

Ash Croft Primary School

Health and Safety Policy

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Author/s of policy: Lorna Childe

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Policy review dates and changes

Review date	By whom	Summary of changes made	Date of Approval

STATEMENT OF INTENT

SCHOOL NAME

Ash Croft Primary

INTRODUCTION

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name _____ **Signature** _____ **Date:** _____

(Chair of Governors)

ORGANISATION – ROLES AND RESPONSIBILITIES

INTRODUCTION

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

An organisational chart for H&S Management is attached at Appendix 1.

THE GOVERNING BODY

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) A nominated Health and Safety Governor is appointed to work effectively with the Executive Headteacher, Head of School and School Business Manager.
- h) The school's health and safety policy and performance is reviewed every year.

THE LOCAL AUTHORITY

Ash Croft Primary is a Community School and the Local Authority is the employer and responsible for:

Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.

Providing advice and help to ensure schools comply with health and safety obligations

THE EXECUTIVE HEADTEACHER AND OR HEAD OF SCHOOL

The Executive Headteacher/Head of School both support the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as identified.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to monitor premises and performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) A report to the Governing Body on the health and safety performance of the school is completed annually.

THE SCHOOL BUSINESS MANAGER

The School Business Manager acts as Health and Safety Co-ordinator and is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.

- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Executive Headteacher or Head of School of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Unsafe conditions being reported and dealt with to agreed timescales.
- h) Carrying out any other functions devolved to him/her by the Executive Headteacher or Head of School or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Assistant Headteacher, Curriculum Leaders, SENDCo, Inclusion Managers, Office staff and other staff with named roles and responsibilities. They must:

- a) Apply the school's Health and Safety Policy to their own area of responsibility and be directly responsible to the Executive Headteacher or Head of School for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Executive Headteacher or Head of School or the School Health and Safety Co-ordinator (School Business Manager).
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Executive Headteacher or Head of School or School Business Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the 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.
- g) Ensure all accidents are investigated appropriately.
- h) On request contribute information for the health and safety report to governors.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Executive Headteacher or Head of School or School Business Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) 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.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Executive Headteacher or Head of School or School Business Manager.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteachers recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example 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 are not carrying out duties on behalf of the Executive Headteacher or Head of School or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- k) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- l) Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.

- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

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 and Investigation .

All staff are required to ensure that all accidents, incidents and near misses are reported to the School Business Manager by recording via the relevant system. The accident book, and first aid folder are kept in the School Office and the near miss book is kept in the School Business Manager's Office. Any accidents of a serious or 'reportable' nature must be reported to the Health and Safety Executive in line with RIDDOR Regulations by the Executive Head/Head of School.

An accident report identifying trends in accidents/incidents is provided to Governors on a termly basis by the School Business Manager.

2. Animals

The school has introduced guinea pigs and african snails to the FS2/KS1 classes. The health of any person who may come into contact with these animals is taken into consideration as is the welfare of the animal. Refer to the relevant risk assessment. Supervision ratios are assessed. Guidance from CLEAPSS and the RSPCA is followed with regard to animals in the school environment.

3. Asbestos

The School Business Manager is responsible for the Asbestos Log Book, which is held in the Caretaker's office.

Under the arrangements for contractors, all contractors working on site are required to sign the asbestos log prior to starting any work on the premises.

Staff are not allowed to drill or affix anything to walls, ceilings etc., without first obtaining approval from the School Business Manager.

Staff should report any damage to the fabric of the building to the Caretaker or School Business Manager. If they suspect that such damage involves asbestos they should remove children from the vicinity pending investigation.

4. Audit

The School Business Manager, Headteacher and/or nominated Governor completes a site survey every term and reports on findings by written report. This is then shared with the Caretaker who works to complete repairs or, together with the School Business Manager, ensures that appropriate contractors are contacted.

5. Before and After school clubs and activities

The Before and After School clubs are part of the school and the contents of this policy apply. The before and after school clubs should adhere to the accident reporting and first aid procedures.

6. Behaviour Management/Bullying

The school has both a Behaviour Policy and (anti) Bullying Policy. They are reviewed by SLT on a regular basis and concerns are discussed with the designated teacher for Safeguarding or more general concerns at staff meetings.

7. Catering

Healthy school meals are outsourced and provided by Caterlink Ltd. Caterlink staff are responsible for all aspects of Health and Safety in the kitchen and meals produced. Responsibility for the maintenance and replacement of kitchen equipment is the responsibility of the school. Defects in the equipment should be reported to the School Business Manager so that remedial action can be taken. It is the responsibility of the School Business Manager to monitor the terms of the contract in terms of Health and Safety issues.

8. Caretaking and Cleaning

Caretaking and Cleaning are outsourced and provided by Vinci Facilities Management (Vinci FM). The Caretaker is on site daily and works a split shift and has a job description to reflect his duties with responsibilities as identified by Vinci Facilities Management. Cleaners work on site for three hours daily, their duties are overseen by the Caretaker. It is the responsibility of the School Business Manager to monitor the terms of the contract in terms of Health and Safety issues.

9. Contractors

Contractors are selected following effective procurement and tendering and with due regard to Health and Safety in line with the School and Vinci Facilities Management policies. The School Business Manager and Caretaker are responsible for liaison with contractors to exchange health and safety information, agree safe working practices, and exchange risk assessments.

All contractors should sign in and out using the signing in book and review the contractor hazard information.

Staff must report any concerns to the School Business Manager or Executive Headteacher or Head of School immediately.

It is the responsibility of the School Business Manager to obtain authorisation from the Asset Management Department, Derby City Council, for works undertaken at school. All works requiring project consent must be monitored by a Project Advisor.

10. Curriculum Safety (including out of school learning activities)

Teaching staff must complete risk assessments for all out of school visits and record the visit on EVOLVE see Educational Visits and Journeys.

Within the school, staff, are required, to have appropriate training in order to teach all areas of the primary curriculum.

A number of generic risk assessments for routine school activities are held on the staff shared drive. Teachers are responsible for considering the risks associated with activities undertaken within

school and should complete a written risk assessment for unusual activities or those undertaken for the first time. These should be submitted to the School Business Manager for inclusion in the school's risk assessment file.

Staff teaching PE, are guided by the Association of Physical Education guidance they are also made aware of the Derby City SSP guidance on Physical Education and Good Practice.

11. Display Screen Equipment

Staff, who are required to use DSE on more than an occasional basis will be required to carry out a DSE audit and follow the guidance given. Regular users of DSE are entitled to claim for an annual eye test.

12. Educational Visits and Journeys

The Educational Visits Co-ordinator is the Office Manager. The school's Educational Visits Policy requires staff to plan and carry out risk assessments prior to a school visit and submit these to the Local Authority using EVOLVE. Parental permission is required before pupils participate in off-site trips or visits with the exception of permission for short local trips, e.g. walk to the post box, which is obtained once on entry to the school.

During trips medication can only be administered by designated members of school staff as identified in the risk assessment pertinent to that trip.

13. Electrical Equipment (fixed and portable)

All electrical equipment new or otherwise, used in school must be tested by a qualified person. The inspection and testing of portable electrical equipment is carried out on an annual basis and records of inspection and testing are provided. This record is kept in the Caretaker's Office.

Defective equipment should be reported to the School Business Manager or Caretaker. Personal electrical equipment should not be used in school.

14. Environmental Conditions

Environmental factors eg temperature, lighting, noise, humidity, dust and ventilation etc will be maintained at all times to ensure suitable working conditions. Any issues should be reported to the School Business Manager.

15. Fire Precautions and Emergency Procedures

The School Business Manager is the responsible person for making arrangements for undertaking and reviewing the fire risk assessment, emergency plan, frequency and arrangements for test of fire alarm, emergency lighting, emergency fire drills and procedures to be followed.

The fire alarm is tested weekly by the Caretaker. A fire drill is undertaken every term. Details for evacuation in a fire are detailed in the Ash Croft School Fire Evacuation Policy.

Refer to Appendix 2 Emergency Evacuation and Fire Prevention Procedures

16. First Aid

The names of first aiders are displayed around school.

First aid boxes are located in the School Office and Caretakers Office and Staff Room. The Office Manager is responsible for checking and restocking the boxes at least termly. In an emergency, Office staff will summon an ambulance.

Where a parent is unable to accompany a child to hospital a member of school staff, preferably known to the child, will accompany them.

The list of first aiders is maintained by the School Business Manager who will organise training for members of staff as appropriate.

17. Grounds Maintenance

Grounds Maintenance contractors are dealt with under the school's contractor management procedures. A specification for works is shared with the contractor prior to appointment.

18. Hazardous Substances

All substances with harmful properties are COSHH assessed and stored securely in the Caretaker's Office to avoid unauthorised access. With reference to cleaning products: Vinci FM (Cleaning and Maintenance) and Caterlink (Catering) are responsible for undertaking the necessary risk assessments, and ensure that their staff are properly trained in the use and storage of hazardous substances and the use of protective equipment.

In Science and Design and Technology CLEAPSS guidance is applicable.

19. Holiday Clubs

Holiday clubs will be organised to comply with the school's Health & Safety policy. It is the responsibility of the club organiser to ensure that risk assessments are undertaken for each club. It is the responsibility of the club organiser to ensure that a suitably qualified first aider is available for the duration of the club.

20. Inclusion

The school recognises its statutory obligations with regard to inclusion, the school's SEND Policy applies. The SENDCos are responsible for planning and assessment for SEN pupils, and making reasonable adjustments in respect of access under DDA, where access is required. The SENDCo is responsible for ensuring that staff are suitably informed and trained to be able to support include pupils safely and effectively.

21. Lettings/shared use of premises/use of Premises Outside School Hours

The school does not currently have a lettings policy. Should the need arise for lettings, a policy will be written which details health and safety arrangements and responsibilities, including staffing requirements, first aid provision, fire and emergency arrangements, restrictions on use of equipment, licencing, insurance, and responsibilities. The school does not currently have a PTA but should the need arise for a PTA to organize events out of school hours, then insurance and Health and Safety arrangements will be taken into consideration.

22. Legionella

The Caretaker carries out weekly water testing from all taps. Details are logged and filed in the Caretakers Office. Vinci FM carry out all necessary checks for legionella in accordance with national guidelines.

23. Lone Working

When working alone in the premises a suitable risk assessment should be carried out for the task being undertaken. This assessment should give particular attention to contact information and how to deal with emergency situations. Suitable arrangements must be made for potentially hazardous tasks.

24. Managing Medicines & Drugs

The Supporting Children with Medical Needs and Administration of Medicines Policy refers.

School staff are only allowed to administer medication prescribed for a specific child by the child's doctor with parental permission. Parents are required to fill in a form requesting staff to give medication during school time. Staff will be trained as the need arises in cases of long term or unusual medication.

Medicines should be stored according to the Policy

25. Maintenance and Inspection of Equipment

Vinci FM maintain a Preventative Planning and Maintenance schedule. Derby City Council as landlord, has certain statutory duties and checks. Checks are undertaken by competent contractors.

26. Manual Handling and Lifting

The School Business Manager will ensure that all staff have a good understanding of the principles of safe manual handling and lifting. Risk assessments should be produced for any manual handling or lifting tasks which are undertaken on a regular basis. Wherever practical, aids should be used to reduce the amount of lifting and carrying undertaken. Refer to DCC Manual Handling Guide for Employees.

27. Outdoor Play Equipment

Outdoor play equipment is checked annually along with PE equipment. The Caretaker is responsible for undertaking additional regular visual checks. The risk assessment is reviewed annually.

Staff on duty are responsible for ensuring the pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision.

All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Head of School or School Business Manager.

28. PE Equipment

PE equipment is checked annually by a competent contractor. It is the responsibility of the PE Co-ordinator to undertake risk assessments and visual checks and report any concerns to the Head of School or School Business Manager.

Accidents or near misses involving PE equipment should be reported in line with the accident and hazard reporting procedure (detailed above).

29. Protective Professional Equipment (PPE)

Vinci FM staff are provided with suitable protective equipment, e.g. gloves, goggles, ear defenders,

and suitable attire for working outside during winter (this list is not exhaustive).

It is the responsibility of Vinci FM to ensure that there is suitable protective equipment for site staff and that it is used. It is the responsibility of the School Business Manager to ensure there is suitable PPE for school staff.

All staff have responsibility for ensuring that they have and use the appropriate PPE. Any concerns or queries regarding PPE should be drawn to the attention of the School Business Manager.

30. Risk Assessments

It is the responsibility of the School Business Manager to ensure that whole school risks assessments are carried out and reviewed annually.

Risk Assessments for trips and visits are covered under the school's Educational Visits Policy.

Class Teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the children are in their care.

Often outside agencies are invited into the school for special or 'wow' events, e.g. Roman Day, petting zoo. It is the responsibility of the event organiser to carry out risk assessments.

Risk assessments linked to SEND pupils are the responsibility of the SENDCo.

Risk assessments linked to pupils with Individual Healthcare Plans are the responsibility of the Class Teacher.

Risk assessments for pregnant staff are the responsibility of the Executive Head/Head of School.

31. School Transport

The school does not have a minibus.

Staff should not routinely transport pupils in their own vehicles. Where this has been agreed the adult transporting a child in school time is required to hold a current driving licence, have appropriate insurance to cover the transportation of children under business use and a roadworthy car with appropriate MOT certificate, appropriate seat belts and car/booster seats.

32. Security

The school is open to staff from 7am-6.30pm during term time.

Pedestrian gates are opened to allow parental access to the site between 8.45am -9am and 3.15pm-3.30pm. Outside these times gates to the site are locked and access is via the main entrance via an intercom/electronic gate. It is the responsibility of the Caretaker to ensure that the gates are locked.

It is the responsibility of staff opening those gates, whether in person or via buzzer, to ascertain the

reason for entry and, where reasonable, the name of the person to whom they are granting access.

The Caretaker, or person designated key holder by the Executive Head or Head of School, is responsible for securing the school site at the end of each school day, after an afterschool event or during the school holidays.

During use of the school hall for evening events, all doors into classrooms remain locked to ensure the security of school property.

The site is alarmed. A third party service is used for call outs out of school hours.

33. Site Maintenance

The Executive Headteacher, Head of School, School Business Manager and the Caretaker are responsible for ensuring the day to day maintenance of the school building and site.

It is the responsibility of the School Business Manager and Vinci FM to ensure that a schedule for planned preventative maintenance is adhered to.

All school staff are responsible for reporting any hazards or maintenance issues to the Executive Head, Head of School and/or the School Business Manager. The reporting procedure is via a log/action book located in the School Business Manager's Office.

Any issues of significant concern/danger should be reported to the Caretaker, School Business Manager or other member of SLT immediately.

Safety signage is used on site in line with statutory requirements. All staff have responsibility for reporting any missing signage or any concerns about signage to the School Business Manager.

34. Smoking

Throughout the UK smoking is prohibited by law in virtually all enclosed workplaces and public places, on public transport and in vehicles used for work.

At Ash Croft Primary no-smoking is allowed anywhere within the perimeter of the school, this includes all external places.

Use of Nicotine Containing Products

The term "electronic cigarette" is a generic term many, but not all, are in the form of thin white tubes that look like cigarettes. Some electronic cigarettes contain nicotine, some do not. Some produce a white odourless vapour, others produce no vapour at all. They do not burn tobacco and do not create smoke (products of combustion).

Use of products that resemble cigarettes or which could be confused with them, including 'electronic' cigarettes and the licensed medicine called the Nicorette® Inhalator, is not allowed anywhere within the perimeter of the school, this includes all external places.

This applies at all times - in and out of school time.

35. Staff Training & Development

New staff are inducted in line with the School's Induction Policy which includes information regarding Health and Safety.

Role specific training is provided as required and is identified primarily through:

- the school's appraisal process,
- the creation of Individual Healthcare Plans (Supporting Children with Medical Needs Policy)
- the routine monitoring of health and safety qualifications and certificates, e.g. first aid lists

While it is expected that the School Business Manager will have a good overview of the Health and Safety training needs, all staff have an individual responsibility to identify and report where they might require additional training or support.

Training needs related to Health and Safety should be passed to the School Business Manager for action.

36. Stress

All employees have the right to expect that their working conditions and relationships will be such that they do not result in unnecessary anxiety or prolonged stress symptoms.

Derby City Council's Stress Management Policy applies.

37. Swimming

Ash Croft Primary makes use of the swimming facilities at Gayton Pool. Risk assessments have been carried out to cover swimming activities.

38. Vehicles

Staff using their own transport to travel to training courses or other schools during the course of their working day must have the appropriate business insurance and MOT certificate. The School Business Manager is responsible for checking documentation. Refer to DCC Guidelines for Driving at Work.

39. Visitors

Visitors to school are required to sign in on arrival. Visitors will be given a badge which they must wear at all times on the premises.

On a first visit to the school they are given a copy of the school's safeguarding information and made aware of the fire evacuation arrangements. Visitors to the school are allowed to park in the school car park - space permitting. It is the responsibility of the member of staff who is supervising the visitor to ensure that they are aware of any particular health and safety matters related to their visit and to ensure that the visitor receives appropriate supervision, guidance and chaperoning.

40. Volunteers

Volunteers are required to sign in on arrival. Volunteers will be given a badge which they must wear at all times on the premises.

Volunteers are subject to an enhanced DBS check. It is the responsibility of the Class Teacher to ensure that the School Office is given details of all volunteers in order that this check can be carried out.

Volunteers are inducted in line with the School's Induction Policy.

41. Welfare Facilities

The welfare facilities provided on site will be maintained in a clean and hygienic state and available for use by all staff members. These facilities include toilets, staff handwashing facilities with warm water, soap and hot air hand dryer.

There are also facilities to make a drink and eat lunch.

42. Wildlife Areas

There is a wildlife pond on the school field. Only non-poisonous and non-toxic plants are grown within the wildlife area. Refer to the appropriate risk assessment.

43. Work Experience

Work Experience Students are inducted in line with the school's induction policy.

44. Working at Height

All School Staff should use the appropriate equipment, e.g. kickstools to affix displays etc above head height, and have due regard for their health and safety and that of others. Staff should never use chairs or tables in place of the appropriate equipment.

Staff undertaking working at height should have undertaken the appropriate training. A risk assessment should be undertaken prior to the work being carried out.

Related documents:

Critical Incident Plan
Educational Visits Policy
Supporting Pupils with Medical Conditions
Administration of Medicines Policy
SEND Policy
Accessibility Plan and Disability Scheme
Behaviour Policy
(Anti)Bullying Policy
Intimate Care Policy
E Safety
PE Policy
Risk Assessments