



**Hallam Fields  
Junior School**

Growing together, Learning together, Achieving together

**HEALTH AND SAFETY POLICY**

**FOR**

**HALLAM FIELDS JUNIOR SCHOOL**

# **STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

## **Statement of Intent**

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department 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 their 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 school's Governing Body.

Name David Brown

Name

Sign

Sign

Headteacher

Chair of Governors

Date

Date

## **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.
- 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.

**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.

### **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 be aware 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/support staff holding positions of special responsibility**

This includes Assistant Headteachers, Curriculum Co-ordinators, Business Manager and Caretaker 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 Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

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

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

Report all accidents, defects and dangerous occurrences to the Headteacher

Set a good personal example.

## **All Employees**

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

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

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department 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/department 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:

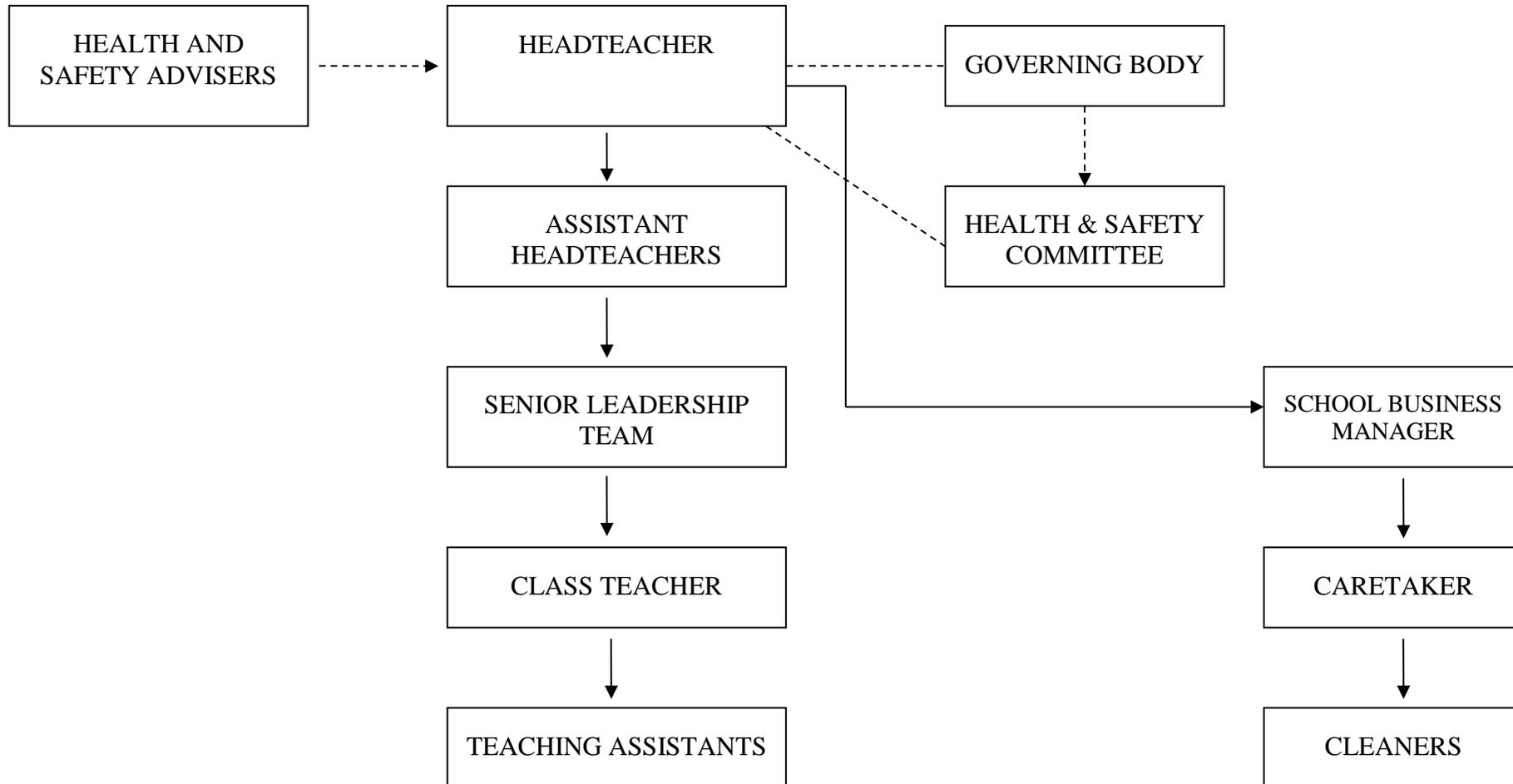
Exercise personal responsibility for the health and safety of themselves and others.

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.

## Organisational Responsibility for Health and Safety



## **Arrangements for Health and Safety**

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

The “arrangements for” list is as follows:-

### **Accident/Incident Reporting**

All accidents and incidents in Hallam Fields Junior School will be reported and recorded in line with the Local Authority accident reporting guidance. In Hallam Fields Junior School all staff will report all accidents to David Brown 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 ‘Health and Safety Guidance’ Folder in the headteacher’s office.

### **Accident Investigation**

Accidents will be investigated by David Brown (or a member of SLT whom he delegates responsibility to) following guidance from the LA. Guidance is available on DNfL and a copy is held in ‘Health and Safety Guidance’ Folder in the headteacher’s office.

### **Administration of Medicines**

We follow the ‘Administration of Medicines Policy’ which is available in the TLC policy folder in the headteacher’s office. The nominated first aid member of staff is Sharron Ashby. All parents requesting any medication to be given during the day are required to fill in a form detailing the medication required and when. This medication can only be administered if prescribed by the doctor, the dosage is 4 times each day and to be given orally. All medication brought into school must be in their original containers clearly marked with the child’s name. Medication for conditions relating to eyes, ears or nose (4 times a day) and can be self administered will also be allowed. Where further information or training is required staff meet with parents / medical staff. An action plan for children with more severe conditions or medical requirements is kept in each class register and in first aid folders.

### **Animals**

Where animals are to be kept in school individual risk assessments will be required. These should take into account; arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangement. Care, obviously, 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**

The school has an asbestos survey which is stored in the red box under the desk in the main school office. The trained duty holder is David Brown.

All workmen are required to sign a document before any work is carried out to the fabric of the building, which notifies them of their duty to stop work if they come across any asbestos, and seek further advice.

## **Communication**

On the staff room noticeboard is a book to report any health and safety concerns. This is checked by the caretaker with issues repaired or reported to the office for outside contractors. The headteacher also checks the book periodically to ensure jobs are being reported / repaired.

## **Consultation with Staff**

Items concerning Health and Safety are brought to the staff in staff meetings as appropriate. Staff meeting / Inset time is also used for training purposes. Any issues which are more urgent are delivered immediately to inform all staff / children.

## **Contractors**

Where the local authority is not used, the School Business Manager ensures that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. This includes checking qualifications / insurance documents as appropriate. Where further advice is required she consults with the headteacher / LA.

## **COSHH**

We employ our cleaning staff through the LA. All substances which are used have COSHH assessments and cleaning staff receive training from the authority. All such substances are locked away from the children.

## **Curriculum Areas**

Arrangements for controlling the risk in specific curriculum areas:

- Design and Technology
- Drama
- Science
- Physical Education, etc
- Art

In secondary schools, departments will have their own safety procedures relevant to the teaching of the curriculum in that area. The school main safety policy should refer to these curriculum areas but not necessarily duplicate them.

## **Disaster Plans**

There is a critical incident plan which is updated and approved by the governing body annually. This is stored in the school office in the red box, and has been shared during a staff meeting. This plan details; plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.

## **Display Screen Equipment**

Where staff or children are using display equipment for a prolonged period of time, advice is sought from the LA, with a workplace assessment being carried out as required. When new equipment is being purchased, account is taken of seating position, height of screen and space to work.

## **Educational School Visits**

In school we follow Derbyshire's system for approving educational visits. This uses the Evolve computerised system. The school's Educational Visits Co-ordinator is Jenny Smedley. All visits are sent to Jenny for approval, before being forwarded to David Brown for his final approval. All residential trips are reported to the governing body for approval, and are submitted to the local authority if required.

## **Fire**

- The duty holder is David Brown
- The fire risk assessment is kept with the fire folder in the red box in the school office.
- Fire evacuation procedures are displayed in all classrooms and throughout the school, they are also included in induction packs and in the staff and supply handbooks. Sharon Siddons will contact the emergency services,
- The testing of the fire alarm is carried out by the caretaker and recorded.
- Termly fire evacuation drills are recorded in the folder in the red box stored in the office.
- Inspection and service of fire fighting equipment, is ordered by the school business manager and carried out annually. A record is kept on file in the red box in the school office.

## **First Aid**

- Name(s) of First Aider(s)
  - Dawn Healy
  - Melanie Limb
  - Sharron Ashby
  - Jane Winsor
  - Victoria Oxley
  - Nicola Thacker
  - Kristina Place
  - Emily Conroy
  - Alison Mulnier
  - Vanessa Gomm
  - Sandra Widdowson

- Anne Marie Riley
- Emma Stokes
- Name of appointed person
  - Sharron Ashby / Victoria Oxley
- Location of first aid box(es)
  - In all year groups
  - Staffroom
  - Office
- Who is responsible for maintaining the contents of the first aid box
  - All staff to report contents needing ordering to Victoria Oxley
- A list of the prescribed contents of a first aid box is kept by the appointed person, who ensures that items are stocked and in date within school.
- In the event of an emergency, Sharron Ashby will contact the emergency services if required
- Parents are notified by note of any minor injury or head bump. Records are kept at school of all incidents. For anything more serious parents are contacted asap to collect their child to take for medical attention.

### **Housekeeping/Storage**

All staff are responsible for ensuring that all walkways are kept clear, and that items are stored correctly. The caretaker is responsible, alongside the cleaner, to ensure all rubbish is removed.

### **Inspection of the Premises**

A full site inspection is carried out with the headteacher and named governor annually to check all elements of the school, and check paper work. The site is checked by the caretaker daily, and includes a perimeter check weekly. Informal checks are carried out by staff on a daily basis in the areas where they are working. Records of all formal checks are recorded in the file stored in the red box in the school office. This includes records of formal observations and actions required, alongside the book on the staffroom notice board, and the health and safety action plan held by the headteacher.

### **Lone Working**

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

We have a risk assessment kept in the headteacher's office for lone workers, and we also have a portable emergency alarm system which contacts the police. One handset is kept by the caretaker and the other is stored in the school office for anyone to access.

## **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.

Staff training will be reviewed annually through the health and safety audit to ensure staff are adequately trained to avoid injury where possible.

## **Mechanical/Electrical**

All electrical equipment is PAT tested in accordance with the requirements. Any new electrical items are tested in the next round of PAT tests. Donated items should be tested prior to use.

## **Monitoring Auditing**

The policy is reviewed annually, unless due to changes there is a need sooner. David Brown will bring the policy to RMC for review. An annual action plan will accompany the policy and be updated throughout the year, and reported back to the RMC three times a year.

All records of monitoring and testing are stored in the folder in the red box in the school office.

Records are kept for

- Fire Alarm Tests
- Fire Drills
- Emergency Lighting
- Portable Electrical Equipment
- Fault report
- Ladders Inspection
- Accident Form
- H&S Training
- PE Equipment
- H&S Faults
- Landlord Visit
- H&S Inspection
- Fire Extinguisher
- Boiler Servicing & Gas Testing
- Burglar Alarm

Five Year Fixed Wiring  
Legionella  
Control of Waste  
Energy Certificate.

The following Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by Derbyshire Schools.

## Health and Safety Plan Monitoring Schedule

### Annual Checks

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

### Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Roger Coupe Caretaker	
Fire Alarm Tests	Roger Coupe Caretaker	
Legionella	Roger Coupe Caretaker	

**Daily Checks (by observation, discussion etc) (delete and amend as appropriate)**

Item	Check By	Comments
Physical Intervention	Class Teacher / David Brown	
PE Safety	Class Teacher / David Brown	
Lettings (Safety)	N/A	
Communication of Health and Safety concerns to all staff	David Brown	

**Termly Checks**

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Charlotte Naylor	
Premises Inspection	David Brown / Named Governor	
Fire Log	Named Governor	
Accident Reports	David Brown	
Fire Evacuation	Named Governor	
Visual Check of Electrical Equipment	David Brown	
Premises Security	Roger Coupe / David Brown	

**Out of School Activities**

The school follows the 'Evolve' system for approving all off site visits. Staff complete the relevant form, and risk assessments before sending them for approval to the visits coordinator (Jenny Smedley), who checks the information before sending it to the headteacher to approve. Any residential trips, or those of a dangerous nature will have further approval from the LA.

## **Premises**

The premises are currently not used by a group outside of normal hours. In the event of this, consideration should be given to what information should be passed to groups who use the premises, etc.

Classrooms/offices.

Plant/Boiler Room.

## **Playground Safety**

The school has a separate risk assessment to cover the playground and the supervision ratios. The risk assessment is filed in the headteacher's office, and a copy is available in the staff and supply handbooks.

## **Risk Assessments**

All risk assessments are carried out and reviewed annually. They are stored in the headteacher's office. Any specific activities deemed to include a risk will have risk assessments drawn up as required. Staff complete risk assessments for all trips which they take children on, these are stored in the school office.

## **Road Safety**

There is a separate entrance for vehicles. The gates are closed at 8.45 as the children enter school, and are closed throughout the day until the children have left. If the children are required to use this entrance at any point then the headteacher makes a decision regarding staffing and will usually keep one gate closed so vehicles are unable to enter the site. We have a crossing patrol at the beginning and end of the school day.

## **Security**

There is one entrance to the school during the school day. This is across the walkway where visitors are required to ring a bell to be allowed into school. They are then greeted by a member of staff who deals with their request or will ask them to sign in.

## **Site Access**

Vehicle access is closed during the time when children are arriving / leaving school. At all times during the school day deliveries need to contact the office to be able to gain access to the car park.

## **Stress Management**

The governing body have adopted the LA's stress policy which is made available to all staff. A copy is kept in the headteacher's office in the RMC policy folder.

## **Training**

Staff training needs are identified through annual audit and performance management meetings. New members of staff follow the induction programme which includes details relating to health and safety.

## **Violence at Work**

The governing body have adopted the LA's Violence at Work policy which is made available to all staff. A copy is kept in the headteacher's office in the RMC policy folder.

## **Welfare Facilities**

Staff toilets are situated in the main building on the top corridor; there is one male and one female toilet. Staff can also use the disabled toilets in both the year 3 and year 4 block. The staffroom is equipped with filtered hot and cold water dispenser, fridge, microwave and toaster on the ground floor of the main building. Visitors are supplied with tea, coffee, milk and sugar.

## **Waste Management**

The caretaker and cleaner are responsible for the removal of all waste. The bins are secured in the car park and are brought up the drive for collection on 3 days (Monday, Wednesday and Friday) during the week. Each classroom is provided with a bin and recycling bag. In the hall there are further recycling points.

## **Working at Heights**

There are kick stools for working at low height stored on the main office corridor, Year 3 and Year 4 classrooms and also a ladder stored in the caretaker's cupboard. A risk assessment for working at height is stored in the headteacher's office. Sharron Ashby Staff training is assessed following health and safety audits.