



WILLIAM RHODES PRIMARY & NURSERY SCHOOL
STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY
AND WELFARE

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V2 – DCC			
Date approved:	28 th February 2024	Review planned:	28 th February 2025
Signed: Georgina Blair			
Name: Georgina Blair (chair of LGT)			

Statement of Intent

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

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

In compliance with the Health and Safety at Work etc Act 1974, this schools Local Governor Team will ensure so far is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Local Governor Team also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc. are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Local Governor 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 pupils, this commitment is seen as especially important.

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

The Local Governor Team is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Local Governor Team'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 the own duties:

To take care of their own safety and that of others;

To co-operate with the Local Governor Team and the Senior Leadership Team so that they may carry out their own responsibilities successfully.

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

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

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

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Local Governor Team.

Name	Name
Sign	Sign
Headteacher	Chair of Governors
Date	Date

Responsibilities of Local Governor Teams

Local Governor Teams are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Local Governor Teams 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 Local Governor Team should ensure that:-

- The school has a health and safety policy (which can be based on the Children's Services policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.

- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Academy and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Headteacher

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

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

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

- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, 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.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g. safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Academy are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from Children's Services is made available to the Local Governor Team so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

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

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Local Governor Team.

Teaching/non-teaching staff holding positions of special responsibility

This includes Deputy & Assistant Headteachers, Subject Leaders, Admin Managers/Supervisors and Caretakers they have the following responsibilities:

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

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the Headteacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow 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 pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to the Headteacher.

Set a good personal example.

All Employees

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

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

- Make themselves familiar with and conform to the school's health and safety policy.

- Be aware of and comply with all school's 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 arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to the Headteacher.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, 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 or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

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

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 Local Governor Team.

Pupils

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

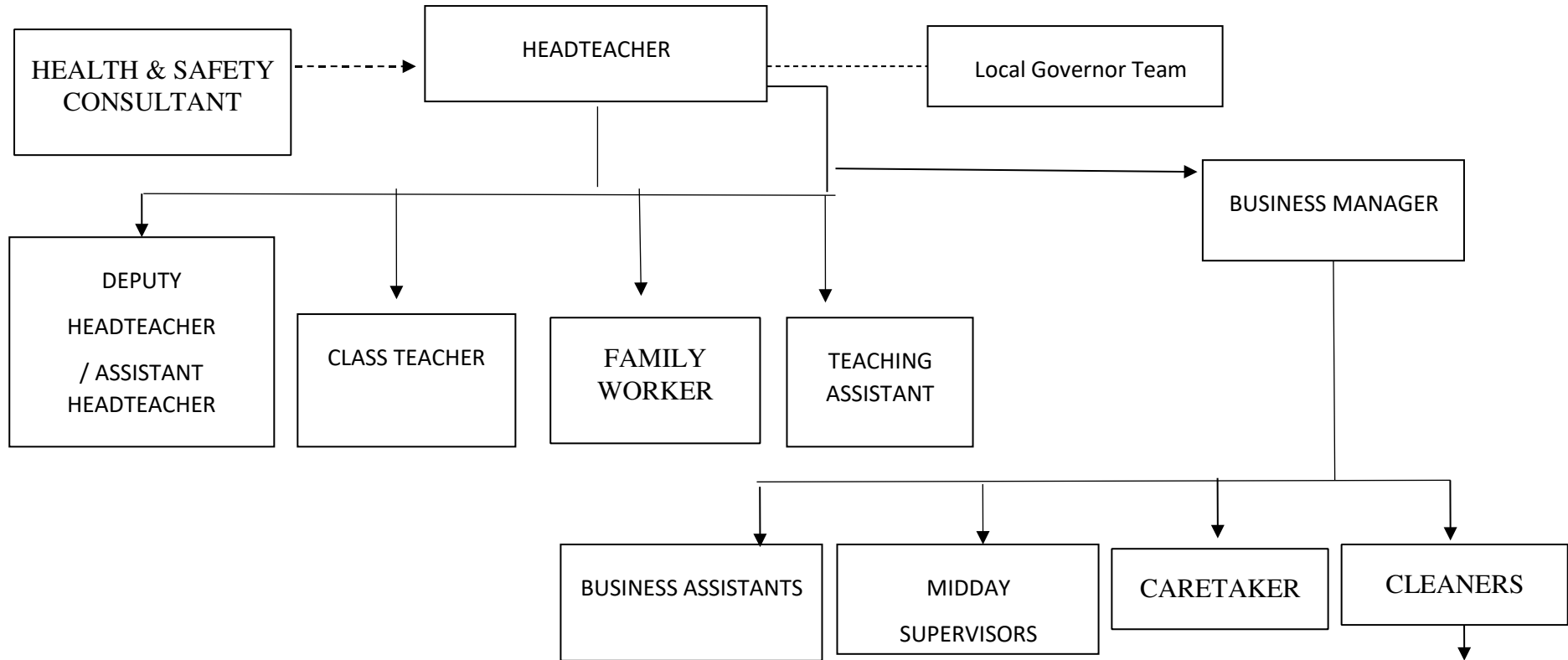
Exercise personal responsibility for the health and safety of themselves and others.

Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Organisational Responsibility for Health and Safety



Arrangements for Health and Safety

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

Accident/Incident Reporting

All accidents and incidents in William Rhodes Primary & Nursery School will be recorded and reported in line with the Academy accident reporting guidance. In William Rhodes Primary & Nursery School, the School Business Manager is the responsible nominated member of staff who coordinates the accident reporting system. All staff should report accidents to James Benn 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 in the school office and in the Headteacher's office.

Accident Investigation

It is not expected that *all* minor accidents will be investigated as this would be impracticable in a school situation. However the School Business Manager will periodically examine the accident book and look for recurring incidents and trends as a part of our risk management procedures. Regular consultation with staff will highlight any concerns they may have. More serious accidents will be investigated in line with the principles set out by Children's Services.

Administration of Medicines

If a pupil needs to be administered with medicine during the school day, the parent or carer needs to complete and sign an administration of medicine form (website or from the school office). The medicine should be named and stored in the first aid room secure box or fridge. Where a pupil should have immediate access to emergency prescribed medication that they can administer themselves e.g. an inhaler, it should be stored in an unlocked drawer in the teacher's desk. Further detailed guidance is available in our medicines policy and from DCC.

Adverse Weather

The site is checked at 7am by the Caretaker who reports to the condition and safety concerns directly to the Headteacher or School Business Manager. A decision is taken about whether it is safe enough to operate and this is communicated through our usual channels: email, Parent Hub, website scrolling banner, phone calls etc. The Caretaker will ensure that paths are suitably gritted before visitors arrive on site if the concern is snow or ice related.

Asbestos

James Benn is the trained duty holder. The school has an asbestos survey the results of which can be located in the red fire safe. It shows that there is known asbestos on site. It indicates exactly where the known asbestos is on site. No work should be conducted in these areas. However, even in areas where there is no **known** asbestos any work which will disturb the fabric of the building should be undertaken with appropriate caution and protective equipment. Any Contractor instructed to carry out any works on site must obtain a Permit to Work provided by the School Business Manager prior to work commencing. Contractors must sign in to school and be shown the Asbestos Register/Report and obtain a Permit to Work before undertaking any activity on site.

Communication

Any defects with equipment, the playground or teaching areas should be reported to James Benn. He will arrange for items to be repaired, replaced or disposed of in consultation with the Headteacher. She will regularly convey any relevant health and safety guidance or information to staff through staff meetings, briefings, INSET and the weekly information sheet. There is a Health & Safety log book available to report any H&S concerns for all staff that will be regularly checked by the caretakers and School Business Manager.

Consultation with Staff

Staff will be regularly consulted and advised about health and safety issues through staff meetings and during INSET days or via other means of communication if appropriate. We do not currently have a member of staff acting as union health & safety representative, but would consult with them if we did.

Contractors

The Headteacher, School Business Manager and Local Governor Team will ensure that all contractors undertaking work at William Rhodes Primary & Nursery School are competent, adequately insured, and able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. When appropriate they will complete a permit to work.

COSHH

All hazardous substances must be kept in their original containers and stored securely in the designated areas: caretaker's rooms, cleaning stores and COSHH locker. An inventory of substances should be maintained. Safety advice will be strictly adhered to and where possible alternatives (not subject to COSHH) will be substituted. The main findings of regular COSHH assessments will be communicated

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to those staff concerned. The Caretaker regularly applies the precautionary principles to prevent Legionnaires disease. Water temperature is monitored monthly and where they are below the recommended level reported immediately to County.

Curriculum Areas

The teaching areas have been risk assessed by the Headteacher and class teachers and appropriate control measures put in place. PE provision has been assessed separately (school hall, playgrounds and field). Teachers are requested to be alert to any new hazards and report these to James Benn.

Disaster Plans

All staff are familiar with the guidance set out in the critical incident plan (policy in staff room and on the teachers drive. Evacuation procedures are practised each half term. The School Business Manager or the Headteacher will contact the emergency services and isolate gas points in the event of an emergency.

Display Screen Equipment

An assessment of the safe use of Display Screen Equipment (DSE) has been carried out for office staff as their jobs puts them at risk. Measures have been put in place to support safe working practices. Pupils are not considered at risk from display screen equipment as their exposure is minimal. Computers as items of electrical equipment are subject to annual PAT testing. Teachers should regularly visually assess for any signs of wear and tear or damage and report any defects to the Headteacher.

Educational School Visits

Educational visits are managed by SLT and those teachers accompanying the pupils. Risk assessments are always carried out in advance and read by all accompanying adults. Any category B visits or activities are approved by the Governing Body and the Academy.

Environmental

Environmental conditions e.g. lighting, ventilation, temperature, damp (black mould) and humidity are regularly monitored by the Headteacher. Staff are encouraged to report any concerns they have about their workplace to the Headteacher.

Fire

- ✦ Jenny Wilkes is the duty holder
- ✦ Evacuation procedures for the different areas can be found around the school.
- ✦ A full fire risk assessment is carried out annually by the School Business Manager and can be found in the red fire safe.

- ✦ The fire alarm is tested weekly by the Caretaker and results recorded on the fire record sheet.
- ✦ Evacuation procedures are practised every half term and the results recorded on the fire record sheet in the fire safety folder in the red fire safe. The School Business Manager or the Headteacher will contact the emergency services in the event of a fire.
- ✦ Firefighting equipment is regularly inspected in accordance with County guidelines and the results recorded in the fire safety folder in the red fire safe.

First Aid

First Aid procedures, to include:

- ✦ Staff qualified in Paediatric First Aid: Are listed in the first aid room
- ✦ Staff qualified in First Aid at Work are: Are listed in the first aid room
- ✦ The first aid supplies all additional equipment are stored in the first aid room and extra supplies are upstairs in the lighting room.
- ✦ The School Business Assistants are responsible for maintaining the contents of the first aid room.
- ✦ A list of the prescribed contents can be found in the first aid guidance from Children's Services in the School and Headteacher's office.
- ✦ Persons dealing with the incident should call the emergency services if required.
- ✦ Parents should be notified of any incident involving their child as soon as is practicably possible by those members of staff dealing with it.

Housekeeping/Storage

It is the responsibility of all staff to ensure that items are safely stored and good housekeeping is maintained. If a lack of space results in unsafe storage the School Business Manager should be informed. The Caretaker will monitor access and egress routes daily.

Inspection of the Premises

The School Business Manager will carry out a formal inspection of the school each half term (six times per year) as part of our risk management system. Routine inspections are expected by the Academy annually these include: PE equipment is examined for faults; fire alarms, fire-fighting equipment and smoke detectors; pressure systems (boiler). Portable Appliance Testing is expected biannually.

Lockdown

A new procedure is being written but will consist of the school hand bells being rung throughout the school should there be a need to lockdown. All classrooms are fitted

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with an internal bolt which should be pulled across if the alarm is raised. We do not practise this procedure as a number of our children have experienced traumatic and frightening events and we don't want to trigger them.

Lone Working

We have carried out a lone working risk assessment and have identified appropriate control measures to minimise the risk to staff. When working alone at school staff must keep all external doors locked. They are recommended to shut the gates. They are recommended to keep their mobile phone on their person at all times and to avoid taking specific risks such as climbing on desks or lifting heavy objects.

Manual Handling

We strongly discourage any hazardous manual handling. Where it cannot be avoided the risk should be assessed and injury avoided by the employment of approved lifting techniques and appropriate equipment.

Mechanical/Electrical

The fixed electrical circuits and hard wired equipment, etc. within the school should be inspected and tested at least every 5 years. All portable electrical equipment should be tested every 24 months. Second-hand and donated electrical equipment should not be introduced unless carrying a current PAT testing sticker. All portable electrical equipment will be visually inspected as a part of the formal inspection process. Adaptors should not be used. Extension leads should not be used for permanent installations and where they are used care should be taken that they don't present a trip hazard. Extension leads which unwind from a drum should always be fully extended as they present a fire hazard if not fully unwound.

Monitoring Auditing

Regular monitoring of the Health and Safety Policy and the implementation of procedures outlined within it will be carried out by the School Business Manager and reported to the Headteacher. The Governor responsible for health and safety/ premises issues will review procedures on an annual basis. Both will report annually to the Local Governor Team.

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
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Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Accident Reports		
Record Fire Appliance Test		
Record PE Equipment Check		
Check Completion of PAT Testing		
Whole Staff Training- Refreshers		
Health and Safety Report by Headteacher at Governors' meetings		

Termly Checks

Item	Check By	Comments
Premises Inspection		
Fire Log		
Accident Reports		

Fire Evacuation		
Visual Check of Electrical Equipment		
Premises Security		

Weekly Checks

Item	Check By	Comments
Fire Alarm Tests		
Playgrounds		
School field		
Walls, Fences, Gates and Seats		

Daily Checks (by observation, discussion etc)

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Item	Check By	Comments
Physical Intervention		
PE Safety		
Communication of Health and Safety concerns to all staff		

One off Activities

All 'one off' activities (e.g. summer fair, school disco) will be risk assessed in advance and control measures put in place to minimise risks.

Out of School Activities

Out of school activities are strictly controlled. Unless activities are deemed to have exceptional risk adult/ pupil ratios will be 1:6 in EYFS & KS1 1: 10 in KS2. All activities will be risk assessed in advance and all accompanying adults will be expected to read and fully comply with control measures put in place. All adults who support school which includes working alone with children will have full DBS clearance in accordance with school's policy.

Personal and Intimate Care

Please see our personal & intimate care policy.

Personal Protective Equipment

We always recommend the use of personal protective equipment when dealing with any blood injuries. Disposable gloves should be worn and disposed of safely (in the yellow bin in the First Aid Room). During PE and cookery long, loose hair should be tied up and an apron worn when preparing food.

Positive Behaviour Support Including Physical Intervention

Please see our Positive Behaviour Support Policy.

Premises

The school premises are only ever used by members of the school staff therefore it is not necessary to make special arrangements to provide information for alternative users.

Playground Safety

The playgrounds and school field is monitored weekly to ensure all hazards are known about and dealt with. Playground equipment is safely stored in the annexe areas in the school hall and the area outside the staff room and are only used under the supervision of staff. Pupils are regularly reminded about the need to put equipment away when not in use. All defective equipment is immediately removed and either repaired or disposed of. During break times the playground is supervised by members of staff at all times. Pupils are clear about boundaries and are regularly reminded of what is and isn't allowed during playtime.

Risk Assessments

Risk assessments for the premises and playground have been carried out and are reviewed on an annual basis. We also regularly review our COSHH procedures to ensure dangerous substances are only used according to the manufacturer's instructions and safely stored at all times. All relevant personnel have undergone a display screen equipment assessment. All risk assessments for one off events are carried out in line with County guidance.

Road Safety

William Rhodes Primary & Nursery School is situated on the corner of a busy road on an estate. Parents are reminded to park responsibly through our newsletters. Parents/ Carers are not allowed to bring cars on site. The main gates remain locked when not in supervised use during term time and hours to improve site security. All Infant pupils are brought to and collected from school. Only Y5 & Y6 pupils (with the agreement of their parents) are allowed to walk home alone. Pupils are taught about road safety within the curriculum and in special assemblies. Junior pupils have the opportunity to take part in Bikeability training.

Security

The school is surrounded by a high perimeter fence and the three gates onto the site are locked between 9am and 3pm each day. The school is only freely accessible at the beginning and end of the school day when staff are located on all doors and alert for potential intruders. At 9.00am all gates to the school site are locked and access is only obtained after visitors have been buzzed in and signed in. All visitors are asked to wear a visitor's lanyard.

Site Access

Only members of staff, contractors and delivery vehicles are allowed to bring their vehicles onto the school site.

Stress Management

The governors have adopted a policy for the management of stress which is implemented, monitored and evaluated on a regular basis. The Headteacher has been trained to recognise the symptoms of stress and to give practical guidance on the measures that may be taken to assist individuals suffering from potentially stress related symptoms. These measures when implemented are designed to reduce stress in the workplace:

- encourage a culture of stress awareness/openness
- task redesign
- reorganised work schedules and physical environment

- employee development
- participation in decision making
- clarification of role
- feedback on performance
- peer support and team building.

The Headteacher will also monitor staff absence, make referrals to Occupational Health where necessary and ask all staff to complete an annual staff questionnaire to highlight any difficulties they might be facing.

Training

A staff CPD record is kept which identifies who has accessed which training. Where training is time-limited e.g. First Aid at Work, a renewal date is recorded on the training schedule. Induction procedures are in place to ensure all new staff are aware of procedures and practices which support a healthy and safe working environment.

Violence at Work

We do not accept any form of violence at work. The HSE defines work related violence as follows:-

“any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”

The Headteacher recognises that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress. Any fear of violence, real or perceived, should be reported immediately to the Headteacher.

Welfare Facilities

We recognise our responsibility as an employer to provide appropriate welfare facilities for our staff to heat food and eat lunch. Staff have access to a staff toilet and hand washing facilities and can access fresh drinking water in the classroom and the staffroom.

Waste Management

Waste is collected into paper and cardboard, plastics, tin and glass for recycling. All other waste goes into the large green bin. Special waste e.g. sanitary towels are to be put into the special grey bins provided by PHS. Other waste which may present a biohazard e.g. bloody tissues etc. should be put inside the plastic gloves inside the

special yellow bin in the First Aid Room. All large commercial waste bins are kept in an area not used by the children. Special care should be taken when moving them into collection position as they can be extremely heavy when full.

Wildlife Areas

At times we use a small area at the front of the school for Forest Schools. These activities are strictly risk assessed by fully trained practitioners. The area is always inspected immediately before use and if necessary control measures implemented.

Work Related Learning

We occasionally provide a placement for work related learning, either for pupils from local secondary school on work experience or unqualified teaching assistants as a part of their training. All students will receive an induction to the workplace which includes health and safety arrangements.

Working at Heights

All staff understand that they should not put themselves at unnecessary risk by 'working at height' within the context of their work. All such activities will be carried out by the Academy/ paid contractors.

If you require any further detail on any of the above safe practices and procedures you should contact DCC Health and Safety Department.