

**Health & Safety Guidance
Children' Services Department**

**FORMULATION OF A
LOCAL HEALTH & SAFETY
POLICY**

Review Date	Changes Required	Name & Position
June 2021	none	D Hunt SBM
March 2022	none	K O'Connor HT
August 2023	none	K O'Connor HT

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HEALTH AND SAFETY POLICY

FOR

Heage Primary 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's Services Department 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 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 Mrs Karen O'Connor

Name Mrs Jane Packer

Sign

Sign

Headteacher

Chair of Governors

Date 12/10/2020

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 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

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 the Deputy Headteacher, the School Business Manager 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 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 Headteacher or the .

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 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 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, 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:

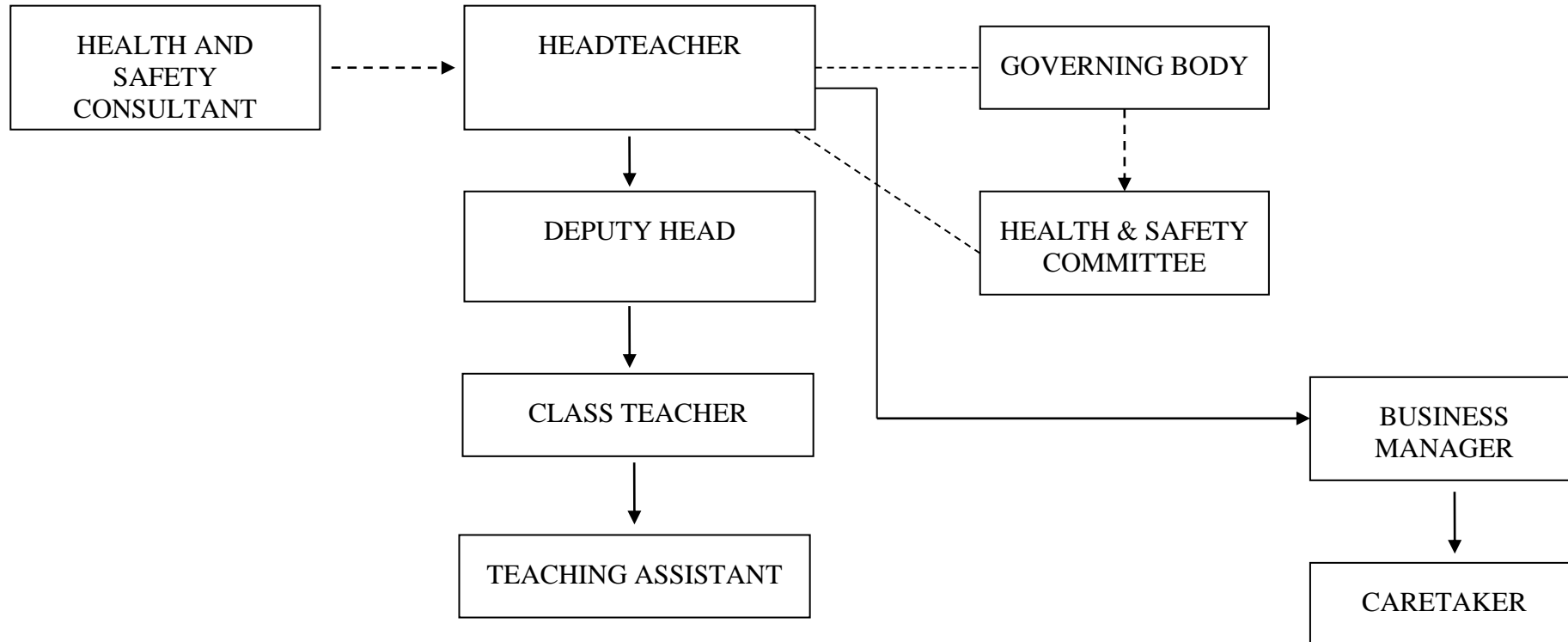
Exercise personal responsibility for the health and safety of themselves and others.

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.

Accident/Incident Reporting

All accidents and incidents in Heage Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Heage Primary School all staff will report all accidents to either K O'Connor or D Hunt 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 on the school's server.

(See LA:Accident Reporting 2020.02 V07

Accident Investigation

Arrangements for which accidents will be investigated

See LA: Accident and Incident Investigation 2019.06 V03.

Administration of Medicines

Arrangements for administering see **Administration of Medicines in School Policy**

Adverse Weather

See LA: Adverse Weather Snow and Ice 2019.06 V04

How the school will manage health and safety in relation to periods of adverse weather-

Animals – Not Applicable at this time – we are not keeping animals on the school site

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangement. Care, obviously, must be taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc. Consideration should be given to care of animals in school holidays.

Asbestos

See LA: Asbestos Policy 2014.03

The school has an asbestos survey and has received a register of the areas where asbestos is known to be present and a trained duty holder – D Hunt is trained. The guidance will deal with how exposure to asbestos is to be prevented.

Communication and Consultation with Staff

Communication regarding health and safety issues will be made via the weekly staff briefing sheet / staff meeting. Any issues regarding defects will be reported to: **D Hunt either verbally, via email, or workplace hazard reporting form.**

Arrangements for consultation with staff, e.g. safety committee, inclusion of health and safety on the agenda of staff meetings, etc, including consultation with union elected health and safety representatives will take place as required.

Contractors

Arrangements for contractors – Schools have responsibility to ensure that 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.

Contractors will need to sign a permit to work on the school site and view the Asbestos register as appropriate.

COSHH –

See LA: COSHH Guidance 2019.06 V02

The Caretaker is employed and instructed by **Vertas** on how to control the risk from hazardous substances, including use and storage etc. (COSHH assessments).

- Introduction of new substances
- Use and storage of gasses, e.g. oxygen, acetylene, propane, carbon dioxide etc.
- Dealing with the risk presented by ionising radiation.
- The control of any biological hazards.
- The controls for disposal of hazardous or toxic waste.

School staff should not bring hazardous substances into school or make use of any substances without consulting the COSHH records.

Disaster Plans

See **Critical Incident Plan**. Reviewed and updated every year

Disaster plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.

Display Screen Equipment

See **LA: Display Screen Equipment Guidance - DSE 2019.06 V04**

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.

Educational School Visits

Arrangements for managing educational visits and carrying out associated risk assessments. Educational visits are a potential source of hazard and therefore stringent management systems need to be put in place to ensure of staff and pupils who are at risk. D Hunt is the Educational Visits Coordinator and trained to oversee any visits outside of school. All teaching staff to be trained in the use of the EVOLVE system.

School uses Derbyshire EVOLVE. See **Off Site Visits Policy**

Environmental

Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in CDT areas), lighting, ventilation, etc. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time.

Fire

See **FIRE SAFETY MANAGEMENT & FIRE RISK ASSESSMENT – Children’s services Issue 2**

Last updated: August 2020

Fire Policy Statement – last updated : August 2020

to include:

- Who is the duty holder
- Fire Risk Assessment details
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting 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).

First Aid

See First Aid Policy

First Aid procedures, to include:

- Name of First Aiders - **All staff are first aid trained.**
 - Paediatric First Aid trained staff: **Megan Smith, Tina Evans, Josie Fox**
 - Location of first aid boxes- **Office, one in each classroom, each Midday supervisor at lunchtime to carry out their respective class first aid box.**
 - Who is responsible for maintaining the contents of the first aid boxes- **Gill Taylor**
 - A list of the prescribed contents of a first aid box (plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included)- 1 guidance card giving general advice on first aid e.g. HSE leaflet 'Basic advice on first aid at work'
- 20 Plasters – assorted sizes – individually wrapped and sterile**
- 2 sterile eye pads**
- 4 individually wrapped triangular bandages**
- 6 safety pins**
- 6 medium wound dressings (sterile)**
- 2 large wound dressings (sterile)**
- 2 extra large wound dressings (sterile)**
- Disposable gloves and aprons**
- Who will contact the emergency services if required- **K O'Connor, D Hunt**
 - Procedures for notifying parents, e.g. when and how. **Accident log with removable forms for every time first aid is administered to be sent home. Phone call to parents for bumped heads and more serious injuries- K O'Connor or D Hunt.**

Inspection of the Premises

Health and Safety Walks around the Premises – internally and externally by K O'Connor and D Hunt with the Governor who has a H&S responsibility. Existing LA guidelines suggest these inspections should be carried out at least 3 times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often. We will aim to carry out an inspection on a termly basis. Action plan drawn up listing actions in priority order after each inspection as appropriate. Discussed at Governor Meetings each term.

The caretaker has a responsibility to check the premises on a daily basis as part of his routine

Lockdown

How the school will manage potential external threats to the school.
See LA: [Lockdown Procedure](#).

Lone Working

[See LA: Lone Working Guidance 2019.06 V03](#)

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. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

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.

The caretaker should follow lone working guidance from VERTAS the employer.

Lifting Equipment

[See LA: Lifting Equipment Guidance 2019.06 V02](#)

Arrangements for ensuring the safe use and maintenance of lifting equipment
Not applicable at this time

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.

See LA : **Manual Handling Guidance**

Monitoring Auditing

Arrangements for monitoring and auditing the policy; again based on who, how, when. Monitoring the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved.

Audits should take place to ensure the continuous monitoring process is adhered to. The frequency of these audits will depend on the situation within each school, Heage School will monitor at least annually.

Records of the testing and inspection of equipment and maintenance work carried out should be maintained as part of our health and safety management system documentation, they 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
- 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

Annual Checks

Item	Check By	Comments
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

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats		
Fire Alarm Tests		

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention		
PE Safety		

Communication of Health and Safety concerns to all staff		

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		

Moving and Handling of Pupils – currently not required

See: LA -Moving & Handling-Assisting Children to Move Guidance V02

Arrangements for safely moving and handling pupils who require assistance to move.

Out of School Activities

The has appointed and trained an Educational Visits Coordinator (EVC) who will take a central role in planning and administrating offsite visits. Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc. EVC to manage/advise. The schools uses the EVOLVE system for Risk Assessments and to record visits as advised by the local authority.

Personal Emergency Evacuation Plans (PEEP's) – not currently required

Arrangements for assisting anyone who requires assistance to evacuate the building in an emergency

Personal and Intimate Care

Procedures for delivering personal/intimate care if required – see the **Intimate and Personal Care Policy**

Personal Protective Equipment

Procedures for identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment.

COVID 19 pandemic – the need for and use of PPE is detailed in the schools risk assessment. The SLT will ensure adequate and appropriate PPE is available in school.

Positive Behaviour Support Including Physical Intervention

Arrangements for dealing with challenging behaviour- utilising the **Use of Physical Restraint Policy** the SLT to ensure staff have received appropriate guidance and information in relation to the Law and good practice on how to keep themselves and pupils safe.

All incidents of when Physical restraint was required to be recorded/logged

Premises

Arrangements for the use of premises outside normal working hours, e.g. entertainment licence, what information should be passed to groups who use the premises.

Discuss emergency procedures with groups using the premises for lettings.

Playground Safety

Arrangements for playground supervision and equipment/surfaces inspections. Staff rota for supervising play. Caretaker to inspect each morning for any dangers.

Risk Assessments

Arrangements for carrying out risk assessments under current health and safety legislation, e.g. general assessments, COSHH assessments, annual handling assessments, PPE assessments, to be written by the SLT in consultation with DCC Health and Safety advisors.

Road Safety

Arrangements for the safe flow of traffic throughout the school site, the school gates are managed to ensure the site is secure and free from moving vehicles during the

school day. Deliveries are supervised and vehicles assisted to enter and leave the site safely.

Security

Security arrangements in order to prevent, where possible, unauthorised access to the premises are in place refer to the **School Visitors and Site Security policy**. The school gates are locked during the school day and visitors can only access by ringing through to the office. All visitors are required to sign in and out at the school office and escorted around the school as required.

Site Access

Arrangements for safe access and egress of staff, pupils, visitors and associated vehicles is in place.

Stress Management

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school managers are 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.

Staff are monitored and supported through stressful periods, the SLT is available to staff if they need to make leaders aware of stress inside or outside of school. The governors have a committee with a responsibility for staff well-being, they monitor this via questionnaires and reports etc

Training

Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term. See the **Induction Policy**

Welfare Facilities

Arrangements for the provision and maintenance of welfare facilities, eg toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch – the kitchenette in the school office and the old staff room are welfare areas for staff use.

Working at Heights

Work at Heights Policy 2019.06 V02

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. School staff have been advised in the Code of not working at heights.