

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

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

Review Date	Approved by	Minute Number
19 July 2021	Full Governors	FGB12/07/21
18 July 2022	RMC	RMC06/07/22
10 July 2023	RMC	RMC05/07/23 – Minor change in green

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Glebe Junior School

HEALTH AND SAFETY POLICY

FOR

GLEBE JUNIOR 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 Steve Watson

Name Walt Greensmith

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 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.

Site Manager

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

To assist 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, Assistant Headteachers and Business Managers 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 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 their Head of Department.

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 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:

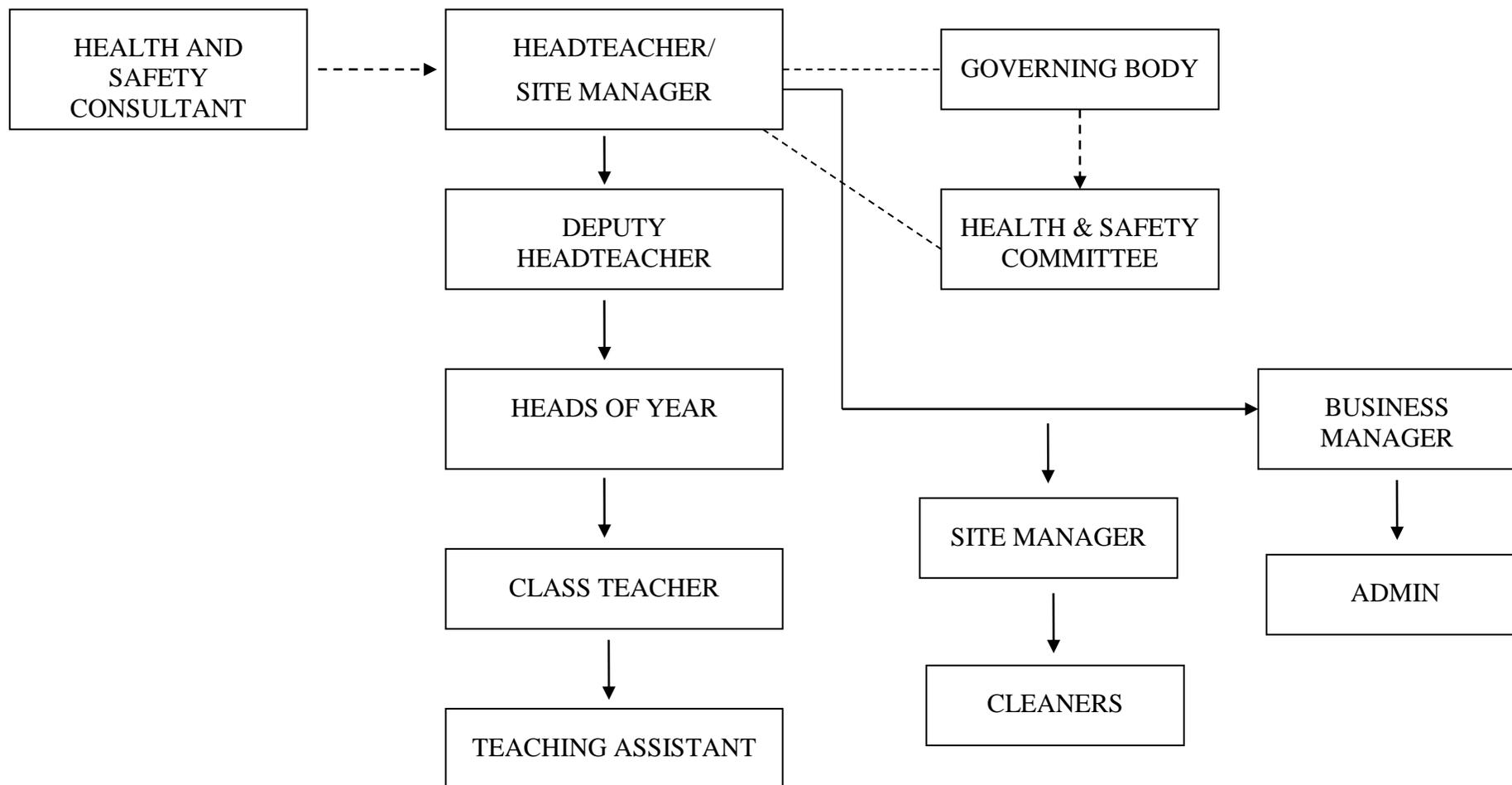
Exercise personal responsibility for the health and safety of themselves and others.

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

The “arrangements for” list is as follows:-

Accident/Incident Reporting

All accidents and incidents at Glebe Junior School will be reported and recorded in line with the Local Authority accident reporting guidance. In Glebe Junior School staff will report all accidents to the Heateacher/Site Manager who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the school office. New members of staff will be given a copy of the H&S Policy to read as part of their induction process. Where an incident resulted in an injury the appropriate HSE reporting form will be completed.

Accident Investigation

Any accident should be reported to the Headteacher initially who will designate an appropriate person to undertake and investigation. The accident reporting form should be completed, [sent to DCC](#) and if necessary sent to the HSE.

Administration of Medicines

See Administration of Medicines Policy.

Animals

No animals are kept at Glebe Junior School.

Asbestos

Glebe Junior School has an asbestos survey and received a register of the areas where asbestos is known to be present. This will be referred to whenever alterations are being done to the buildings.

Communication

Headteacher reports to Governors at the RMC meeting on a termly basis and staff regarding health and safety issues – there is a termly H&S walk around at the school with the H&S Governor and Site Manager, all defects are noted and actioned. If anything that is noted needs to be relayed to staff it will be put on the staff notice board and highlighted in the weekly Monday lunch time meeting.

Consultation with Staff

This policy will be shared with staff annually and there will be at least an annual meeting between the Site Manager and the Health and Safety Governor to discuss the condition survey and to undertake a survey of the site.

Contractors

Arrangements for contractors – Glebe has 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. Internal contractors within DCC will come under the responsibility of property services for compliance and suitability to undertake work. Work undertaken will be monitored by the Site Manager and any issues reported back to the manager of property services.

COSHH

Glebe will control the risk from hazardous substances, including use and storage etc. COSHH assessment forms will be completed by the Site Manager. This will include the following situations:

- The introduction of new substances
- The control of any biological hazards.
- The controls for disposal of hazardous or toxic waste.
- All hazardous substances being locked away at all times.
- Using safety data sheets displayed on the back of the storage area doors.
- Any toxic/hazardous waste spillages will be dealt with by the Site Manager.

Curriculum Areas

All staff will need to ensure that their classrooms are kept clean and tidy and that any potential for slips or trips are reported to the Site Manager. Teaching staff will need to check with the Site Manager about any substances they are planning to use in school which could be potential allergens eg for science.

Arrangements for controlling the risk in specific curriculum areas:

- Computing
- Forest Schools
- Design and Technology
- Science
- Physical Education, etc
- Art

This will be undertaken by the lead teacher or lead TA (Forest Schools).

Disaster Plans

Staff should familiarise themselves with the Critical Incident Management Plan.

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.

Regular breaks should be taken away from display screens and interactive white boards should not be left on when not in use.

For detailed information on the Display Screen Equipment Code of Practice consult the relevant DCC Display Screen Equipment guidance.

Educational School Visits

Any school visit must first be discussed with the Headteacher. A completed Evolve site visit must be completed online alongside all associated risk assessments. Parental consent forms and medical forms **MUST** be available to see and the generic risk assessment **MUST** be personalised to ensure that all foreseeable risks have been identified. For residential visits, Evolve must be completed at least 4 weeks before the visit.

Environmental

Teachers need to be aware of temperature rises within the classrooms and open doors and windows where necessary. All classrooms are fitted with blinds.

The Education (School Premises) Regulations 1999 sets out the legal requirements for minimum temperatures in schools. These are:

18°C in areas of normal level of physical activity associated with teaching (ie ordinary classrooms)

21°C in areas of lower than normal activity (eg sick rooms)

15°C in areas of higher than normal activity (eg gymnasiums, washrooms)

Fire

Fire procedures, to include:

- The Headteacher is the duty holder – day to day responsibility lies with the Site Manager.
- Fire Risk Assessment details – fire risk assessments to be completed and updated as necessary but at least reviewed annually.
- The fire evacuation procedure can be viewed in each room with evacuation plans of the nearest exits shown.
- The fire alarm is tested weekly on a Friday afternoon.

- Termly fire evacuation drills to be undertaken as designated by the Headteacher and recorder accordingly in the first risk assessment folder.
- Inspection and service of fire fighting equipment – the Site Manager will ensure all fire fighting equipment is checked daily by a visual inspection and ensure a yearly inspection is carried out. All findings to be recorded in the fire risk assessment folder.
- PAT testing will be undertaken annually or as required by the type of equipment – this forms part of the landlord inspection.

First Aid

First Aid procedures, to include:

- Designated first aiders are: Dawn Clipston (lead), Amanda Smith, Kristie Page, Clare Kirk (Forest Schools), Kate Nash and Emily Morris
- There are 3 main first aid boxes, one in each building – their location is shown on the plan in each room. There are additional first aid bags to be used for using away from the main buildings, ie Forest School.
- Dawn Clipston is responsible for the maintenance of the first aid boxes and will do regular weekly checks and will request any replacements as needed, or immediately after usage if it is seen that the last item has been used.
- A list of the prescribed contents of a first aid box are recorded inside the first aid box (plasters can be included but should be of the type which uses nonallergic adhesive. Tablets, lotions, etc, should not be included).
- A designated first aider will contact the emergency services if required or if not available a member of the office staff
- All staff have been given a copy of the accident procedure flow chart which details when a parent should be contacted. If a call is made home and no-one has answered the information will be recorded in the book in the office, so that when a parent calls back, the information can be properly relayed. Notes will not be sent home for minor injuries but an in-house accident sheet will be completed.
- All head bumps will be reported to parents.

Housekeeping/Storage

All staff have a responsibility to maintain areas within their responsibility in a safe manner. Routine housekeeping will include:

- Keeping storage and resource areas tidy.
- Floors and corridors to be kept clear.
- External exit doors to be kept clear of obstructions.
- Combustible materials should be stored safely.
- Rubbish inside the buildings should be kept to a minimum and removed as soon as possible.
- Shelf storage should not be overloaded.
- Chemicals, including cleaning materials, must be stored securely.
- External areas should be monitored regularly for potential hazards.
- Any hazards identified should be reported to the Site Manager.
- The current archive room (the PE store) has designed locked cabinets.

- The PE store is also kept locked.
- A retention policy for the disposal of archived items is that recommended by DCC.

Inspection of the Premises

The school's LA surveyor should carry out an inspection of the building every 2 years. If there are any Health and Safety concerns, then Jackie Griffiths, DCC Health and Safety Manager should be contact on 01629 536950 or Dave Newbury on 01629 535740.

Existing LA guidelines suggest that an internal walk round inspection should be done 3 times per year.

Lockdown

See Lockdown Procedure.

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. 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.

Should a member of staff be working in a building alone and notice something that causes concern they should contact the Site Manager/Headteacher on their mobile.

All staff who come into school and work alone are advised to make sure their partner/family/friend knows of their whereabouts and work times and should call them when they leave.

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.
- The Site Manager will deal with all large and bulky deliveries.
- A sack trolley will be used to move large bulky items.

- A chair trolley will be used to move chairs in the dining hall. Tables will be lifted by two people.

Mechanical/Electrical

- Kitchen equipment is managed by County Catering Service.
- The school ensures that all electrical items are PAT tested annually.
- Staff are advised not to bring their own electrical items into school, eg fans/fan heaters.
- No equipment should give rise to risk of health and safety irrespective of its age or place of origin.
- All equipment must be maintained in efficient working order and in good repair. In this context 'efficiency' refers to how the condition of the equipment might affect health and safety, rather than productivity.

Monitoring Auditing

Arrangements for monitoring and auditing the policy will be undertaken by the Site Manager, the Headteacher and the Business Manager and referred to the Governors.

Audits should take place to ensure the continuous monitoring process is adhered to and will be carried out by the Site Manager and H&S Governor, alongside their health and safety walks around school.

Records of the testing and inspection of equipment and maintenance work carried out is maintained as part of our health and safety management system documentation.

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		
Accident Reports		
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		
Visual Check of Electrical Equipment		

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
General Safety of the Site		
PE Safety		

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

See individual child's Care Plan where applicable.

One off Activities

All one-off activities should be entered onto Evolve and assessed by the Headteacher. This should include adult to pupil ratio, type of transport, etc.

No Smoking Policy

Smoking is not permitted anywhere on the school site.

Personal Emergency Evacuation Plans (PEEP's)

See individual risk assessment and/or Care Plan.

Personal and Intimate Care

Procedures to be followed as specified in Care Plan. If intimate care is needed and the child doesn't have a Care Plan follow guidance in the Intimate and Personal Care Policy.

Personal Protective Equipment

- Children should wear protective aprons or something similar when using substances which may soil, damage or contaminate clothing.
- Children should change appropriately for Physical Education, not only for ease of movement but also for reasons of hygiene, health and safety.
- Disposable gloves should be provided for first aiders.
- Certain staff will need to wear overalls/aprons appropriate to tasks undertaken. This applies to kitchen and cleaning staff

Positive Behaviour Support Including Physical Intervention

See Model School Policy for Positive Behaviour Support (including Physical Intervention).

Premises

The premises are not currently let out.

Playground Safety

The Site Manager will check the playground to ensure it is safe from broken glass, animal excrement and other dangerous items before children are allowed on the premises.

Risk Assessments

Regulations require employers to make a suitable assessment of the risks to health and safety of employees to which they are exposed at work and the risks to the health and safety of persons not in employment which could arise from their connection or involvement in the employer's undertaking.

Risk Assessments must be recorded using a standard Workplace/Activity Risk Assessment form. All Risk Assessment forms are filed in the Headteacher office or in an individual's personnel file.

Risk Assessments should be reviewed periodically and updated as soon as is necessary if circumstances change.

Road Safety

Students should not be in the staff car park as there is no access onto school premises.

Security

1. Visitors can only access school via the main gates which are controlled by the office staff.
2. All visitors must report to the main school office before proceeding to any other part of the school.
3. Visitors must sign **in on the electronic system** with name of the person, time they arrived and who they are visiting
4. Visitors are issued with a visitor's badge which they must wear for the duration of their stay.
5. Appropriate identification/validation procedures will be carried out by the office staff where necessary. In cases of uncertainty or difficulty the Business Manager or Headteacher must be summoned.
6. Before leaving school each visitor must report to the main office to 'sign out' and return their badge.
7. In the event of an emergency evacuation a member of the office staff will **print a report off the electronic system and take it** to the assembly point and ensure all visitors are present.

Site Access

Access to the site can only be gained via the main school gates which are locked at all times and only once the identity of a visitor has been established is access granted.

Stress Management

The school works to reduce workplace stress to a minimum. The school follows the LEA guidance for stress management.

SLT work towards ensuring a good work/life balance for all staff.

Training

Staff are given Health and Safety information during the induction process. This includes specific information about safeguarding, fire safety and first aid. They are also directed to relevant policies.

Arrangements will be made for staff to attend courses and training sessions as appropriate. A record of such courses will be maintained in the training folder.

Violence at Work

Our school does not tolerate either verbal or physical assaults on staff. A notice is displayed outside the office for visitors to read. Should a member of staff feel threatened by a parent or other visitor into school, then the individual will be asked to

leave. If this is refused or the situation is too tense, then the police will be called. We will if necessary, prevent any parents or visitors to school (who display this type of behaviour), from entering school grounds again. Staff will be offered counselling to support them if any such violence occurs.

Welfare Facilities

The school has welfare facilities including **toilets**, kitchen facilities to prepare and warm up lunches and make hot drinks **and a staffroom for staff to use at break and lunchtimes**.

Waste Management

All waste is collected daily by the Site Manager/cleaners.

Wildlife Areas

When staff are using outside areas for teaching activities, they must carry out a visual check before allowing children in e.g. forest school's area. In the event of vermin being present or noticeable excrement visible, this should be reported to the Site Manager and children should not use the area until rectified.

Working at Heights

Staff should not work at height without someone at the foot of the ladder and especially if working alone in school. Staff should only use appropriate equipment for working at heights. Children are NOT allowed to work at height under any circumstances.