



Health and Safety Policy

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the Trust's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Trust and those in control recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this Trust will ensure so far as is reasonably practicable that:
 - All places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on our schools' premises or taking part in school activities elsewhere.)
 - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - Appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - A healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the Trust will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>Signed:</i>	<i>Signed:</i>
John Fisher, <i>Chair of Governors</i>	Andrew Shaw, <i>Executive Principal</i>
<i>Date:</i> _____	<i>Date:</i> _____

Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Student Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.
Academy Schools	The Trust (Governing Body)	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
Trust Board / School Governors					
Executive Principal					
Headteachers					
Trust Business Director					
School Leadership Team					
Deputy/ Assistant Headteacher					
Health and Safety Coordinator					
Subject Leaders.					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor / Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					

County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					
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The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Executive Principal Headteachers CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Trust/Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Executive Principals' behalf (see Assisters below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of

audit.

- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Executive Principal Headteachers Trust Business Director Members of the School Leadership Team <i>School Governors</i> <i>Deputy/Assistant Headteacher</i> <i>Health and Safety Coordinator</i> <i>Subject Leaders.</i> Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Principal from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they

reflect the overall CC Policy.

- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Executive Principal (also Policy maker, Planner)</i> <i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Subject Leaders (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice

- Identifying H&S problems and rectifying them if possible
- Challenging poor H&S performance or attitudes
- Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc.) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, 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, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;

5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. 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;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at:

<http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure.

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

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.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Students

All students must be encouraged to follow all safe working practices and observe all school safety rules. All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Executive Principal via the Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- To co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3a

Arrangements & Procedures for Health, Safety and Welfare

Churnet View Middle School

The following procedures and arrangements have been established within our School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

All work related accidents must be reported in the **Accident Book BI 510** kept at the front office. The Site Supervisor must be informed of any reported accident and investigate and report to the Headteacher and Bursar. Completed forms are retained in a locked file in the Bursars office.

Accidents are investigated and the **Accident Form HSF40** completed and emailed to the HSS team by the Site Supervisor. The Site Supervisor will inform the Headteacher. Accidents and outcomes of the investigations will be reported the Governors Health and Safety Committee.

The **Employee Hazard Report** is completed when a hazard or unsafe practice has been identified and requires investigation. The Site Supervisor will investigate and inform the Premises Manager.

"Trivial playtime" injuries to pupils of a minor nature do not require the completion of an Accident Report Form, in these cases an entry in the school first aid record book, giving a short summary of the circumstances will suffice.

Accident Book, Accident Forms, Employee Hazard Forms and the Pupil Minor injuries records are kept in a folder at the front office.

See County Council Policy on **Accidents at Work**.

2. Asbestos

The Site Supervisor and Bursar are responsible for the **Asbestos Record System Manual** located at the front office. All staff and contractors are instructed to check and sign the manual prior to commencing any work on the premises. Contractors sign the **Hazard Exchange Form** before commencing works. Staff are instructed not to drill or affix anything to walls without first obtaining approval from the site supervisor or checking the manual. Staff should report damage to asbestos materials immediately to the Site Supervisor.

3. Contractors

All contractors complete a **Hazard Exchange Form** with the Site Supervisor or Bursar prior to commencement of work. An **information leaflet for contractors** is issued containing important site information and contact numbers. The Site Supervisor and/or contract supervisor in Property & Estates will monitor contractors working methods. Staff should, report any concerns immediately to the Site Supervisor or Bursar.

4. Curriculum Safety [including out of school learning activity/study support]

The Evolve system is now operational in school and is used for each planned Educational Visit. The system is monitored by Mrs L Staton, Admin Assistant. Teaching staff undertake appropriate risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. See Classroom Risk Assessments and specific Design and Technology, Science and PE Department risk assessments.

5. Drugs & Medications

The school considers each pupils individual medical needs to determine how the school can best accommodate the child within existing resources or whether further action such as specialist staff training is required. Where required, individual care plans are written in conjunction with parents and appropriate health professionals.

All medications and drugs are stored safely and accessed when required. (It is appropriate for some pupils to carry their own medication e.g. asthma inhalers).

Staff who give medication to pupils are first aid trained. Medications will only be administered after receipt of a written request from the child's parents. A written log of all medication administered to pupils is kept in school.

Staff will annually review any written agreements between parents and the school to ensure they remain valid and annually review all emergency contact information for each child and update records as required.

6. Electrical Equipment [fixed & portable]

Documented inspections and tests of fixed electrical systems are undertaken, by a competent person, in accordance with the appropriate testing schedule. Electrical appliances are inspected and tested in accordance with a documented schedule of testing.

All works on electrical systems and equipment are undertaken by a competent person. Where building works are undertaken the correct completion and minor works certificates are provided and retained. Remedial works highlighted as a result of fixed electrical testing, inspections and appliance testing are actioned within identified timescales.

Visual inspections are made by users prior to each use. Specialist equipment is checked in accordance with departmental schedules by suitably qualified person and records kept in the department.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Bursar and Site supervisor are responsible for undertaking and reviewing the fire risk assessment. See the Fire Risk Assessment Policy and Procedures located on One Drive.

8. First Aid

See Location of First Aiders and First Aid boxes notice displayed around the school. The receptionist/first aider is responsible for checking & restocking first aid boxes and equipment. See First Aid Policy in school reception and on One Drive.

9. Glass & Glazing

All glass in doors, side panels is checked to be safety glass and all replacement glass is specified as safety standard.

10. Hazardous Substances

See COSHH folder in Site Supervisors Office and specific information in Science Department.

11. Health and Safety Advice

The school obtains competent health and safety advice from the Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LA, tel: 01785-223121.

12. Housekeeping, cleaning & waste disposal

Arrangements are in place with Site Supervisor and Entrust Cleaning team to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to

minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

13. Handling & Lifting

See guidelines and risk assessments on One Drive.

14. Jewellery

See employee responsibilities leaflet and pupil uniform codes.

15. Lettings/shared use of premises

See Lettings Policy and Agreements

16. Lone Working

See Lone Working Policy.

17. Maintenance / Inspection of Equipment

Routine checks by Site supervisor and Heads of Department on ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, fire alarm and smoke detection, emergency lighting, fire extinguishers.

18. Monitoring the Policy

The Bursar, Site Supervisor and H&S Coordinator carry out the bi-annual H&S checklist in conjunction with subject leaders of the specialist subject areas; DT Science, PE and ICT. The site supervisor monitors implementation of policies by staff. The Bursar monitors accident reports/trends, complaints and reports to the Headteacher and Governors Health and Safety Committee. New and updated policies will be reviewed by the H&S Committee. The Bursar will report to the Headteacher and Governors via an Annual report to Governors.

19. Poster on Health and Safety Law

The Bursar is responsible for ensuring the poster is displayed in the Staffroom and is up to date.

20. Personal Protective Equipment (PPE)

See PPE Policy

21. Reporting Defects

Potential hazards or dangerous practices are reported on the Employee Hazard Report form kept at the front of school and passed to the Site Supervisor for immediate investigation. The Site Supervisor will report to the Bursar assess the risk and plan the appropriate action required.

22. Risk Assessments

Staff are responsible for assessing their own environment and activities and checking the risk assessment is up to date and comprehensive. Special risk assessments such as staff who are pregnant or who have health problems will be produced by the Bursar and Site Supervisor as required. Risk assessments will be reviewed as part of the annual audit process. See Risk Assessment File on One Drive.

23. School Trips/ Off-Site Activities

EVO Mrs L Staton administers EVOLVE system in conjunction with visit organisers.

24. Smoking

Smoking is not permitted anywhere on the school premises.

25. Staff Consultation and Communication

Termly H & S Committee meetings, departmental meetings, whole school staff meetings. Staff can raise issues of concern and make suggestions for health and safety improvements at any time via Employee Hazard Report. H&S information is located in front office, with site supervisor, H&S noticeboard, website and OneDrive.

26. Stress and Staff Well-being

See Management of Stress in the Workplace Policy

27. Supervision [including out of school learning activity/study support]

Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance are in place.

28. Training and Development

New staff are briefed on H&S arrangements by line manager and bursar. Whole school online training takes place each term to address training requirements for all staff.

29. Use of VDU's / Display Screens / DSE

See Safe Use of DSE Policy and risk assessment checklist

30. Vehicles on Site

Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries are in place and discussed on Hazard Exchange Form with contractors.

31. Violence to Staff / School Security

See Management of Violence and Aggression Policy

32. Working at Height

See Working at Height Policy and risk assessment for working on a flat roof.

33. Water Hygiene

See Water System Safety Policy and manual located in the Site Supervisors office

34. Work Experience

Arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment are in place.

ADOPTED BY THE GOVERNORS ON: February 2016

POLICY REVIEW DATE: February 2018