

# Ashover Primary School

## HEALTH & SAFETY POLICY (v3) 2017-18

	Date	Minute No.	Review date
Approved by Governors (v1)	07/12/15	7/12/15.16.17.m	September 2016
Reviewed by Governors (v2)	27/09/16	27/9/16.22f	September 2017
Reviewed by Governors (v3)	04/10/17	04/10/17.22	September 2018

### **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 and Younger Adults (CAYA) Department.

The school's Governing Body and Senior Leadership 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.

- 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 Governing 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.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for 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 read by every member of staff. A copy can also be found in the Health and Safety folder. 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 Vicky Spender

Name Andrew Coates

Sign

Sign

Headteacher

Chair of Governors

Date 04/10/17

Date 04/10/17

18/09/17 VS

## **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 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 CAYA 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 an agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher which may 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 issues 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 CAYA 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 CAYA which is relevant to their work.
- The Headteacher's report includes a section on Health and Safety.
- Inspections of the school are carried out and 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.
- 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 receive basic training.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken – see hazard reporting form attached.
- 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 (see maintenance folder).
- 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 CAYA guidance and that the results are recorded and where appropriate acted upon (see fire folder and emergency plan) .
- 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 that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. Any unsafe items which are the responsibility of the Authority are reported to them.
- 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 CAYA is made available to the Governing Body so that appropriate action may be taken as necessary(see DNFL).

### **School health and safety co-ordinator**

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

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.
- To advise the Governors 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 Governing Body.

September- December 2017: The Health and Safety Co-ordinator is Vicky Spender (Headteacher), from December onwards, will be Sharon Hallsworth until the appointment of a new Headteacher.

### **Teaching/non-teaching staff holding positions of special responsibility**

This includes Assistant Headteachers, Curriculum Co-ordinators, School Business Officers, Managers of Nursery, Breakfast Club, Aftercare, Canteen, Site Supervisor and Senior Midday Supervisors (where applicable), they have the following responsibilities:

- Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- 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 health and safety risk assessments of the activities for which they are responsible.
- 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.
- Report accidents that occur within their areas of responsibility – see accident reporting policy.

### **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 their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

- Report all accidents, defects and dangerous occurrences to the Headteacher.
- 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 health and safety policy.
- Be aware of and comply with all schools 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 arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager using relevant documents. 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 using appropriate documents.
- 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

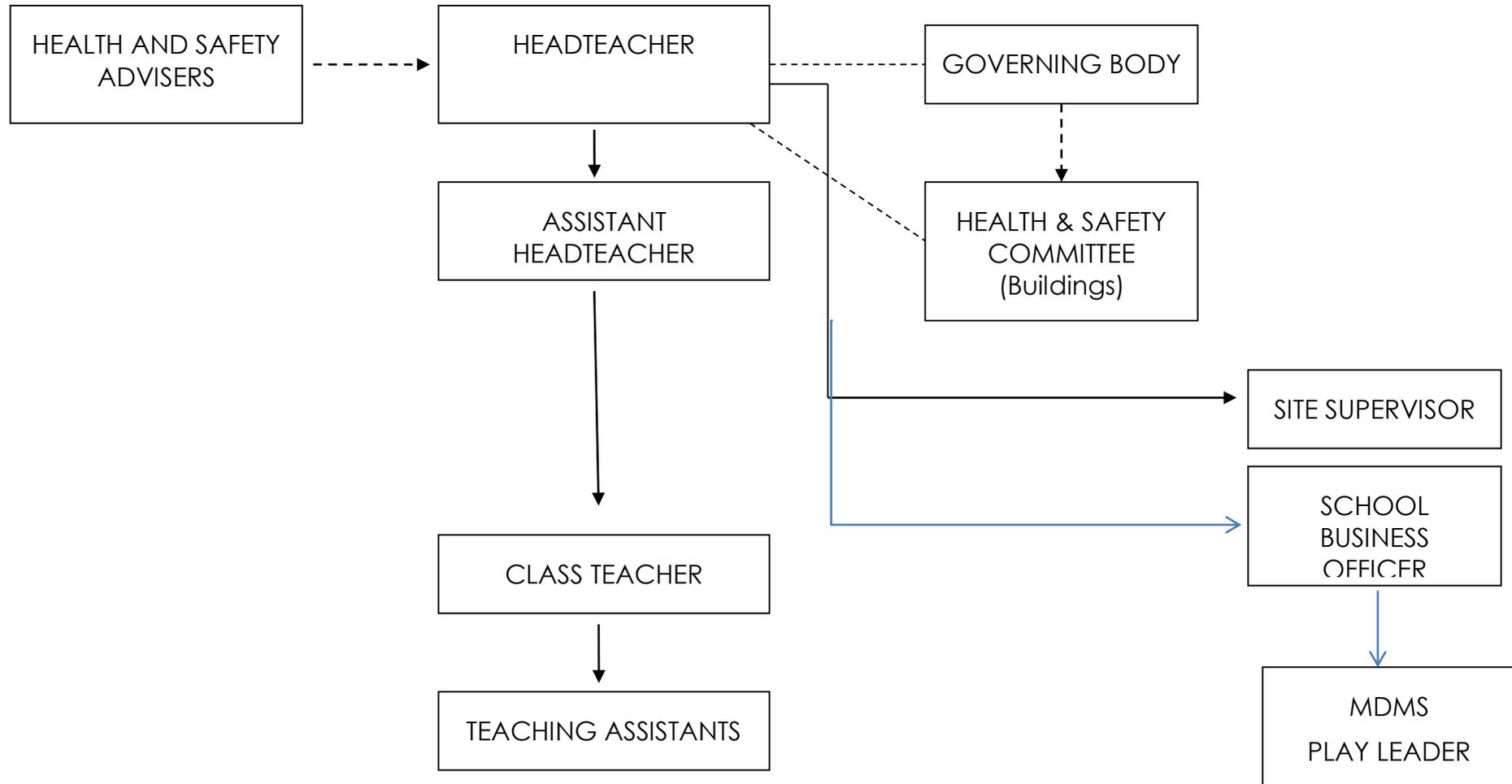
of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

### **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**

### **Accident/Incident Reporting**

All accidents must be recorded in the Accident Book which is stored in the first aid room. A section is provided for pupils to take home. Accident report forms for more serious accidents are kept in the school office.

Certain types of injuries, diseases and or dangerous occurrences require that an accident report form must be completed and forwarded to the LA. Any injury on site necessitating a hospital visit or resulting in time off work requires a report. Any injury requiring medical attention during an off site activity or visit requires the completion of an accident report form.

If a child is witness to an accident the child must report to an adult immediately. The adult is to assess the situation, follow first aid policy procedures and await medical support.

Serious accidents that require a trip to the hospital must be formally recorded and sent to the LA and to HSE. The definition of an accident includes an act of violence to any stakeholder.

In the unlikely event of any threatening or violent behaviour directed towards any stakeholder then the following procedure will be followed:

- The person will be suspended or asked to leave the premises.
- The Headteacher will be informed.
- The Chair of Governors will be informed.
- The police will be informed.
- The LA will be informed.

For more information please see the Disciplinary & Accessibility Plan and Scheme.

### **Administration of Medicines**

Please refer to the Administration of Medicines Policy.

### **Asbestos**

Inspection carried out 2011.

When any remedial or structural work is carried out all workers must see the Asbestos policy and survey and sign to say they have seen it prior to work commencing and must report any concerns immediately. Staff are aware of the position of Asbestos in school. The Headteacher is the trained duty holder.

### **Communication**

If any member of school staff feels there is a Health and safety issue in school they are required to complete a hazard report form. It will be assessed by the Headteacher and/or Site Supervisor who will decide what action to take.

## **Contractors**

The presence of workers other than those employed by school might create potentially hazardous situations. Contractors are required to discuss in advance with the school any potential hazards that might be caused by the work e.g. materials, machinery, noise, dust, traffic and holes. It is the responsibility of the Governing Body to check the safety record of the contractor. On completion of any work a full inspection should be carried out by the Headteacher and Health and Safety Governor. The Site Supervisor is to monitor any on site work.

## **COSHH**

We seek to ensure that any substance purchased for use for any school activity has undergone a COSHH assessment and is deemed to be safe. All cleaning materials are purchased from DCC suppliers, all of which have COSHH approval. All substances are kept securely locked away and only the Site Supervisor has access to the cupboard. (See COSHH folder).

## **Curriculum Areas**

It is the responsibility of the teacher to ensure that pupils are aware of any potential hazards and to check that all reasonable precautions are taken. Scissors, knives and tools should be stored safely and children should be instructed and supervise in the correct usage of these. Children using craft knives, drills etc. should not be left unsupervised or unattended.

It is the responsibility of the teacher during PE activities to ensure that equipment is correctly assembled and disassembled and is safe to use (see PE Safety manual and school policy & refer to risk assessments).

## **Critical Incident Plan**

Disaster plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc. See School Critical Incident Plan: copies with HT, AHT, SBO, CofGovs, SS and a copy is in the red box in the office. Copy also available for staff on teacher drive of network and VLE.

## **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.

## **Educational School Visits**

Please refer to our educational visits policy and relevant documentation.

## **Electrical Equipment**

All free standing and portable electrical equipment is tested annually by a qualified and registered electrician. Equipment is labelled as passed or failed accordingly. Any equipment identified as failed is immediately removed for repair or disposal.

## **Environmental**

Please refer to the Environmental Policy.

Please note that when any work is carried out indoors or outdoors relating to this type of activity it is essential that hands are washed after completion of the activity. The current environmental area is fenced off and a locked gate (key kept in the office) prevents access unless accompanied by an adult.

The Site Supervisor is responsible for controlling the environment, e.g. temperature, humidity, noise, dust, lighting, ventilation, etc. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time.

## **Fire**

- Who is the duty holder – Vicky Spender (Headteacher)
- Fire Risk Assessment - see documentation in red box.
- The fire evacuation procedure – held in red box.
- Testing of the fire alarm – tested weekly – see log in red box.
- Termly fire evacuation drills – termly – see log in red box
- Inspection and service of fire fighting equipment – is undertaken by DCC – see reports in red box.

Please refer to the Fire Evacuation policy. The Fire folder is in the red box in the office.

## **First Aid**

Please refer to the First Aid policy.

- Name(s) of First Aider(s) – all staff are trained in first aid
- Location of first aid box(es) – staff room, outside class 1, outside classes 3&4 + portable green bag.
- Who is responsible for maintaining the contents of the first aid box – Heather Cooper
- A list of the prescribed contents of a first aid box is included in the first aid policy.

## **In case of a medical emergency where the emergency services are called:**

- Member of staff on scene to phone office 'Emergency class ...' or shout 'Can I have some help here class... ' to alert other members of staff
- 2 Trained 1<sup>st</sup> aiders remain with child and follow training
- 1 member of staff to call emergency services
- 1 member of staff to call parents
- 1 member of staff to remove additional children from the scene
- 1 member of staff to ensure both access gates are open and direct ambulance

## Gas

The gas service is serviced and annually tested.

## Jewellery

See PE Policy.

## Lone Working

See Lone Working guidance and risk assessment.

## Manual Handling

Unison guidelines are followed in the lifting, handling and carrying of heavy or bulky objects. Unison guidelines are followed in the climbing of ladders and step ladders. Ladders are inspected annually. (See risk assessments and guidance).

## Monitoring

This policy and audit will be monitored and reviewed annually by the Headteacher and then shared with all stakeholders. Records of the testing and inspection of equipment and maintenance work carried out are maintained.

## Health and Safety Plan Monitoring Schedule

### Annual Checks

Item	Check By	Comments
Risk Assessments	All	
Policy and Management Plan	HT/SS/Govs	
COSHH	SS	
Review of Procedures	HT/SS/Govs	
Accident Reports	HT/SS	
Record Fire Appliance Test	SBO	
Record PE Equipment Check	SBO	
Check Completion of PAT Testing	SBO	
Whole Staff Training- Refreshers	HT	
Non Accidental Injury Reports	HT	

### Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	All	

Fire Alarm Tests	SS	
------------------	----	--

### Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention		
PE Safety	All	
Lettings (Safety)	N/A	
Communication of Health and Safety concerns to all staff	HT/SS/SBO	

### Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	HT/Govs	
Premises Inspection	HT/SS/Govs	
Fire Log	HT/SS	
Accident Reports	HT/SS/SBO	
Fire Evacuation	HT/SS	
Visual Check of Electrical Equipment	HT/SS	
Premises Security	HT/SS	

### One off Activities

All one off activities will be risk assessed and appropriate actions will be taken.

### Out of School Activities

All out of school activities are risk assessed. The schools generic risk assessment is amended where necessary for local visits. All other visits are risk assessed through the EVOLVE website and come through to the EVC for approval.

## **PE Equipment**

All PE equipment is serviced and maintained annually by the LA. Please refer to the BAALPE (British Association of Advisors and Lecturers in PE) document for guidelines on health and safety regulations when undertaking PE activities. Teachers inspect all PE equipment to ensure it is sound and erected correctly prior to any lesson commencing. Teachers and children are taught the correct methods for setting up and taking down equipment.

## **Personal Protective Equipment**

Any personal protective equipment is arranged and purchased through the school taker.

Protective equipment for children it is the responsibility of the class teacher. It is their responsibility to ensure that children have appropriate equipment.

## **Premises**

The premises are used by Ashover Nursery, before school, after school and during holidays by AGE's Ltd as part of the schools wrap around care. They have their own risk assessments and Health and Safety Policy in place. They have a copy our Health and Safety Policy and are aware of what to do in the case of reporting any issues.

## **Playground Safety**

A member of staff is positioned on each gate and on the main playground from 08.30am.

During break times and lunchtimes adults are appropriately placed to ensure that all areas of the playground are monitored – a plan is on display in the staff room. There is a rota in place to ensure that the appropriate number of staff are on duty at all times.

Gates are padlocked.

Playground equipment and the playground surface are regularly checked by the Site Supervisor and headteacher.

## **Risk Assessments**

A risk assessment of the whole school premises and relevant equipment is regularly inspected by the Headteacher and Site Supervisor during term time. Any issues are recorded and actioned accordingly. In addition, checks are carried out in accordance with HSE guidelines (please refer to Health & Safety: Responsibilities and Powers, available from the office) and with reference to the HSE website – [www.hse.gov.uk](http://www.hse.gov.uk). Risks identified are logged, inspected and acted on appropriately.

The generic risk assessment for off-site activities is reviewed annually. All of the activities must be sanctioned by the EVC/Headteacher. Event specific risk assessments/notes are generated where required – see Educational Visits policy and documentation.

For local trips the schools generic risk assessment will be used and adapted where necessary. Risk assessments for non local and residential visits will be submitted on EVOLVE and authorised by the Local Authority where necessary.

## **Road Safety**

The school car park is closed to non-staff traffic from 8:30am to 9 am and 3pm to 3:50 pm. This is to ensure that children and parents who walk in from Narrowleys Lane are kept safe.

At the end of the school day a member of staff will ensure that children who are catching the school buses are safely escorted to the buses and where necessary that all seat belts are put on.

## **Safeguarding**

Please see the schools Child Protection & Safeguarding Policy and Critical Incident Plan.

## **Site Security**

The school has timed locks on the 2 school gates which ensure that visitors have to press the intercom to gain access from the school office.

All staff wear ID lanyards and photo id cards. Visitors are required to sign in on entry through the reception area and are issued with a red lanyard. Any visitors supplied with an access key are required to sign a numbered key both out and in to SBO who will return the key to secure storage.

The playground area is to be kept as safe and secure as is reasonably possible at all times. Gates are to remain closed.

Vehicular access is prohibited during school hours.

Any unknown individual seen on the premises will be approached by a member of staff and escorted to the school office to follow visitor procedures.

## **Sex Education & Substance Misuse**

Please refer to relevant policies.

## **Site Access**

Delivery vehicles have access to the school site via the school car park before 8:30am, after 9am, before 3pm and after 3:45pm.

Access to the school playground during school time is on the authorisation of the headteacher/assistant head or school Site Supervisor.

## **Slips and Trips**

To ensure the safety all walkways are kept free of obstacles. Pupils are reminded daily to walk around school. During extreme weather conditions all reasonable measures are taken to keep identified access ways gritted and salted as necessary. Pupils are kept indoors during extreme wet and cold weather situations. Wet floor areas are appropriately identified with signs.

## **Stress Management**

Policies and arrangements for identifying and managing stress are in place. School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

Please refer to the school's Management of Stress Policy and relevant guidelines.

### **Training**

A record of staff training is in place and staff will be trained either in house or by the Local Authority Health and Safety Department when necessary. All new members of staff and visitors are to be made aware of their responsibility in relation to their own and others Health and Safety.

### **Violence at Work**

See Violence at Work Policy.

### **Welfare Facilities**

All welfare facilities, for both staff and visitors, are located in the school staff room and the adjacent staff toilets.

### **Waste Management**

Main waste disposal bins are situated the school car park. These are secured and the Site Supervisor ensures that they are accessible to the County Council refuse department on an agreed day. The school Site Supervisor ensures that the site is kept clean and all waste is disposed of correctly.

### **Working at Heights**

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector.

Health & Safety Co-ordinator – Vicky Spender (September – December 2017), Sharon Hallsworth from December 2017 until the appointment of a new Headteacher.

Health & Safety Governor – Katie Hirst

## HAZARD REPORT FORM

Complete this form only if no injury has occurred. If an injury has occurred please follow the accident reporting guidance.

**Instructions:** Person Reporting: - to complete this form within 1 WORKING DAY and give it to the Headteacher/Assistant Headteacher or Site Supervisor IMMEDIATELY.

PERSON REPORTING TO COMPLETE		
<b>Title:</b>	<b>Surname:</b>	<b>Other Names:</b>
<b>Are you</b> (please circle): staff / visitor / contractor / student		
<b>Hazard description:</b> Where?		
When?		
What?		
How?		
Why?		
<b>Signed:</b>		<b>Date:</b>

OFFICE USE ONLY: Recommendations to prevent further occurrences of this type of hazard. <i>(Note that there may be more than one response)</i>			
Risk Control Options	Action Required	By Whom	By When
1. Elimination (e.g. remove)			
2. Substitution (e.g.. alternative)			
3. Engineering (e.g.. controls/guards)			
4. Administration (e.g.. standard operating procedures, training)			
5. Personal Protective Equipment (PPE) (e.g.. safety glasses, helmets, gloves)			

<b>Management Representative Name:</b>	<b>Signature:</b>
<b>Date:</b>	