



SHOBNALL PRIMARY SCHOOL

HEALTH, SAFETY & WELLBEING PROCEDURES

Approved by Governors 24 September
2018

Part 1

Health and Safety Policy Statement

Shobnall Primary School

1. This policy statement complements the Staffordshire County Council's Health, Safety and Wellbeing Policy – the school subscribes to SCC's Health & Safety consultancy services. It records the school's local organisation and arrangements for implementing the Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and Senior Leadership Team recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Local Governing Board (L.G.B.) will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.



Mrs M Dixon, Chair of Governors

Mr R Cruise, Headteacher

Date: 20 September 2018

Date: 20 September 2018

Part 2

Health, Safety and Wellbeing Policy – Organisation and Responsibility

The L.G.B. has overall accountability for health, safety and wellbeing responsibility as the occupier of the premises and employer of staff.

The Headteacher will ensure that arrangements are made for the implementation of the health and safety policies.

The School's delegation scheme includes provision to ensure that staff meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Governors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the School's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
Local Governing Board (L.G.B.)					
Headteacher (Premise Manager)					
Senior Leadership Team: (Deputy & Asst Headteachers; School Business Manager)					
Curriculum Area Leaders					

	Policy-makers	Planners	Implementers	Assisters	Employees
Teachers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Team;					
County Council Officers e.g. Healt, Safety & Wellbeing Adviser Occupational Health Staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers

Local Governing Body

Headteacher

H&S Advisers

Devise and produce policy on health, safety and Wellbeing at a strategic level.

Preserve, develop, promote and maintain the School's health and safety management system.

Ensure that health and safety matters are taken into account when organisational decisions are made

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are

developed and reviewed regularly.

- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.

Planners

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| • Headteacher / Premise Manager | Develop the local plans to achieve school health & safety objectives. |
| • Local Governing Body | |
| • Members of the Senior Leadership Team | Develop management arrangements for the identification of hazards and control of risks within their area. |
| • Curriculum Area Leaders | |

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety.
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.

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- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
 - Ensure that suitable and sufficient training, instruction and information is provided when required
 - Set health and safety objectives as part of the school planning process.
 - Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
 - Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
 - Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
 - Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
 - Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall Policy.
 - Seek help from the LA H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the L.G.B. and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
 - Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
 - Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
 - Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
 - Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the H&S Team.
 - Advise the L.G.B. and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
 - Consult with staff as necessary on matters of health and safety which may affect them at work.

Managing & Organising Committee of L.G.B.

The school has a Managing & Organising Committee of governors, which meets half termly & health and safety is a standing agenda item at least half termly for staff meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers

Headteacher / Premises Mgr (also Policy maker, Planner)

Senior Leadership Team (also planners)

Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks.

Curriculum Area Leaders (who may also be planners)

Ensure all the systems are working effectively

Teaching Staff [Including supply teachers]

Managers

Teaching Assistants

Admin Staff

Site Team

The Implementers will;

- Maintain an understanding of the Health and Safety Policies developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.

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- Seek advice from the H&S Adviser or other specialist as required.
 - Make use of other resources available to promote H&S at work (e.g. intranet/Newsletters)
 - *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*
 - Contribute towards the assessment and mitigation of risk as presented in the Risk Register.

Premises Manager – Mr R Cruise

In addition to the responsibilities above, Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contract visit.

Assisters

Health and Safety Advisors
Occupational Health Professionals
Specialist Technical Staff
HR Advisers

Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives).

They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided to promote H&S at work (e.g. intranet/Newsletters, emails from H&S Advisers)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Headteacher.
- May collate and produce an **annual report on Health and Safety performance** for Local Governing Boards to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

Irrespective of their position within the school's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the school's structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the local governing board and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;

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- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
 - inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives (no known Staff Safety Representative at present)

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or Wellbeing at work;
- to make representations to the Headteacher or their representative on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Wellbeing

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. **Accident Reporting, Recording & Investigation**

Major Accidents (including over 7-day injuries to staff)

Any accidents resulting in fatality or specified major injuries should be reported by telephone on the day of the accident to the Health and Safety Team (01785 355777). The accident must be investigated to determine the cause and establish what can be done, if anything, to prevent reoccurrence. All incidents involving staff must be reported online to H&S team using My Health & Safety database <https://staffordshirecc.info-exchange.com> In addition an accident report form (BI510.) must be completed by employee, shared with Headteacher & retained in school.

Pupil Accidents

Accidents to pupils that result in them going to hospital from the scene must be reported in the accident book but also to the Health and Safety team using the reporting form HSF 40

Minor Accidents

Trivial or minor accidents must be recorded in the site accident report book. These accidents should be investigated but the amount of time spent investigating the accident should be relative to the accident. Where a pupil has a bumped head they are told to inform staff if they feel dizzy or nauseous. Parents are always informed.

2. **Asbestos**

There are systems in place for the management of asbestos within the school. The asbestos manual is retained on site must always be made available to contractors before they undertake any work of a potentially invasive nature e.g. drill or affix anything to walls within the school without first seeking approval from Headteacher / checking asbestos manual.

3. **Contractors**

Contractors are selected from the approved county list, or via an auditor-approved procurement process. The SBM liaises with contractors to ensure that they are not carrying out activities that may put the staff, pupils or parents at risk. Contractors are required to sign in and out of the premises, when appropriate and report any accidents, complete hazard exchange form / other relevant paperwork.

4. **Curriculum Safety**

Teachers must take note of respective written risk assessments prior to commencing hazardous activities or when using specific equipment for curriculum purposes e.g. interactive whiteboards, cooking, science, Forest School activities or other learning outside the classroom. Where a risk assessment does not already exist for an activity one must be undertaken prior to activity commencing and approved by HT / SLT.

5. **Drugs & Medications**

No medication is allowed on site unless parents have made a request in writing and school permission has been given. All medication must be labelled with the name of the pupil and details must be provided of dosages and frequencies. Medication will not be accepted on premises where it is reasonable to expect parents to administer the medication. The school will not administer any medication to students without prior written instruction from parents/carers.

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- 6. Electrical Equipment [fixed & portable]**
All fixed installations are tested every five years and portable appliances are tested every two years. Staff are responsible for carrying out their own visual inspections of electrical equipment prior to use and must not use their own personal equipment for work without authorisation. Defective equipment to be reported to SBM/HT. Kitchen equipment is checked annually by a competent contractor.
 - 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**
Fire drills are held termly and all staff are expected to participate and report any issues identified during the evacuation process. Fire signs and notices are displayed throughout the building. A fire risk assessment is completed annually by SBM. Extinguishers are inspected annually by an external contractor / monthly by site team. Fire alarm call points & emergency lighting is tested weekly in rotation by site team / bi-annually by external contractor. All tests recorded. Assembly point is Infant yard. Lunchtime Supervisors have class responsibility if alarm sounds during lunch. Fire exit doors are also checked to ensure they open with ease. Staff must report any issues they feel may affect the fire integrity of the premises.
 - 8. First Aid**
All staff are trained first aiders; EYFS teachers are Paediatric trained specifically and Forest School Practitioners have separate first aid training. First aid bags are located in each classroom and re-stocked termly by teaching assistants. The school also has a medical room with a defibrillator. Where it is felt that injuries are beyond the capabilities of first aiders, parents are contacted to take children to hospital or ambulance called. In the absence of parents, and based upon the nature of the injury, children may be driven to hospital by a member of staff with another member of staff present in the vehicle. Where children are taken by ambulance they must always be accompanied by a member of staff in absence of parent.
 - 9. Glass & Glazing**
A glazing survey has been undertaken and a copy is retained within the school. All glazing identified as posing a risk now complies with British Standard 6202.
 - 10. Hazardous Substances (COSHH)**
Substances that are potentially hazardous to health are not permitted on site without a hazard data sheet and a corresponding risk assessment. There are corresponding assessments from CLEAPPS form substances used within science and design & technology. All substances must be stored safely. Chartwells (cleaning) and Mellors (catering) are responsible for the management of their own substances.
 - 11. Health and Safety Advice**
The school subscribes to the Local Authority Health, Safety & Wellbeing Advisory Service, in order to obtain health and safety advice – 01785 355777 (Duty Officer).
 - 12. Housekeeping, cleaning & waste disposal**
Cleaning is contracted out to Chartwells Cleaning Services via a Service Level Agreement. Midday supervisors sweep the dining areas after lunch. Teaching Assistants clean up spills, etc, during the day as necessary. "Wet floor" signs are used when appropriate. Large bins are kept in a compound, cleaners / site team empty rubbish bins daily. Large bins / skips are emptied regularly by waste disposal firm. Glass, etc, is disposed of in bins in the locked compound. Clinical waste and sharps are disposed of appropriately.
 - 13. Maintenance / Inspection of Equipment (including selection of equipment)**
Systems for the period inspection, examination, testing of equipment on the school premises, are in place (including boilers, ladders / steps, PE equipment, extinguishers, fire alarm / smoke detectors, emergency lighting, roller shutters). Although not all inspections etc are initiated by the school, the Headteacher ensures that inspections take place.

14. Lettings/shared use of premises

School follows the Guidance on Health & Safety for Lettings provided by the Health, Safety & Wellbeing Service. This includes completing a Hazard Exchange Information for Lettings form with hirers.

15. Monitoring the Policy and results

The **Health and Safety Evaluation Checklist – Premises** is completed once a year. Appropriate staff are involved in the check, including: Site Supervisors, representatives of PE

The **Health, Safety and Wellbeing Self Audit** is completed once a year by the SBM, who prepares a summary of the self audit, which is discussed at the L.G.B. and action plans created.

An inspection of the premises and systems in place is undertaken by the Headteacher bi-annually, in consultation with the health and safety committee.

16. Personal Protective Equipment (PPE)

Any personal protective equipment provided will conform to the relevant European and British standards. Staff provided with PPE are given adequate instruction for use. Staff are responsible for the appropriate storage of any PPE and reporting any defects with the PPE that may require a replacement to be provided. The school will pay for any PPE that is deemed to be necessary to control identified risks associated with activities undertaken within the school.

17. Poster on Health & Safety Law

SBM is responsible for keeping this up to date

18. Reporting Defects

A defects book exists for the reporting of all premises defects. This is checked periodically by the Headteacher to ensure that work is recorded and undertaken. Located in the office staff are actively encouraged to complete the defect book as an addition to, rather than a substitution form, verbal reporting. Site team check book regularly to complete remedial work.

19. Risk Assessments

A range of risk assessments are in place for site activities and this includes fire risk assessments. Any risks identified will be controlled. Where the risk assessments identify flaw within existing procedures then these procedures will be modified in consultation with staff. The risk assessments will be reviewed no less that every two years

20. School Trips/ Off-Site Activities

The school follows the DfE guidance with regard to precautions to be implemented regarding off site visits and school trips. SBM is school's Educational Visit Co-ordinator, with HT responsible for approving all trips unless overseas residential or involve hazardous activities when LA approval is required. .

21. School Transport

If using a JTMAT minibus the driver must be medically cleared by O.H., only drive a minibus their driving license authorises them to drive and have passed the LA minibus driver assessment.

22. Smoking

The school operates a no smoking policy. The policy is clearly visible to all visitors via signage.

23. Staff Consultation and Communication

Health, Safety & Wellbeing report is shared with L.G.B. at least once per academic year. Weekly staff meetings, regular INSET / twilight training sessions share new health, safety & wellbeing regulations / practices / methods. Advice

and guidance received is shared in weekly Staff Briefing or on noticeboard / Newsletter to parents

24. Stress and staff Well-being

All practicable steps will be taken to monitor for and respond to situations in which mental or physical health or wellbeing is being adversely affected, either through unreasonable pressure or by a personal issue that affect individuals' ability to cope with the pressures of a job or workplace. Staffroom noticeboard signposts employees to organisations available to them offering confidential support in several different ways.

Staff are encouraged to complete school's annual stress / wellbeing survey.

25. Supervision [including out of school learning activity/study support]

It is school policy that students are not left unattended during lessons. At break and lunch times school staff undertake duties supervising students both inside the building and on the playground areas / playing field. The school also employs a team of lunchtime supervisors.

All staff and volunteers are subject to enhanced DBS checks.

Staffing ratios on Educational Visits are in line with LA guidelines (please refer to the Educational Visits Policy).

26. Training and Development

All new staff receive a health and safety induction. The school's performance management system is used to identify training needs. A **health and safety training matrix is developed** to identify the core training needed for groups of staff and the frequency of refresher training.

27. Use of VDU's / Display Screens / DSE

Staff who are deemed to be DSE USERS are encouraged to complete an online PowerPoint training presentation and a self assessment every two years. Any problems that they may identify are addressed with the support of the onsite DSE assessor and the Health and Safety Team. Users provided with advice booklet.

28. Vehicles on Site

Vehicle movement on site is restricted to when pupils are not outside or where necessary movement is marshalled to avoid possible accident. Staff and not pupils are allowed through car park pedestrian gate to maintain separation of vehicles & pedestrians. Deliveries, where possible, avoid start / end of school day.

29. Violence to Staff / School Security

Paxton entry electro-magnetic gate entry system is maintained on all gates into school and these are kept locked except at start / end of day. All staff & visitors sign-in and wear an ID badge whilst on site. Any violent incidents are reported to HT / member of SLT by staff immediately.

30. Working at Height

Staff who work at height as part of their job are required to receive working at height training. Access equipment is made available to all staff who need to access items above shoulder height, in the form of Kick Steps and step ladders. Where this equipment is not immediately available, staff must not stand on tables and chairs. Access equipment is checked every six months and a record of checks retained. However staff must take responsibility for reporting any faults they may see with access equipment.

Outside contractors are responsible for their own Health and Safety and for providing their own equipment.

31. Water Hygiene

Water Hygiene consultants undertake six monthly inspections of the School's water systems. In addition, the premises team are responsible for regular water hygiene checks and updating the Water Hygiene Manual. A fresh supply of drinking water is available within the school. Staff should report any issues with water within the school, especially any concerns relating to drinking water or accessibility to hot water within toilet.