



ASHGATE PRIMARY SCHOOL

Health & Safety Policy

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To be read in conjunction with:

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1992

The Management of Health and Safety at Work Regulations 1999

The Control of Substances Hazardous to Health Regulations 2002

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The Health and Safety (Display Screen Equipment) Regulations 1992

The Gas Safety (Installation and Use) Regulations 1998

The Regulatory Reform (Fire Safety) Order 2005

The Work at Height Regulations 2005

National guidance published by Public Health England

Supporting pupils with medical conditions

Accessibility plan

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1. Aims

Our school aims to:

Provide and maintain a safe and healthy environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

Have robust procedures in place in case of emergencies

Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

3. Roles and responsibilities

3.1 The local authority and governing board

Derby City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the co headteacher and staff members.

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Co Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks

Inform employees about risks and the measures in place to manage them

Ensure that adequate health and safety training is provided

The Full Governing Body oversees health and safety at Ashgate Primary School.

3.2 Co Headteachers

The co headteachers are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Assistant Head assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety leads are the Co Headteachers.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the Co Headteachers before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The Co Headteachers and Caretaker are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Co Headteachers, Caretaker and Security Plus are key holders and will respond to an emergency.

5. Premises safety

The Caretaker will monitor the servicing schedule to ensure compliance with testing of alarms, water, gas etc. All employees are responsible for informing the Caretaker/SLT immediately, of any dangerous premises issues that they find, that could cause harm to others. All employees are responsible for site security; staff should ensure that outer doors are not left on latches at the end of break times and security breaches are reported to the SLT immediately.

6. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

- The fire alarm is a loud continuous buzzer.
- Fire alarm testing will take place once a week.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- If staff are working in a different room, they should familiarise themselves with the Fire Procedures (located on the wall near the door) prior to working.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted if appropriate (see evacuation procedures). Evacuation procedures will also begin immediately. The designated Fire Wardens will commence a 'sweep' of the buildings to ensure they have been fully evacuated.

Staff should not attempt to extinguish any fire, they will evacuate the building immediately.

Teachers should take out their whiteboards which displays how many children they have in class on that day.

Staff and pupils will congregate at the assembly point. This is on the Ashbourne Field.

Class teachers will perform a headcount which will be checked against the emergency roll call print provided by Office staff.

The Office Staff will take an electronic register of all staff/Visitors (Via Sign-in app)

Staff and pupils will remain outside the building until the emergency services/SLT say it is safe to re-enter

The school will have special arrangements in place when required for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

- Pupils identified with a specific medical condition / diagnosis / disability that requires them to have assisted egress (for example work off the ground floor but cannot access stairs), will be provided with a plans or personal emergency evacuation plans (PEEPs).

Fire Wardens

Peter Seargent (Co Headteacher)

Wendy Forte (Co Headteacher)

Nicola Warburton (SBM)

John Hill (Caretaker)

Laina Froom (Learning Mentor)

Stephanie Patrick (Assistant Head)

7. COSHH

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

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germes that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the SBM and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff 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.

Hazardous products are kept in the locked cleaning cupboards in both buildings.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

7.2 Legionella

- Derby City Council is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risks from legionella are mitigated by the following: [temperature checks, heating of water etc.]

7.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

All contractors are asked to read the asbestos manual and sign the register for **all** work carried out in school. The asbestos register advises contractors that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
An asbestos register is kept in the reception area with the location of asbestos that has been found on the school site

8. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions.
All equipment is stored in the appropriate storage containers and areas.

8.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil 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 Caretaker/SLT immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- A portable appliance test (PAT) is carried out on all electrical equipment, yearly, by a competent person.
- 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

8.2 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 the Caretaker/SLT.
- The PE equipment is checked yearly for defects.

8.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work completes a display screen equipment (DSE) assessment every two years. '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)

8.4 Specialist equipment

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

9. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

10. 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 Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will request the Caretaker completes jobs that require working at heights.
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, the Caretaker is expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

11. Manual handling

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 from the Caretaker.

The school will ensure that proper mechanical aids and lifting equipment are available in school.

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

12. Off-site visits

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 and information about the specific medical needs of pupils.
- There will always be at least one first aider with a current paediatric first aid certificate on all EYFS school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

13. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

14. 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.

15. Smoking

Smoking is not permitted anywhere on the school premises; this includes the use of E cigarettes.

16. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

16.1 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

16.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is not permitted

16.3 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 (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

16.4 Cleaning of the environment

Clean the environment frequently and thoroughly

16.5 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.

16.6 Laundry

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

16.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor

16.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

16.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

16.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England (displayed in the school office – Ashbourne Block).

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action. COVID guidelines followed when updated.

17. New and 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

18. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

These include:

- Annual Stress Risk Management Questionnaires
- Stress Risk Management Action Plan
- Individual Stress Risk Management Plans for those absent linked to stress for over 3 weeks (Completed as a return to work activity).

- Referral to Occupational Health in line with Trigger Actions (See Ill Health Capability and Absence Policies)

19. First Aid

There are personnel in school who are Full First Aid at Work trained together with Paediatric First Aid trained staff. LSA's are Paediatric First Aid trained.

Pupil First Aid / Illness during the School day

Minor accidents should be treated in school. A First Aid cabinet is situated in First Aid room in the Ashbourne building and in the EYFS first aid area.

Children who need to lie down should be escorted to the First Aid area in the Ashbourne building.

All accidents should be reported to one of the above members of staff and recorded on the Medical Tracker system in the First Aid areas.

Head injuries – parents are to be informed immediately when necessary.

When pupil accidents require hospital treatment, parents/carers should be notified immediately so that he/she can accompany the child to hospital. A 'RIDDOR' form must be completed and passed to Nicola Warburton (forms are available in the first aid areas). Children's emergency information can be located in the school office (pink/clear box) or on the MIS system.

If the parent/carer cannot be contacted, a member of staff should accompany the child to hospital (taking the child's personal details information card with them).

Telephones able to dial an outside line are situated in: the school office; Head teachers Office; Business Managers Office and Deputy's Office – press 9 for an outside line.

The telephone number for the emergency department at the Royal Derby Hospital is:

01332 340131 (children)

01332 783111 (adults)

If a child is unwell and is waiting to be collected by a parent, they should be sent to the School Office/First aid room in the Ashbourne building.

A record is kept in the school office when children are sent home early for medical reasons.

In each first aid area, there is a folder with known medical conditions for some of the pupils. This includes children with more significant illnesses who have an individual healthcare plan. Staff should refer to this information when covering first aid duties.

Medication

Staff are not to administer any un-prescribed medicines to pupils except where the Head has made formal arrangements (see DfEE guidance "Supporting Pupils with Medical Needs"). Staff are able to administer prescribed medicines (with the exception of ears, eyes and nose drops) to pupils providing consent has been obtained from the parent/carer in advance. (Forms are available from the school office for parents to complete, absolving the school from any responsibility). The time the medication was given and the initials of the member of staff administering the medication, should be noted on the form.

Children with asthma – Inhalers are stored in the child's classroom. A record should be kept of when the child has had their inhaler. An emergency school inhaler is in each first aid cabinet for children to use if they have asthma and do not have an inhaler in school.

School trips

First Aid back packs should be taken on all educational visits and out of school activities. These are located in the staffroom.

At least one Paediatric First Aid Trained member of staff should accompany the children on all visits.

Staff & Visitors

Accidents sustained on site by staff or visitors should be entered on Medical Tracker by a first aider. A 'RIDDOR' form should also be completed and then passed to Nicola Warburton.

20. Accident reporting book

20.1 Accident record book

Medical tracker will be completed as soon as possible after the accident occurs by the first aider who deals with it. As much detail as possible will be supplied when reporting an accident.

First aid records will be retained by the school for a minimum of 25 years, in accordance with the Derbyshire County Council Summary guidelines on records retention periods for Schools.

20.2 Reporting to the Health and Safety Executive

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Derby City Council will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 5 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

21. Risk Assessments

Risk assessments are available for all activities on site and completed for off-site activities when required. Staff read the assessments relevant to their role.

22. Training

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

Staff who work with pupils with special educational needs (SEN), are given additional health and safety training.

23. Monitoring

This policy will be reviewed by the Full Governing Body annually.

24. Links with other policies

This health and safety policy links to the following policies:

- Supporting pupils with medical conditions
- Accessibility plan