

Policy adopted: October 2018
Policy reviewed: June 2020
Review date: June 2021
Designated SLT Link: Hazel Morgan
Archway School has a duty to monitor the operation and effectiveness of policies. Designated authority: Governors' Finance & Staffing Committee



Health and Safety Policy

Part One

Statement of Intent

This policy statement is the local supplement to Gloucestershire County Council Corporate Health and Safety Policy Document. Health and Safety is the responsibility of all staff, students and parents.

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, students, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Part Two

Organisation and Responsibility

Organisation – Introduction

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document.

By ensuring the following, the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment, i.e. students, parents, visitors and contractors.

- This health and safety policy and safety arrangements in the school will be developed and implemented so that a safety management system is in place.
- The Governors will delegate day-to-day responsibility for ensuring this policy is put into practice, although this does not absolve them from their responsibility. They will ensure that those who have been assigned specific responsibilities in school for health and safety are identified and will have the resources, ability and capability to fulfil their functions.
- Adequate training and instruction will be given.
- The Governors and Governing Body will monitor health and safety by periodically inspecting the school and asking specific questions of the management team and employees to ensure compliance. Health and Safety will be on the agenda at Governors meetings. The Governors and Governing Body will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

Headteacher

The Headteacher is responsible for the day to day health and safety management of the school and the effective implementation of the health and safety policy.

The Headteacher will take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times and will:

- ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues;
- delegate any or all of the duties associated with the management of health and safety to other members of staff. Where staff have specific duties in health and safety matters, this will be identified clearly to everyone in the premises;
- ensure that staff receive appropriate health and safety training and instruction;
- advise Governors of the resources and arrangements needed to manage health and safety effectively;
- communicate any health and safety actions to relevant staff and governors;

- develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review;
- develop local policies and procedures as necessary for health and safety and ensure they reflect the overall School Policy;
- seek help from competent health and safety professionals or other specialist to ensure that the H&S Policy can be implemented effectively;
- advise the Governing Body and others of the results of any H&S monitoring which takes place and of any actions required as a result of this.

Site Manager

A designated Site Manager will be assigned the day to day responsibility for ensuring adequate facilities management and that the premises and equipment will be monitored and adequately maintained to ensure the health and safety of all persons. This includes:

- control of contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- ensuring adequate security arrangements are maintained;
- ensuring the general cleanliness of the premises;
- ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- ensuring that plant and equipment is adequately maintained;
- arranging for the regular testing and maintenance of electrical equipment;
- maintaining records of maintenance inspections, servicing and tests;
- ensuring that all buildings related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- ensuring health and safety notices and warning signs are provided and prominently displayed;
- ensuring that a copy of the Health and Safety Law poster is displayed in an accessible location and the information on the poster kept up to date;
- maintaining a health and safety file of documents, records etc;
- ensuring that adequate systems are in place for the management of asbestos through the Asbestos Management Plan;
- ensure the control of legionella and excessive water temperatures.

All Employees

Irrespective of their position, all staff are employees and therefore all the employee responsibilities apply to everyone. All employees will be made aware of their responsibilities laid down in this Health and Safety Policy document.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or omissions.

Employees must follow the school's arrangements for health and safety set out in the Health and Safety Policy document or any policies and procedures at all times and cooperate with the governing body and management of the school so that they may fulfil any legal requirements placed on them as employers and persons in control of premises. In order to comply, all staff must:

- use all work equipment and substances in accordance with instruction, training and information received;
- report any hazardous situations and defects in equipment;
- report all incidents;
- act in accordance with any specific health and safety training received;
- inform the Headteacher or governor of what they consider to be shortcomings in the school's health and safety arrangements;
- exercise good standards of housekeeping and cleanliness.

Supervisors/Heads of Department

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility;
- relevant health and safety guidance is being applied effectively;
- staff, students and others under their supervision are instructed in safe working practices;
- new employees working within their supervision are given instructions in safe working practices;
- risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- all plant, machinery and equipment is adequately guarded, in safe working order and restricted to authorised persons only;
- hazardous substances are correctly stored and labelled, and exposure is minimised;
- monitor the standard of health and safety throughout in school and encourage staff, students and others to achieve the highest practicable standards of health and safety.

Teaching Staff

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, playground, toilets etc., and off site e.g. school trips. Class teachers are expected to:

- exercise effective supervision of their students and to know the procedures in respect of Child protection and safeguarding, fire, first aid and other emergencies, and to carry them out;
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance
- give clear oral and written instructions and warnings to students where necessary;
- require the use of protective clothing and guards where necessary;
- assess risks as part of lesson planning and integrate all relevant aspects of safety into the teaching process.
- 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 authorisation;
- report all accidents, defects and dangerous occurrences to the Headteacher.

Teaching Assistants

Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

Off Site Visit Coordinators (OVC)

The Offsite Visit Coordinator (OVC) ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School. The school refers to SHE webpages.

Temporary Staff

Temporary staff will be suitably inducted to their role and provided with adequate information and guidance commensurate to their time working in the school and their position and experience. This includes a summary of any relevant health and safety arrangements, salient information about the students under their control, fire and emergency procedures, etc.

Temporary members of staff are directly accountable to the Headteacher whilst on the school site.

Volunteer and Parent Helpers

Volunteer and parent helpers will be provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

Students

In accordance with their age and aptitude, students 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 anything provided for their health and safety.

School Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives who can be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. The Governing Body recognised that Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).

Safety, Health and Environment (SHE)

The school have appointed Gloucestershire County Council Safety, Health and Environment (SHE) as competent advisers. As part of their key role as a catalyst to continuous improvement in health and safety performance, SHE will provide appropriate advice, guidance and support to the Governing Body, Headteacher and staff both through formal arrangements (service level agreements etc.) and informally as and when required.

Part 3

General Arrangements

The following arrangements will be established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

1. Risk Assessment

The underlying process which informs safety management is risk assessment. A general risk assessment of the school has been undertaken using the SHE School Risk Assessment Toolkit. This process has identified the key facility and activity risks present in the school and the measures that are already in place to manage these. Where necessary further measures have been identified to improve health and safety to be implemented within the school.

It is a requirement that the significant findings of risk assessments are brought to the attention of all employees. The General Arrangements in this section of the H&S Policy document are a means of providing staff with suitable and sufficient information on the findings of the risk assessment.

Assessments of other significant risks must be made with those persons responsible for the activity/ area affected and the significant findings of these decisions will be recorded and brought to the attention of the Headteacher and any other staff affected. Where appropriate students and others (e.g. volunteers) must be briefed on the steps they must take for their health and safety.

2. Accident Reporting, Recording and Investigation

Any incident, injury or near miss by a member of staff, a student or a member of the public is to be reported to Student Services or Reception by the person or persons involved as soon as possible. Accident forms must be completed.

When a student suffers a significant injury, parents/ carers are to be informed.

All significant incidents are to be reported to the Headteacher who will carry out an immediate investigation in order that the cause of the accident can be identified and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. The Headteacher must also inform the Governing Body of all major incidents.

All contractors must ensure that accidents involving their own personnel are reported to the Site Manager as well as their own reporting chain.

Accidents will be monitored for trends and a report made to the Governing Body by the Headteacher.

Accidents will be reported using the GCC online accident reporting system SHE Assure where the injured person is a member of staff or where a student or member of the public is seriously injured (e.g. requires medical treatment). This is to ensure any injuries which fall within the scope of the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE.

3. Administering Medication

The school accepts the need for some students to receive medication during school hours when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

No student will be given medicines without their parent's written consent on official medication forms provided by the school. The school will only accept prescribed medicines and only if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

The medication will be stored in a locked cabinet and will only be administered by the staff nominated for this role. Students will be informed where their medicines are and who holds the key to the storage facility.

On school trips, the trip leader will accept responsibility for the administration of medication.

4. Asbestos

Asbestos containing materials (ACM) have been detected in parts of the old school buildings. If managed carefully, the presence of ACM will not pose a risk to staff and students. Undamaged, sealed materials will not release fibres. However, if materials containing asbestos are disturbed or damaged, asbestos fibres can be released into the air and breathed in by staff and children. This puts them at risk of contracting a number of serious diseases in later life, including mesothelioma and lung cancer.

The school will take the following steps to manage the asbestos in the school:

- A 'management survey' of ACMs in the school has been carried out by asbestos specialists to assess risk of exposure.
- ACM likely to pose a significant risk has been removed.
- An 'asbestos management plan' has been produced and is available to all staff and visitors upon request.
- The Headteacher is to make sure staff know the risks and precautions they need to take. All staff have been instructed not to put up any displays, lift ceiling panels or access areas of the building containing ACM.
- All contractors are to check the register in the asbestos management plan and sign a permit before undertaking any work.
- The asbestos management plan will be reviewed at least annually.
- Before any refurbishment work in the building the Governing Body will commission a refurbishment and demolition survey.

If there is an incident of asbestos exposure the Headteacher must be informed and take the necessary steps to ensure that everyone is safe and, unless the incident is very minor, will need to report it to the Health and Safety Executive.

5. Contractors

Arrangements are required to ensure any contractors working in the school are suitable and have sufficient skills and knowledge to do the job safely and without risks to health and safety.

Before any work is carried out, the Headteacher or Site Manager must establish the competence of the contractor by consideration of the following points:-

- references from previous customers;
- inspection of previous work;
- examination of the contractor's health and safety policy, procedures and practices;

- membership or registration with a Federation, health and safety scheme (e.g. CHAS), National Inspection Council and any appropriate licences are held (e.g. for asbestos).
- the contractor has up to date Public Liability insurance.

The contractor must assess the risks for the contracted work and follow their own safe systems of work taking into account how they will impact upon staff, students and other visitors on site. The Headteacher will consider any risks from the contractor's work that could affect the health and safety of the staff and students. Contractors must supply risk assessments in advance of any work.

Contractors must sign in to school at the reception and wear a visitors badge. Upon issue of the badge they will be made aware of fire and accident procedures. Photo ID is required by all contractors prior to working on the site.

6. Curriculum Safety

Teachers must ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use in their classroom, lesson or activity. They will refer to relevant guidance material where available.

Schemes of learning will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- suitability for whole class participation
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required.

The responsibility for risk assessments in classroom activities lies with the class teacher and should form part of the lesson plan and scheme of learning. All support staff must be briefed by the class teacher about the safety procedures and practices relating to any of the activities that they support.

7. Electrical Safety

The Governing Body will ensure that electrical installation is inspected and tested at least every 5 years to ensure that it is safe. Only authorised and fully qualified personnel are to inspect, install or repair the electrical system and any equipment. Any electrical faults that are known or suspected must be reported immediately to the Headteacher.

Faulty electrical equipment must not be used. If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

All portable appliances are tested annually. Staff should visually check items of electrical equipment before using it and report any faults. Staff should check that the plug or cable is not damaged and that the cable is properly secured with no internal wires visible. Also look out for burn marks or staining on the plug or socket that suggests the equipment is overheating.

No one is permitted to use personal electrical equipment in school without being authorised by the Headteacher.

8. Fire Safety

A Fire Risk Assessment has been undertaken to determine the likelihood of fire and the precautions required to prevent fire and protect occupants in the school buildings.

Fire evacuation procedures are displayed in every classroom and at various points throughout the school and all staff should familiarise themselves with the means of escape. The Headteacher will ensure regular fire drills are carried out to test the procedures so that staff and students are familiar with what to do in the event of an evacuation.

The buildings are provided with an alarm system. On hearing the alarm all staff and students are to follow the evacuation procedures. Anyone discovering a fire is to operate the nearest fire alarm call point and either evacuate or if they feel able to do so, tackle a developing fire by using an appropriate extinguisher to put the fire out. The safety of everyone is the priority so the alarm must be raised first and no one is expected to tackle a fire if they are not confident it can be extinguished.

On hearing the alarm the Headteacher or Site Manager will check the fire alarm panel and attempt to establish if there is a fire before contacting the fire service. If anyone notices any signs of a fire (e.g. smell, flames, smoke) the Headteacher must be informed immediately and the fire service called.

9. First Aid

First aid needs have been assessed. Student Services and Reception have first aid equipment and supplies and designated staff have attended first aid training. A list of first aiders is provided in the staffroom.

In the event of a serious injury the First Aider will call for an ambulance and contact the student's parents immediately. Serious injuries such as:

- unconsciousness,
- severe bleeding,
- obstruction,
- deep cuts,
- suspected fracture,
- severe asthma attack,
- severe allergic reaction,
- swallowing or suspected swallowing of harmful substance,

Records of injuries and first aid or medical treatment will be kept.

10. Hazardous Substances

There will be a number of different types of substances that are used in the school by staff, contractors and some may be used by students. The most hazardous chemicals used in school are likely to be the chemicals used by the cleaners. These are to be kept in locked cupboards when not in use. Most substances will not be classified as hazardous or require a risk assessment.

Any substances supplied to the school should be accompanied by relevant information, such as a Material Safety Data Sheet or labelling on the container. This information will be used to determine if the substance is hazardous (e.g. orange label with a black symbol) and if so a 'COSHH risk assessment form' completed.

When using harmful substances staff must ensure that adequate precautions are taken to prevent injury or ill health, such as wearing protective clothing, gloves etc. All chemicals should always be stored in their own container with the original label and warnings showing clearly.

11. Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Ensure that combustible items are kept away from ignition sources and do not cover electrical sockets with combustible items.
- Do not obstruct emergency exits

12. Information, Instruction and Training

Staff should be provided with suitable and sufficient information, instruction and training to ensure their health and safety at work. Staff will be given access to the Health and Safety Policy with the arrangements for implementing it.

The safety training needs of school staff will be considered by the Headteacher and appropriate training arranged for staff. It is recommended that the training includes but not limited to:

- Briefing for all staff on health and safety and the measures identified in the risk assessment;
- Induction training for any new staff in the requirements of this policy
- First aid at work training for designated members of staff;
- Fire awareness and evacuation training for all staff;
- The use of computer workstations.

All staff must undertake work tasks as instructed and trained. Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

13. Lone Working

All staff must have approval from the Headteacher before working outside normal working hours.

Where possible, staff should plan their work to avoid periods working in the school buildings alone or should arrange for another member of staff to work with them to buddy up.

General security measures should ensure that staff are safe inside the building from intruders. Staff must avoid any hazardous work if they are working on their own, such as working at height, and must let someone know if they are working alone.

14. Manual Handling

Most manual handling operations are not considered hazardous because they are within weight limits, are infrequent, symmetrical and take place in favourable working conditions. Where staff have to carry out manual handling operations they are expected to follow safe handling techniques and seek assistance if necessary. Staff should not lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a risk assessment carried out.

Where a moving and handling assessment for a student is needed, specialist assistance will be required and the staff concerned will be given manual handling training.

15. Off-Site Activities

Each year the school will arrange a number of activities that take place off the school site, which support the aims of the school. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.

Any member of staff that wants to propose a visit is responsible for undertaking detailed planning in good time before the event. The Headteacher must be informed before a visit is planned and the Offsite Visits Coordinator (OVC) will approve the completed plan and risk assessments for the visit before departure.

The member of staff leading a visit is responsible for identifying the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

Written consent from parents will not be required for students to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required. Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours.

The Headteacher will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations). The Headteacher and another senior member of staff will be appointed as the emergency contacts for each visit. The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.

The school is supported in its arrangements for offsite visits by Safety, Health and Environment (SHE) at Gloucestershire County Council. Where necessary the school will seek advice from SHE. All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to SHE prior to departure. SHE will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

16. Personal Protective Equipment (PPE)

The need for any PPE will be decided on the basis of risk assessment and COSHH assessments. Where it is assessed that PPE is required it shall be appropriately selected and provided.

Staff are responsible for ensuring that they use PPE where it is provided. Where PPE is required for students during lessons, it is the responsibility of the teacher in charge to identify what PPE students must wear and to ensure that they wear it.

17. Pregnant Staff and New Mothers

When a member of staff becomes pregnant, the school should be notified in order to assess any risks and ensure that the duties performed do not cause her, or her unborn child, any harm. The very latest date for notification is 15 weeks prior to the expected delivery date.

The main hazard to pregnant staff working with children is the greater risk of exposure to infections, which could harm the foetus, such as Chickenpox, Measles or Slapped Cheek. If there are any infected children the Headteacher will ensure that any pregnant workers are made aware so that they can report to their midwife and GP.

Adjustments to working conditions will also be taken for those staff suffering any pregnancy-related medical conditions (e.g. high blood pressure, faintness, pelvic girdle pain, nausea, etc.).

18. Reporting Defects

Staff must ensure that any defects to equipment or property, unsafe practice or condition that is likely to have an adverse effect on health and safety is reported. Depending on what is being reported, this should either be by immediately bringing the matter to the attention of the Headteacher, or by informing the Site Manager.

19. Security

The security measures that are in place have been reviewed to assess risks and identify any additional steps that should be taken to prevent unauthorised access and protect staff and students from harm and to protect school property.

It is possible to make the school building secure. Entry to the school site is restricted with visitors to the school directed to the Reception by signs outside. All external doors are secured from outside entry when the students are inside.

All visitors entering the school must provide ID and be requested to sign in and sign out at the end of the visit. Badges are worn by all visitors. Visitors will be accompanied by a member of staff for the duration of their visit, unless authorised by the Headteacher to walk about alone.

If unknown visitors are encountered in the school, or not wearing a valid badge they must be challenged by staff and reported to the main office immediately.

Persons are responsible for the security of their own personal items. Staff and students are discouraged from bringing valuable items into school.

20. Smoking

Smoking is not permitted in the school building or the grounds of the school.

21. Stress and Staff Well-being

All staff are encouraged to support each other, discuss openly and not see stress as a sign of weakness. The Headteacher and other members of staff should be aware of the signs of stress and how to deal with them.

Identifying particularly difficult periods (e.g. Ofsted inspections, audits, exams) and finding ways of combating stress during these times is the responsibility of the Governing Body and Headteacher.

Staff are responsible for raising concerns with the Headteacher, their own supervisor or a member of the Governing Body (if they feel unable to raise it with the Headteacher or supervisor) if there are work issues causing them stress and having a negative impact on their well-being. Where workplace stress arises, the Headteacher, Governing Body or supervisors will deal with the issue in a sensitive and constructive manner, using all available means to manage stress and assist staff, and where necessary will refer to Occupational Health for support.

22. Supervision of students

So far as is reasonably practicable, students must not be left unattended at any time. Teachers and support staff are responsible for the effective supervision of the students in their class.

During break and lunchtimes there will be an adequate number of staff on duty.

23. Transporting students

Transport operators will be used on the most part for transporting students to offsite activities.

Where any member of staff is required to transport students in their own vehicle, this must be approved by the Headteacher beforehand and only after checking the driver has appropriate insurance cover, a clean driving licence and an MOT certificate for the vehicle if one is required.

24. Use Computer DSE (Display Screen Equipment)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more must complete a DSE self-assessment checklist.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 3 years by a qualified optician and a contribution to the cost of 'special' corrective glasses if required for those with a problem with mid screen vision only.

Even if they may not be using DSE for continuous or near-continuous spells, teachers should still be provided with suitable equipment in their classroom (e.g. DSE desk and chair) and technology (e.g. remote control for using slides) to improve posture and avoid fatigue and musculoskeletal injury.

25. Violence to Staff

The risk of violence towards staff is considered very low. This is partly because of the good behaviour of students and good relations with parents/ carers; and also the general security measures that are in place. Staff should not be expected to put themselves in danger and the Governing Body and Headteacher will not tolerate violent/ threatening behaviour towards staff.

A separate specific Behaviour Policy is in place. Any incidents of inappropriate behaviour by parents towards staff are to be reported to the Headteacher and Governing Body to consider any consequences. In cases of abuse or threats to staff, students or other parents, the Governing Body may ban parents from entering the school. A parent who has been banned from entering school premises is trespassing if he or she does so without permission and the police may be called.

26. Waste Management

Arrangements are in place for the removal of waste from the school. Rubbish and unnecessary materials should not be allowed to accumulate inside the building and must be removed for disposal. The bins are in a secure compound outside to keep the school tidy and prevent arson.

All waste classified as 'hazardous or hygiene waste' is collected by specialist firms and disposed of in the approved manner.

27. Water Quality/ Temperature/ Hygiene

A survey of the water system in the school has been carried out to minimise legionellosis risk and the risk of scalding from hot water and hot surfaces (e.g. radiators and pipework). Arrangements are in place to ensure monitoring water temperature and flushing of infrequently used outlets.

The growth of water borne micro-organisms is dependent upon temperature. Legionella cannot breed in cold water below 20°C, and will die rapidly at temperatures above 60°C. Therefore water temperature is to be below 20°C or above 55°C.

At temperatures above 43°C there is a danger of scalding. The use of thermostatic mixer valves at some taps will control the temperature of hot water to not pose a scalding risk to users. Push button taps that only stay on a short time also prevent temperature getting too hot.

28. Working at Height

Work at height will be avoided wherever possible. Staff must not climb onto chairs, desks, other furniture, etc. When working at low height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used.

Work carried out at height where a significant injury could result must be agreed by the Headteacher and a specific risk assessment carried out in order to identify and implement suitable control measures. Staff who work at height will be briefed in risk assessment findings. Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment.

29. Business Journeys

Business journeys should be risk assessed. For high risk journeys, ie where students are involved, all driver checks should be carried out (driving licence, appropriate insurance and MOT if needed). For low risk journeys, ie staff members not transporting students and travelling below 250 miles a month, the school should carry out random spot checks of driver/vehicle documentation.

30. Cleaning

A cleaning schedule is in place which is monitored by the Site Manager. All waste is disposed of according to appropriate Health & Safety guidelines. Deep cleaning is undertaken where necessary. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Further References

Site Maintenance Risk Assessment
DT Risk Assessment
PE Risk Assessment
Science Risk Assessment
Art Risk Assessment
Drama Risk Assessment
Food Technology Risk Assessment
Safeguarding Policy
Equalities Policy
Supporting Students at School with Medical Conditions
Data Protection Policy
Positive Mental Health Policy