TIBSHELF COMMUNITY SCHOOL

HEALTH & SAFETY

Ratified: November 2026
(DCC Policy)

STATEMENT OF INTENT

ORGANISATION (RESPONSIBILITIES)

Governing bodies
Headteacher
Senior Leadership Team
School Health and Safety Coordinator
Teaching staff
Educational Visits Coordinator (EVC)
Premises Manager/Site Supervisor/Cleaner in Charge
First aiders
All employees
Trade union health and safety representatives
Students
Health and safety organisational responsibility flowchart

ARRANGEMENTS

Accident/incident reporting, recording and investigation
Administration of medicines
Adverse weather
Animals
Asbestos
Cash handling
Classrooms
Cleaning up body fluids
Consultation with staff
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Control of Substances Hazardous to Health (COSHH)
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Driving and transport
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Hazard reporting
Hiring premises
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Inspections, checks and monitoring schedule
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Lone working
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Monitoring health and safety
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Personal Protective Equipment (PPE)
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STATEMENT OF INTENT

This policy statement supplements and complements the more detailed statement issued by the County Council which is available through Derbyshire Services for Schools (S4S).

The school's Governing Body and Senior Leadership Team recognise and accept their responsibilities both under the law and also under schemes of delegation for local management of schools. The school, acting within the responsibilities delegated to it by Derbyshire County Council and as a person in control of the premises, acknowledges its duty to provide and maintain a safe and healthy environment for employees, students, visitors, contractors and others who may be affected by its activities.

The school is committed to ensuring that risk assessments are undertaken for significant risks, 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 as 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 students, members of the public, contractors, etc are or may be affected by the school's activities being carried out on or within the school boundaries or otherwise, the Governing Body through the school's management team 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 students, 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 express 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 reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- 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, standards and safe working procedures, and to report any shortcomings 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	Name
Signed	Signed
Headteacher	Chair of Governors
Date	Date

ORGANISATION

GOVERNING BODY

The Governing Body is responsible for ensuring that health and safety is maintained within their school. In order to do this, it must ensure that certain key elements are in place within the school. The responsibilities of the Governing Body 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 Governing Body will formally approve this policy and review it at least annually, or sooner following significant legislative, organisational or operational change.
- 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 ongoing 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 staffing levels or organisational structures are reviewed, the health, safety and welfare implications of any proposed changes are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from DCC's 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 at full Governing Body 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).

- Monitor significant and overdue health and safety actions and seek assurance that appropriate remedial action has been completed within agreed timescales.
- They receive on a regular basis any guidance issued by the Council/Employer 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.

NB: OVERALL ACCOUNTABILITY FOR HEALTH AND SAFETY LIES WITH THE EMPLOYER OF THE MEMBERS OF STAFF IN THE SCHOOL. HOWEVER DAY-TO-DAY RUNNING OF THE SCHOOL INCLUDING RESPONSIBILITY FOR THE HEALTH AND SAFETY OF STAFF AND STUDENTS IS NORMALLY DELEGATED TO THE HEADTEACHER AND SENIOR LEADERSHIP TEAM. THEY HAVE A KEY ROLE IN MAKING SURE RISKS ARE MANAGED EFFECTIVELY ON SITE.

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.
- A sufficient number of staff are trained and competent to assist with the completion and review of risk assessments.
- 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, trainee teachers 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 personal protective equipment and other safety equipment required for work activities, including goggles, gloves, guards and access equipment, is suitable for its intended purpose, properly stored and maintained.

- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented. All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Before contractors begin work, relevant health and safety documentation, including risk assessments, method statements and evidence of competence, will be reviewed by a suitably competent person. Contractors will be informed of relevant site hazards, emergency arrangements and safeguarding requirements, and suitable control measures will be agreed and implemented.
- Appropriate permit-to-work arrangements are used for specified high-risk work, including hot work, work on electrical systems, roof work, work in confined spaces and work that may disturb the building fabric, where applicable.
- All parts of the premises and plant for which the Governing Body is responsible are regularly inspected and maintained in a safe condition. Defects falling within Derbyshire County Council's responsibility will be reported through the appropriate procedure.
- 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.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let outside normal school hours, suitable arrangements will be made for access, lighting, emergency evacuation, communication, first aid, safeguarding and supervision. The hirer must provide the required insurance and sign the school's lettings agreement before the hire begins.
- 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.

SENIOR LEADERSHIP TEAM

Although the Headteacher has overall day-to-day responsibility for health and safety, members of the Senior Leadership Team and other line managers have specific responsibilities. These include Deputy and Assistant Headteachers, the School Business Leader, the Health and Safety Coordinator and the Premises Manager.

- Apply the school's health and safety policy or relevant Derbyshire County Council 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 concerns referred to them by members of staff or refer to the Headteacher any matter that cannot be resolved satisfactorily within the authority or 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 (identify staff safety training needs) and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents, incidents and near misses occurring within their areas of responsibility and ensure that they are reported in accordance with the school's and Derbyshire County Council's procedures.
- Prepare an annual report for the Headteacher on the health and safety performance of their area of responsibility.

SCHOOL HEALTH AND SAFETY COORDINATOR

The School Health and Safety Coordinator has the following responsibilities:

- To co-ordinate and manage the 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, students and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.
- To carry out any other functions devolved to them by the Headteacher or Governing Body.

TEACHING STAFF

Class teachers are expected to:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to students when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measures relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, incorporate relevant health and safety instruction into teaching and practical activities.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior agreement.
- Report all accidents, defects and dangerous occurrences in line with the school's reporting system.
- Set a good personal example.

EDUCATIONAL VISITS COORDINATOR (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate educational off-site visits and ensure that effective health and safety management arrangements are in place for students, staff and volunteers.
- Ensure that all visits are led by a trained and competent Visit Leader.
- Ensure that all visits are submitted to the Evolve system for assessment and approval within the allocated timescales relevant to the type of visit.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that visit planning considers individual medical, behavioural, mobility, SEND and safeguarding needs, together with emergency arrangements and any venue restrictions.

- Ensure that visit planning considers venue restrictions on photography, filming, audio recording, mobile phones, wearable technology and other recording-enabled devices, and that these requirements are communicated before the visit.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, students and parents/carers of students to ensure that the key learning objectives of the visit can safely be achieved.

PREMISES MANAGER/SITE SUPERVISOR/CLEANER IN CHARGE

The Premises Manager/Site Supervisor/Cleaner in Charge is responsible for:

- Inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the winter).
- Inspecting the buildings and equipment on a termly basis (during the last week of every term).
- Recording all defects noted and, if minor, effecting immediate repair.
- Reporting major defects to be repaired by outside contractors/authorities to the Headteacher or Health and Safety Coordinator.
- Testing the fire alarm weekly, using a different manual call point on a rotational basis, and recording the test in the fire logbook.
- Assisting with the scheduled fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Logbook.
- Ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed.
- Liaising with all external contractors working on the school site, reminding them of their obligations under this policy and notifying them of relevant site hazards.
- Notifying the Headteacher or Health and Safety Coordinator of any hazards introduced by contractors on site.
- Ensuring that equipment, tools and materials are stored safely and securely.
- Regularly undertaking a risk assessment relevant to their work environment; and
- Maintaining an inventory of relevant premises equipment and ensuring that electrical equipment is subject to appropriate user checks, formal visual inspection and, where indicated by risk assessment, electrical testing, with suitable records retained.

FIRST AIDERS

First aiders are responsible for:

- The first aid stock/provision found in boxes in the medical room.
- Where separately authorised and trained to administer medicines, following the school's Administration of Medicines Policy and recording administration in the appropriate record.
- Recording any accident and subsequent treatment in the appropriate accident/incident book/record (located in the medical room).
- Immediately informing the Headteacher and/or the Health and Safety Coordinator of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.

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's and relevant departmental health and safety policies.
- Be aware of and comply with the school's and relevant departmental 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's and relevant departmental arrangements (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Not use any work equipment identified as faulty or unsafe and immediately report it to the School Health and Safety Coordinator or Premises Team.
- 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 work equipment, 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, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor, and all near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

TRADE UNION HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised Trade Union as set out in the Safety Representatives and Safety Committees Regulations 1977.

Only Trade Unions can appoint Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within during reasonable paid time, in accordance with the applicable regulations and agreed facilities arrangements. They will also be consulted on health and safety matters affecting all staff.

Trade Union Health and Safety Representatives are permitted to take paid time off work to fulfil their functions and also for any training requirement. The time off arrangements should ensure that these functions replace, rather than add to, their normal workload.

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

Health and Safety Representatives are entitled to inspect the workplace at least every three months and are entitled to paid time off their normal duties to do so. Their inspections are not to be confused with the management's/employer's obligation to inspect the workplace as set out in the arrangement section of this policy entitled 'INSPECTIONS, CHECKS AND MONITORING SCHEDULE'. It is an option, where agreed by management and Trade Unions, for formal inspections to be jointly carried out by the employer and Health and Safety Representatives, but whether or not this happens, Trade Union Health and Safety Representatives have the right to conduct their own Health and Safety inspections.

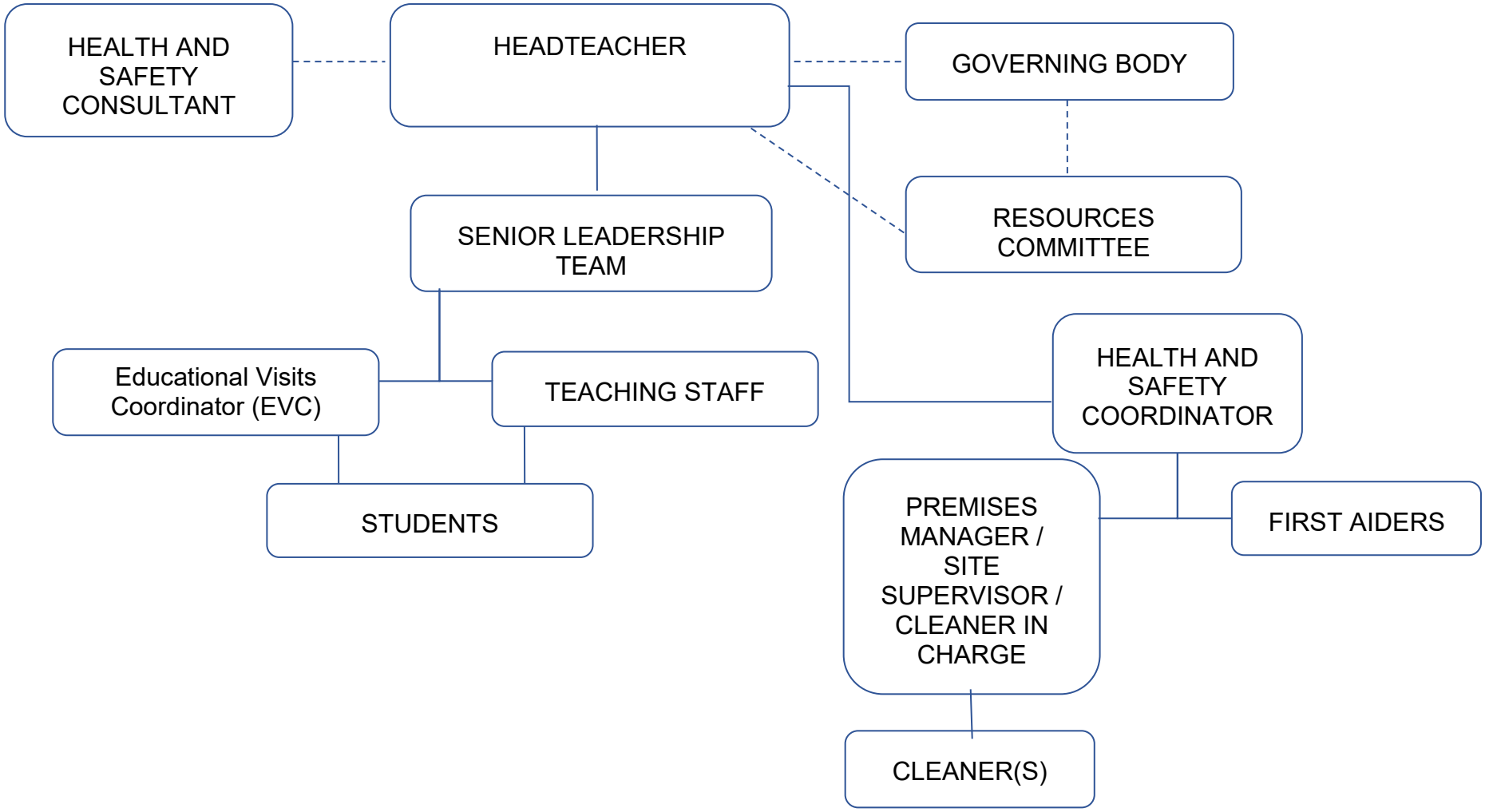
STUDENTS

Students play a part in overall health and safety and welfare of the school and will be encouraged to discuss health and safety issues at Student Council meetings and raise any concerns to their teacher or members of the Senior Leadership Team.

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

- Exercise personal responsibility, appropriate to their age and understanding, for their own health and safety and that of others, and observe standards of behaviour and dress consistent with safety and 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, facilities or equipment provided for. their own and others' health and safety.
- Not use equipment, substances or facilities in a manner that may harm themselves or others, and not use equipment for which they have not received appropriate instruction or supervision..

HEALTH AND SAFETY ORGANISATIONAL RESPONSIBILITY FLOWCHART



ARRANGEMENTS

ACCIDENT/INCIDENT REPORTING, RECORDING AND INVESTIGATION

The procedures in the Derbyshire County Council Accident Reporting guidance are to be followed. In summary these are:

All accidents and incidents in Tibshelf Community School, no matter how minor, that occur to members of staff, are to be reported using the Derbyshire County Council online reporting system.

All staff will report all accidents to the Medical Welfare Officer, who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held on Derbyshire Services for Schools (S4S) Health and Safety Resources, Policy and Guidance web page.

Deaths, specified injuries, over-seven-day injuries, reportable occupational diseases and dangerous occurrences must be reported immediately to the Headteacher and Derbyshire County Council Health, Safety and Wellbeing Section in accordance with the applicable reporting procedure..

All accidents involving students and visitors will be recorded in accordance with the school's accident-reporting procedure. An accident to a student or visitor will be referred for consideration under RIDDOR where it results from or is connected with a work activity and results in the person being taken directly from the scene to hospital for treatment. The employer or other person responsible for RIDDOR reporting will determine whether an external report is required.

The Senior Leadership Team will ensure that all accidents and near misses within their area of responsibility are investigated to establish the direct and indirect causes.

ADMINISTRATION OF MEDICINES

Tibshelf Community School has a written policy on the administration of medicines and has adopted and follows the Derbyshire County Council Administration of Medicine Guidance for all cases (document available on Derbyshire S4S, Health and Safety Resources, Policies & Guidance web page).

ADVERSE WEATHER

The Headteacher will make the decision whether to open the school in the event of adverse weather.

Site staff are responsible for clearing snow and gritting suitable pathways to allow access to the school site (please refer to the Adverse Weather Risk Assessment).

During hot weather the school will introduce appropriate short-term measures e.g.

- Encourage students and staff participating in outdoor activities to use appropriate sun protection, with parents/carers encouraged to ensure sunscreen is applied before school where appropriate.
- Timetabling sports days and other outdoor events or activities for earlier in the summer or spring term and including contingency days.
- Open windows to maximise ventilation during the cooler parts of the day, close curtains where this does not worsen ventilation or thermal absorption/conduction and use fans/air conditioning units where needed.
- Ensure easy access to drinking water for staff and learners with active encouragement to drink appropriately, both in and out of the classroom.

ANIMALS

To reduce the likelihood of harm to animals, staff and students, risk assessments are carried out for each species kept on the school site.

All types of animals have different characteristics and associated risks. The risk assessment process will also ensure the suitability of the animals kept for the age and abilities of the students, as well as the well-being of the animals in terms of the environment they experience.

Arrangements will be made for the safe care and welfare of animals during weekends, school holidays and emergency closures.

ASBESTOS

The school maintains an up-to-date asbestos survey. Where asbestos-containing materials are identified, or where areas have not been accessed or fully surveyed, an asbestos register and management plan will be maintained. Relevant survey information will be provided to anyone liable to disturb the building fabric before work begins. The current survey records no identified asbestos-containing materials within the areas surveyed.

CASH HANDLING

Online payment via the school MIS is the preferred method of payment. All other monies are handed into the school reception by a student or parent/carer and are not to be collected by staff.

Money that is received is reconciled as soon as possible by two members of staff and is banked regularly in line with financial regulations.

The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount, and staff should never place their own personal safety at risk.

CLASSROOMS

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to Premises@tibshelf.derbyshire.sch.uk.

Examples of items to be checked include:

- Keep doors unlocked where appropriate and free from obstruction.
- Keep floors clear of obstructions.
- Keep sinks clear to allow effective cleaning.
- Report damaged or faulty electrical equipment immediately.
- Check edged or pointed tools regularly and store them safely when not in use.
- Maintain orderly movement within teaching areas.
- Ensure students are appropriately supervised.

CLEANING UP BODY FLUIDS

The Headteacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- The use of bleach on site will be managed so that it does not react with other substances when in use (i.e., bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all. Staff must never mix bleach with other cleaning products.
- All body fluids will be cleaned up as quickly as possible after spillage following the latest guidance from Derbyshire County Council which is available to download from the S4S Health and Safety, Resources web page.

CONSULTATION WITH STAFF

The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee if requested by two or more Trade Union Health and Safety Representatives. Representatives of each recognised Trade Union and staff association will be offered places on the committee.

CONTRACTORS

When contractors are working on the school site, the following precautions should be taken:

- The school will provide contractors with relevant site information, including asbestos survey or register information where applicable, fire and emergency arrangements, site rules, safeguarding requirements and details of first-aid provision. Contractors must sign in and wear appropriate identification while on site.
- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and students will be achieved. If contractors have to work in areas where students are present, students will always be under the direct supervision of a school staff member. Contractors must comply with the school's safeguarding requirements, visitor procedures and Staff Code of Conduct or Contractor Code of Conduct, as applicable.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Headteacher or delegated responsible person e.g. Health and Safety Officer/Premises Manager/Site Supervisor/Cleaner in Charge will identify all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

Before a new hazardous substance is purchased or introduced, its proposed use will be reviewed and a suitable COSHH assessment completed. Where reasonably practicable, a non-hazardous or less hazardous alternative will be selected.

Any chemical or substance used in the school must be approved by the Headteacher or delegated responsible person and stored in accordance with the manufacturer's instructions and COSHH assessment. Under no circumstances may staff bring substances to the school without the consent of the Headteacher or delegated responsible person.

Information on site to be kept will include Safety Data Sheets provided by suppliers, an inventory of hazardous substances, and suitable and sufficient COSHH risk assessments.

Staff, where deemed necessary, will be informed about the COSHH assessments and control measures, including safe handling, required protective equipment and storage.

Responsible staff will attend COSHH training and refresher training at intervals determined by the relevant risk assessment, guidance and training requirements.

COSHH assessments in place will be reviewed on a regular basis or when the product or work activity changes, whichever occurs first.

CURRICULUM AREAS

Heads of Department are responsible for managing relevant risks within their curriculum areas, including risks associated with temperature, noise, dust, lighting, ventilation, equipment and hazardous substances. Relevant departments include Design and Technology, Drama, Science, PE, Music and Art.

The school follows relevant CLEAPSS guidance and applicable Department for Education guidance on safe working.

This Policy should be used in conjunction with departmental policies in e.g. Design and Technology, Drama, Science, Physical Education, Music and Art, etc.

DRIVING AND TRANSPORT

Use of private vehicles for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and student seating for the age and height of the student (where required).
- Required safety restraints are worn whilst the vehicle is in motion.

Staff must not:

- Drive when ill.
- Drive under the influence of drugs or alcohol (including prescribed medication that may impact on driving safely).

The school recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e., vehicle is stationary and in a safe and legal position with engine turned off.
- Handheld radios and mobile phones are not to be used on petrol station forecourts.
- Drivers undertaking school business must comply with the school's driving and minibus procedures, including any licence, insurance, authorisation, vehicle-check and journey-planning requirements applicable to the vehicle and activity.

All accidents that occur whilst on school business will be reported in accordance with Derbyshire County Council and school incident reporting procedures.

EDUCATIONAL VISITS

School visits should have regard to the guidance contained in the DfE document Health and Safety on Educational Visits. This can be downloaded at https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

The school has appointed an Educational Visits Coordinator (EVC) to help plan and manage all educational visits. Appropriate training is provided to support this function. During times when an EVC is not appointed the Headteacher will fulfil this function.

The Visit Leader is responsible for implementing the approved arrangements for the visit, supervising the group and responding to changing circumstances. The school and employer retain their overarching responsibilities for the management of educational visits.

When taking students out of school, mobile phones are taken so that in an emergency the school can be contacted, and contact maintained between groups when travelling.

Photography, filming and safeguarding at external venues

As part of the planning and risk assessment for each educational visit, the Visit Leader will establish whether the venue imposes any restrictions on photography, filming, audio recording, mobile phones, smart glasses, wearable technology or other recording-enabled devices. These restrictions must be communicated to accompanying staff, volunteers and pupils before the visit and observed throughout.

Photographs or recordings of pupils may only be taken by authorised staff using school-approved equipment and for an approved educational or school purpose. Personal devices must not be used to photograph or record pupils. Staff, volunteers and pupils must not photograph, film or record venue staff, members of the public or other visiting groups without appropriate permission. Particular care must be taken in sensitive locations or where photography or filming could create a safeguarding, privacy, security, cultural or safety concern.

Any safeguarding concerns arising from photography, filming or contact with members of the public at an external venue must be reported immediately to the Visit Leader. The Visit Leader will take appropriate action in accordance with the school's safeguarding procedures and, where necessary, the venue's procedures.

The school must be contacted as soon as reasonably practicable if a student or member of staff is injured, becomes unwell, or the group is likely to be significantly delayed. Emergency medical assistance must be sought where required. A member of staff will accompany a student receiving hospital treatment and remain with them until responsibility is transferred to their parent/carer or another authorised adult.

All residential visits, overseas visits and those where dangerous activities are involved, e.g. caving, climbing, trekking, water sports, etc, must be authorised by the Derbyshire County Council, School Visits Service.

ELECTRICAL SAFETY

Fixed systems will be inspected, serviced and repaired as necessary at intervals determined by the electrical installation and competent-person recommendations, normally not exceeding the applicable inspection interval. A safety certificate will support inspections carried out by competent persons.

All portable electrical equipment in use will be maintained to a satisfactory standard to minimise risk to staff and subjected to a programme of combined inspection and testing as per guidelines.

A record will be kept of the test and a tagging system will be used on all portable electrical equipment. The regularity of checks will be determined by risk assessment.

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

All staff will be trained in general health and safety awareness on induction, which will include electrical safety.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it. Staff are also responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Portable electrical equipment will be maintained in a safe condition through user checks, formal visual inspection and, where indicated by risk assessment, electrical testing. The frequency and type of inspection or testing will reflect the equipment, its environment, its use and previous findings. Appropriate records will be retained.

Photocopiers and printers must be used and maintained in accordance with the manufacturer's instructions. Toner and consumables must be replaced using the prescribed procedure, and any fault must be reported promptly.

EMERGENCY PLANNING

The Headteacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or students at risk. The Plan will be agreed by the Governing Body and regularly reviewed.

The following incident procedures are included in the Plan:

- Lockdown
- Fire.
- Bomb threats.
- Gas leaks, water and electricity supply failure, including how and where to isolate.
- Natural disasters, for example, flooding (where applicable).

The Emergency Plan will also address loss of utilities or communications, severe weather, significant structural failure, infectious-disease incidents and other site-specific emergencies where these are reasonably foreseeable.

Evacuation points are established as far from the building as possible and consideration is given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect students.

FIRE AND EMERGENCY PROCEDURES

The Governing Body and Headteacher will ensure that the duties of the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005 are discharged. A suitable and sufficient fire risk assessment will be maintained, its control measures implemented, and the assessment reviewed at planned intervals and following significant change, a fire, a serious near miss or evidence that existing controls may no longer be effective.

about All staff are informed at induction of fire emergency procedures, the action to take on discovering a fire or hearing the alarm, the nearest escape routes and assembly points, and any responsibilities assigned to them.

All members of staff are responsible for ensuring that fire exits, signs and escape routes are kept clear at all times. The Headteacher will ensure that, through the Health and Safety Officer, regular maintenance of firefighting equipment and fire alarms is carried out by contractors, and that fire alarm points are checked weekly on a rotational basis by the Premises Manager/Site Supervisor.

Fire drills will take place termly and specific arrangements made for anyone who may require assistance to evacuate. A record of each practice evacuation shall be maintained. Full evacuation instructions are held in school and reviewed after each drill.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Every employee should ensure that:

- they know what to do in the case of fire.
- they are familiar with the sound of the alarm.
- all classrooms and other areas are vacated immediately on hearing the fire alarm.
- staff must not delay evacuation to isolate equipment unless a specific, previously assessed safe shutdown procedure applies and it is safe to undertake it
- they always check for any potential fire hazard at the end of the day.

Employees must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention or return to a building where the fire alarm is still sounding.
- NEVER smoke or vape on the school premises.
- NEVER be untidy and leave waste materials lying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER place furniture ~~etc~~. or equipment by fire exits, escape routes, firefighting equipment or electrical heaters.

FIRST AID

The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Staff undertaking a first-aid role must hold appropriate, in-date training for the duties assigned to them.

First aid provisions are situated throughout the school and are clearly identified. The contents will be replenished by a nominated first aider as and when required.

A record will be kept of every occasion when any member of staff, student or other person receives first aid treatment whether on school premises or as part of a school-related activity.

The school will undertake and record a first-aid needs assessment to determine the appropriate number and location of trained personnel, equipment and facilities, including cover for absences, educational visits, lettings and out-of-hours activities.

HOUSEKEEPING

Good housekeeping is to be observed at all times and walkways and safe routes kept free from obstructions.

Good practice includes:

- Clearing up spillages.
- Not allowing objects to protrude into walkways, e.g. filing cabinets and stored equipment.
- Ensuring that waste materials are properly stored and are removed on a regular basis.
- Not storing articles or substances anywhere other than in designated areas.
- Storing materials in a stable and secure manner.
- Keeping storage areas tidy and materials accessible.
- Not overloading storage shelves.

HAZARD REPORTING

Damage, defects and hazards relating to the premises, equipment or furnishings must be reported promptly to Premises@tibshelf.derbyshire.sch.uk. The Premises Manager or Site Supervisor will assess the report, arrange any immediate controls required and allocate remedial work. Urgent hazards presenting a risk of serious injury must also be reported immediately by telephone or in person.

HIRING PREMISES

Where the premises are used by an external hirer, the hirer must comply with the school's lettings agreement, fire and emergency arrangements, safeguarding requirements, permitted-use conditions, capacity limits and any relevant risk-control measures.

When the premises are hired to persons outside the employment or direct control of the school it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or students of the school.

Before a hire begins, the Health and Safety Coordinator, Premises Manager or Site Supervisor will complete the required premises-handover procedure with the hirer. This will include permitted areas, welfare facilities, fire and emergency arrangements, first-aid arrangements, security, safeguarding, reporting of defects and restrictions on alterations or use of equipment. Any required changes to the premises or room layout must be agreed in advance and undertaken or authorised by the Premises Team. The completed handover record will be retained.

INFECTION CONTROL

The school will actively prevent the spread of infection through the following measures:

- High standards of personal hygiene and practice.
- Maintaining a clean environment with regular cleaning regimes.
- Raising hygiene awareness and preventing the spread of infection.
- Ensuring sufficient washing facilities.
- Providing PPE when necessary.
- Immediately cleaning spillages of bodily fluids.
- Using approved sharps containers where required.
- Monitoring and responding to increased absence associated with symptoms such as sickness and diarrhoea.

INFORMATION TECHNOLOGY

The Headteacher will ensure that suitable arrangements are in place for the use of Information Technology equipment.

Equipment will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to any foreseeable hazards e.g. fire, trip and fall hazards, etc.

Where laptops are used, safe procedures of work including charging and use of trolleys will be followed.

The school office has appropriate lighting for employees to work with computers and individual Display Screen Equipment (DSE) assessments will be carried out as and when required.

Arrangements for the safe use of DSE follow local authority guidance and associated individual assessments will be carried out in accordance with DSE Regulations.

Any employee who is a DSE user is required to undertake a self-assessment of their working environment/ergonomic assessment or notify the Business Manager that they require support with the assessment.

DSE assessments will be reviewed following significant change, where an employee reports discomfort or other concerns, or where there is reason to believe the assessment is no longer valid. Where the Display Screen Equipment Regulations apply, the assessment will cover each workstation regularly used by the employee, including relevant home or hybrid-working arrangements. Employees will receive appropriate information and training, work will be planned to include breaks or changes of activity, and eye and eyesight tests will be provided on request in accordance with the Regulations.

INSPECTIONS, CHECKS AND MONITORING SCHEDULE

The school will ensure that statutory and other required inspections are completed at the appropriate intervals for applicable premises, plant, systems and equipment.

The Premises Manager will arrange for formal inspections of the premises, plant and equipment to take place at suitable intervals and draw up an effective maintenance programme.

All identified maintenance will be implemented, and any remedial works identified are completed.

Routine checks of work equipment (e.g. manual and powered work equipment; playground equipment) will be undertaken by the Premises Manager/Site Supervisor using an appropriate checklist and records kept of those checks.

The Business Manager/Premises Manager must ensure that all statutory and systems maintenance related documentation is kept available for reference. Details should include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc.

Annual Checks

Item	Check By	Comments
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Manual Handling Risk Assessments		
Accident Reports		
Technology Room		
Cleaning Staff Procedures		
Record Fire Appliance Test		
Record PE Equipment Check		
Check completion of risk-based electrical equipment inspection and testing		
Whole-staff health and safety refresher training		
Safeguarding-related injury concerns, monitored through safeguarding procedures		

Weekly Checks

Item	Check By	Comments
Walls, Fences, Gates and Seats		
Fire Alarm Tests		
Minibus – Routine Checks		
Minibus – First Aid Kit		

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention		
PE Safety		

Lettings (Safety)		
Pre-use minibus checks by driver		
Communication of Health and Safety concerns to all staff		

Termly Checks

Item	Check By	Comments
Health and Safety Report by Health and Safety Coordinator for the Resources Committee		
Premises Inspection		
Fire Log		
Accident Reports		
Fire Evacuation		
Visual Check of Electrical Equipment		
Premises Security		

INSTRUCTION AND TRAINING

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure the health, safety and wellbeing of its employees at work.

It is expected that the Headteacher will take the lead in obtaining information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher-than-normal risk e.g. the Premises Manager and staff in various secondary curriculum areas where significant hazards are present.

Safety induction training must be given to all staff on commencement of work at the school.

Training will be identified, arranged and monitored by senior responsible staff appointed by the Headteacher and governing body.

All staff must be competent to perform their duties; role-specific training will therefore be provided where required.

In addition to the above, staff will be trained:

- when exposed to new or increased risks.
- on transfer or promotion to new duties and tasks.
- when changes are made to systems of work.
- on the introduction of new technology.
- when training needs are identified.

Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.

A central training matrix will be maintained, showing relevant training completed, completion dates, renewal or refresher dates and any outstanding requirements. Individual training evidence may also be retained on personnel files where appropriate.

Where information and/or advice is not locally available the Headteacher should seek such information from the Derbyshire County Council Health, Safety and Wellbeing Team.

LOCKDOWN

A lockdown procedure has been implemented and would be used when there is a threat to the safety of students, staff and others, and when it is safer for everyone to remain in the school rather than evacuate.

The school holds Lockdown Drills to prepare staff and students in the event of an unusual circumstance such as dangerous dogs in the vicinity, a cloud of toxic gas in the air, an intruder on site, or should a member of the school community bring a weapon into school. The Lockdown procedures are designed to keep schools safe in a range of emergencies.

Lockdown exercises will be planned proportionately, taking account of students' age, SEND, medical needs and emotional wellbeing. Detailed lockdown instructions, communication methods and roles will be contained in the school's confidential Lockdown Procedure.

LONE WORKING

Where staff undertake lone-working activities that present a significant risk, a specific risk assessment must identify the hazards and necessary control measures. The following areas are likely to require consideration:

> Where staff undertake lone-working activities that present a significant risk, a specific risk assessment must identify the hazards and necessary control measures. The assessment will consider staff working before or after normal hours, during weekends or school holidays, locking and unlocking the premises, working in isolated areas, communication arrangements, access to assistance, foreseeable medical needs and arrangements for raising the alarm.

LEGIONELLA

The Health and Safety Coordinator will arrange for a water hygiene risk assessment to be carried out regularly in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for.

All identified remedial works will be incorporated into the school's maintenance programme.

The Responsible Person and Deputy Responsible Person for water hygiene will be appointed in writing and will receive suitable training for their roles.

Monitoring will be undertaken by the Premises Manager or a competent contractor and will include, as applicable, temperature monitoring at sentinel, representative and thermostatic mixing valve outlets, flushing little-used outlets, cleaning and descaling outlets, and recording results and remedial action in the water hygiene logbook.

MANUAL HANDLING

The school will comply with the Manual Handling Operations Regulations 1992, as amended, when managing the movement and handling of people and objects. The Headteacher will ensure the following arrangements are followed:

Moving and handling is avoided whenever possible.

If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe. 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.
- Reduce the risk of injury so far as is reasonably practicable.

Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until it is repaired or is replaced.

Where the school has been notified that an employee is pregnant, has given birth within the previous six months or is breastfeeding, the relevant risk assessment will be reviewed and any necessary control measures implemented.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

MONITORING HEALTH AND SAFETY

. Formal health and safety inspections will be completed at least termly by the School Business Leader, Health and Safety Coordinator and Premises Manager, with participation from the Health and Safety Link Governor, trade union representative and Derbyshire County Council adviser where appropriate.

A report will be produced following each inspection, with identified actions assigned to named individuals and given target completion dates. Any items not rectified by the next inspection will be carried forward, completed actions will be retained in the audit trail.

The following list applies only where the named equipment or system is installed or present on the school site.

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

- Fixed Electrical Systems
- Bottled Gas
- Emergency lighting
- Sewerage and drainage systems
- Lightning protection
- Movable walls and seating
- Radon

PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

The school adopts Derbyshire County Council's Personal Emergency Evacuation Plan – PEEP document, which is available to download from the Derbyshire Services for Schools (S4S) Health and Safety Resources, Risk Assessments web page.

A PEEP will be prepared, implemented and reviewed for any student, employee or regular visitor who may require assistance to evacuate safely. Temporary arrangements will also be considered following short-term injury, illness or restricted mobility. Relevant staff will be informed of their responsibilities and suitable evacuation assistance or equipment will be provided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Senior leaders will arrange for the school to purchase PPE for any employee, if it is determined necessary, to ensure the health and safety of that person which must be worn.

It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

Where a risk assessment identifies PPE as necessary, the school will provide suitable PPE to employees without charge and will ensure that it is compatible with other equipment, properly fitted, maintained, stored and replaced. Employees will receive suitable information, instruction and training in its use.

STUDENT SAFETY

The curriculum is used to help students develop the skills and knowledge to keep themselves safe.

Students are not expected to have full knowledge of H&S matters or procedures. However students who notice a hazard or defect are expected to report it immediately to a member of staff.

All students would also be expected to adhere to any H&S regulations or guidance given to them by any member of staff, particularly in the event of a fire, on a school trip or during a practical lesson. Class teachers explain the fire evacuation procedure to students, which includes regular emergency evacuation practices.

Teachers always remain with their class unless they hand that responsibility over to another adult e.g. when the teacher has non-contact time or when the midday supervisors or teaching assistant are in charge.

SOCIAL AREAS AND EXTERNAL SPACES

Staff must maintain appropriate supervision in accordance with the school day, duty arrangements, activity risk assessments and the needs of the students involved. Responsibility must be handed over clearly where supervision transfers to another member of staff.

Risk assessments for social areas and external spaces will identify relevant hazards and control measures. Staff will be informed of matters relevant to their duties.

Examples of items to check include:

- Equipment is only to be used under the supervision of a member of staff.
- The field should only be used if the conditions are suitable.
- At the end of the lunch break duty staff should ensure an orderly return into the school and teaching staff should be ready to receive their students.

RISK ASSESSMENTS

The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessments will follow the following steps:

- Identify hazards.
- Evaluate the risk that these hazards present and to whom.
- Identify suitable measures to reduce and control the risks.
- Record the significant findings.
- Monitor the effectiveness of the control measures.
- Review the risk assessment on a regular basis.

Specific risk assessments are required for violence, lone working, etc. where such a risk exists.

Risk assessments will be reviewed at planned intervals and whenever there is a significant change, an accident or near miss, a change in personnel or equipment, or evidence that the existing control measures may no longer be effective. Relevant findings and control measures will be communicated to employees and others who may be affected.

Generic risk assessments are available to download from the Derbyshire Services for Schools (S4S) Health and Safety Resources, Risk Assessments web page.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school will follow Keeping Children Safe in Education 2026 and its Child Protection and Safeguarding Policy. Health and safety arrangements must not prevent or delay appropriate safeguarding action or information sharing.

The driveway gates are closed from 8:30am. During these hours access can only be gained by the visitor alerting a member of the office staff. The gates will not normally be opened between the hours of 8:30am and 2:50pm.

All visitors and contractors will be instructed and directed to report to the school reception office, where appropriate arrangements for signing in and out and identity badges will be provided, noting registration numbers as appropriate.

- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

The school will undertake the pre-employment checks required for each role in accordance with statutory safeguarding guidance. For agency and third-party staff, the school will obtain written confirmation that the required checks have been completed and will verify the individual's identity on arrival.

Parents who wish to collect their students during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the student to the office. No student will be allowed to leave school during the day unaccompanied unless a request has been made in writing or a telephone message given to a member of the office staff.

If any staff are unsure as to whether an adult has the legal right to collect a student, they should check with the Headteacher, Safeguarding Team or member of the office staff.

Further specific arrangements for safeguarding can be found in the school's Safeguarding Policy and associated risk assessments.

SECURITY

The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher will ensure parents and older students are fully informed of the security arrangements and should be encouraged to help.

- The school undertakes an annual review of security risk assessments and carries out regular routine security checks.
- Advice is obtained from the Health and Safety consultant on security matters.
- Criminal incidents and suspected criminal activity will be reported to the police and insurers where appropriate, having regard to the school's safeguarding, behaviour, emergency and incident-reporting procedures.
- The Headteacher reports regularly to the Governing Body.

The Headteacher is responsible for the security of the premises during the school day; in their absence the Deputy Headteacher assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect students from harm.
- Guard against assault.
- Safeguard property.
- Contact the police/emergency services.

New staff are informed of the school's security arrangements and of their responsibilities.

The Premises Manager/Site Supervisor is responsible for the operational security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

As students progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible.

Relevant safeguarding and security information concerning individual students will be shared on a need-to-know basis with staff who require it to keep the student and others safe. Information will be handled in accordance with the school's Child Protection and Safeguarding Policy and data-protection requirements.

The parents of students are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus
- School newsletter
- Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The parents/guardians will be called immediately when a student goes missing.

School Grounds

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All students enter the school grounds via the perimeter pedestrian gates. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main car park and front entrance, reporting directly to the administration office, signing in and presenting credentials.

If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign in.

If a stranger is seen on the school grounds, a member of staff should establish their identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Supervision of School Grounds

Staff assigned to morning supervision duties must be in their designated locations at the times set out in the school's duty rota. The Premises Manager or Site Supervisor will ensure that external access arrangements are implemented at the agreed times.

Students will be supervised during social times in accordance with the published duty rota. Duty staff must monitor their assigned areas, respond to hazards or incidents and arrange additional assistance where required.

Staff must follow the school's Staff Code of Conduct and safer-working-practice guidance when working individually with students. Where a student remains in a classroom or other area outside normal lesson arrangements, a named member of staff must retain responsibility for supervision. Any transport of a student in a private vehicle must comply with the school's safeguarding, educational visits and transport procedures.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has a secure reception area with an access control system installed.

All office doors should be locked when not in use and all internal access-controlled and external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. Visitors will be asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All students and staff are alert to unrecognised adults in school. Students should report strangers to the nearest member of staff.

If an unauthorised person is identified, staff should seek assistance and ask the person to leave where it is safe to do so. Staff must not attempt to physically remove a person who refuses to leave or who behaves aggressively. The police must be contacted where there is an immediate threat, suspected criminal activity or a refusal to leave following a reasonable request.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child out of school during the school day, they should report to the administration area. A request to take a student out of school should normally be made in advance in writing on a form requesting leave of absence.

Entering and Leaving School

Students must enter and leave the site using the designated student entrances and routes. Students arriving after the normal registration time must report to reception and follow the school's late-arrival procedure. Parents/carers and visitors must use the main reception entrance unless alternative arrangements have been authorised. The main reception door is to be used only if a student arrives after 8:30am, when they should report to the office. All parents are asked to wait outside the school building unless invited in by a member of staff.

Students Leaving School at the End of the Day

At the end of the school day, the students are supervised as they leave the premises.

Leaving School during the Day

A student leaving during the school day must sign out through reception and follow the school's authorised absence and collection procedures. Where collection by an adult is required, reception staff will verify the identity and authority of the collecting adult before releasing the student.

Security of Personal Property

Students should not bring anything of value to school. Individual staff are responsible for their own property.

It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker. Personal items are not insured if left unattended and not secure.

Security of Equipment

Main items of school equipment, for example computers, TVs, projectors, are security marked. Portable ICT equipment (e.g. laptops, digital cameras) must not be left unattended in an insecure classroom or office. Such items must be locked away.

Security of Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed where practicable.

It is the responsibility of the Premises Manager/Site Supervisor to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, equipment switched off and external gates locked before leaving the premises.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied.

When contacting a keyholder, the monitoring station will confirm whether the alarm activation is recorded as a single or confirmed activation. A single activation is just one device being activated whereas a confirmed activation means more than one device has been set off. This could denote persons moving around within the school buildings. The monitoring station will respond in accordance with the agreed alarm response plan and will request police attendance where the applicable response criteria are met.

The school contracts a professional out-of-hours keyholding service. The service will respond between 8:00 pm and 6:00 am on weekdays and throughout weekends. Designated school-employed keyholders will be contacted where further action or access is required, including where there is evidence of a break-in or police attendance is necessary.

Access Outside School Hours

On occasion, staff, students or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. The school is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

Where lone working cannot be avoided, the employee must follow the relevant lone-working risk assessment, including agreed check-in arrangements, access controls, communication arrangements and emergency escalation procedures.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, students should have access to this area only; the remainder of the building should be locked and alarmed if the intruder alarm has a zoning facility.

SMOKING VAPING AND NAKED FLAMES

Smoking and vaping are not allowed on the school site or immediately in sight of students outside the school gate.

Cigarettes, e-cigarettes, vaping equipment, matches and lighters should not be left where the students can have access to them. Naked flames may only be used where required for an approved curriculum or ceremonial activity, subject to an appropriate risk assessment, competent supervision and suitable fire precautions. Naked flames must never be left unattended.

SOLAR UV PRECAUTIONS

Sunhats/Clothing

Between April and September, we actively encourage students to come to school with appropriate items, such as refillable water bottles and sunscreen, and suitable hats where students will be outdoors for prolonged periods.

- We educate students about the risks of not wearing a sun hat.
- Baseball caps are not recommended (they do not provide adequate shade for the neck and ears).
- Students will be encouraged to wear suitable clothing for prolonged outdoor activities, consistent with the school's uniform and activity requirements.

Sunscreen

Between April and September, we actively remind students to bring appropriately protective sunscreen SPF 30 or higher, with appropriate UVA protection) for use as required throughout the school day.

Parents/carers should notify school of any sunscreen allergies when completing admission forms or if an allergy develops later on.

- We encourage students to apply sunscreen on bright/sunny days before extended periods of outdoor activities such as lunch breaks, PE, other outdoor lessons and outdoor off-site activities.
- We educate students about the risks of not wearing sunscreen.

A practical approach towards the application of sunscreen is necessary, with assistance provided only where necessary to younger or students who require assistance, unless instructed otherwise by the parent/guardian.

Shade

We currently provide some shaded areas outdoors where students can congregate for outdoor activities. If this shaded area is limited, we look to provide additional shaded areas, as funding allows.

Staff/Role Modelling

Staff are encouraged to model good sun-safety behaviours such as applying sunscreen and wearing a sun hat on bright/sunny days.

STAFF AND STUDENT SAFETY

Teaching and support staff should exercise effective supervision of the students and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- Students should be taught to exercise personal responsibility for their own safety and that of others.
- Students should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency.
- Students should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the students, examples include:
    - suitable footwear for PE.
    - wearing of earrings not permitted for PE.

Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPSS documents on safe working in:

- animals in schools.
- art and craft activities.
- physical education.
- electrical equipment.
- science activities.
- swimming.
- work at height.

STRESS MANAGEMENT

The school recognises its duty to assess and manage foreseeable work-related stress risks. Organisational factors including demands, control, support, relationships, role and change will be considered through the school's risk-assessment, staff-consultation and management arrangements.

Employees are encouraged to raise concerns about work-related stress with their line manager, the Headteacher, another appropriate senior leader or their trade union representative. Concerns will be considered sensitively and appropriate action may include review of workload or working arrangements, a stress risk assessment, management support, reasonable adjustments, Occupational Health advice or access to the employee assistance programme.

Where patterns of work-related stress or ill health are identified, the school will review the underlying organisational factors, consult affected staff and implement an improvement plan. Actions will be monitored and reviewed for effectiveness.

Support may include regular review meetings, Occupational Health advice, the employee assistance programme, trade union support, reasonable adjustments and review of relevant working arrangements.

TREE SAFETY

Trees will be managed through a risk-based inspection programme. Formal inspections will be completed by a competent person at intervals determined by the level of risk and following significant storms, reported damage or other events that may affect tree stability. Identified works will be prioritised and recorded.

Similarly, all shrubs and other low-level vegetation should be checked to ensure that they do not present a risk to students, either of scratches or penetration injuries to the skin or eyes by sharp twigs.

VIOLENCE AT WORK

The school is committed to providing a safe and secure working and educational environment for staff, students and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible.
- withdraw from the situation.
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
- follow the measures and procedures identified in the violence and assaults risk assessment.
- contact emergency services, as appropriate.
- inform the Headteacher or a member of the Senior Leadership Team if confrontation has taken place.

The school will:

- Maintain procedures for reporting incidents.
- Offer access to appropriate post-incident support, including the employee assistance programme and Occupational Health where appropriate.
- Debrief affected employees following significant incidents.
- Provide training in managing conflict and aggression where identified as necessary.
- Review relevant risk assessments following incidents or significant changes.

Work-related verbal abuse, threats, harassment, intimidation and online abuse must also be reported and managed through the school's incident, safeguarding and employee-support procedures.

WELFARE FACILITIES

There are suitable arrangements for the provision and maintenance of welfare facilities, e.g. toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating food as well as eat lunch, provision for hanging wet clothing, etc.

WORKPLACE SAFETY

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- All staff should ensure that working areas are sufficiently ventilated.
- Hot drinks must be transported in a suitable lidded container where students are present and must not be placed where they could be knocked over or accessed by students.
- All staff should be aware of the procedure for moving and assembling PE apparatus as listed in the PE policy. The apparatus should be stored safely in the appropriate storage area after use.
- All staff will be given a copy of the Staff Handbook and the Health and Safety Policy at the commencement of their contract.
- Parking within the school grounds is for staff and official visitors only. In order to ensure the safety of students, extreme care must be taken at all times. Parents should not drive in the school grounds unless

it is to collect a sick student, or it is outside the school day. The speed limit must be adhered to at all times.

- Staff should know and apply any special safety measures and arrangements that exist in their working environment for example, in kiln areas and when using ICT equipment.

- Staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing an apron and tying back hair,

- Staff should exercise good standards of hygiene and housekeeping,

- Staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid,

- Staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment,

- Staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures,

- Staff must report any perceived health and safety failings and any defective equipment to the Premises@tibshelf.derbyshire.sch.uk as soon as the defect is discovered. Urgent defects presenting an immediate risk must also be reported directly to the Premises Team

WASTE MANAGEMENT

All waste materials must be disposed of carefully and in such a way that does not constitute a hazard for others.

Waste materials and rubbish must be removed routinely, and all combustible waste materials must be discarded in appropriate (suitable for the type of material) sealed containers.

Hazardous waste, broken glass, sharps, chemicals, batteries, electrical waste and other specialist waste streams will be segregated, stored and disposed of through authorised arrangements appropriate to the material.

WORK EQUIPMENT

Work equipment will be managed in accordance with the Provision and Use of Work Equipment Regulations 1998, together with any other regulations applicable to particular equipment.

Work equipment is almost any equipment used by persons at the school including, but not limited to:

- Maintenance tools and machinery
- Tools and machinery for lessons
- Hand and power tools
- Office equipment
- Access equipment (ladders and stepladders)
- Lifting equipment (trolleys, hoists, etc.)

The school will ensure that:

- All work equipment is suitable for its intended purpose.
- All work equipment is maintained in an efficient state, in good working order, and in good repair.

- Where required under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), lifting equipment and accessories will be suitably marked, maintained and thoroughly examined by a competent person, with records retained.
- Suitable records of any inspections, maintenance and testing for all applicable work equipment are kept. Some equipment only needs a visual check before use, but equipment posing significant health and safety risks from incorrect installation, reinstallation, deterioration, or other factors requires formal inspection.
- Where necessary, all work equipment is inspected prior to use and at regular intervals to ensure ongoing safety.
- Any work equipment identified as faulty or unsafe is immediately taken out of use and reported to the school Health and Safety Coordinator.
- Measures are taken to prevent access to dangerous parts of machinery (guarding), taking account of the users and the type of use.
- Where specific risks exist, the school ensures that the use of such equipment is restricted to authorised persons.
- Where necessary, appropriate signage is provided to warn of specific risks associated with the relevant work equipment.
- Relevant training is provided to persons operating work equipment.

WORK-RELATED LEARNING

Work-related learning describes a broad range of activities for -students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

The school has written procedures clarifying:

- Objectives and responsibilities.
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing students before placements and debriefing them afterwards.
- Assessment of the suitability of the placement provider, working environment and proposed activities.
- Confirmation of employer's liability insurance and appropriate supervision arrangements.
- Consideration of safeguarding, SEND, medical and accessibility requirements.
- Clear arrangements for reporting accidents, concerns, absence or significant changes to the placement.

WORKING AT HEIGHT

Work at height will be planned and organised using the statutory hierarchy of controls: work at height will be avoided where reasonably practicable; where it cannot be avoided, suitable measures will be used to prevent falls; and where a residual risk remains, measures will be taken to minimise the distance and consequences of any fall.

The Work at Height Regulations extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. stepladders. The use of chairs, desks, etc. to gain height is expressly forbidden. Staff must not stand on desks to open or close windows.

- Stepladders must be erected safely for the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if students are passing by.

- Stepladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.

- Stepladders and ladders must be checked by the user before use and formally inspected at intervals determined by risk assessment, manufacturer guidance and the conditions of use. The school has adopted a six-monthly formal inspection interval for its ladders and stepladders. Each item will carry a unique identifier and inspection records will be retained.