

**HEALTH AND SAFETY POLICY**

**FOR**

**Killamarsh Infant and Nursey School**

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

## **Statement of Intent**

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

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

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

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

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided.

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

A healthy working environment is maintained including adequate welfare facilities.

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

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's

commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

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

To co-operate with the Governing Body and the Senior Management 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 Governing Body.

Name	Name
Sign	Sign
Headteacher	Chair of Governors
Date	Date

## **Responsibilities of Governing Bodies**

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

In particular, the Governing Body should ensure that:-

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

**NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC**

ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK  
REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE  
REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

## **Responsibilities of the Headteacher**

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

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

- A school health and safety policy is developed with the Governing Body in line with the CAYA 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.
- His/her 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 CAYA 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 CAYA 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.
- 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 CAYA 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 Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations 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 CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

### **School health and safety co-ordinator**

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

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

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

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

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

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

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

Carry out any other functions devolved to them by the Headteacher or Governing Body.

### **Teaching/non-teaching staff holding positions of special responsibility**

This includes Deputy Headteachers, Curriculum Co-ordinators, Clerical Managers/Supervisors and Caretakers (~~delete as appropriate~~) they have the following responsibilities:

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

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

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

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

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

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

Investigate accidents that occur within their areas of responsibility.

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

## **Class teachers**

Class teachers are expected to:

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

Follow 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 there area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their 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 Head.

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 schools/department health and safety policy.
- Be aware of and comply with all schools/department 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 schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, 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 Head teacher or Governing Body.

### **Pupils**

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

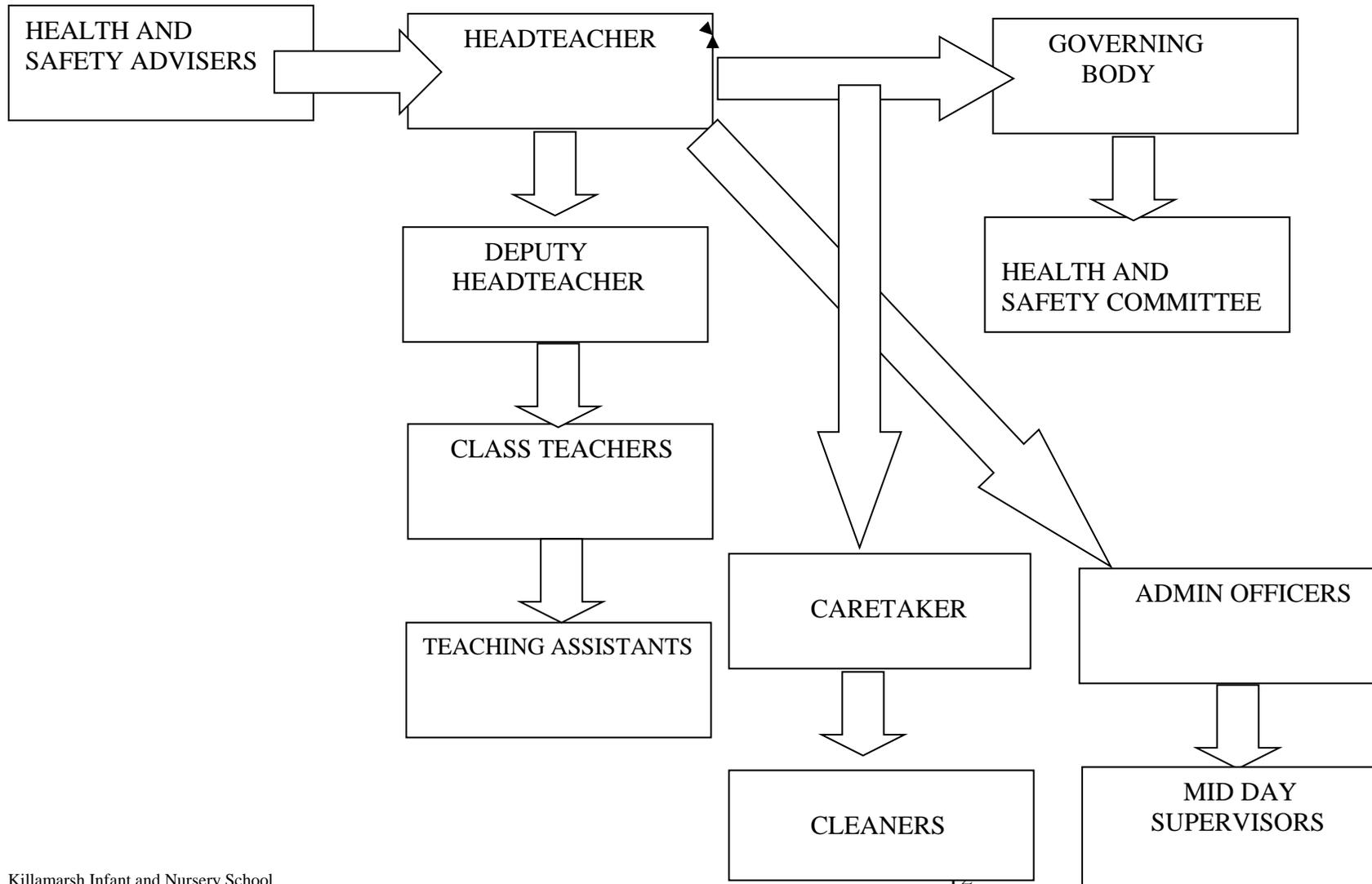
Exercise personal responsibility for the health and safety of themselves and others.

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.

**The following list of topics for which arrangements may need to be produced is intended only as a guide and you may need to add to the list, or delete from it as required. Some procedures may be available in the form of “guidance notes” or “policies” produced by the LA. These should be scrutinised and adapted to suit the particular circumstances of your school. An example of this is shown in the Accident/Incident Reporting section below.**

The “arrangements for” list is as follows:-

### **Accident/Incident Reporting**

All accidents and incidents in Killamarsh Infant and Nursery School will be reported and recorded in line with the Local Authority accident reporting guidance. In Killamarsh Infant and Nursery School all staff will report all accidents to the Headteacher / Deputy Headteacher 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 office in the accident reports and procedures file.

Minor pupil accidents/incidents are recorded in the Pupil Book kept in the Staff room First Aid box. Bumped head notes are issued to inform Teachers and Parents. More serious accidents/ incidents are reported to the Headteacher/School Office and parents are contacted at once.

### **Accident Investigation**

The aim of investigating an accident is to prevent a recurrence. The investigation should enable those involved to:

- \*find out what happened and determine immediate and underlying causes.
- \*reappraise risk assessments
- \*introduce measures to prevent a recurrence
- \*establish training needs

The Headteacher will be responsible for carrying out the investigation.

### **Administration of Medicines**

In line with the policy for Administration of Medicines, all medicines are administered by Admin Staff at 11.45. All arrangements are recorded in the Medical Folder kept in the Office. An agreed signed form by the parent is kept in the folder.

## **Animals**

Arrangements for the keeping of any animals is limited to short term e.g. hatching eggs, butterflies. Care, cleaning and feeding arrangements will be covered by an appropriate risk assessment.

## **Asbestos**

The school has a register of the areas where asbestos is known to be present and a trained duty holder – School Caretaker. The guidance indicates how exposure to asbestos is to be prevented.

## **Communication**

Any health and safety concerns are reported in the Health and Safety file located in the Staff Room. The reportee should inform the Caretaker or Admin Staff that an entry has been made. Concerns dealt with should be signed off and acknowledged verbally with the reportee.

## **Consultation with Staff**

Health and Safety will be an agenda item at staff meetings at least once a year when the policy is reviewed and when training is required.

## **Contractors**

Killamarsh Infant and Nursery School ensures all contractors undertaking work on their site are competent, adequately insured, and are 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.

Wherever possible alteration and decoration work is done out of term time.

## **COSHH**

The Caretaker maintains a list of COSHH assessments and is responsible for safe storage of relevant items.

## **Curriculum Areas**

Arrangements for controlling the risk in specific curriculum areas are included in Curriculum schemes and plans:

Large PE equipment is maintained annually and recorded.

## **Disaster Plans**

Link to Critical Incident Plan – Copy in 'Red Box' and 2<sup>nd</sup> copy kept in Junior School.

## Display Screen Equipment

Arrangements for the safe use of Display Screen Equipment (DSE). Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

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

Further information can be found in the Safeguarding Portfolio.

## Educational School Visits

Educational Visits are a potential source of hazard and therefore stringent management systems have been put in place to ensure the safety of staff and pupils. All visits are entered on to the EVOLVE system by staff, complete with risk assessments, prior to the visit taking place. The trip is authorised by the EVO with a final authorisation by the Headteacher.

## Environmental

Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust lighting, ventilation, etc. Monitoring of these items takes place to establish deterioration or improvement of conditions over long periods.

## Fire

### Fire procedures:

The Headteacher is the duty holder.

The fire alarm is a continuous siren.

In the event of a fire the Headteacher or member of the Admin Staff to call the Emergency Services.

Wherever possible, depending on the source of the fire, Staff and Pupils should exit through the nearest exit into the playground and assemble in lines at the designated point. Where possible two staff should lead and follow each class closing doors behind them. Appointed Fire Marshalls should check toilet areas.

Where possible Teaching Staff to take Class Tablet outside in case of the need to check attendance. Initial response to be a head count for the class followed by a roll call if necessary. Admin staff to take out printed off copy of attendance.

Admin staff to take out the signing in book to account for adults currently in the building.

Fire Risk Assessment details including communication to staff and visitors; location of fire equipment and signage; fire alarm testing; evacuation practices and inspection and servicing of fire-fighting equipment:

Fire procedures are communicated to all new staff as part of induction into the school and revisited annually. This includes awareness of fire alarm points and location of fire-fighting equipment. Fire-fighting instruction is carried out by the Fire Service at intervals.

Fire Action signs are displayed around school and all fire exits are clearly marked.

Fire Alarm testing (including the recording of the tests) is carried out weekly at 4.30pm on a Friday by the Caretaker.

Termly fire evacuation drills (including the recording of the results) carried out by the Caretaker.

Termly inspection of the fire-fighting equipment carried out by the Caretaker. The Caretaker is responsible for alerting the Admin staff if any equipment is used or damaged.

The fire-fighting equipment is tested on an annual basis by a competent contractor.

## **First Aid**

### **First Aid procedures:**

- Staff including Teachers, Teaching Assistants (MDS) and Admin are all represented in the list of Paediatric First Aid Trained staff. Training is updated every 3 years. Copies of certificates are held in the office.
- The main First Aid box is located in the Staff room and is taken outside by a first aider at lunchtimes and playtimes. A second First Aid kit is kept in the office. Kits are available for all off-site activities including educational visits.
- Mrs Karleen Hemming is responsible for maintaining the contents of the first aid box.
- A list of contents of the first aid box (plasters can be included but should be of the type which uses non-allergic adhesive) is kept in the box.
- The School operates an Orange Card system whereby each area has an accessible card which can be taken to the office requesting assistance.
- All incidents are recorded in the First Aid book kept in the First Aid box.
- Notes are completed to inform the Teacher and Parents.
- The Headteacher or member of the Admin Staff will contact the emergency services if required.
- The Headteacher or member of the Admin Staff will contact the parents by phone to inform of any significant or emergency accidents.

## **Housekeeping/Storage**

All equipment, materials etc. should be safely stored away after use. Egress routes must not be blocked – if anything is found to be blocking an exit move immediately

and report in Health and Safety book. Regular inspections of egress routes to be carried out by Caretaker during locking and unlocking routines.

### **Inspection of the Premises**

Formal inspections by the Headteacher/ Governor(s) to be carried out termly and reported back to the Resources committee.

All staff have a responsibility towards themselves and others for health and safety and should report problems in the Health and Safety file in the Staff room, followed by a verbal report to the Caretaker/Office. The Caretaker to sign when addressed and verbally report back to the reportee.

### **Lone Working**

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public. Staff should be made aware of limitations involved with lone working i.e. they must not work at height e.g. on a ladder or scaffold.

Each classroom/ office has a telephone from which internal calls and emergency calls can be made. In addition, staff are advised to carry a mobile phone if phone access is not readily available.

### **Manual Handling**

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

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

School makes arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to staff to the lowest level reasonably practicable.

### **Mechanical/Electrical**

PAT testing is carried out annually by a reputable company who produce a PAT-testing certificate and equipment tested list. This is kept in the office.

## **Monitoring Auditing**

The monitoring and auditing of the effectiveness of the health and safety policy is done on an annual basis by the Headteacher /Health and Safety co-ordinator and Governor(s) The Governing Body Resources committee formally adopt the policy when approved.

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

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

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Fixed Electrical Systems

The following Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by Derbyshire Schools.

**Health and Safety Plan Monitoring Schedule**      *(delete and amend as appropriate)*

**Annual Checks**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Risk Assessments		
Manual Handling of Risk Assessments		
Accident Reports		
Cleaning Staff Procedures		
Record Fire Appliance Test		
Record PE Equipment Check		
Check Completion of PAT Testing		
Whole Staff Training- Refreshers		
Non Accidental Injury Reports		

**Weekly Checks**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Playground, Walls, Fences, Gates and Seats		
Fire Alarm Tests		
First Aid Kits		

**Daily Checks (by observation, discussion etc) (delete and amend as appropriate)**

Item	Check By	Comments
Physical Intervention		
PE Safety		
Am - Playground sweep		
Communication of Health and Safety concerns to all staff		
Toilet checks and flushed after breaks and lunch.		

**Termly Checks**

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings		
Premises Inspection		
Fire Log		
Accident Reports		
Fire Evacuation		
Visual Check of Electrical Equipment		
Premises Security		

**One off Activities**

Risk assessments to be produced or obtained for events e.g. performances, race for life, sports day. Also Woodland Wednesdays/ Forest Schools and After School Clubs.

**Out of School Activities**

All activities go on the Evolve site.

## **Personal Protective Equipment**

Includes protective eyewear, clothing and footwear for the Caretaker.  
Aprons for MDS and cleaners.  
Disposable gloves and aprons for dealing with body fluids.

## **Premises**

Arrangements for the use of premises outside normal working hours are not currently offered.

## **Playground Safety**

The Caretaker does a daily visual check on all playground equipment/ surfaces and appropriate action is taken if areas are found to be defective/uneven e.g. repair, fencing off, out of bounds.

Pupils are supervised during playtime by an appropriate number of Teachers and Teaching Assistants and at lunchtime MDS. Appropriate trained first aiders are available to treat any injuries.

## **Risk Assessments**

Risk assessments are carried out under current health and safety legislation. Copies of all completed risk assessments are kept in the Risk Assessment folder located in the office.

## **Road Safety**

Signs on the drive indicate closure, with no entry or exit between times, when pupils are being dropped off or collected.

## **Security**

All visitors report to the School Reception Office and must sign the visitor's book on entry and exit. The office is an enclosed space with an opening hatch. The internal door allowing access into the school is opened by code (for staff) and by a switch from inside the office.

Staff are asked to challenge politely anyone on the school premises/ grounds that they do not recognise.

## **Site Access**

By the main front door into the reception area or via the adjoining area (formerly Sure Start) All visitors have to be admitted by a member of staff. Staff members are provided with a key/fob to allow access through other doors.

The car park area is locked over night. Gates allowing access to the playgrounds are key coded.

## **Stress Management**

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

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

## **Training**

Arrangements for identifying the training needs of staff and for ensuring adequate training provision include the induction training for new recruits and annual review of procedures with all staff.

## **Violence at Work**

A policy is in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School managers need to be aware 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.

## **Welfare Facilities**

Welfare facilities, e.g. toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heat foods as well as eat lunch, etc. are in place.

## **Waste Management**

Arrangements for managing waste and associated secure points.

## **Wildlife Areas**

The pond is fenced off with a locked gate. Access is limited to small groups with direct supervision involving two adults.

It must be remembered that certain animals may attract vermin such as rats, particularly if a good standard of care is not maintained. Arrangements for dealing with this type of situation will need to be considered.

## **Work Related Learning**

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

Schools should have written policies clarifying:

- Objectives and responsibilities.
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing/debriefing students before/after placements.

## **Working at Heights**

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years, there have been 5 deaths and over 3,000 injuries in the education sector.