

ST. CHAD'S C.E.(C) PRIMARY SCHOOL
HEALTH, SAFETY AND WELL BEING POLICY
'Building together for a better future.'

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

Mr Ian Sharp, Chair of Governors

November 2016

[Miss S Clarke Headteacher

November 2016

Health, Safety and Wellbeing Policy - Organisation and Responsibility

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

Type of School	Who is the Employer?	Comments
Voluntary Controlled (VC) Schools	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.

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

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

Organisation and Responsibilities for Health, Safety and Wellbeing

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

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

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

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health & Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					

Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

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

The Policy makers:

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

As Policy Makers the Governing Body:

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners

Headteacher
Members of the School Leadership Team
School Governors
Deputy/Assistant Headteacher
Health and Safety Coordinator
Premises Manager

Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety.
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school has a Health and Safety Committee which meets regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. H&S is a regular agenda item in all meetings. An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's -as a minimum, the report contain a summary of accident and ill health statistics for the current year and

will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher</i> <i>School Leadership Team</i> <i>Teaching Staff [Including supply teachers]</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker/ Cleaners</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will:

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

Premises Managers

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

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;

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

Assisters

Health and Safety Coordinators
Health and Safety Advisors
Occupational Health Professionals
Specialist Technical Staff

Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

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

The Health and Safety Coordinator:

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

Employees

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

[including temporary & volunteers]

Employees - Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

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

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

Pupils/students [This section should be drawn to attention of all pupils]

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

All pupils will:

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

Staff Safety Representatives

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

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

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

Arrangements & Procedures for Health, Safety and Wellbeing

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

1. Accident Reporting, Recording & Investigation (See Policy on reporting)

- All accidents should be recorded in accident books which are kept in Reception classroom, KS1 entrance (2 books- 1 taken onto KS1 playground), Y3 mobile.
- Copies of accident report sent home
- Parents telephone phoned, where it is thought appropriate
- Adult accident book kept in office
- Completed forms to be filed in office.
- HT signs and reports to LA.
- Investigation carried out by Leadership Team

2. Asbestos

- Asbestos manual kept outside HT office above photocopier.
- All contractors to have access prior to starting work.

3. **Contractors**

- Buildings surveyor-Trevor Simcox
- Refer to policies for-Contractors, Tendering and Risk Management
- All contractor complete risk assessments with the HT.

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

Staff should refer to the following documents:

- Health and Safety of pupils on Ed.visits
- Safety in PE-Staffordshire guidelines
- Acceptable Use Agreement
- Other specific curricular areas

5. **Drugs & Medications**

In the event of school administering medication, it must be labelled, clearly outlined as to dose, kept in office fridge. Parents sign a form to give permission. Staff sign that medicine has been given.

- *Supporting Pupils with medical conditions Sept 2014*

6. **Electrical Equipment** [fixed & portable]

- It is the responsibility of all staff to visually inspect all equipment and leads when used.
- Testing of portable equipment will take place once every year by an approved contractor
- In the event of any visual defect being present, the equipment must be immediately withdrawn and the Head teacher informed.

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

- The Fire Risk assessment is carried out annually by Firesafe 999
- The Head teacher reviews fire risk assessment with the H&S committee.
- Drills take place termly witnessed by Governors on H&S committee
- Procedures are on display throughout the school-(SEE PROCEDURES)
- Fire extinguishers are maintained annually by Chubb
- The site supervisor tests the alarm and emergency lighting and keeps a record -kept in 'Fire' file outside office.

8. **First Aid (See Accident reporting procedures)**

- First aid boxes located in : Class rooms, Checked and restocked by Mrs McLawrence and reported to Mrs. Mclawrence for ordering
- Ambulance summoned by Mrs. Siddorn or in absence a member of SMT
- Child accompanied to hospital by member of staff.
- Paediatric first Aid held by Miss Feeney / Mrs Attwood/ Mrs Heath
- 3 Day First Aid held by Mrs. Mc Lawrence, Mrs. D. Eardley.
- 1 day Emergency First Aid at work held by Mrs Machin, Mrs Dale

9. **Glass & Glazing**

Glass inspection carried out by LA every 5 years.

All glass in windows and panels is safety glass or has an applied film.

10. **Hazardous Substances**

The school does not store hazardous substances other than cleaning materials which are kept in the cleaners store room, locked away from children?

11. **Health and Safety Advice**

- The school has a policy of seeking advice from qualified professionals in the relevant fields.
- Training and updates will be organised and arranged by the PDC.
- The school will also use personnel services, the LA, and Occupational Health Unit

12. **Housekeeping, cleaning & waste disposal**

The school employs three cleaners to maintain the premises. Wet floor signs are used. All bins are emptied daily, and waste put into external closed containers. Broken glass is wrapped in paper and disposed of. The site supervisor grits paths and removes snow before pupils arrive. Paths are checked by staff for access.

12. **Handling & Lifting**

Staff are discouraged from lifting heavy objects and should always seek advice and assistance when having to move large objects. Training in manual handling is available from Cleaning Services for site supervisor and cleaning staff. Refer to County document-*Manual Handling Guidelines 2002*.

13. **Jewellery**

- The school discourages the wearing of jewellery by pupils. Ear rings must be confined to studs, and must not be worn for games activities and swimming.
- The school advises parents to arrange for ear rings to be done in the summer holidays.
- The school publishes details in the prospectus for parents.

Policy available on school website

14. Lettings/shared use of premises

- The school Lettings Policy outlines the procedures and all potential users must agree to the policy.
- All parties using the premises must familiarise themselves with the procedures for fire, first aid, phone arrangements, and key phone contacts.

15. Lone Working

Staff working alone in school should ensure that all doors are locked and that no-one is allowed entry to the school that is not known to them. The risks of working alone must be judged. The member of staff should inform a relative or friend of their attendance at school.

Alarms must be activated on leaving the building.

16. Maintenance / Inspection of Equipment

It is the responsibility of all staff to visually inspect all equipment prior to use. In the event of any defect being found, the equipment must be withdrawn and faults reported. P.E. equipment is also inspected through an annual contract. Electrical testing of equipment is carried out annually. The site supervisor tests the emergency lighting and fire alarms on a regular basis. Fire extinguishers are tested on an annual basis through a contract with Kiddie Thorn. Records are kept of all these procedures.

17. Monitoring the Policy

- The annual H&S check is carried out by the Head teacher with H&S committee
- The Site supervisor has a programme of checks for building maintenance
- All issues raised by parents are recorded in a file kept in head teachers office

19. Poster on Health and Safety Law

Headteacher is responsible for keeping up to date- displayed in staff room, main entrance and kitchen

20. Personal Protective Equipment (PPE)

[Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary]

21. Reporting Defects

All defects should be reported to the head or deputy. Minor repairs are reported to the site supervisor either through the head or by leaving a note on the site supervisor's book located in the staff room. Remedial works will then be carried out either by the site supervisor or via an approved contractor brought in by the Head. Health and safety is an agenda item at all meetings.

22. Risk Assessments

Risk assessments are carried out by:

- The Head teacher/Leadership
- H&S committee
- Staff taking pupils on educational visits/ arranging in school events
- Subject leaders

Risk assessments are reviewed appropriately.

23. School Trips/ Off-Site Activities(See school policy)

Reference should be made to the school's Visits Policy

- Risk assessment
- County sheet
- School check list

24. School Transport

Currently the school does not have a member of staff who drives a mini-bus. On the occasions when we do access a mini-bus the driver is checked and a risk assessment is carries out.

25. Smoking

The school operates a no smoking policy.

26. Staff Consultation and Communication

The Health and Safety committee is represented by the Premises Committee. The Chair of this committee is also the named H&S Governor. Issues can be brought up at the termly meeting. Staff are encouraged to raise issues and report to the Head. Specific issues can be raised at staff meetings.

27. Stress and Staff Wellbeing

The school seeks to promote the well being of the staff and pupils and regards this aspect very highly. Open channels exist for staff to talk. Pupils can readily approach staff and pupil voice representatives. Circle time is used to promote discussion of issues. The LA has councillors available as do the teaching unions, and staff are aware of the 'ThinkWell' counselling service. Staff have the opportunity to complete the stress survey.

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

Pupils are supervised at all times in school. At play times a member of staff is on yard duty on both yards. Currently

two staff support the infants. Pupils should not be left unsupervised in the classroom or playground. Lunch-time supervisors support the pupils over lunch .

The head teacher and two senior staff, have attended training for Educational Visits co-ordinator. Refer to DFES doc. *Health and Safety of pupils on educational visits.-a good practice guide1998* for guidance on supervision for educational visits. Staff complete a risk assessment for any visit planned and review for establishments that are used frequently.

29. Swimming Pool Operating Procedures (where applicable)

The school uses Chesterton Community Sports College and their staff who are under the LA for safety and procedures.

30. Training and Development

New staff are presented with a copy of the Health and Safety Policy. Training is provided where appropriate. Cleaning staff and caretaker/site supervisor can access training through the county. Other training and development will be made available when needed.

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

Staff who are essential workers should complete the *VDU work assessment form*. This is reviewed and kept with completed risk assessments. They should also familiarise themselves with the appropriate guidelines for VDU users.

32. Vehicles on Site

Restrictions exist for vehicles moving on and off site. Staff should not arrive after 8:40. Vehicles are discouraged from entering or leaving the premises during these times: 8:45 -9:10, and 3:00-3:30, though it is recognised that this may not always be possible. Contractors should consult the policy and discuss arrangements with the head. Parents seeking special arrangements should discuss with the Head. Large vehicles reversing should sound an alarm. Deliveries should avoid the times identified. Parking in 'The Gateway' is discouraged. The school regularly reminds parents over parking responsibly and closely involves the Community Police Officers.

33. Violence to Staff / School Security

The school has recently improved security and has appointed a senior member of staff to take responsibility. Mr. Humphries reports to the Governing Body annually following consultation with the Head. To maintain site security doors should be kept closed. Visitor access is monitored and all visitors are asked to sign the visitor's book on entry and exit. Any incidents of physical or verbal abuse should be reported to the Head teacher. Staff are referred to the DFES booklet *Dealing with Troublemakers published in 1997*. This is located in the Heads' office.

34. Working at Height

Care should always be taken when using ladders and appropriate support and protection taken. Children should never use ladder. Contractors usually bring their own ladders.

35. Water Hygiene

The school caretaker is responsible for routine water checks.

36. Work Experience

All work experience pupils should familiarise themselves with the Health and Safety Policy and related documents. Parent helpers and students will receive a pack with guidelines.

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Taken from the Self Audit:

<i>Section</i>	<i>Progress Required</i>	<i>Actions to be taken</i>	<i>Responsible Person</i>	<i>Target Date</i>	<i>Date completed</i>
<i>D</i>	<i>Are employees using risk assessments to support and enable their day to day activities?</i>	<i>Risk assessments required for some day to day activities</i>	<i>SC</i>	<i>Dec 2016</i>	
<i>H</i>	<i>Have business continuity plans or emergency plans been developed?</i>	<i>Written but needs rewriting following HT and Chair of Gov</i>	<i>SC</i>	<i>July 2016</i>	

		<i>attendance at training Dec 15</i>			
<i>H</i>	<i>Has your plan been tested to assess the adequacy of the plans?</i>	<i>Needs testing</i>	<i>SC</i>	<i>Oct 16</i>	
<i>I</i>	<i>Do you encourage employees to take part in health and wellbeing surveys?</i>	<i>Advertise to staff</i>	<i>SC</i>	<i>Dec 2016</i>	

AGREED NOVEMBER 2016

REVIEW AUTUMN 2017