Alerts**

In the event of a fire or bomb threat, alert the Head Teacher and sound the fire alarm to evacuate the premises. A designated person will call the emergency services, if a bomb alert, a call to the police is required.

A member of the Senior Leadership Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

### **Visual Disability**

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, on the level surfaces they should take the helper's arm and follow them.

### **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

### **Personal Emergency Evacuation Plans (PEEPS)**

Personal Emergency Evacuation Plans (PEEPs) will be carried out for staff or pupils requiring one due to disability or ill health. These plans will be followed in all emergency evacuations including fire drills.

Staff should be aware of any child or adult in their area that has a Personal Emergency Evacuation Plan (PEEP).

The PEEP will clearly state what is to happen during an emergency situation. If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Warden upon reaching the Fire Assembly Point.

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## **Inspection/maintenance of Emergency Equipment**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested annually.

### **Green Door Release Boxes**

These will be tested regularly by the Caretaker.

### **Emergency Red Pull Cords**

These will be tested regularly by the Caretaker.

### **Inspection of Firefighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the Caretaker and annually by an approved competent contractor.

Test records are located in the site's fire log book.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

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## **First Aid and Medication**

### **First aid boxes are located at the following points:**

Various locations around site

A nominated member of staff will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions should be carried out at least termly.

### **First Aiders:**

The school has sufficient numbers of first aiders (13 Paediatric First Aid) & (1 Emergency First Aid)

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to Parents.

A list of first aiders is displayed next to the main office and around the whole site.

The Deputy Head Teacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

### **Button Batteries**

Please be aware small batteries are dangerous if swallowed and must be kept and stored out of reach of young children.

When opening a pack which includes multiple button batteries, make sure that children cannot access the batteries which remain in the open packs.

Do not dispose of a battery in the classroom waste bin.

### **What to do if a child ingests a button battery:**

CALL 999 In the event of battery ingestion, seek immediate medical attention

Do not let the child eat or drink until an X-ray can determine if a battery is present.

Take the battery packaging or the device containing the battery to the hospital so as the doctor can identify the battery type and chemistry.

### **Transport to Hospital:**

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with DCC guidance.

### **Blood Spillages**

DCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf)

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Head Teacher. Records of administration will be kept by the class teacher, with the medication and with the Inclusion Lead.

All medications kept in school are stored in the locked cabinet in the corridor outside the main office, Nurseries are stored in a high cupboard in the nursery kitchen which must be secured when not in use medication that require refrigerating will be kept in the fridges in the staff room or nursery kitchen which must be secured when not in use.

Where children need to have access to emergency medication, i.e. asthma inhalers, Adrenaline pens, the following has been put in place:

All asthma inhalers are in the locked cupboard outside the main office and Adrenaline pens are kept in the classroom and in the locked cabinet outside the main office and clearly marked with their name. Nurseries are stored in a high cupboard in nursery kitchen which must be secured when not in use.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) as appropriate.

### **Supporting children with medical conditions policy Cavendish Close Infant School & Nursery**

[Microsoft Word - Supporting pupils with medical conditions Policy 2021-2022.doc](https://cavclosei.derby.sch.uk/Microsoft%20Word%20-%20Supporting%20pupils%20with%20medical%20conditions%20Policy%202021-2022.doc)  
([cavclosei.derby.sch.uk](https://cavclosei.derby.sch.uk))

#### **Treatments:**

**When dealing with blood, plastic gloves and apron must be worn.**

**Cuts/scratches** – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

**Bleeding** – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

**Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a 'Bump to the Head' letter.

**Falling** – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

**Unconsciousness** – Call a First Aider immediately.

**Breathing Difficulties** – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

**Epilepsy/Fainting** – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

**Haemophilia** – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to hospital.

**Diabetes** – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

**Anaphylaxis** – The result of severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the child's adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings

- Immunisations or antibiotics

**Safety/HIV Protection**

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

**Health Care Plans**

Health care plans are in place for those children with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

Staff under-go specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans are reviewed as and when informed by parents/guardians and written precautions/procedures made available to staff.

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## **Health and Safety Information and Training**

### **Communication of Information**

Detailed information on how to comply with DCC's health and safety guidance is available on the DCC School Information Portal.

The Health and Safety Law posters are displayed in the main office and other locations around site.

The DCC Health and Safety Team provide competent health and safety advice for Community, special and VC schools. Tel: 01332 255579

The school also has an SLA with Elite Safety in Education.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all relevant employees by the Head Teacher.

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. Moving and handling, work at height etc.)
- Refresher training where required.

Training records are held in the training folder. The Head Teacher or their nominee will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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**Health and Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/coordinated by the SBM and Elite Safety in Education.

Monitoring inspections of play equipment play areas etc. will be carried out by nominated staff. Elite Safety in Education will carry out termly inspections of fixed outdoor play equipment.

Advice and pro forma inspection checklists can be found on the DCC School Information Portal or contacting Elite Safety in Education.

- Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.
- The person(s) undertaking the inspection will complete a report in writing and submit this to the Head Teacher.
- Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher

A named Health and Safety Governor will be asked to be involved/undertake inspections on an annual basis and report back to both the full Governing Body meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the school's health and safety representative(s) if/when applicable.

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## **Infection Control**

### **Introduction**

This policy has been written following guidance from Public Health England guidance on infection control and winter readiness.

### **Aim and Objectives**

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

### **Principles**

The school recognises that infections such as influenza pandemics are not new. No one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

### **Planning and Preparing**

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Public Health England. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the Health Protection Agency and the Government. It is likely that school will remain open but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

### **Infection Control**

Infections are usually spread from person to person by close contact, for example. Infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands. Or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

### **Staff and children are given the following advice about how to reduce the risk of passing on infections to others:**

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose.
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and



through Personal and Social Education lessons.

## **HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS**

### **Minimise Sources of Contamination**

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below.
- We wash hands before and handling foods.
- Food is brought from reputable sources and used by recommended date.

### **To Control the Spread of Infection**

- We ensure good handwashing procedures (toilet, handling animals, soil food).
- Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

### **Personal Protective Equipment (PPE)**

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

### **Cleaning of The Environment**

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

### **Cleaning of Blood and Body Fluid Spillages**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used and waste is disposed in secure bins along with nappies.

### **Vulnerable Children**

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

### **Female Staff – Pregnancy**

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

**Chicken Pox** can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox

is potentially vulnerable to the infection if they have close contact with a case of shingles.

**German Measles** (rubella). If a pregnant woman comes into contact with German Measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.

**Slapped Cheek Disease** (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant pupils.

In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: <http://www.hpa.org.uk/>.

It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g. head lice.

### **Meningitis**

Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.), and not sharing drinks and cutlery will also help reduce the risk of contagion.

### **Coronavirus Disease – COVID-19**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

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### Legionella

Cavendish Close Infant and Nursery School complies with advice on the potential risks from legionella as identified in guidance from the HSE and DCC.

A legionella water risk assessment of the school has been completed by a competent contractor.

The Caretaker is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

Including:

- Monthly temperature checks.
- Testing and inspection of Thermo-static Mixing Valves (TMVs) annually.

The Contractor will be responsible for the following:

This will include:

- Sampling & disinfecting of water tanks

The Caretaker will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

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**Lessons**

Cavendish Close Infant and Nursery School will ensure where some school lessons pose a greater risk, they will be managed in accordance with Legislation and current guidelines and the risk managed.

**Food Hygiene**

Cavendish Close Infant and Nursery School will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

**Storage**

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

**Preparation**

- Wash hands beforehand.
- Don't lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

**Cooking/Preparing Food**

- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in school.
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present).

**Cleaning Up**

- Washing up must be carried out safely (no sharp knives to be placed in the sinks).
- All food rubbish must be put in black plastic sacks and tied up.
- Microwave must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly.

**Eating the Food or Transporting It Elsewhere**

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.
- Parents must inform the school if their child/children are intolerant or allergic to certain foods or ingredients.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

**Science**

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken.

Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects split or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should never handle moulds.

Use of cutting devices – knives, scissors, etc. – can be dangerous. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Teachers must be aware of the potential dangers of their use and have advised the children accordingly to take care.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even though dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used - only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment is subject to an annual inspection.

### **Musical Equipment**

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, tape recorders and any electrical equipment should be returned to the Music Store after use.

### **Protective Clothing**

- Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes/
- If handling soil for any activity, gloves should be worn.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

### **Physical Education**

General points to be considered when teaching PE

- If a child constantly forgets their PE kit, a standard letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for lesson. The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts/skirt and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should sit and watch the rest of the class/be supervised by another adult.

### **Games Safety**

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

### **Dance Safety**

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear pumps.
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the Hall on which children could harm themselves.

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## Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport.
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

### Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

### Controls

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher, the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.



All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work related risks.

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

**Where lone working cannot be avoided staff should:**

- Obtain the Head Teachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. (Refer to Guidance on Personal Safety in the Health and Safety Manual).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.

- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. (Repton Security Limited will attend suspected incidents and hold the keys for school premises)
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

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## **Moving and Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of children has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. (Not including changing beds which will be subject to an annual inspection)

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## Off-Site Visits

### Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all children at all times. Within these limits we seek to make our visits available to all children, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### Aims

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our children than could be provided on the school site alone.
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

Offsite visits will be organised following guidance from DCC Offsite Visits Advisor and OEAP National Guidance. [www.oeap.info/](http://www.oeap.info/) or <http://oeapng.info/>

The DCC Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The school's Educational Visits Co-ordinators are Mrs Merriman and Mrs Asghar.

All Offsite Visit activities must be risk assessed using Evolve; these assessments are monitored and reviewed by Mrs Merriman and Mrs Asghar.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by LA. All off-site activities must take place in accordance with the guidance given.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to 6 pupils in Years 1 to 3.
- 1 adult to between 10 and 15 pupils in Years 4 to 6.

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **Staffing** requirements – Trained? Experienced? Competent? Ratios?
- **Activity** characteristics – Specialist? Insurance Issues? Licensable?
- **Group** characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental** conditions – Like Last Time? Impact of Weather? Water Levels?
- **Distance** from support mechanisms in place at the home base – Transport? Residential?

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

An adult will be a member of staff or a parent, or close relative over 18, of a child involved on the visit. There must be a nominated member of staff who is the leader of the visit.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk Assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head Teacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors, and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit

If a visit involves coach travel, a reputable coach company will always be used, preferably one which is familiar to the school. Staff must ensure that all passengers wear seat belts which are operating correctly. Defects with seat belts must be reported to the coach driver

and the school office, who are responsible for organising coaches and who will take this into account when rebooking.

Any members of staff using their own vehicles for work purposes must be covered by insurance for business use. Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

Booster seats purchased prior to February 2017 (without back supports) can still be used and there is no requirement to replace these unless general wear and tear or they have been involved in an accident. <https://www.gov.uk/government/news/new-child-car-seat-rules-no-change-for-existing-booster-seats>

Teachers will carry out a pre-visit risk assessment where possible or be familiar with site risk assessments sent to school when booking is confirmed.

Parents or carers will always be informed of off site visits, however small, and written consent obtained. No child will be allowed to go off the school premises without the consent of the parents or carer. Up to date medical information must be available for each child taking part on a visit and staff must have immediate access to this. This may be collected at the beginning of the year rather than prior to the visit.

For further information regarding school visits see Derby City Council's Policy and Guidance for the Health and Safety of Pupils and Young People on Educational Visits document.

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**Physical Intervention**

At Cavendish Close Infant and Nursery School there may at times be children with severe behavioural difficulties who despite structured behavioural programmes display behaviours that may necessitate the use of physical intervention.

Physical intervention should not be used to gain compliance from the child, however where the lack of compliance poses a danger or potential danger to the child themselves or others, physical intervention may be considered.

Please refer to the reasonable force section within the behaviour policy for more information on the school guidance and procedures.

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## **Premises and Work Equipment**

### **Statutory Inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available.

All staff are required to report to the Head Teacher of any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) by a competent contractor.

Personal items of equipment (electrical or mechanical) should not be brought into the Primary School without prior authorisation and will be subjected to the same tests as Primary School equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

### **Play Equipment**

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved contractor.

A weekly visual inspection of fixed outdoor play equipment will be carried out by the Caretaker, and a termly inspection will be carried out by an Operational Inspector of Play. Annual inspections will be carried out by an, RPII Annual Inspector of Outdoor play equipment.

Staff will ensure the equipment is always supervised when in use, and they will carry out daily checks for contamination by animals in areas covered by bark chippings or soft sand before use.

### **Early Years**

Climbing equipment, bikes and scooters will be checked and any defects reported; and items taken out of use.

### **Curriculum**

Curriculum coordinators are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes.

### **Air Conditioning Units**

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

### **Housekeeping**

The premises must at all times be kept clean and tidy. Cleaning should be carried out in accordance with the requirements of the Head Teacher. Any cleaning substances must



be kept away from pupils in a locked cabinet or cupboard. Any spills are to be mopped up immediately to prevent slipping and wet areas should be marked with warning signs.

All waste must be disposed of in a correct manner and in accordance with the guidelines stated within the LA's Health & Safety policy. This is the responsibility of all staff and will be monitored frequently by the Head Teacher and the Caretaker.

All staff are responsible for ensuring that all escape routes are kept free of obstruction at all times. It is also the responsibility of all members of staff to ensure that classrooms, storerooms etc are kept tidy and do not pose a fire risk. All boiler houses must be kept free of flammable materials and must not be used as storage areas.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (WHO CAN ASSESS RISK)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD ( E.G. TERMLY, ANNUALLY)</b>
Access equipment e.g. Step ladder & high ladders				Ladders termly
Caretaking/cleaning equipment including hand tools				<i>School to determine following manufacturers advice</i>
Gas appliances (Includes school catering equipment, boilers, food tech etc.)				Annually
PE and play equipment				Annually
Portable electrical equipment		Staff and pupils	Approved PAT tester	Visual inspection when used

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**General Risk Assessments**

Cavendish Close Infant and Nursery School risk assessments (for all activities, premises and one off activities) will be co-ordinated by staff and Elite Safety in Education and approved by the Head Teacher.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed and approved by the Head Teacher and Chair of Governors.

These risk assessments are available for all staff to view and are held electronically with the School Business Manager and on the school's shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/child are held on that person's file and will be undertaken by the Head Teacher.

It is the responsibility of the staff to inform the Head Teacher of any medical condition (including pregnancy) which may impact upon their work.

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

Such risk assessments will be reviewed on a regular basis, following guidance contained on the DCC Health & Safety Website.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant staff using the relevant codes of practice and model risk assessments developed by National Bodies.

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## **Security/Safety of Children**

### **Security**

Safety of our children, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Head Teacher have endeavoured to make Cavendish Close Infant and Nursery School as safe as possible.

The Head Teacher is responsible for the security of the premises during the day. All entrance doors are security locked at all times, staff access school using security codes.

### **Entry to School for Visitors/Staff**

The main reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are able to wait in the foyer but prevented from going further into the school by an electronic system on the door. This door must not be propped open.

All visitors are required to sign in using the electronic system and a visitor badge must be worn throughout their visit in school. Without a badge, staff are instructed to challenge individuals. Visitors must sign out prior to leaving the school site. This is used for Fire register purposes.

Children enter and leave school by different doors, according to their Year Group. Accompanying adults should walk round the outside of the building(s) at the beginning and end of the school day.

The playground gates are not secured throughout the day there for staff are require to extra vigilant in identifying intruders or strangers that may enter the site.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

### **Child Supervision**

The Head Teacher or a nominated SMS remains on the premises until the last child is collected.

Security of the building is reviewed in staff meetings and matters may be referred to the Governors for consideration as necessary.

### **Alarm System**

The alarm is always set each day.

### **Care of ICT Equipment**

As far as possible all of the equipment is secured. Expensive portable equipment is locked away.

### **Caretaker**

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

Before leaving the premises, the Cleaner in Charge has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

### **Dogs**

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs, namely, guide dogs and hearing dogs.

Should a dog foul in an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. Toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

### **Security of Data**

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

### **Curriculum Networked Computers:**

- Accessed by personal passwords
- Senior staff only have access to management files
- Files are backed up securely.

### **Office Computers:**

- Accessed only via individual passwords for Head Teacher and office staff
- Accounts/Budget files are accessed by a password
- Access to the School Business Managers office is prohibited except for staff requiring access for a specific purpose

### **Other data protection issues:**

- Printed material is disposed of by shredding
- Parents are informed of data kept in school and its use through the Privacy Notice
- Personal data is not disclosed over the telephone
- Up-dated anti-virus software regularly.
- The LA looks after all thing IT through an SLA

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**Stress/Wellbeing**

Cavendish Close Infant and Nursery School and the Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and DCC management standards.

The school will use the HSE stress management tool questionnaire and analyse the results.

- The Head Teacher operates an open door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- Staff well-being is included in the school's staff absence policy
- Return to work informal interviews.

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**Sun Protection**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

Cavendish Close Infant and Nursery School has used the guidance promoted through Cancer Research in order to draw up this policy.

The five key messages to reduce the risk of skin cancer are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

At Cavendish Close Infant and Nursery School we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

**Education:**

- All children will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

**Shade:**

- Natural shading from trees
- Canopies
- Children have access to water at all times

**Sunscreen:**

- Parents are asked to apply sunscreen before school
- Sunscreen use will be encouraged on school trips
- Sunscreen provided by the school but will only be used if the parents have signed a slip to say school can apply.

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### **Vehicles on Site**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The maximum speed limit entering the school is 5 miles per hour.

The access from the road shall be kept clear for emergency vehicles.

Pedestrians and vehicles are separated at the main entrance with pathways on both sides of the drive way leading to internal gates. There are no railings or barriers in place so care should be taken when using these entrances.

There are designated parking spaces available.

If an event is being held outside of normal school activities the pedestrian gate will always remain open.

### **Deliveries**

Where possible deliveries should be made before children start the school day.

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**Violence**

Cavendish Close Infant and Nursery School will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for Cavendish Close Infant and Nursery School.

**Prevention:**

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with Governors if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

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## Volunteer in School

### Introduction

At Cavendish Close Infant and Nursery School, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Cavendish Close School values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

### Safeguarding

Cavendish Close Schools committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Cavendish Close School will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record by the Deputy Head Teacher.

Providers must understand the legal obligations upon the Governors and Head Teacher are the ones who decide on who may come into the school as speakers and service providers.

### There are some exceptions:

Law enforcement officers in certain circumstances.

HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);

LA Authority

Standards and Framework Act 1998).

It is the responsibility of the school to ensure that its safeguarding policy is adhered to at all times.

### Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a Teacher's responsibility under *loco parentis*
- Covering for staff absence within the classroom.
- Unsupervised 1:1 work with children.
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff; however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

### **School Information and Regulations**

Volunteers will be provided with relevant information. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

### **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the school will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for school etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g. resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Head Teacher prior to expenditure.

### **Induction and Training**

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before. If the volunteer is undertaking formal training (e.g. NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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**Work Experience**

The school retains a duty of care for all pupils undertaking work experience in the school.

- All pupils are briefed before working in the school regarding arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Arrangements will be in place for the organisers to visit/monitor pupils during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact pupils' parents/guardians should an incident occur.
- All incidents involving pupils on work placement activities will be reported to the placement organiser/pupils' parents at the earliest possible opportunity.

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**Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto chairs etc.

The schools nominated person responsible for work at height will be the Head Teacher.

The nominated person(s) shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected (termly) and maintained.
- Any risks from fragile surfaces are properly controlled.

Staff will be trained to use the step ladders safely.

Contractors will not be permitted to use any of the school's work equipment.

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**Amendments 2020**

Policy reviewed by school and all requested amendments have been made

Appendix 3 - Display Screen Equipment

Appendix 6 - First Aid and Medication

Appendix 7 - Flammable and Hazardous Substances

Appendix 10 - Infection Control added new

Appendix 15 - Off-Site Visits

**Amendments 2021**

Appendix 10 - Infection Control updated

Whole policy reviewed.

**Amendments 2021**

Appendix 3 – Control of Substances Hazardous to Health

Appendix 10 – Infection Control

Appendix 15 – Off-Site-Visits

# Health and Safety - Policy Statement

Derby City Council is committed to protecting the health, safety and welfare of our employees, customers and contractors. We set high standards and aim to go beyond the minimum legal requirements set by health and safety legislation. We believe that colleague health, safety and welfare are at the heart of what we do.

We want all our colleagues to feel that their physical and psychological wellbeing is important and that they will be supported and valued at work.

Everyone who works for the Council is expected to take both collective and personal responsibility to help us fulfil this vision for health, safety and welfare. We expect our councillors, partners, contractors and suppliers to help us meet this commitment.

The Council Leader and Chief Executive (CEO) are both committed to leading the Council to achieve high standards in health, safety and welfare at Cabinet and Corporate Leadership Team (CLT) level. They recognise that strong, visible leadership is an essential part of achieving the vision, culture and outcomes we need.

This policy acts as an umbrella document for other, more specific, corporate policies and procedures to link in to. These include the:

- Risk Assessment Policy.
- Health and Safety (H&S) Training Policy.
- H&S Representatives' Charter.
- Accidents, Diseases and Dangerous Occurrences Policy and Reporting Procedure.
- Work at Height Policy.

## 1. Policy application

This policy applies to all colleagues. It also applies to councillors, volunteers, agency workers and contractors.

## 2. Principles

The Council is committed to:

- Meeting its legal obligations under the Health and Safety at Work etc. Act 1974

and the Management of Health and Safety at Work Regulations 1999.

- Following the best practice guidance outlined in the Health and Safety Executive's publications 'Managing for Health and Safety', HSG65, and 'Leading Health and Safety at work', INDG417(rev).

To achieve this, all reasonable steps will be taken to make sure:

- Activities, premises and equipment meet current legal requirements, standards and best practice.
- Adequate resources are made available for Health, Safety and Welfare (HSW).
- The Council's organisational culture is a healthy one that's open, empathetic, supportive and consultative.
- Managing and promoting HSW is accepted as a core management activity, and is given equal priority with other service objectives.
- Competent advisers are employed within the workforce to give guidance and assistance on HSW issues needed.
- Adequate, clear information on HSW is effectively communicated to all colleagues, including contractors, agency workers, volunteers and to those who use our services and facilities.
- All employees and contractors are competent to carry out their work safely and with minimal risk to themselves or others.
- Employees receive the instruction, training and supervision they need to work safely and without risk to their physical and psychological health.
- Employees and their H&S representatives are encouraged to be actively involved in health, safety and welfare in the workplace.

To promote HSW at the highest level the Council has two H&S Champions; the Leader of the Council and the CEO.

### **3. Roles and responsibilities**

Everyone shares a responsibility for their own health, safety and welfare at work and for that of their colleagues, customers and citizens. See **Roles and Responsibilities document** for more details.

### **4. Actions**

Managers at all levels must:

- Implement HSW policies and procedures fully and promptly within their service areas.
- Include appropriate HSW objectives in business plans, Great Performance Conversations (GPC) and development plans (both team and personal).
- Take action to develop and maintain their own and their employees' HSW

knowledge, competence and skills.

- Set up effective ways to communicate HSW issues, policies and procedures to their staff. This is especially important where employees aren't able to access electronic resources on iDerby or the Schools' Information Portal. A key task is making copies of this document available to all colleagues, including new starters, and to volunteers and agency workers working within their services.
- Carry out risk assessments with their employees, then work with them to develop protective measures and safe working procedures.
- Set up ways to monitor and review HSW processes and performance so action can be taken quickly when improvements are needed.
- Get guidance and advice from the Corporate H&S Team and the Occupational

Health Service.

- Report concerns about HSW to senior managers for action.

### **Support and information**

The Health and Safety Team provide H&S advice and training. Copies of H&S policies and guidance documents are on the Occupational Health and Safety pages on iDerby and the Schools' Information Portal.

Occupational Health gives advice and support to managers and employees on health and wellbeing issues. They will also advise on treatment and rehabilitation for individuals who have suffered physical or psychological ill health.

### **Signed**



Cllr Chris Poulter  
Leader of the Council



Carole Mills  
Chief Executive



# Health and Safety Policy Organisational Roles and Responsibilities

Everyone shares a responsibility for Health, Safety and Welfare (HSW) at work.

ACTIVITY	H&S Corporate Grip - Leadership, Commitment, Visibility, Ultimate Responsibility	H&S Buildings, Specialist Risks, CDM Building Operations Manual	Policy - Development, implementation & review	Compliance - Active and reactive monitoring	Consultation (CHSC JCC) and communication processes	Procedures - Service Specific SSOW/ RAMS	Training / Competence - Development & Delivery
CEO & Strategic Directors	A	I	I	I	A	I	I
Service Directors / Head of Service	R	I	I	R	R	A	A
Managers	R	I	R	R	R	R	R
Premises Managers	R	R	R	R	I	R	R
Corporate Health & Safety	R	C & I	A	A	R	R	R
Property Services	R	A	C	R	C & I	R	R
Compliance / Assurance Managers	R	C	C	R	R	R	R
Employees	R	I	I	R	I	R	R
Trade Unions	C & I	I	C	I	R	C & I	C & I

Key: R = Responsible

A = Accountable

C = Consulted

I = Informed

## **1. Council Cabinet/Councillors**

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work. These duties relate to the Council as a corporate body.

The Council Cabinet and councillors collectively as members of a corporate body are legally responsible for ensuring that health and safety is effectively managed

throughout the organisation. In order to fulfil this duty, councillors, have delegated authority to deal with health and safety issues to the CEO and Strategic Directors demonstrating their commitment by:

- Providing active leadership and direction for HSW.
- Securing adequate resources for HSW management.
- Monitoring of HSW performance through the Corporate Health and Safety

Committee and Directorate Joint Consultative Committees.

- Promoting a healthy organisational culture.

It is important that all councillors are aware of the importance of health and safety, the systems which exist to ensure it is maintained and their role within the system. All newly-elected councillors should receive information about their responsibilities and the established policies and procedures.

Councillors as individuals can be liable to prosecution for breaches of legal duties under Section 36 (Offences due to fault of other person) where their act or default results in another person, for instance a manager, committing an offence under the Act.

Under Section 37 of the Health and Safety at Work etc. Act 1974 an individual senior officer and/or manager can be held individually responsible and prosecuted for acts and omissions along with the corporate body.

## **2. Chief Executive**

The CEO is responsible for making sure that:

- Effective arrangements, structures and resources are in place to manage HSW.
- Effective HSW policies are developed and implemented consistently across the Council.
- A comprehensive programme of monitoring, such as through audits and inspections, is implemented to check HSW performance.
- Positive action is taken to improve HSW performance where problems are identified.
- Senior managers attend tailored HSW awareness training.
- Senior management teams adopt and promote a supportive leadership style to build a psychologically healthy organisational culture.

## **3. Strategic Directors**

Each Strategic Director is responsible for taking all reasonable steps to make sure HSW is effectively managed within their directorate. This includes:

- Making adequate resources available for managing HSW.

- Making sure HSW is given equal priority with other management functions and is included in directorate business planning.
- Supporting continuous improvement by demonstrating a proactive, positive attitude to HSW matters.
- Making sure corporate HSW policies are implemented promptly and fully.
- Making sure managers and supervisors attend mandatory training to develop their HSW knowledge and competence.
- Making sure directorate HSW procedures and arrangements are developed, implemented and publicised.
- Providing strategic leadership, overview and monitoring during and after major incidents within their service areas. Key tasks will include making sure:
  - Appropriate investigations take place.
  - Recommendations are made and implemented to prevent recurrences.
  - Learning points are identified and publicised across services and the wider organisation.
- Monitoring the effectiveness of directorate HSW arrangements and making sure action is taken to deal with any problems.
- Promoting employee participation in HSW by supporting consultative arrangements, such as directorate Joint Consultative Committees (JCCs) and working groups.

#### 4. Service Directors and Heads of Service

Each Service Director and Head of Service is responsible for taking all reasonable steps to make sure HSW is effectively managed within their service. This includes:

- Promoting a positive and proactive approach to HSW.
- Attending training to develop their own HSW knowledge and competence.
- Ensuring their managers have access to appropriate training and development.
- Completing the Strategic Service Risk Assessment annually.
- Ensuring the implementation of Corporate and Directorate HSW policies and procedures.
- Checking compliance by monitoring HSW performance by carrying out regular workplace inspections, spot checks and audits.
- Undertaking an annual safety tour with a member of CHST.
- Using Great Performance Conversation meetings to agree employees' specific HSW training needs and personal development plans.
- Supporting consultative arrangements by attending directorate JCC's and working groups.
- Ensuring that investigations into near misses, accidents and incidents of abuse aggression and violence are undertaken.
- Responding to internal and external enforcement notices with appropriate action and within timescales.
- Complying with the Council's Serious Incident policy.

## **5. Managers**

The Council believes that HSW is a fundamental management function. This means anyone who has responsibility for managing employees, from directors to first-line supervisors and including school-based staff, has HSW duties. All managers are responsible for:

- Promoting a positive and proactive approach to HSW.
- Attending training to develop their HSW knowledge and competence.
- Communicating their personal commitment to HSW by setting a good example and developing a supportive, open and consultative management and leadership style.
- Implementing and communicating HSW policies, standards and procedures.
- Carrying out risk assessments for the work activities they control, in consultation with their employees and health and safety representatives.
- Devising, implementing and reviewing safe working procedures for all work activities under their control.
- Ensuring compliance by monitoring HSW performance by carrying out regular workplace inspections, spot checks and audits.
- Identifying their employees' HSW training needs through risk assessment and task monitoring.
- Using Great Performance Conversation meetings to agree employees' specific HSW training needs and personal development plans.
- Making sure all employees are adequately supervised while at work.
- Encouraging their employees to participate actively in HSW.
- Co-operating and communicating with other employees in shared workplaces to allow a coordinated approach to HSW arrangements.
- Making sure all work-related accidents, incidents, dangerous occurrences and occupational ill health are investigated, reported and managed by taking any necessary remedial action and ongoing monitoring.

## **6. Employees — what we would like in return**

All employees are required to be continuously aware of their own safety and the safety of other colleagues and others who may be affected by what they do or fail to do. In particular, they must:

- Take reasonable care of their own health, safety and welfare.
- Make sure others are not put at risk by what they do, or fail to do.
- Tell their manager or the Corporate H&S Team immediately about any equipment, situation or working practice that might cause serious and imminent danger.
- Work with managers and colleagues to develop effective risk assessments and protective measures.
- Complete agreed HSW training.
- Follow all HSW policies, instructions and procedures, such as reporting work-related accidents, near misses, ill health and aggressive incidents.
- To comply with all occupational health requirements, for example, attending appointments, completing health questionnaires and following recommendations.

- Use any equipment provided properly, as trained and instructed.
- Report any problems or shortcomings they identify with the Council's HSW arrangements.

## **7. Corporate Health and Safety Team (CHST)**

This team is managed by the Corporate Health and Safety Team Manager who is the nominated lead officer for the functions carried out by this team. The CHST will:

- Provide competent technical and advisory assistance to all managers and staff, to promote and maintain effective safety, health and welfare services.
- Develop, promote, review and consult on H&S policies and procedures.
- Foster and promote a culture whereby health and safety is viewed as inclusive to the normal management functions.
- Be consulted on the production of Directorate health, safety and welfare policy and codes of practice.
- Carry out audits and inspections to monitor H&S compliance, performance and advise on improvements.
- Help managers to develop their H&S management systems.
- Advise on risk management for H&S.
- Deliver internal training on key issues and help managers to find specialist H&S training where this is needed.
- Advise on H&S competence and training requirements.
- Develop and maintain H&S information systems, such as our pages on iDerby and the Schools' Information Portal.
- Work in partnership with linked professionals, such as Occupational Health, Property Services, Compliance Managers, HR and Equality, to provide joined-up services where this is appropriate.
- Promote increased awareness of H&S issues.
- Promote active employee involvement in H&S by working in partnership with our trade union H&S representatives.
- Lead health and safety consultation, by providing advice and guidance to the Corporate Health and Safety Committee, Directorate Joint Consultative Committees and Workplace Health and Safety Development Group by identifying any trends or problems.
- Advise and support line management in the development of risk assessments and implementing resulting actions/safe systems of work;
- Receive record and analyse incidents and violence reports to reveal incident trends.
- Provide CLT with an annual H&S report and quarterly dashboard update
- Fulfil the City Council's statutory accident reporting responsibility under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations;

- investigate or assist in the investigation of accidents or instances of ill health at work;
- Liaise with the enforcement and regulatory authorities, for example Health and Safety Executive (HSE), Derbyshire Fire and Rescue Service (DFRS) Care Quality Commission (CQC).

CLT has given CHST the same powers within the Council as though they were HSE Inspectors specified under Section 20 of the Health and Safety at Work etc. Act 1974. This includes the power to:

- Stop any unsafe system of work or poor working practice.
- Issue dated Improvement Notices.
- Issue Prohibition Notices. Any notices issued will be served on either the Service Director or Head of Service in charge of a particular work area/process with a copy of the notice forwarded to the Strategic Director.
- Copies of Prohibition Notices will be sent to the Strategic Director of Corporate Resources (CLT lead for H&S) and Chair of the Corporate Health and Safety Committee.
- To protect against unreasonable requirements from the notices there is a right of appeal. This appeal must be made to the Strategic Director for Corporate Resources who will arbitrate.

## **8. Property Services**

Is the Corporate Landlord and is responsible for ensuring that the building stock is fit for purpose and safe to use. They will do this by:

- Ensuring the following building related policies are fit for purpose actively adopted and implemented:
  - Building Operations Manual.
  - Fire Policy.
  - Asbestos Policy.
  - Water Hygiene Policy.
  - Gas Policy.
  - Electricity Policy.
- Carrying out compliance audits and reporting findings to CHST.
- Issuing enforcement notices where serious compliance issues are identified.
- Providing professional competent advice and training on building related matters and policies.
- Providing and communicating information to all responsible persons.
- Producing and overseeing safe systems of work when construction and maintenance work is undertaken.
- Ensuring that our buildings remain safe and compliant by delivering a targeted programme of Planned Preventative Maintenance.
- Approving, prior to work commencing, any alterations, installations, construction and temporary works to council buildings.
- Report immediate/urgent health and safety issues identified to CHST.

## **9. Service Compliance Managers**

Where dedicated Service Compliance Managers are employed their primary role is to assure the respective Service Heads and Directors that the systems of work and procedures to comply with corporate health and safety policies are being followed and remain effective. They do this by:

- Developing and implementing specific health and safety Directorate requirements.
- Reporting and informing CHST of compliance outcomes and findings
- Liaising with CHST on Directorate / service developments including training.
- Carrying out specific service compliance audits and inspections.
- Consulting with Directorate Trade Union Health and Safety Representatives.
- Investigating accident, Incident and near misses within their specific service area.

## **10. Premises Managers/Responsible Persons**

Designated premises managers shall have the additional duty of overseeing safety issues relating to the premises they occupy/manage. Some examples of these duties include:

- Completing building compliance checks, specifically inspections and checks related to the management of fire, asbestos and water hygiene.
- Ensuring on site first aid provision.
- Security and the management of access and egress.
- Developing and implementing emergency procedures, including fire evacuation plans and undertaking fire drills.
- Ensuring safety checks are undertaken on plant, equipment, structures, fences and boundaries.
- Informing Property Services of any alteration, installation, construction or temporary works for prior authorisation of the work commencing.

## **11 Occupational Health**

Occupational Health is responsible for:

- Conducting pre-placement health assessments to make sure potential employees:
  - Are fit and able to do the job they're applying for safely.
  - Get any essential adjustments and support they need because of existing conditions.
- Providing impartial medical assessments for existing employees to check they are fit to remain at work or return safely after illness or injury.
- Giving ergonomic advice after evaluating workplaces, tasks and equipment to promote healthy work practices and environments.
- Carrying out health surveillance to monitor health risks associated with work.
- Delivering health-related training and health promotion.

## **12. Trade Union Health and Safety Representatives (HSRs)**

FISRs are nominated and trained by the trade unions. HSRs have legal rights in the workplace under the Safety Representatives and Safety Committees Regulations 1977. These include the right to:

- Carry out Inspections and take copies of any documents linked to HSW in the workplace.
- Be consulted about any planned changes that could affect their members' HSW.
- Monitor and review policies, procedures and directorate arrangements.
- Investigate hazards, accidents and their members' complaints.
- Represent, by agreement, all/any employee in a workplace, whether they are trade union members or not.

### **Consultation arrangements:**

The Council recognises that joint consultation on health, safety and welfare matters is a legal obligation and of prime importance. A structure of consultative committees and working groups has been established.

#### **Corporate Health and Safety Committee (CHSC):**

Is the Council's principal consultative body for health and safety matters. It is chaired by a councillor and is represented by lead officers, CHST Manager and trade union safety representatives (HSRs). It is a forum for safety representatives to consult with the employer on corporate health and safety matters, policies, procedures and practices.

CHST issued enforcement notices will be sent to the chair of this Committee. Reports and questions are presented to the committee by either the employers or employee's side. Meetings are held quarterly.

#### **Joint Consultative Committees (JCC):**

Directorate JCCs are chaired by the cabinet member. CHST will present quarterly H&S reports to the Directorate JCCs. It is a forum where HSRs consult with the employer on directorate health and safety matters, policies, procedures and practices.

#### **Health and Safety Development Group (HSDG):**

This is chaired by the CHST Manager. The purpose of this group is to work in conjunction with HSRs on the development of corporate policies, procedures and guidance.

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