

HEALTH & SAFETY POLICY inc HEALTH AND SAFETY POLICY STATEMENT

Chapel en le Frith C of E VC Primary School

DATE AGREED	REVIEWED ON	NEXT REVIEW	COMMITTEE	MINUTE NO	SIGNED
10.05.23		T5 2024	Full Governing Body	9.3	
			Resources Management		

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 Health Safety and Wellbeing Service issued on the S4S site.

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 to ensure staff are competent to fulfil their role in a safe manner.

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

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that 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.

The Governing Body will ensure through the Senior Management 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 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 the 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 is available on SharePoint. 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.

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 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 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.

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 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, eg 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, eg 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 (eg 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 eg 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 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

At Chapel en le Frith C of E VC Primary School, the Health and Safety Co-ordinator is the School Business Manager in association with the Headteacher.

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.

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 workplace 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 Headteacher/SENCO, Assistant Headteacher, Senior Leadership Team, Curriculum Co-ordinators, Assistant School Business Manager, Site Manager and Caretaker - 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.

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 or Head of Department 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 Site Manager.

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, eg. 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 complains 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, eg. about accidents and to paid time Off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

There are currently no School Health & Safety Representatives.

Pupils

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

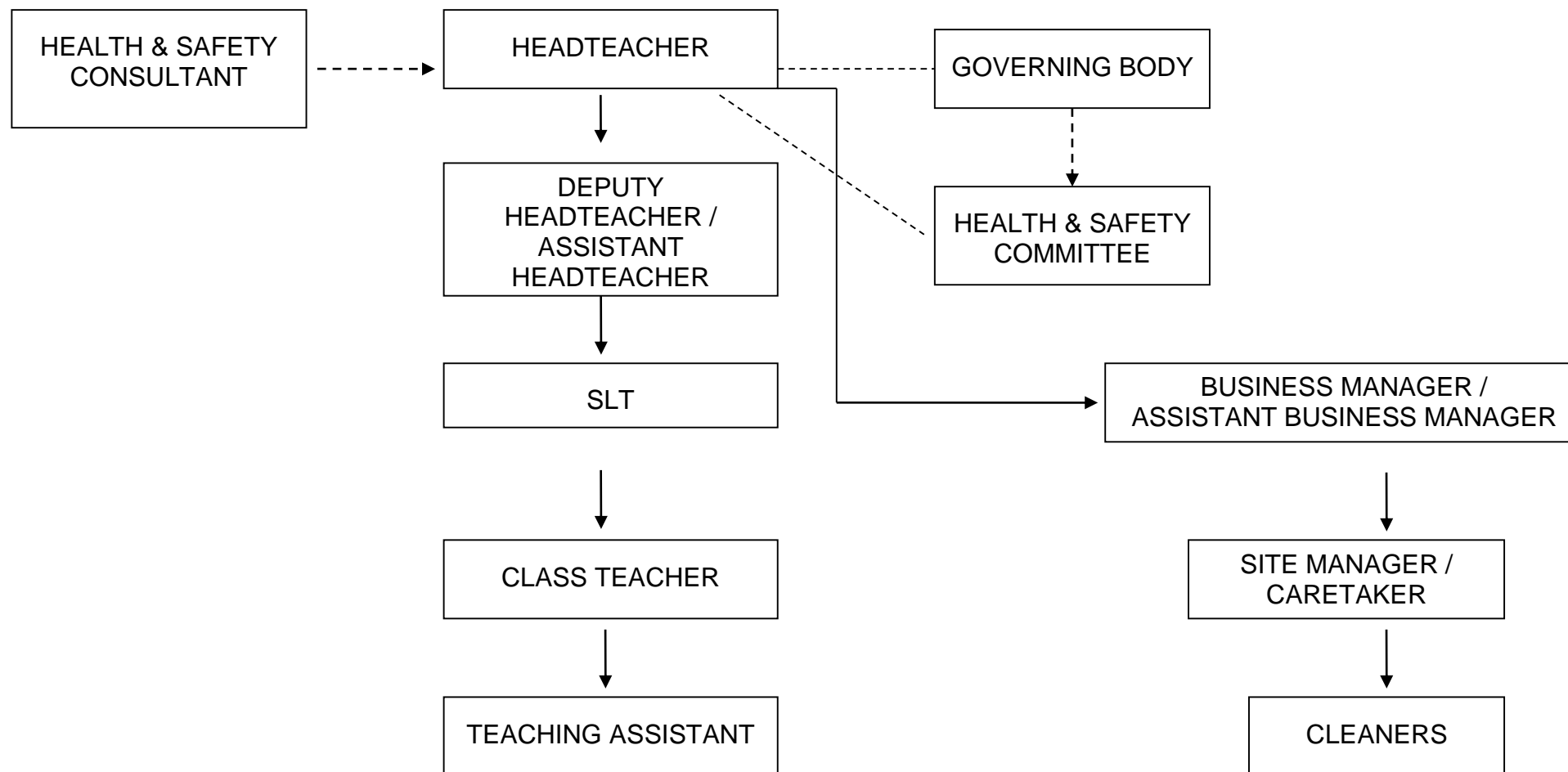
Exercise personal responsibility for the health and safety of themselves and others.

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

These arrangements all have associated documents which are available via the Derbyshire Services for Schools website and on the school's SharePoint.

Accident/Incident Reporting

All accidents and incidents in Chapel en le Frith C of E VC Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. At Chapel en le Frith C of E VC Primary School, staff will report all accidents to Jacquie Barber (Headteacher) and Tracey Ward (School Business Manager / H & S Co-ordinator) who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. Accidents or incidents requiring First Aid treatment are also to be reported to Gemma Gowans (First Aider), A copy of the guidance is held on SharePoint.

Accident Investigation

All accidents/incidents should be reported to the School Business Manager who will liaise with the Headteacher and investigate accordingly.

Administration of Medicines

Arrangements for administering of medicines is carried out in line with the School's Administration of Medicines Policy which is reviewed and updated accordingly. The school has also adopted the County's Administration of Medicines and Associated Complex Health Procedures for Children – Advice & Guidance for Children's Services in Derbyshire.

Adverse Weather

Please see the adverse weather policy for guidance.

Animals

At the present time, the only animals kept in school are goldfish. The cleaning and feeding arrangements are carried out by the class teacher. During school holidays, the class teacher will attend site to ensure the fish bowl is clean. The site staff feed the fish during school holiday periods.

Asbestos

The school has had an asbestos survey undertaken by the Local Authority and received a register of the areas where asbestos is known to be present. Asbestos is only present in identified areas within the Key Stage 2 building. The Headteacher is

the designated duty holder. As part of staff induction, staff are informed of the location of asbestos within the KS2 building.

Contractors are required to complete Permit to work forms for any work to be undertaken in areas where Asbestos may be present and these are maintained in the 'Red Box' which can be located in the School Business Manager's office.

Communication and Consultation with Staff

Staff are made aware of the Health & Safety arrangements and Policies at Induction. The Health & Safety Policy is available on SharePoint and staff are given updates at weekly briefing meetings as necessary. Staff can report concerns with regard to Health & Safety direct to the Headteacher, School Business Manager, Site Manager or Caretaker. They can also report any damage to property or resources via the schools online reporting system on SharePoint which is monitored by the Site Manager and School Business Manager.

Contractors

All contractors must complete the appropriate permit to work form prior to commencing any onsite activities within the KS2 building. Should relevant risk assessments be required, they should be provided prior to commencement of any work.

COSHH

The Site Manager is required to carry out all COSHH assessments as/when necessary. These assessments will be retained and maintained by the Site Manager and the information shared with the Caretaker, Site Staff and other staff as required. The Headteacher and School Business Manager/Health & Safety Co-ordinator will be responsible for informing all other staff of any hazardous products etc and any action to be taken.

The Headteacher, Assistant Headteacher/SENCO or School Business Manager will arrange for any necessary training to enable staff to carry out these assessments.

Curriculum Areas

Staff are to familiarise themselves with appropriate risk assessments for any given activity and put in place any required control measures.

Disaster Plans

Please see the school Disaster Recovery Plan for further information.

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.

Admin employees required to use DSE as a significant part of their work are eligible for a free eye test as allowed under the terms of Derbyshire County Council's DSE Code of Practice. If an optician recommends spectacles for VDU use, the user should be issued with a corrective spectacles voucher. All requests for such should be directed to the Headteacher or School Business Manager.

Staff regularly using DSE should read and sign the appropriate risk assessment.

Educational School Visits

The School currently subscribe to the Local Authority Schools Visits Service Package which provides access to EVOLVE, a web-based system that facilitates the efficient planning, management, approval and evaluation of school visits. Staff should be familiar with the processes and procedures involved in planning and appropriately risk assessing school visits. Online training is available on S4S together with a video which gives an introduction to using EVOLVE. Further advice and guidance can be sought from the Education Visits Coordinator (EVC).

Trips and journeys arranged by the school for pupils are carefully planned and as much information as is possible gained about the intended destination in order to carry out a realistic and suitable risk assessment. The risk will also need to be assessed in relation to any specific pupils having any special requirements i.e. medical/physical conditions. If first aid cover is not freely available at the intended destination then a qualified member of staff should accompany the children. All staff must liaise with the EVC and complete the relevant Risk Assessment in advance of the trip date in line with the School Trips Policy which must be adhered to at all times. A Paediatric First Aider must accompany all EYFS trips.

Environmental

Staff should inform the Site Manager, Caretaker of School Business Manager if they notice any damage or significant change in school environments. Regular site checks are carried out with a view to health and safety as well as those carried out by the Site Manager on a daily and weekly basis.

Fire

Fire procedures, including:

- Who is the duty holder
- Fire Risk Assessment details
- The Fire Evacuation Procedures
- Testing of the Fire Alarm (including the recording of the tests)
- Regular Fire Evacuation Drills (including the recording of the results)
- Inspection and service of firefighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

can be found within the Fire Safety Management and Fire Risk Assessment, and the Fire Safety and Evacuation Procedures document. Please consult these documents for further details.

First Aid

The named First Aider is Gemma Gowans. Staff undertake relevant First Aid Training every 3 years. Relevant staff also receive Paediatric First Aid training, Asthma, Epilepsy and any other relevant medical training. Details of our first aiders, including what qualifications they hold and when they expire are maintained and displayed in school.

The First Aid Policy is reviewed and updated in line with current requirements. The First Aid Policy is available on SharePoint.

Housekeeping/Storage

Whilst the Site Manager and Caretaker have overarching responsibility to maintain access to egress routes, it is the responsibility of all staff to ensure that housekeeping and the safe storage of materials is carried out. If a member of staff sees something amiss, they should rectify it if safe to do so or failing that, inform the Site Manager, Caretaker, Headteacher or School Business Manager immediately.

Inspection of the Premises

The Site Manager carries out inspections in line with Local Authority guidelines as part of their daily responsibilities. The School Business Manager and Site Manager also carry out regular health & safety inspections which are recorded. Any areas of concern or defects found etc are dealt with accordingly by the Site Manager or School Business Manager as soon as possible taking into account any risk element. The Caretaker and Site Staff also report any areas of concern that they may discover whilst carrying out their duties.

A Premises Report is provided to the Resources Management Committee 3 times a year. A Health and Safety Report is provided to the Governing Body annually.

Lockdown

Please see the school Lockdown Policy for further information.

Lone Working

Please see the Lone Working Risk Assessment for further information.

Lifting Equipment

Please see the Lifting Equipment Guidance from the Local Authority for further information.

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.

Each school should make 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 their staff to the lowest level reasonably practicable.

Please see the Local Authority manual handling policy and guidance for further information.

Mechanical/Electrical

The inspection and maintenance of machinery and equipment is carried out annually by an external contractor. (Portable Appliance Testing) A record of the inspection is maintained in the Red Box.

All employees are informed that electrical items must not be brought into school unless they have been tested.

All staff have a responsibility for regular visual inspections of electrical equipment. Any concerns are reported to the Site Manager.

Monitoring Auditing

The monitoring and auditing of this policy is the responsibility of the Governing Body on an annual basis. Any amendments to the policy will be discussed and implemented in conjunction with the Headteacher.

Records of the testing and inspection of equipment and maintenance work undertaken are filed in the premises folder which is kept in the red box. These records include:

- Fire-Fighting Equipment
- Electrical Equipment and Machinery (Portable Appliance Testing)
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Lifting Apparatus
- Mechanical Machinery
- Lifts
- Fixed Electrical Systems
- Glazing Survey
- Tree Survey
- Asbestos
- Legionella

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

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	HT / SBM	Ongoing rolling reviews
Policy and Management Plan	FGB	Ongoing rolling reviews
COSHH	Site Manager/SBM	
Review of Procedures	HT/SBM/FGB	
Accident Reports	HT/SBM First Aider	
Cleaning Staff Procedures	Caretaker/SBM	
Record Fire Appliance Test	Site Manager/SBM	Property Services undertake annual testing
Record PE Equipment Check	DCC	Property Services undertake annual testing
Check Completion of PAT Testing	SBM	PAT Testing undertaken annually
Whole Staff Training- Refreshers	HT	
Non Accidental Injury Reports	SBM in conjunction with HT	

Weekly Checks

Item	Check By	Comments
Fire Alarm Tests	Site Manager / Caretaker	
Minibus – Routine Checks	SBM/ASBM	Services and MOT carried out by DCC
Minibus – First Aid Kit	First Aider	

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
PE Safety	Teacher/TA	
Playground, Walls, Fences, Gates and Seats	Site Manager	
Evacuation Points	Site Manager ALL STAFF	
Lettings (Safety)	SBO Site Manager Caretaker	
Driver minibus checks	Minibus Permit holders Assistant SBM	All checks completed and recorded in log book prior to minibus being used. Log book checked and signed by Assistant SBM. Services and MOT carried out by DCC

Termly Checks

Item	Check By	Comments
Health and Safety Report for Governors' meetings	H & S Governor HT/SBM	
Premises Inspection	Site Manager Caretaker SBM	
Fire Drill/Evacuation Log	HT/SBM	
Accident Reports	First Aider/SBM	
Visual Check of Electrical Equipment	Site Manager Caretaker	
Premises Security	Site Manager Caretaker SBM	

Moving and Handling of Pupils

Please see relevant Personal Egress Plans (PEEP's) for further information.

One off Activities

Risk Assessment should be carried out for one off activities (if they don't already exist).

Personal Emergency Evacuation Plans (PEEP's)

Please see relevant Personal Emergency Evacuation Plans for further information.

Personal and Intimate Care

Please see the Personal and Intimate Care Policy for further information.

Personal Protective Equipment

The Site Manager and Caretaker should liaise with the School Business Manager in order to purchase any required PPE and replace any that are defective or worn out.

Positive Behaviour Support Including Physical Intervention

Please see relevant policies for further information.

Premises

External lettings are administered by the School Business Officer with delegated responsibility in line with the Lettings Policy. The Site Manager is responsible for the opening and closing of the site and buildings for school lettings.

Playground Safety

Playground inspections are to be carried out daily by the Site Manager. Any issues are to be reported to staff via the Headteacher or School Business Manager. The Site Manager will carry out appropriate measures such as the cordoning off of equipment and reporting to the relevant parties where repairs are required by external providers.

Risk Assessments

The school uses DCC templates as a basis for all risk assessments and these are reviewed as appropriate.

Road Safety

There is an unofficial one way system in and around the school site to ease the flow of traffic. The Site Manager along with other staff supervise the car park at the start and the end of the school day.

Security

All external doors and gates remain locked throughout the school day. In order to prevent unauthorised access to the school premises, visitors must sign in and out at the main school office.

Site Access

There is a one way system in school for vehicles. The Site Manager and other staff supervise the car park at the start and end of the school day.

Stress Management

Stress leads to impaired performance of individuals, increased sickness absence, early retirement and a 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. The school has adopted the Local Authority Stress Management Policy.

Training

All staff receive an induction on commencing their employment at the school. Staff Training is offered where applicable. Safeguarding training is provided for all staff and governors on an annual basis. Health and Safety training such as: fire safety, management of health and safety, risk assessments, Legionella, Asbestos, food safety etc is also undertaken on an ongoing basis. Designated Safeguarding Leads (DSL) also undertake refresher training every 2 years after the initial DSL Introduction training has been undertaken.

Violence at Work

Please see policy for further information.

Welfare Facilities

Staff are provided with facilities with regard to toileting, making hot drinks, preparing food etc. Tea, coffee, milk and water are all available in the staffroom.

Waste Management

Arrangements for managing waste are dealt with by the School Business Manager. Bins are kept secure and at an appropriate distance from any school buildings.

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.

No work at heights should be carried out without the appropriate equipment and without having read the Working at Heights Risk Assessment.