

MICKLEOVER PRIMARY SCHOOL

Name of Policy: Health & Safety

Date of Policy: November 2017

Members of Staff responsible: L Powell / M Taylor

Review date: November 2018

Signature: _____ **Chair of Governors**

Date Approved: _____

At Mickleover Primary School

We are:

Motivated to learn

Proud of our achievements

Successful and skilled for life



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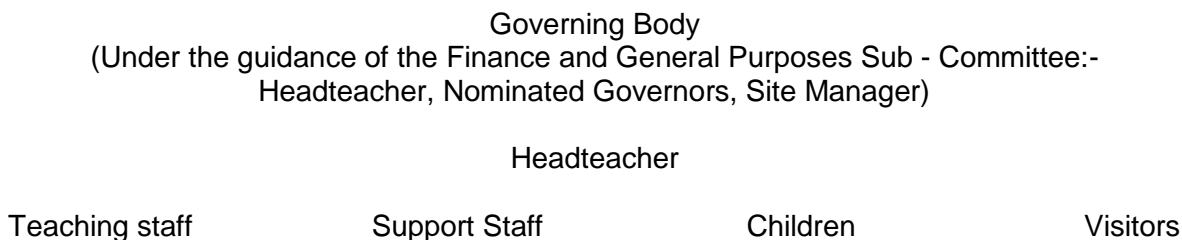
Health and Safety Policy

1. STATEMENT OF INTENT

The Governors, Headteacher and Staff of Mickleover Primary School will ensure, as far as it is reasonably practicable, that systems of work which comply with good health and safety standards are maintained throughout the school, providing a safe working environment for staff, pupils and visitors. While undertaking their day to day work in the school, all staff should take careful note and report anything which may cause injury to others. **Each employee has a duty to ensure so far as is reasonably practicable the safety of themselves and others through their acts and or omissions.**

2. MANAGEMENT STRUCTURE

The Headteacher is responsible for implementing the Health and Safety Policy within school and teachers have a responsibility for Health and Safety matters within their remit.



3. THE ORGANISATION OF SAFE SCHEMES OF WORK

All documentation related to the organization of Health & Safety e.g. Health & Safety and Risk Management Handbook, working policy, schemes of work, risk assessments etc can be accessed through the Headteacher and Site Manager. These documents are located in the Headteacher's office.

The Health & Safety Law poster is prominently displayed in the staff room and in the kitchen and accessible to all staff.

All staff within school should make themselves aware of their responsibilities.

4. PHYSICAL PROVISIONS

a) Fixed Electrical Equipment

This includes items such as wiring and switchgear and will be checked by the school's advisors and repaired as required.



b) In Service Electrical Testing

The safety and testing of portable electrical equipment, i.e. any electrical equipment that plugs into 13 amp sockets and fixed equipment e.g. hand dryers, water heaters etc., is the responsibility of the school, as is the visual inspection of fused spurs.

Testing will be carried out, as and when required, by a competent person as defined in the appropriate legislation for the time being in force. All relevant details of the tests will be logged, along with a signature, date and the date of the next test.

Before any portable electrical equipment is used by a member of staff he / she should ensure it has a current test label and then subject it to a visual check to satisfy themselves that it is in working order and can be used safely. If there are any apparent faults, or if any doubts arise, the equipment should be effectively removed from service e.g. remove the plug, fix a warning label, and lock away. Disposal of obsolete / defective equipment must be done in a safe, effective manner and in compliance with legislation.

c) Mechanical Equipment

All mechanical equipment purchased must be of a standard based on the usage of such equipment. If doubts exist over the standard of quality then advice should be sought immediately.

Before any mechanical equipment is used by a member of staff he / she should subject it to a visual check and satisfy themselves that it is in working order and can be used safely. If there are any apparent faults, or if any doubts arise, the equipment should be effectively removed from service e.g. lock away.

d) Fire fighting Equipment

All fire fighting equipment is maintained and checked annually by the school's advisors.

Fire extinguishers are situated as follows

Carbon Dioxide Type - Black

- a) At the top of the steps in the boiler house
- b) By the side of the hand washbasin in the kitchen.
- c) To the left of the school office door
- d) Outside the Art Store in the SEN corridor
- e) On the upstairs landing between rooms C10 & C11
- f) Outside Room C03
- g) Outside Room C09 – Lower Junior block
- h) Outside store cupboard in Room C06 – Ideal block
- i) Bison Block main entrance

Puts out fire :- vapourising gas which smothers flames by displacement of oxygen in the air.

Class of fire: - Class B. Safe and clean to use on live electrical equipment.



How to use: - WARNING - these type of extinguishers do not cool the fire very well and you need to watch out that the fire does not start up again. DANGER - fumes from CO2 can be harmful - ventilate the area as soon as possible.

Foam Spray type – Cream

- a) Outside Room C03. (2 extinguishers)
- b) Outside Room C09 - Lower Junior Block
- c) By the Fire Exit in Room C08 - Lower Junior Block
- d) By the Fire Exit near Room C01
- e) By the Fire Exit in the school hall – Playground end
- f) On the upstairs landing between Rooms C10 & C11
- g) In the lobby of the Ideal block
- h) Opposite the Head's Office
- i) Bison Block main entrance
- j) Bison Block – Room C13 fire exit
- k) Bison Block – Room C14 fire exit

Puts out fire: - by smothering.

Class of fire: - Class A & B. Good for paper & flammable liquids. NOT FOR ELECTRICAL FIRES.

How to use: - apply the jet in sweeping movements over the flame front or deflect force of jet of adjoining surface discharge in short bursts keeping out of the smoke.

Hydro-Spray (Water Additive) – Red

- a) On the racking in the wood store.

Puts out fire: - Hydro spray Elite fire extinguishers contain additives that inhibit the propagation of fire.

Class of fire: - Water additive extinguishers are suitable for all Class A fires (wood, paper & cloth), and may be used on electrical fires 1000V from 1 metre.

How to use: - sweep the extinguisher nozzle from side to side over the base of the fire until the fire is fully extinguished.

Wet Chemical type – Bright Yellow

- a) School kitchen – inside main door

Puts out fire: - by smothering.

Class of fire: - Class F. Hot cooking oil fires ONLY.

How to use: - apply the wet chemical using the extended applicator in slow circular movements. Completely empty the extinguisher onto the fire.



Fire Blanket

- a) On the wall outside the cook's office in the kitchen.
- b) On the wall immediately above the microwave in the staffroom.
- c) On the trolley with the Baby Belling oven (normally stored in the Resources Container).

Puts out fire: - by smothering.

Class of fire: - Class A and B fires. Good for small fires in clothing and small spillages of liquid fires.

How to use: - place carefully over fire. Keep hands shielded from fire. Do not waft the fire towards you.

5. EMERGENCY ESCAPE AND FIRE PROVISIONS

A fire evacuation practice shall be carried out at least once per term. The time of the practice shall vary to take account of employees working at different times of the day. The escape routes should also vary to encourage staff and pupils to think for themselves in an emergency situation and not to merely use the same exit each time. The staff and Governing Body will be informed of the effectiveness of the evacuation of the building and any amendments to tighten up procedures made accordingly.

The fire alarm system shall be tested on a weekly basis. The call points shall be numbered and tested in rotation to ensure all call points are in working order and available when required. The test should be carried out at the same time on the same day each week. This will usually take place each Friday afternoon. Any person who is in the premises at that time will know that this is the alarm test. If the alarms ring for longer than three minutes, then people should evacuate the premises, as this will indicate a real emergency.

All alarm tests and evacuation practices shall be logged on the appropriate form.

Full details of the Fire Evacuation procedures are provided in a separate document which is displayed in the staffroom and elsewhere throughout the school.

6. THE ISOLATION OF MAINS SERVICES

For information purposes the location points for isolation services are:-

Main Gas Isolation –	Gas meter housing near gate. Key in school office. Isolation valves also in Boiler House, School Kitchen, Main entrance of LJ block and Ideal block and Bison boiler cupboard, and inside the kitchen main door.
Main Electrical Isolation –	Switch Gear Cupboard situated between Art store/"Happy" room. Key in school Office



Main Water Isolation –

Main shut off valve situated in the double manhole at the Vicarage Rd end of the school drive. Large green key in Site Manager's cupboard.

7. FIRST AID PROVISIONS

To comply with the 'Health and Safety (First Aid) Regulations 1981', the qualified First Aiders will be the 'Appointed Persons' in the event of an emergency or anyone seeking advice concerning First Aid.

The basic duties of an "Appointed Person" are as follows:

- 1) to take charge of the injured person (s) and summon the appropriate help, Doctor, Nurse or transport to hospital, if necessary
- 2) to take charge of the first aid box and maintain stocks and contents, and make available the necessary contents for treatment of minor injuries
- 3) to ensure a record is kept of each incident and that appropriate forms are completed
- 4) to maintain notices of first aid arrangements
- 5) to inform new employees of the first aid arrangements at the work place

a) First Aid facilities

The siting of First Aid equipment is as follows:-

- In the cupboard outside Room C02 (This includes small parachute and blanket to aid at the scene of an injury/accident)
- In the Infants area outside Rooms C03, C04, & C05
- In the Lower Junior area – on the wall near toilets
- In the Upper Junior area – on a bookcase in the shared area
- In Room C06
- In the Bison Block – on the wall by the door

Staff should familiarize themselves with their locations and the content of each box.

If the injured person needs the use of a rest room or similar accommodation then the staffroom should be used for this purpose.

Basic First Aid information and a first aid box contents list are contained in each First Aid kit.

First aid boxes and portable first-aid kits will be checked on a regular basis by one of the qualified first aiders and the contents of the boxes and kits are replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets.



It is the responsibility of the nominated First Aiders to inform the office staff should First Aid supplies need replenishing.

b) Travelling First Aid Kits

Green Travelling First Aid kits (transportable hip bags) contain basic equipment appropriate for use when needed. These are situated above the First Aid cabinet outside Classroom 01 and should be returned after use, the contents checked and stock replenished as necessary.

Inhalers should be accessible at all times and if required taken out side for physical activities and school trips.

c) Medical Records

A record of any individual child's medical condition should be recorded on a class register and in the child's PSHE Record. These should be updated as necessary by the class teacher and master copies retained in the school office.

d) Telephone Communications

Should it be necessary to summon emergency assistance then the telephone in the school office should be used. The office is sited in the main entrance hall area of the building.

Telephones are also sited in the Headteacher's Office, Site Manager's Office and ICT suite. Dial 9 for an outside line then

Ambulance	999	or 112 from a mobile
Royal Derby Hospital (Switchboard)	340131	
Mickleover Medical Centre	513283	
Royal Derby Hospital (Emergency)	783111	
NHS 111	111	

e) Out of hours use

Under normal circumstances the 'appointed persons' will only be available during school hours, i.e. 8.45 a.m. – 3.30 p.m.

Anyone using the school 'out of hours' should note the following arrangements:-

The Site Manager and the user / users should make sure there is always ready access to the first aid equipment and a telephone, and activities should not proceed until this has been established.



f) Out of school activities

Should an accident occur to a child whilst he / she is away from school i.e. visiting another school for team games etc., then the following procedure should apply :-

1. Apply first aid treatment if practical.
2. If necessary, seek outside medical help i.e. local doctor or hospital.
3. Contact parents.
4. Contact head teacher.

g) School Journeys

It is the responsibility of individual class teachers to ensure that a first aid kit is taken, whenever children in their care are involved in educational visits.

The teacher responsible should ensure that any child who may need to use an inhaler has this available.

The teacher responsible should also ensure that insurance forms with details of contact telephone numbers and addresses are taken.

In the event of an accident the following procedure should apply:-

1. Apply first aid treatment if practical.
2. If necessary seek outside medical help i.e. a local doctor.
3. Contact parents.
4. Contact head teacher.

h) Advice to all staff, particularly Midday Meals Supervisors and TAs on First Aid

Please note the following advice:

PRECAUTIONS AND PROCEDURES

Whilst these notes refer particularly to AIDS the practical aspects are applicable to other infectious diseases such as Hepatitis B.

The HIV virus cannot survive for very long in the open air and cannot withstand heat or household bleach. There is no danger from:-

1. Normal regular skin contact.
2. Food, crockery, cutlery.
3. Coughs and sneezes.
4. Sharing toilet and washing facilities.

You should always:-

1. Wash your hands before and after rendering treatment, or as soon as possible, use soap or liquid detergent. Excessive scrubbing of hands is not recommended as it can cause abrasions.



2. All staff wear gloves and if necessary (when there are substantial quantities of blood or other body fluids) an apron. These gloves need to be accessible. Gloves should be checked to see if they are in good condition.
3. All soiled medical supplies to be disposed of carefully in medical waste bin lined with a plastic bag outside the Reception toilets. If it is not practical to use the medical waste bin, then soiled cotton wool / dressings etc. should be disposed of by placing in a plastic bag and the top sealed.
4. Soiled clothing is not to be rinsed, it must be placed in a plastic bag and sent home.
5. Wash off any splashes of blood, or other body fluids on yourself with soap and water. If the eyes or mouth are splashed, rinse with fresh water.
6. Any contaminated areas or surfaces should be cleaned down with a solution of 1 part household bleach to 10 parts water. A trigger spray is available in the Site Manager's cupboard.

Warning :- bleach is a corrosive and can cause damage to clothing and skin if not properly handled.

Information regarding First Aid issues is available on the shelf in the Site Manager's office.

i) General hygiene

It should be the duty of all adults in the school to constantly remind children of the need for good hygiene habits, i.e.

1. Flush toilets properly after use.
2. Washing of hands with soap each time a visit is made to the toilet.
3. Wash hands before eating.

j) Accident and Incident Reporting Procedures :-

- 1) Minor accidents – an accident and incident report book is kept in the office under the supervision of the School Business Manager. All significant accidents should be entered and when thought necessary should be followed up by the completion of an Accident Report Form.
- 2) Senior MMS must report details of injuries to class teachers at the end of the lunchtime session.
- 3) Serious accidents – an Accident Report Form to be completed and returned to the Education Office. Accidents resulting in major injury as defined by the Safety Portfolio must be reported immediately by telephone to the Health and Safety Executive and the Education Office.
- 4) Any “near misses” should also be recorded (e.g. a child narrowly being missed by a falling object). Book kept in the school office with accident report book.
- 5) Parents to be informed of any injury that requires further treatment or monitoring.



k) Administration of Drugs: Instructions issued by the Local Education Authority

There are two main sets of circumstances in which requests may be made to Head teachers to deal with the administering of medicines to pupils at schools, these are :-

- i. Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
- ii. Cases where children are recovering from short-term illness, but are well enough to return to school.

Wherever it is practicable for the parent to administer the medicine, this method should be adopted, particularly for younger children. Where the Head agrees to accept responsibility for the administering of medicines to children, the following safeguards are recommended :-

- i. A Doctor's note should be received, preferably delivered by the parent, to the effect that it is necessary for the child to take medicine during school hours. The note should give clear instructions concerning the required dosage.
- ii. Long-term illnesses, such as epilepsy or asthma, should be recorded by the Clinical Medical Officer on the child's record card, together with the appropriate instructions.
- iii. The medicine should be brought to the school by the parent, not the child and should be delivered personally to the School Office or the Head.
- iv. Medicines should be clearly labelled with the CONTENTS, OWNER'S NAME AND DOSAGE.
- v. The Head should obtain a written indemnity from the parent in favour of the Head or authorised person involved. (In spite of this disclaimer, the Head must continue to exercise the responsibility of a reasonable and careful parent).
- vi. Duties concerned with the administering of medicine in school will be undertaken by the Head or the Office Staff under the Head's instruction.

Before accepting responsibility for administering medicine the Head should give careful consideration to any special circumstances which may exist in the case of an individual pupil. Examples of these special circumstances include :-

- i. Where the medicines or tablets are dangerous.
- ii. Where serious consequences could result from an authorised person forgetting to administer a dose.
- iii. Where some technical or medical knowledge or expertise is required.

NOTE : under no circumstances should a Head or authorised person administer an injection, these may only be administered by a qualified nurse or doctor.



I) Risk Assessment for Staff who are New and Expectant Mothers

A risk assessment will be carried out by the school for any new or expectant mother (see appendix 1)

8. CONTROL OF HAZARDOUS SUBSTANCE (COSHH)

- a) The school will, to the best of its endeavours, adhere to the Control of Substance Hazardous to Health Regulations 2002.
- b) A COSHH inventory will be kept on the premises located on the shelves in the Site Manager's office. All hazardous substance will be subjected to a COSHH assessment and added to the inventory. The inventory will be reviewed annually in February and a log kept of the reviews.
- c) Staff must ensure that any substances brought into school are checked and COSHH assessed if required. The Site Manager will be able to advise.
- d) Flammable substances must be kept in the storage container on the far side of the car park.
- e) The disposal of hazardous substances will be done as safely as possible. If there is any doubt about safe disposal then advice should be sought from the Health and Safety Officer.

9. INSPECTION OF THE PREMISES

- a) Regular formal inspections by the Finance and General Purposes Sub Committee will be carried out. Details of these inspections will be recorded. Any major defects will be reported to the appropriate authority and a full report given at the next Governors' Meeting.
- b) It is everyone's duty to report immediately any defects likely to cause injury.

10. SAFETY TRAINING PROVISION AND PROVISION OF INFORMATION AND INSTRUCTION

Senior management should ensure that all members of staff are provided with relevant health and safety information, instruction and training. This training should be appropriate to the level of responsibility of the employee. There is a system of induction for new staff and periodic statutory training will be provided to all staff in areas such as fire safety and use of extinguishers. Records will be maintained of the type of training, training dates and attendees.

Training will be of two types:-

- a) General health and safety training, such as fire evacuation practice + general awareness training days.
- b) Specific health and safety training such as the use of a new machine.

All information received by the school should be passed on to the staff.



11. CONTRACTORS AND VISITORS ON SITE

- a) All visitors to the school must report to the School Office and sign the Visitors' Book.
- b) In the interests of the safety of pupils and adults, the school drive will be closed to ALL vehicles between 8.40am and 8.55am and between 3.15pm and 3.30pm.
- c) Contractors and visitors are subject to the Health and Safety Policy of the School and are owed the same duty of care given to employees.
- d) Contractors must conform to the regulations governing their particular industry.
- e) Before a contractor starts work on site, a pre-start meeting should be held between contractor and management to ensure all eventualities are catered for. The asbestos register **must** be inspected and signed before any work starts.
- f) If a work contract is awarded to an outside agency or business, then careful vetting should take place. E.g.. Health & Safety policy and work statements. The level of insurance cover should also be taken into consideration. (Refer to Derby City Council's Policy on Contractors). Hot work permits must be issued before any affected work starts.
- g) Contractors and visitors should alert the Site Manager or school office to any hazards.

12. SCREENING OF STAFF

Mickleover Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All newly recruited adults (both salaried and voluntary) working within the school will be required to undertake a criminal record check via the DBS. The Headteacher and Governing Body will maintain a Single Central Record to ensure that no adult within school poses a threat to the safety and welfare of our children.

13. TECHNOLOGY PRACTICES

- a) All care will be taken to ensure that the use of technology equipment is well supervised and equipment and activities are appropriate to the age range and ability of the pupils.
- b) All technology tools will be regularly inspected and maintained.
- c) Tools will be stored to ensure that children's safety is not compromised.

14. SWIMMING REGULATIONS

- a) The Governing Body and head teacher are responsible for ensuring that at least the minimum standards of safety, supervision and tuition are adhered to, as set out in the L.A. document.
- b) From leaving the classroom and until returning the "duty of care" lies with the class teacher in charge.



- c) A swimming register must be taken before leaving the school premises, a copy of which should be left in school.
- d) The school engages swimming instructors to help teachers with swimming lessons. A good working relationship between teacher and instructor is vital. The instructor will normally take responsibility for the tuition of the groups. However, the teacher is responsible for checking, discussing and recording the progress of pupils.
- e) The following ratio applies:-
 - 20 pupils - qualified swimming instructor

 - 21 - 30 pupils - split into two groups (max of 20 in a group) – 1 qualified swimming instructor plus another adult who is :-
 - a. a qualified instructor or
 - b. a teacher who is confident in the teaching of swimming and able to swim.

 - 30 + pupils – an additional adult (who fulfills the previous criteria) is required per 15 pupils or part thereof.
- f) There must always be a safety patrol that should be able to swim, know how to alert the life saver in cases of emergencies and acts purely as a spotter not involved in the teaching.
- g) Those teachers directly involved in swimming tuition should refer to the L.A. document 'Swimming Regulations R6' for further guidance on basic guidance.
- h) Teachers taking swimming for the first time will be asked to confirm they have read and understood the swimming guidelines.

15. OUT OF SCHOOL ACTIVITY PROVISIONS

- a) When planning an educational visit, staff should ensure that the safety of the children is paramount
- b) Adequate planning and if possible a preliminary visit should be made to ensure the suitability of the visit.
- c) A plan outlining the visit along with Risk Assessments should be given to the Headteacher, at least two weeks in advance of the visit.
- d) Adequate supervision must always be provided:-
 - i. 1 adult to every 6 pupils in Y 1 – 3 (under 5s /Reception classes should have higher ratio)
 - ii. 1 adult for every 10 pupils in Y 4 – 6
- e) Parents must be informed that children are to be taken off site and a permission slip and insurance form completed and signed whenever transport is involved.
- f) Parents should always be informed of details of the activity and times the party is expected to return. If delayed, parents should be kept informed of E.T.A.



- g) Adequate first aid equipment/inhalers/contact details must always be taken.
- h) Staff using their own cars for transporting pupils should ensure their personal car insurance covers that activity (i.e. cover for business use) and seat belts/booster seats are used in line with required legislation. A copy of valid insurance certificates / driving licenses and MOT certificates MUST be held on file in the school office.
- i) Head counts should be carried out at frequent intervals during the visit.
- j) On Extended Visits, e.g. PGL, the school will give parents detailed information regarding the visit, so parents have an informed and clear understanding of the activities in which their children will participate.

For more detailed guidance, refer to the document 'Safe Practices in Outdoor Education'

16. DRIVING FOR WORK

In accordance with the DCC Driving for Work Policy staff using their own cars on business trips are required to show the School Business Manager their driving license, vehicle registration document, mot certificate and certificate of insurance on an annual basis. Insurance must cover the member of staff for business use which includes travel to and from meetings and training.

17. ENVIRONMENTAL CONDITIONS

The Headteacher and Governing Body of the School will endeavour to ensure that acceptable environmental conditions are maintained within school e.g. a suitable working temperature will be maintained at all times.

18. WELFARE FACILITIES

- a) The school has a duty of care to the children and staff and their well being and welfare is of paramount importance.
- b) The welfare facilities on site will be maintained in a clean and hygienic state and be available for staff and children.
- c) Staff will have access to facilities to make a drink and eat lunch.
- d) Staff will have access to welfare services offered by the LEA e.g. Occupational Health
- e) External areas - the exterior parts of the school i.e. grounds, fences, gates should be kept in good repair. Children should not be allowed access to the car parking and delivery areas as it can be a focus for serious accidents.
- f) Internal areas - damage to any part of the fabric of the building should be reported immediately.
- g) Windows on the upper floors should not be opened or closed by children; neither should children be allowed to lean out of them.



- h) Classrooms should be set out so that easy access is available to all equipment and between tables, chairs and other furniture and have due regard to emergency evacuation procedures.
- i) Potentially dangerous equipment should be stored away from easy access – these include knives, sharp pointed scissors, staple guns, technology tools, glue guns, compasses and needles.
- j) Hot material and equipment including drinks, irons, cookers etc. should be confined to non teaching areas. If you make the decision to take them to your classroom you must weigh up the risk involved.
- k) Cups of tea / coffee should never be carried by children and should not be carried around corridors / classrooms when children are about – the fact that a child runs into you and is scalded is no defence in law.

19. PE & GAMES EQUIPMENT

- a) All P.E. apparatus, fixed and moveable should be inspected annually by the school's advisers. Visual checks should be carried out before use by all members of staff and any defects reported to the PE Coordinator or Headteacher.
- b) Children should wear suitable clothing and footwear (or bare feet) for all indoor P.E. activities. Hair should be tied back so that it does not restrict vision or become caught in apparatus.
- c) Children should not wear any form of jewellery – only ear studs to be worn and these to be covered with tape for P.E. / games activities.
- d) For further guidance on PE & Games activities, see the PE Policy

20 BEFORE & AFTER SCHOOL CLUB

All staff have been recruited following safer recruitment practices.

All staff have had a detailed induction including training on first aid, food safety and safeguarding. The means of access to the club area is through a secure door. Those adults collecting children have to use a password for security purposes.

There is a dedicated mobile phone held at the club for communication with parents.

Staffing rations are appropriate.

Parents have provided information relating to allergies and medical needs within the booking form and have given consent for the children to attend the club following the behaviour policy of the school.

A register is taken at each session and the KS1 pupils are escorted to and from class.

Equipment is checked at each session for hazards.

In case of fire evacuation the Before & After School Club will assemble on the car park near the bins and wait for the site manager to give the all clear.



21. WILDLIFE AREAS

The pond area is fenced to the specification recommended by DCC. Pupils working within the enclosed area must be closely supervised.

22. KEEPING OF ANIMALS

Guidance from DCC is to be observed. Any animals in school are to be free of disease; handlers are to be supervised with particular emphasis on hygiene and allergic conditions; animals to be housed in suitable accommodation regarding space and hygiene.

23. RECORDS OF INSPECTION AND TESTING

Records of all inspections and tests are maintained. These are audited annually by Derby City Council and examined during the annual Governors Inspection.

24. MONITORING OF POLICY AND ITS PROVISIONS/AUDITING

The policy will be updated following the timetable agreed by the Curriculum and Personnel Sub-Committee of the Governing Body and also at this time audited to check it is working.

Matters of Health and Safety will be reported regularly to the Governing Body.

It is the duty of all employees to take reasonable care for the safety of their pupils, colleagues, visitors and themselves. Knowledge of any dangerous circumstances or practices must be reported without delay to the Headteacher or Site Manager.



APPENDIX 1 - NEW AND EXPECTANT MOTHERS – RISK ASSESSMENT

Employee name _____ Job title _____ Hours _____
Place of work _____ Week baby due _____

Brief outline of tasks:	
-------------------------	--

Which of the following factors present a risk to the pregnant or breastfeeding employee?

WORKPLACE

Please select

Yes No

Please select

Yes No

- | | | | | | |
|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| Are heating, lighting and ventilation all suitable? | <input type="checkbox"/> | <input type="checkbox"/> | Could they be affected by strong or noxious odours? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there enough space to do the work comfortably? | <input type="checkbox"/> | <input type="checkbox"/> | Is there access to restrooms and welfare facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there uneven surfaces or trip hazards? | <input type="checkbox"/> | <input type="checkbox"/> | Is there an element of outside work, is the weather an issue? | <input type="checkbox"/> | <input type="checkbox"/> |

TASK

- | | | | | | |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| Does the job involve manual handling? | <input type="checkbox"/> | <input type="checkbox"/> | Is the worker required to work alone – are they a lone worker? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a lot of physical effort involved? | <input type="checkbox"/> | <input type="checkbox"/> | Does the job contain a driving element? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are chemicals used by the worker? | <input type="checkbox"/> | <input type="checkbox"/> | Are repetitive movements needed? | <input type="checkbox"/> | <input type="checkbox"/> |

EQUIPMENT

- | | | | | | |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| Is there a Council vehicle used? | <input type="checkbox"/> | <input type="checkbox"/> | Are trolleys or barrows regularly used? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the employee a Display Screen Equipment user? | <input type="checkbox"/> | <input type="checkbox"/> | Does any protective clothing fit adequately? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are powered mechanical or industrial tools used? | <input type="checkbox"/> | <input type="checkbox"/> | | | |



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OTHER FACTORS

	Please select			Please select	
	Yes	No		Yes	No
Is there contact with the public?	<input type="checkbox"/>	<input type="checkbox"/>	Does the employee work shifts or callout?	<input type="checkbox"/>	<input type="checkbox"/>
Is any work done at heights or in excavations?	<input type="checkbox"/>	<input type="checkbox"/>			

If the answers to any of the questions overleaf is 'yes', how likely and severe are the risks?

Use this space to comment on any 'yes' answers and identify other hazards:

What action can you take to reduce or avoid these risks to the new or expectant mother?:

Please select which assessment this is:

Initial Assessment Second Risk Assessment Return to work Risk Assessment

Date

Name of assessor

Job title

Any action

Agreed by employee:

Name

Comments: Keep all risk assessments under review. Make sure that you agree action points and follow them up.

SEND COMPLETED FORM TO DEPARTMENTAL CONTACT TO INCLUDE ON EMPLOYEE'S PERSONAL FILE.

All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for employee management purposes. It may be shared between HR sections for monitoring and auditing of management processes and will be stored in your personal file.



24. Lock down procedure

Lock down procures teaching staff.

- **Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.**
- **Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:**
 - A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
 - An intruder on the school site (with the potential to pose a risk to staff and pupils)
 - A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
 - A major fire in the vicinity of the school
 - The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

The lock down alarm will sound.

- Check that all of your pupils are present.
- If pupils are out of the classroom they should go to the nearest room that can be locked. (Classroom, staffroom, hall, IT suite etc.)
- Snib the Outer doors and then your classroom door.
- Close the blinds.
- Closes all windows.
- Turn off the lights.
- Sit the children on the carpet.
- Stay away from the doors and windows.
- Once in lock down mode, staff should notify the office by mobile phone if a pupil is missing.
- check your mobile for a message from the school (you will only get a message if it is a real alert and not a drill)
- Wait in your room until told it is safe unless told to evacuate by emergency services.
- The alarm may stop, stay in lock down.



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- If it's all clear the alarm will start again for a few seconds.
- A member of the office staff will check that all classrooms have been given the all clear.

