



Health and Safety Policy

Policy: Health & Safety

Date of Policy: February 2026

Members of Staff responsible: L Powell / K Ratcliffe

Review date: February 2027

Date policy last reviewed: January 2026

Signed by:

_____ Headteacher Date: _____

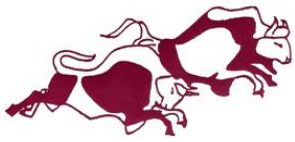
_____ Chair of governors Date: _____



MICKLEOVER PRIMARY SCHOOL

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Training and first aid](#)
4. [Contacting the emergency services](#)
5. [Accident reporting and investigation](#)
6. [Active monitoring system](#)
7. [Risk assessment](#)
8. [Slips and trips](#)
9. [Fire safety](#)
10. [Legionella](#)
11. [Evacuation and bomb threat procedure](#)
12. [Visitors and contractors](#)
13. [Construction and maintenance](#)
14. [Personal protective equipment \(PPE\)](#)
15. [Employee clothing](#)
16. [Electrical Testing](#)
17. [Work-related hazards](#)
18. [Maintaining equipment](#)
19. [Hazardous materials \(COSHH\)](#)
20. [Asbestos management](#)
21. [Cleaning](#)
22. [Infection control](#)
23. [Allergens and anaphylaxis](#)
24. [Medication](#)
25. [Smoking](#)
26. [Security and theft](#)
27. [Severe weather](#)
28. [School trips and visits](#)
29. [Isolation of mains services](#)
30. [Driving to work](#)
31. [Swimming regulations](#)
32. [Wildlife areas](#)
33. [COVID](#)
34. [Pregnant staff](#)
35. [Monitoring and review](#)



Statement of intent

The Governors, Headteacher and Staff of Mickleover Primary School will ensure, as far as it is reasonably practicable they are committed to the health and safety of our staff, pupils, visitors and contractors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment. **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.**

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

The school expects employees to conform to this policy and to comply with the relevant sections of The Health and Safety At Work Act 1974, management of Health and Safety Regulations (1999 as amended) and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.



1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DoFE (2021) 'Health and safety: responsibilities and duties for schools'
- DoFE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school/Derby City Council (DCC) policies:

- Visitor Policy
- Food Policy
- Supporting Pupils with Medical Conditions Policy
- Smoke-Free Policy
- Data Protection Policy
- Educational Trips Policy.
- COVID risk assessment
- DCC Working at Height Policy
- DCC Stress Management Policy
- DCC Manual Handling Policy
- DCC Lone Working Policy
- DCC Display Screen Equipment Policy
- DCC Contractors Policy



2. Roles and responsibilities

The Headteacher is responsible for implementing the Health and Safety Policy with support from the SBM and Facilities Manager. Teaching and support staff have a responsibility for Health and Safety matters within their remit.

Governing Body
(Under the guidance of the Finance and Site - Committee:-
Headteacher, Nominated Governors, Facilities Manager)

Headteacher

Teaching staff

Support Staff

Pupils

Visitors

The governing board, in conjunction with the Headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure arrangements are made for the safe handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.



MICKLEOVER PRIMARY SCHOOL

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Facilities Manager.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety

3. Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.



MICKLEOVER PRIMARY SCHOOL

Derby City Council and the Facilities Manager will ensure staff know how to meet their duties outlined in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.
- The school will act in accordance with the First Aid procedures at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.
- The Headteacher will ensure that there is an appropriate number of first-aid trained staff members working within in each classroom.
- The following staff members are trained to Paediatric and First Aid at work, all TA's have basic First aid qualification as a minimum.

Name	Location	Certification expiry date
J Murray	Mickleover Primary School	01 August 2026
Liz Williams	Main Reception	08 April 2027
Laura Price	Main Reception	13 February 2028
Sharon Massey	Mickleover Primary School	05 November 2028
Rosalyn Chee	Mickleover Primary School	27 August 2026
Stacey Tidbury	Mickleover Primary School	19 September 2028
Sarah Haynes	Mickleover Primary School	05 November 2028
Sophia Radford	Mickleover Primary School	27 August 2026
Naomi Burman	Mickleover Primary School	05 November 2028
Jess Harvey	Mickleover Primary School	1 February 2026
Eva Hutchinson	Main Kitchen	13 February 2028
Laura Hallas	Mickleover Primary School	25 January 2026
Claire Bobbin	Mickleover Primary School	08 December 2025
Tracey Marinelli	Mickleover Primary School	10 August 2026

- First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:



MICKLEOVER PRIMARY SCHOOL

Diabetes Education (Multiple Dose Injection)

Location	Responsible staff member
Outside Reception Classes	Laura Price
Outside Yr1 Breakout Area	Laura Price
Outside Yr4/5 next to Breakout Area	Laura Price
Outside Year 6	Laura Price
4RF	Laura Price
5HW	Laura Price
Nest Room	Laura Price

Diabetes Education (Multiple Dose Injection)

Name	Date Acquired
Laura Price	14/11/2025
Amanda McNeil	14/11/2025
Kate Halliday	14/11/2025
Sean Welsh	14/11/2025

4. Contacting the emergency services

The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using mobile phones.

Where an ambulance is called for a pupil, **office staff** will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is **main playground**. Staff will be aware of any



MICKLEOVER PRIMARY SCHOOL

pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer/advisor at DCC using the standard Accident Report Form.

The main office/reception staff (Laura Evans/Liz Williams) will be responsible for informing The Headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

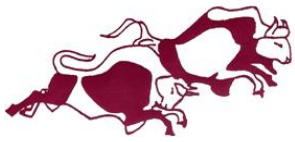
Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- COVID when numbers are more than the national guidelines and DofE policy.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height



MICKLEOVER PRIMARY SCHOOL

- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting procedures

- Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), Derby City Council and the Facilities manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.
- Along with the reporting to the HSE a form F2508 is to be completed and emailed to employee.healthandsafety@derby.gov

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be directed to the **Facilities Manager** as soon as possible, who will then inform the **Headteacher** as appropriate.

Accident investigation

All accidents, however minor, will be investigated and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

6. Active monitoring system



MICKLEOVER PRIMARY SCHOOL

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

7. Risk assessment

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Termly assessments of high-risks areas, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

9. Fire safety



MICKLEOVER PRIMARY SCHOOL

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills (and the use of fire extinguishers for Kitchen staff).

The school will test evacuation procedures on a **termly** basis. Firefighting equipment will be checked on an **annual** basis by an approved contractor. Fire alarms will be tested **weekly** from different 'break glass' fire points around the school, and records will be maintained and held in the **Facilities Managers Office**. Emergency lighting will be tested on a **monthly** basis, and records will be maintained and held in the **Fire Logbook**.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

All firefighting equipment is maintained and checked annually by the school's advisors. The school policy is to evacuate the school and not use Firefighting equipment.

Fire extinguishers are situated as follows

Carbon Dioxide Type - Black

- a) At the top of the steps in the boiler house
- b) Outside reception
- c) Kitchen
- d) SEN corridor
- e) New 5 classroom build hallway – C04
- f) Bison building x2 C09 C10 C12
- g) New 2 classroom build kitchen room C15
- h) Facilities Manager Office

Foam Spray type – Cream

- a) Reception classes – Room C01 C02
- b) New 5 classroom build hallway – C14 C15
- c) 3RF – Room C08
- d) Bison building x3 Outside Room C09 C10 C12
- e) New 2 classroom building kitchen – Room C15

Wet Chemical type – Bright Yellow

- a) School kitchen – inside main door

10. Legionella

Water Management (Control of Legionnaire's disease)

Mickleover Primary School will ensure that the legislation surrounding water management as detailed in the COSHH Regulations and **Approved Code of Practice L8** are fully complied with, in particular:



MICKLEOVER PRIMARY SCHOOL

- The Head Teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Facilities Manager and specialist external contractors.
- The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures.
- The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonable practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.
- The risk assessment will be reviewed at least every 2 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonable foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective. In certain situations safeguards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the school ensures that these circumstances are appropriately managed by having thermal mixing valves installed. The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

11. Visitors and contractors

The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

12. Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;



MICKLEOVER PRIMARY SCHOOL

- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Facilities manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Facilities Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to The Headteacher, kept up-to-date by the health and safety officer on site, and is made available to anyone who needs to alter or maintain the building.

The Headteacher/SBM/Facilities Manager will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

13. Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a



MICKLEOVER PRIMARY SCHOOL

hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the Facilities Manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

PPE includes protective workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g. school uniform, does not constitute PPE.

14. Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

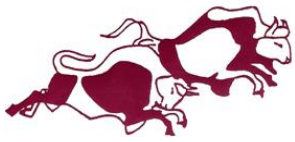
In order to manage these risks, appropriate policies and procedures have been adopted.

Working at heights

Policy and procedures concerning employees working at heights are addressed in the DCC Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Lone working

Policy and procedures concerning employees' lone working are addressed in the DCC Lone Working Policy. Staff members are required to sign statements confirming that they have



MICKLEOVER PRIMARY SCHOOL

received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. See DCC Stress Management Policy

Display screen equipment

Display screen assessments will be carried out by all staff who use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the DCC Display Screen Equipment (DSE) Policy.

15. Electrical Testing

All electrical item brought on to site either purchased or personal is to undergo a visual or a complete PAT according to the items Category state prior to use in any location of the school.

16. Maintaining equipment

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances.
- All fixed gymnasium equipment.
- Any workshop equipment, e.g. lathes and machinery.

It is the responsibility of the Facilities Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

17. Hazardous materials (COSHH)

The school will act in accordance with the school's COSHH procedures at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Headteacher/SBM/Facilities Manager.

The Facilities Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant



MICKLEOVER PRIMARY SCHOOL

MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Facilities Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Facilities Manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by Facilities Manager. All COSHH and Ionising Radiations Regulations will be adhered to.

Low-toxic products, such as aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Headteacher/Facilities Manager.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Facilities Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the Facilities Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

18. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on 04 Aug 21 by Derby City Council, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

19. Cleaning

Waste collection services will be monitored by the Facilities Manager. Special consideration will be given to the disposal of clinical waste.

The Headteacher/Facilities Manager is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in.

20. Infection control

The school actively prevents the spread of infection through the following measures:

- School Measures.
- Maintaining high standards of personal hygiene and practice.



MICKLEOVER PRIMARY SCHOOL

- Maintaining a clean environment.

All staff are subject to a Pre-employment medical assessment check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

21. Allergens and anaphylaxis

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide the Headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The Headteacher and catering team will ensure that a menu is displayed for all staff and pupils to see, and is sent to all parents and guardians are aware of what the meals are to be and inform the school of any allergies that might harm their child. Further information relating to how the school control allergies can be found in the School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

22. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all time. Staff will receive the required level of training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any medication.

23. Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.



MICKLEOVER PRIMARY SCHOOL

24. Security and theft

Money will be held in a safe and banked to ensure large amounts (over £3000) are not held on site. Money will be counted in an appropriate location, such as the school office/SBM, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

25. Severe weather

The Headteacher, in liaison with the Facilities Manager, will make a decision on school closure due to severe weather on the grounds of health and safety.

26. School trips and visits

Health and Safety Policy and Procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips Policy.

27. 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.
Main Electrical Isolation –	Switch Gear Cupboard situated between Art store/Happy rooms. 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 sited in the cleaner's cupboard.

28. Driving to work

In accordance with the 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



MICKLEOVER PRIMARY SCHOOL

cover the member of staff for business use which includes travel to and from meetings and training.

29. Swimming regulations

- The Headteacher is 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.
- From leaving the classroom and until returning the “duty of care” lies with the class teacher in charge.
- 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.
- 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 qualified instructor or
- a teacher who is confident in the teaching of swimming and able to swim.
-
- 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.
- Teachers taking swimming for the first time will be asked to confirm they have read and understood the swimming guidelines.

30. Wildlife areas

The pond area is fenced to the specification recommended by Derby City Council. Pupils working within the enclosed area must be closely supervised. Please refer to the Risk assessment.

31. COVID

Mickleover Primary School will follow all government guidelines and DofE guidelines to ensure the staff and students are kept as safe as possible. For further information see COVID Policy

32. Pregnant Staff

The school’s HR procedures for pregnant members of staff will be followed, including carrying out a ‘Pregnancy Risk Assessment’.

33. Monitoring and review

The effectiveness of this policy will be monitored continually by the Headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is February 2027.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.



MICKLEOVER PRIMARY SCHOOL