



South Wingfield

PRIMARY SCHOOL

Health & Safety Policy

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

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 provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:

- The school has a health and safety policy (which can be based on the CAYA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
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- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.

- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

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.
- His/her 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.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.

- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.

All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.

- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc., are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

Responsibilities of the Centre Manager

The Centre Manager is ultimately responsible for the day to day implementation of health and safety in their setting. This includes ensuring there are arrangements in place for the safe use of the setting after hours for lettings and other events.

In order to effectively discharge this responsibility, the Centre Manager should ensure that:

- A health and safety policy is developed in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their setting.
- The policy is brought to the attention of all employees and is periodically reviewed. His/her knowledge of health and safety issues is kept up to date.
- Individuals within the setting staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the settings 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.
- An annual report on health and safety is prepared and presented to the District Managers.
- Inspections of the setting are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The setting has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the setting meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receives adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing training and students on work experience) receives as a basic minimum induction training on their first day in the setting.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the setting. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.

- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable.
- 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.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

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

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Deputy Headteachers, Curriculum Co-ordinators, clerks and Caretakers who have the following responsibilities:

Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Head Teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Head of Department.

Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools 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 Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints 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

Arrangements for Health and Safety

The "arrangements for" list is as follows:-

Accident/Incident Reporting

All accidents and incidents South Wingfield Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In South Wingfield Primary school all staff will report all accidents to Melissa Kealy or Angela Mortland who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the office.

Accident Investigation

Any accidents need to be recorded in the accident book, including both adults and children. The Head Teacher will investigate the accident and liaise with the individual/parents and will refer to the H and S Dept for guidance, when appropriate. In the Head Teacher's absence this will be delegated to the Assistant Headteacher or Office Clerk

Administration of Medicines

As per the medicines policy , staff are not authorised to administer medicine, please refer to separate policy.

Animals

If at any point, staff decide to bring an animal into school, care must be taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc. Consideration should be given to care of animals in school holidays.

Asbestos

South Wingfield Primary School's asbestos survey is in the red box in the Head Teacher's office and should be referred to at any point when alterations are being carried out in the building and an asbestos form completed

Communication

If staff consider there to be a defect or a problem with any equipment or the fabric of the building, they should firstly report it to the Head Teacher who will investigate further

Consultation with Staff

This policy will be shared with staff annually and there will be at least an annual meeting with the H & S Governor to discuss the condition survey and undertake a survey of the site.

Contractors

All contractors who are either DCC or private will be expected to provide evidence of insurance, complete asbestos survey sheets and where appropriate a minor works certificate for work undertaken. Contractors WILL NOT be allowed to take photographs of the site during school hours without the permission of the Head Teacher and NO children should be included in said photos. Mobile phones will not be allowed in school or in the outside areas without the permission of the Head Teacher.

COSHH

All cleaning materials will be stored in a locked room in the boys' toilets and all COSHH sheets supervised by both the Head Teacher and caretaker manager – Kevin Farrow. This will include the following situations:

- Introduction of new substances
- The control of any biological hazards.
- The controls for disposal of hazardous or toxic waste.

Curriculum Areas

All staff will need to ensure that their classrooms are kept clean and tidy and that any potential for slips or trips are reported to the Head Teacher. Teaching staff will need to check with the Head Teacher about any substances they are bringing into school which could be potential allergens e.g. during science weeks. Desks and chairs are to be kept tidily within the classroom to avoid accidents.

Disaster Plans

The school has a separate disaster plan.

Display Screen Equipment

All staff should ensure they take regular breaks from using display screens and avoid leaving interactive whiteboards on when they are not being used.

Educational School Visits

Any potential educational school visits must first be discussed with the Head Teacher. A completed Evolve site visit must be completed online alongside all associated risk assessments. Parental consent forms and medical forms MUST be available to see and the

generic risk assessment MUST be personalised to ensure that all foreseeable risks have been identified. For residential visits, Evolve must be completed at least 4 weeks before the visit.

Environmental

Teachers need to be aware of temperature rises within the classrooms and open doors and windows where necessary. All classrooms are fitted with blinds and there is a program for replacing old lighting in classrooms and communal areas within school.

Fire

Fire procedures, to include:

- Who is the duty holder – Melissa Kealy
- Fire Risk Assessment details – red box in Head's office
- The fire evacuation procedure is also contained with the red box in the Head's office
- Testing of the fire alarm – done every Thursday at 4.00 by the caretaker and records kept in the caretaker's room
- Termly fire evacuation drills
- Inspection and service of fire fighting equipment, done through contract with Derbyshire County Council

First Aid

First Aid procedures, to include:

- All teaching staff are qualified first aiders
- First aid boxes are located; outside the kitchen, in the staffroom and a small, first aid kit (in a bumbag) within each classroom
- First aiders need to notify the office when any first aid stock is getting low
- Plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included.
- In the event of an emergency a member of the SLT or office staff will contact the emergency services, as well as parents by telephone and/or text

Housekeeping/Storage

The caretaker keeps all potentially poisonous substances in a locked room. Staff are NOT to leave any substances (if borrowed) in their classes. The kitchen is to store all poisonous substances in a safe place which is inaccessible to children.

Inspection of the Premises

The school's LA surveyor should carry out an inspection of the building every 2 years.

If there are Health and Safety concerns, then Dave Newbury (our locality H & S Officer) should be contacted on 01629 535740. The Head Teacher alongside the H & S Governor will also carry out at least yearly, a tour of the site

Lone Working

All staff who come into school and work alone are advised to make sure a relative knows when they are due to arrive and should call them when they leave. The caretaker will open the building during the holidays for staff and will return later on to close the building up. The caretaker & Out of School club staff contact the Head Teacher to inform her when they have left the building.

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

Any large items coming into school are to be risk assessed and if too large, several staff must support in the moving of large items.

Mechanical/Electrical

Kitchen equipment is managed by county catering service and the school ensures that all electrical items are PAT tested annually. Staff are advised not to bring their own electrical items into school e.g. fan heaters

Monitoring Auditing

Monitoring the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved.

Audits should take place to ensure the continuous monitoring process is adhered to and will be carried out annually by the Head Teacher and H & S governor, alongside termly walks through the school.

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

The following list is a guide to the equipment and practices for which records should.

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms

- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Lifting Apparatus
- Mechanical Machinery
- Pressure Systems
- Fixed Electrical Systems

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Risk Assessments		
Manual Handling of Risk Assessments		
Accident Reports		
Cleaning Staff Procedures		
Record Fire Appliance Test		
Record PE Equipment Check		
Check Completion of PAT Testing		
Whole Staff Training- Refreshers		
Non Accidental Injury Reports		

Weekly Checks

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

Daily Checks (by observation, discussion etc)

(delete and amend as appropriate)

Item	Check By	Comments
Physical Intervention		
PE Safety		
Lettings (Safety)		
Communication of Health and Safety concerns to all staff		

Termly Checks

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

One off Activities

All one off activities need to be entered onto Evolve and assessed by the Head Teacher. This should include adult to pupil ratios, type of transport etc

Out of School Activities

As above

Personal Protective Equipment

Staff changing children should wear gloves and cleaning staff should wear gloves where appropriate when cleaning with hazardous materials.

Premises

Governors have agreed a Transfer of Control document which will be used for any third parties who hire the school.

Playground Safety

External play equipment is monitored termly by the Head Teacher and caretaker and where appropriate referred to the manufacturer for maintenance

Risk Assessments

All risk assessments for trips are covered by Evolve and DCC provide COSHH risk assessments for catering and cleaning staff.

Road Safety

Only staff or volunteers with the prior agreement of the Head Teacher can park in the school car park. Children taken through the village as part of their studies must wear PPE, as should staff and there should be a suitable ratio depending on the age of the children and the current recommendations from the H & S department.

Security

All visitors to the school are expected to sign in with the office and wear a red lanyard to identify them as visitors.

Site Access

Please see road safety

Stress Management

Arrangements for identifying and managing stress, 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. Where a member of staff informs their line manager that they have stress, a referral to Occupational Health can be offered.

Training

Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term is identified via performance management procedures. This is recorded in each staff member's performance management review document.

Violence at Work

Our school does not tolerate either verbal or physical assaults on staff. A notice is displayed outside the office for visitors to read. Should a member of staff feel threatened by a parent or other visitor into school, then the individual will be asked to leave. If this is refused or the situation is too tense, then the police will be called. We will if necessary, prevent any parents or visitors to school (who display this type of behaviour), from entering school grounds again. Staff will be offered counselling to support them if any such violence occurs.

Welfare Facilities

A staff room is provided for staff to make their own drinks. This must be kept clean and tidy and it is the responsibility of staff to ensure they dispose of any unused food or drinks in a timely manner so as to avoid infection of others. Toilet facilities with hot and cold water are also provided and are NOT to be used by children or parents without the Head Teacher's permission.

Waste Management

Staff are responsible for ensuring that all waste materials including paper, are placed in the appropriate bins both during and at the end of the day. The caretaker will remove these and put into the green bins, which are taken to the school entrance gate when collection is due. No flammable bottles or tins are to be placed in these bins without the knowledge of the Head Teacher or caretaker.

Wildlife Areas

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

Work Related Learning

Work related learning describes a broad range of activities for pupils and students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work. Our school works closely with several universities e.g. Derby, Sheffield Hallam and Nottm Trent. All appropriate H & S policies are made available to students before starting and students are NOT allowed to take children on trips or visits alone. Small group work off-site must first be discussed with the Head Teacher/Mentor. All university insurance and safeguarding policies will be shown to and signed by the Head Teacher before any work commences.

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