



# New Mills School

## HEALTH AND SAFETY POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	J Elms	October 2013		
Draft 2	G Cash	June 2014	FGB Min No. 7	10/07/2014
Review	J Charles	August 2016	FGB Min No. 18c	08/09/2016
Review	J Charles	November 2018	FGB Min No. 14a	11/12/2018
Review	J Charles	September 2021	FGB Min No. 11	19/10/2021

Revision	Date	Description of Changes
Draft 2	June 2014	Updated DCC template used, information updated and made specific to New Mills School.
Review	August 2016	Name of school amended. Fire section updated. Hyperlinks inserted to reference reporting forms. Appendix 1 updated.
Review	November 2018	Name of school and footer amended. Page 11 – Administration of Medicines: room locations changed, Page 13 – First Aid: change of office name, Page 16 - Waste Management: change of location, Page 17 – name of H&S Governor removed
Review	September 2021	New model policy based on DCC template dated Jun-19

Signed: .....F Wicks..... Date: .....19/10/2021.....

Chair of Governors

# **STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

## **Statement of Intent**

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children's Services Department issued on the S4S site.

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

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

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

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

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

The Governing Body will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

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

Employees are reminded of their own duties:

- To take care of their own safety and that of others;
- To co-operate with the Governing Body and the Senior Leadership Team so that they may carry out their own responsibilities successfully.

- To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

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

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

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

Name Heather Watts

Name Felicity Wicks

Sign

Sign

Headteacher

Chair of Governors

Date

Date

## **Responsibilities of Governing Bodies**

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

In particular, the Governing Body should ensure that:

- The school has a health and safety policy (which can be based on the Children's Services policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

## **Responsibilities of the Headteacher**

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

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

- A school health and safety policy is developed with the Governing Body in line with the Children's Services health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Their knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the Children's Services which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per Children's Services guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, ie fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put

into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.

- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from Children's Services is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

### **School Health and Safety Co-ordinator**

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

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

### **Teaching/Support Staff Holding Positions of Special Responsibility**

This includes, but is not exhaustive, Assistant Headteachers, Heads of Faculty, Subject Leaders, Support Staff Managers/Supervisors, Technicians and Premises staff have the following responsibilities:

- Apply the School's health and safety policy or relevant Children's Services department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

### **Class Teachers**

Class teachers are expected to:

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

## **All Employees**

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

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

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

## **School Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside of teaching hours. They will also be consulted on health and safety matters affecting all staff.

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

## **Pupils and Parents**

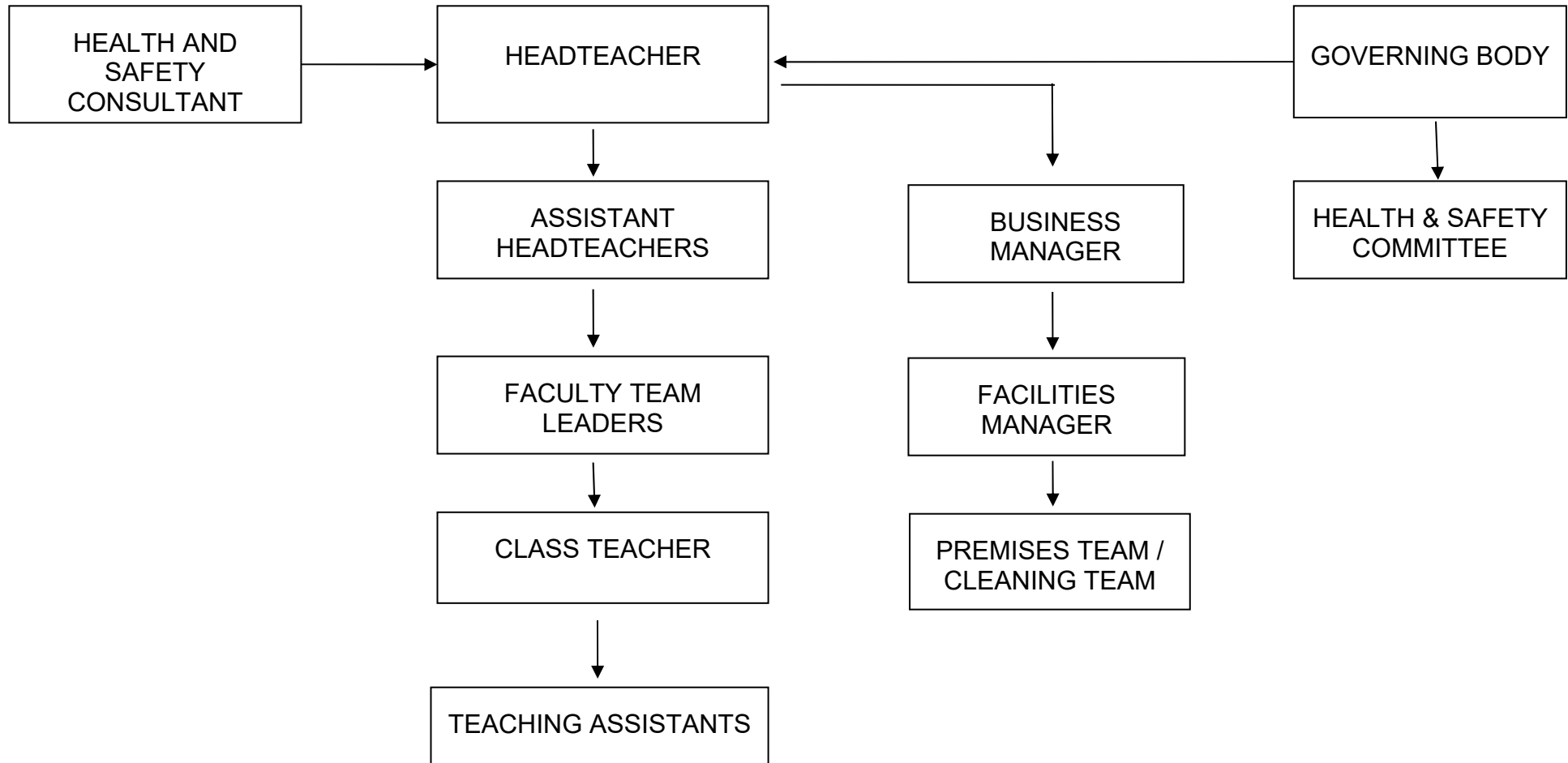
Pupils, allowing for their age and aptitude, and parents are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.



- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Report any health and safety incidents to a member of staff.

**Organisational Responsibility for Health and Safety**



## **Arrangements for Health and Safety**

The following procedures and arrangements have been put in place to minimise health and safety risks to an acceptable level. In each case, separate documentation will be in place, based upon advice provided by Derbyshire County Council Children and Younger Adults Department (CAYA). This may be in the form of guidance notes or policy documents.

The arrangements must be kept under review and will need to be added to as new or revised policy/guidance is issued by the Local Authority.

The “arrangements for” list is as follows:

### **Accident/Incident Reporting & Investigation**

All accidents and incidents in New Mills School will be reported and recorded in line with the Local Authority accident and incident reporting guidance.

In New Mills School, staff will report all accidents and incidents to the Facilities Manager who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the Accident/Incident (including Physical & Verbal Assault) Reporting Procedures can be found in the Policies folder on the Staff Shared Drive. Additionally, an Incident/Near Miss Reporting Form and an Accident Reporting Form are both available to download and complete in the Forms folder on the Staff Shared Drive.

### **Administration of Medicines**

Arrangements for administering medicines are included in in the Supporting Pupils with Medical Conditions Policy

. This can be found on the staff shared drive in the Policies folder.

### **Adverse Weather**

The Adverse Weather Protocol is reviewed annually. There is a risk assessment in place for Adverse Weather – Snow & Ice.

### **Asbestos**

The School has adopted the Procedures for Managing Asbestos in County Council Buildings produced by DCC. The School Business Manager and the Facilities Manager have attended the appropriate Duty Holder training. In addition, the School operates a ‘permit to Work’ process for contractors on site.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site

### **Communication**

An email should be sent to [premises@newmillsschool.co.uk](mailto:premises@newmillsschool.co.uk) if a defect is identified with the fabric of the building, in a room or corridor, or on the grounds. If the defect is deemed to be in urgent need of attention, either the School Business Manager or the Facilities Manager should be contacted immediately.

## **Contractors**

The school has adopted all safe practices as recommended by Derbyshire County Council. This includes;

- Checking the contractor's own health and safety policy, risk assessment and method statement for the work to be carried is appropriate.
- Checking the competence of contractors and visiting workers
- Ensuring that the contractor has relevant insurances in place.
- Holding a pre-contract meeting with the contractor to discuss safety issues relating to the work and to hold on-going meetings throughout the contract.
- Passing on any relevant safety information to the contractor which could affect their safety.
- All contractors and visiting workers comply with the Permit to Work regulations, held in the Finance Office.

## **COSHH**

The Governing Body are committed to protecting its employees and others who may be exposed to chemicals or other hazardous substances by complying with the COSHH Regulations 2002.

Control of Substances Hazardous to Health (COSHH) guidance produced by Derbyshire County Council is available for staff to view on the S4S website.

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dust
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments in subject areas is the responsibility of the Faculty Team Leader and they must ensure they are circulated to all employees who work with that particular hazardous substance.

Staff will be provided with protective equipment, where necessary.

The Site Supervisor is responsible for risk assessments for hazardous substances used/present internally within the School ie cleaning products, and the Grounds Manager is responsible for those used externally around the site ie pesticides, fuel for mowers etc.

Staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

## **Curriculum Areas**

The School recognises that there are risks associated with curriculum delivery. A balance needs to be achieved between independent learning and the necessary supervision to ensure safety. Schemes of Work and lesson planning should ensure that students are taught how to identify and reduce risks in the way that they work.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All relevant guidance material is easily accessible by staff and can be located on the DCC S4S, the CLEAPSS website or other specific membership association which a subject may have subscribed to.

All technicians must be appraised of the safety procedures and practices relating to any of the activities that they support.

Heads of Faculty/Academic leaders are responsible for ensuring that safe practices are adopted for extra-curricular/enrichment activities.

Heads of Faculty are responsible for maintaining and monitoring suitable risk assessments relevant to their departments. This is particularly relevant to high-risk subject areas (ie. Science, Technology, PE and Art).

### **Disaster Plans**

The School has a separate Critical Incident Management Plan for use in the event of a disaster.

### **Display Screen Equipment**

Display Screen Equipment guidance produced by Derbyshire County Council is available for staff to view on the S4S website.

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### **Educational/Off Site Visits**

The School has a separate policy for educational and off-site visits. The Off Site Visits Policy can be found on the staff shared drive in the Policies folder.

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

The School has subscribed to, and uses, the 'Evolve with EduFocus Educational Visits Online Virtual Environment' to manage risk assessments associated with school journeys, as recommended by the LA. Staff who are intending to take students on a School trip need to receive training from the Educational Visits Co-ordinator (EVC). Staff

can only access the system with a logon and personal password. Evolve is an on-line system and means that risk assessments and procedures are kept up to date.

School Journeys are not allowed to proceed until the appropriate signatures and authorisation have been obtained.

Staff who have any concerns whilst on a School Journey should immediately seek advice from the EVC or Headteacher, or in the case of an emergency, should contact the Local Authority through the emergency number provided. Any significant incidents which occur on the School Journey should be reported to the EVC on return to School.

### **Electrical Equipment**

Electricity guidance produced by Derbyshire County Council is available for staff to view on the S4S website.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the School Business Manager or the Facilities Manager immediately.

Where necessary, a portable appliance test (PAT) will be carried out by a competent person.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **Equipment**

Each Faculty Team Leader is responsible for identifying all equipment/machinery within their subject areas which needs maintenance and for ensuring effective maintenance procedures are drawn up and implemented.

Any problems found with equipment/machinery should be reported to the School Business Manager or the Facilities Manager.

Each Faculty Team Leader will check that new equipment and machinery meets health and safety standards before it is purchased.

The Site Supervisor will be responsible for equipment/machinery used within the internal areas of the School.

The Grounds Manager will be responsible for plant/equipment used externally in the School grounds.

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

## **Fire**

Fire Safety is managed in line with DCC guidance. The School completes an Operational Fire Risk Assessment annually in September. This contains information relating to:

- Who the duty holder is
- Fire Risk Assessment details
- The fire evacuation procedure (should correspond with procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire-fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

Reviewed and updated evacuation procedures are sent out to all staff for the start of the academic year. In addition, form tutors are given brief instructions to pass on to students on their return to school in September.

## **First Aid**

First Aid is managed in line with DCC guidance. Information is also contained within the Supporting Pupils with Medical Conditions Policy which can be found on the staff shared drive in the Policies folder.

A list of qualified first-aiders is maintained in the Finance Office, and a copy is on the Staff Room notice board. Help in the first instance, between 08:15 and 15:45, is available by contacting reception. Teaching staff can also request help by clicking on the First Aid button in Class Charts.

An updated list of first aiders is emailed to all staff at regular intervals. Refresher courses are arranged as and when required.

First Aid Kits are placed at strategic locations around the site. All higher risk subject areas have their own first aid kit(s) and the subject teacher/ user of that area is responsible for keeping the kit(s) topped up. The Finance Office hold stock of first aid items for this purpose.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

## **Infection Prevention and Control**

New Mills School follows national guidance published by Public Health England when responding to infection control issues. Infect Control in Schools guidance is available on the S4S website. We encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable:

- Handwashing
  - Wash hands with liquid soap and warm water, and dry with paper towels
  - Always wash hands after using the toilet, before eating or handling food, and after handling animals
  - Cover all cuts and abrasions with waterproof dressings
- Coughing and Sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged
- Personal Protective Equipment
  - Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
  - Wear goggles if there is a risk of splashing to the face
  - Use the correct personal protective equipment when handling cleaning chemicals
- Cleaning of the Environment
  - Clean the environment frequently and thoroughly
- Cleaning of blood and body fluid spillages
  - Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
  - When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
  - Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
  - Make spillage kits available for vomit

### **Inspection of the Premises**

Formal inspections of the premises will be carried out at least 3 times a year. These are normally carried out by any combination of the Health and Safety Co-ordinator, Trade Union H&S Representative and the Health and Safety Governor.

All staff are responsible for reporting any faults or Health and Safety concerns that arise within their working areas to either the School Business Manager or the Facilities Manager.

The Premises Team will ensure that hazards associated with the site are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are controlled.

### **Legionella**

Legionella Pneumophila (legionella) and related bacteria are commonly found in low numbers naturally in environmental water sources such as rivers and reservoirs etc. The bacteria, given the right conditions, will colonise manufactured water systems and given the right conditions multiply to a level where the legionella bacteria presents a risk the health.

DCC's Management Arrangements & Procedures document sets out the Local Authority's policy and strategy to minimise both the growth, and risk, from exposure to legionella and related bacteria of:-

- any persons using the Council's buildings, and
- any persons exposed through the Council's undertakings.



The document should be used in conjunction with any relevant legislation, Approved Codes of Practice, Health and Safety Executive (HSE) guidance and other specific procedures relating to the presence of legionella in premises.

The risks from legionella are mitigated by the following controls & checks:

- temperature checks
- disinfection of shower heads
- flushing regimes
- keeping cisterns and cylinders clean

### **Letting of Premises**

Information is contained within the Lettings Policy which can be found on the staff shared drive in the Policies folder. Those who hire any aspect of the school site or facilities will be made aware of the contents at the initial time of the enquiry, and will be responsible for complying with it.

### **Lockdown**

In addition to the school's evacuation policy we have a lock down or Code Red policy. This status is invoked if there is deemed to be a threat in school consisting of an intruder or multiple intruders that would increase the danger to students and staff if they were to come onto the corridors at the end of a lesson period. The Code Red situation can only be authorised by the Headteacher, or in her absence a member of the SLT, and the police would normally be alerted at the same time.

The Code Red alarm is signified by the school bell being rung 5 times in succession, each ring lasting approximately 3 seconds. Once staff hear this alarm they should ensure all students stay in the classroom and remain in the classroom at the end of the current lesson and until further notice. The Code Red status will remain in force until the member of staff is informed by a senior member of staff that it is in order for the students to leave the classroom, or there is an 'all-clear' situation signalled by 1 long ringing of the school bell lasting approximately 20 seconds.

### **Lone Working & Personal Safety Awareness**

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

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

Advise either the School Business Manager or the Facilities Manager if you intend to be on site at unusual times, particularly in school holiday periods.

- Do not attempt to work at height (ie putting up displays) whilst alone.
- Ensure you are able to contact someone in the event of an accident or need assistance ie accessibility to a telephone.
- Do not use dangerous machinery or tools whilst alone.
- Do not arrange meetings outside normal hours unless other members of staff are present

- Try to meet with members of the public in an area where other people are passing or present.
- If visiting parents, contacts etc off site, ensure that you have informed Reception of your location and expected return time.
- Do not compromise your personal safety.

Always make sure you leave the premises by 17:30 at the latest. A warning bell will ring at 17:25 to warn you that it is time to leave the site. If you leave the site and subsequently return, DO NOT unlock any external doors without first reporting to the duty caretaker as the alarm may have been set in your absence.

### **Lifting Equipment**

Lifting Equipment guidance produced by Derbyshire County Council is available for staff to view on the S4S website.

### **Manual Handling**

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

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

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate, training provided for staff. Managers are responsible for assessing the appropriate approach to handling tasks and may seek professional DCC advice as necessary.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The School will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### **Monitoring**

Monitoring of this policy will take place on a regular basis, including scheduled checks which evidence that necessary steps are being taken.

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

Records of the testing and inspection of equipment and maintenance work carried out will be maintained as part of the health and safety management system documentation, but do not need to be included in the health and safety policy itself.

The following list is a guide to the equipment and practices for which records will be kept:

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Local Exhaust Ventilation (LEV)
- Mechanical Machinery
- Lifts
- Fume Cupboards
- Pressure Systems
- Fixed Electrical Systems

The following is an example of the frequency of reviews, inspection and testing:

### Annual Checks

Item	Check By
Risk Assessments	School Business Manager
Policy and Management Plan	School Business Manager
COSHH	School Business Manager
Review of Procedures (or sooner if necessary)	School Business Manager
Cleaning Staff Procedures	School Business Manager
Record of Fire Appliance Test	School Business Manager
Record of PE Equipment Check	Head of Faculty
Check Completion of PAT Testing	School Business Manager
Staff Induction/Training/Refreshers	School Business Manager

### Termly Checks

Item	Check By
Health and Safety Report at Governors' meetings	Headteacher
Premises Inspection	School Business Manager
Fire Log	School Business Manager
Accident / Incident / Near Miss Reports	School Business Manager
Fire Evacuation	School Business Manager
Visual Check of Electrical Equipment	All Staff
Premises Security	School Business Manager

### Weekly Checks

Item	Check By
Playground, Walls, Fences, Gates and Seating	School Business Manager / Groundsman
Fire Alarm Tests	Site Supervisor

### Daily Checks (by observation, discussion etc)

Item	Check By
Physical Intervention	School Business Manager
PE Safety	Faculty Team Leader
Lettings (Safety)	School Business Manager
Communication of Health and Safety concerns to all staff	School Business Manager

### New & Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. 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
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

### One off Activities

Risk assessments must be completed to identify and control the risk involved with “one off” activities which don’t form part of a lesson plan. This is the responsibility of the activity organiser. If the activity is being led by New Mills School staff then the risk assessment must be completed in-house. If the activity is being delivered by an external provider then they are responsible for producing the risk assessment but the member of staff must ensure that all risks have been identified and control measures are in place.

### PE Equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to either the School Business Manager or the Facilities Manager.

### Personal Emergency Evacuation Plans (PEEP’s)

Guidance for PEEP’s is available to view on the S4S.

The SENDCo is responsible for for writing PEEP’s for students. The School Business Manager is responsible for writing PEEP’s for staff.

### **Risk Assessments**

Risk assessments will be undertaken within each subject area and is the responsibility of the Faculty Team Leader.

The findings of the risk assessments will be reported to the Headteacher.

Whole-school risk assessments will be carried out by the Facilities Manager ie slips & trips, general office areas etc.

Job specific risk assessments will be carried out by either the Site Supervisor or the Groundsman, as appropriate.

Risk assessments will be reviewed annually, or sooner should any new hazard be identified or when work activity changes, whichever is the soonest.

### **Road Safety**

Arrangements for the safe flow of traffic throughout the school site, including people and vehicles, will be risk assessed and is the responsibility of the School Business Manager.

### **Site Security**

The Premises Team consists of the Site Supervisor, Caretaker and a Groundsman. They are responsible for the security of the school site during weekdays between 6am and 10pm. After 10pm, and on weekends and bank holidays, Buxton & High Peak Security Services Ltd are on-call for any alarm call-outs.

The Premises Team are all keyholders and will respond to an emergency.

All staff are expected to wear their School ID badge, including supply and peripatetic teachers and members of the Governing Body. All visitors must sign in at Reception where they will be issued with a visitor badge. This will be either with a green lanyard for visitors who are DBS checked and appear on our Single Central Record, or a red lanyard for visitors who must be accompanied at all times whilst on site. Contractors working on site must obtain a permit to work and a contractor pass before any work commences. Contractors are issued with a blue lanyard.

All staff and pupils are encouraged to challenge any adult on site not wearing a badge. Should they feel uncomfortable doing so, they must inform a member of staff as a matter of urgency so that any intruders can be approached.

### **Smoking**

In accordance with DCC regulations, smoking is not permitted inside any part of the building, or on any part of the site, at any time.

### **Specialist Equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In School, staff promote the responsible use of wheelchairs.

### **Stress & Wellbeing**

School Governors, Headteachers, senior teachers and school managers are aware of the effects stress can have on the School. It can lead to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

A specific Management of Stress Policy is available in the Policies folder in the Staff Shared Drive.

### **Training**

Staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **Violence at Work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

### **Welfare Facilities**

Arrangements for the provision of welfare facilities, eg toilets, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch, can be found in the Staff Room located in the Top Block. In addition, toilets can be found in each teaching block. There are also staff showers located near the Gym.

### **Waste Management**

General waste bins are located near to the Arden Street gates and are emptied weekly.

Recycling bins for paper, card, plastic and tins are sited in the Bus Bay and are emptied fortnightly.

Confidential waste bins are sited in various locations around the School for the collection of confidential waste. These bins are emptied on a 4-weekly basis and the School receives a Certificate of Destruction to comply with the General Data Protection Regulation rules to confirm the waste has been destroyed in an appropriate manner.

### **Working at Height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Premises Team retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons