

MILFORD PRIMARY SCHOOL

HEALTH AND SAFETY POLICY



Vision Statement

'Milford Primary is a community orientated school, centred around the children as individuals. We are committed to helping children work towards their potential as life long learners who care, share, respect and learn in a stimulating environment.'

Spring 2016

1. STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

1.1 Statement of Intent

1.11 This policy statement supplements and compliments the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department.

1.12 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.

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

1.14 In compliance with the Health and Safety at Work etc Act 1974, this school's Governing Body will ensure so far as 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.

1.15 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.

- 1.16 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.
- 1.17 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.
- 1.18 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.
- 1.19 Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
- 1.20 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.
- 1.21 This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Governing Body.

Date Spring 2016

Signed (Chair of Governors) G. Taylor

Review Date Spring 2017

2. RESPONSIBILITIES OF THE GOVERNING BODY

2.1 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.

2.2 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.

3. RESPONSIBILITIES OF THE HEADTEACHER

3.1 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.

3.2 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.

4. RESPONSIBILITIES OF THE TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

4.1 This includes curriculum co-ordinators, the office manager and the caretaker. They 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.

5. RESPONSIBILITIES OF CLASS TEACHERS

5.1 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 the 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 their Head of Department.
- Set a good personal example.

6. RESPONSIBILITIES OF ALL EMPLOYEES

6.1 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.

6.2 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.

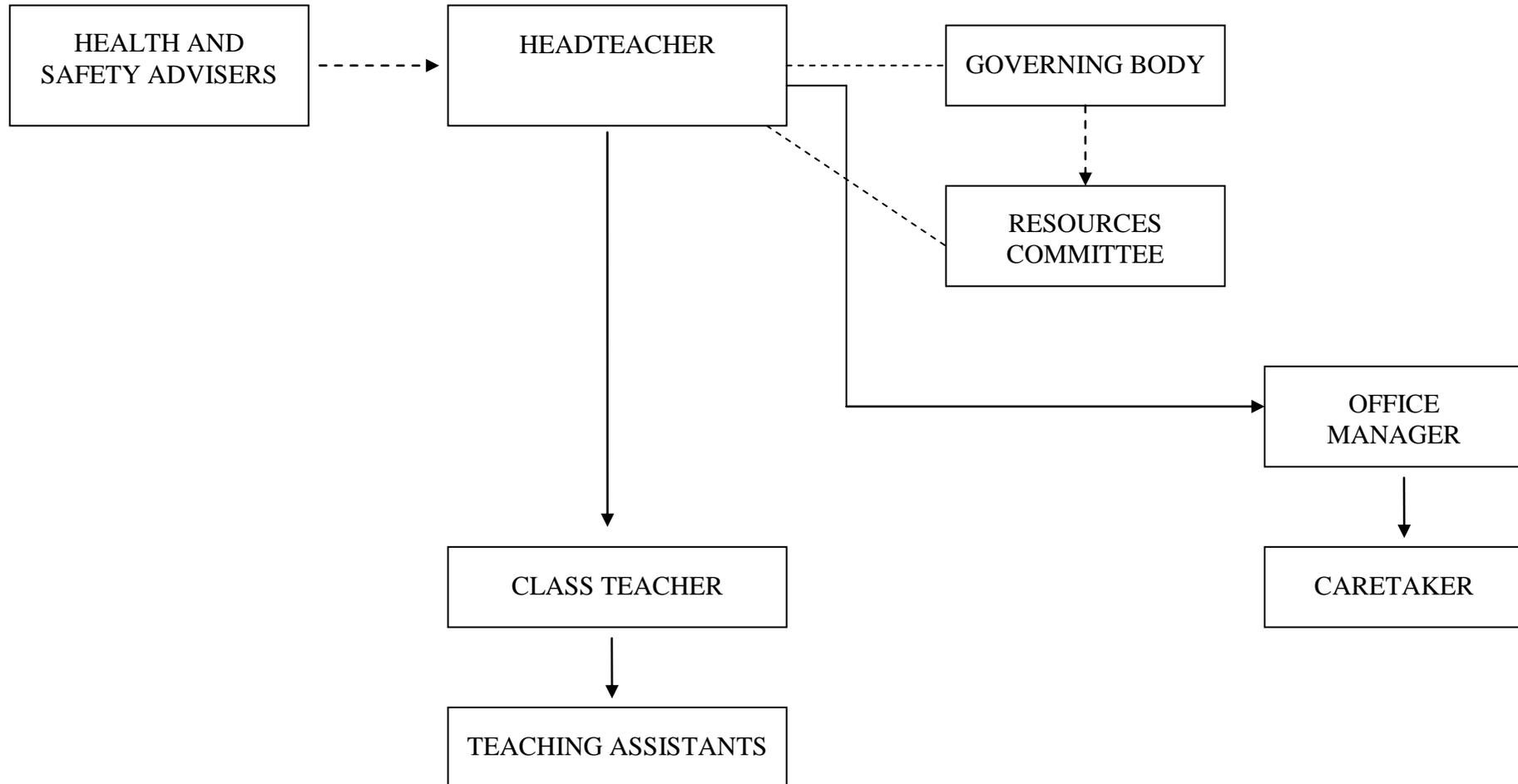
7. RESPONSIBILITIES OF SCHOOL HEALTH AND SAFETY REPRESENTATIVES

- 7.1 The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.
- 7.2 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 Headteacher or Governing Body.

8. RESPONSIBILITIES OF PUPILS

- 8.1 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



9. ARRANGEMENTS FOR HEALTH AND SAFETY

9.1 Accident/Incident Reporting

9.1.1 All accidents and incidents in Milford Primary School will be reported and recorded in line with the Local Authority accident reporting guidance.

9.2 Accident Investigation

9.2.1 Serious incidents resulting in hospital treatment which occur in school or on the playground will be investigated by the Head teacher. Incidents will be recorded in the accident book and the Health and Safety Executive notified as required.

9.3 Administration of Medicines

9.3.1 Administration of medicine will be carried out by First Aid trained staff. Parents must fill in a consent form detailing when and how much medication is required. This information is logged in a folder in the school office.

9.4 Asbestos

9.4.1 There is no known asbestos in school. Contractors have a duty to report any suspected asbestos to the Headteacher. The Headteacher will contact the Local Authority and the HSE. In the absence of the Headteacher, contractors will notify the Local Authority.

9.5 Communication

9.5.1 All defective equipment must be reported to the Head teacher. Health and Safety bulletins will be communicated to staff through the Health and Safety noticeboard.

9.6 Consultation with Staff

9.6.1 An annual Health and Safety inspection is carried out by the Headteacher and the Health and Safety Governor. The results of the inspection will be conveyed to staff for them to comment on.

9.7 Contractors

9.7.1 All contractors undertaking work on the site will be employed through the Local Authority or on the recommendation of others. Evidence of public liability insurance will be requested. Only contractors who have satisfied the school that they possess an enhanced CRB check will be allowed to work in school unsupervised. When at all possible, work will be carried out during the school holidays.

9.8 COSHH

- 9.8.1 All personnel using hazardous chemicals will be appropriately trained. The school has contract with PHS to dispose of biological waste. Other hazardous waste is disposed of by accredited providers based on a best value assessment.

9.9 Curriculum Areas

- 9.9.1 A risk assessment for the use of tools within Design and Technology has been carried out. Staff are required to follow the necessary risk assessments for specific subjects. A risk assessment also exists for Physical Education. Hazardous substances will not be used in curriculum activities. Additional risk assessments will be carried out as needed.

9.10 Disaster Plans

- 9.10.1 The school has a Critical Incident Management Plan. Roles and responsibilities are outlined within this document.

9.11 Display Screen Equipment

- 9.11.1 DSE is situated to allow the best ergonomic suitability for all children. Children and staff will not use the equipment for sustained periods of time (no more than an hour) without a break.

9.12 Fire

- 9.12.1 The fire duty holder is the Head Teacher. A fire risk assessment has been carried out and is held in the Health and Safety Policy folder. In the event of a fire staff and children will leave by the nearest Fire Exit. Staff and children will assemble on the lower playground at the rear of the school. The office manager is responsible for contacting the Fire Service.
- 9.12.2 The fire alarm is tested on a weekly basis by the Caretaker and recorded on a sheet in the Fire Safety folder. It is tested and maintained as necessary on an annual basis. Termly fire evacuation drills are carried out and recorded in the Health and Safety file. Fire equipment is inspected and maintained on an annual basis. The Headteacher is responsible for ensuring any faulty equipment is replaced.

9.13 First Aid

- 9.13.1 All staff in school are first aid trained. Training is updated every 3 years. In addition Cathy Smithyman has received paediatric training. Val Johnson is the appointed First Aider. First Aid boxes are located in each classroom. The office stores all spare First Aid equipment and First Aid boxes for educational visits. The office manager is responsible for updating the contents of First Aid boxes.
- 9.13.2 Should Emergency services be required they will be contacted by the Head Teacher or office manager, in his absence.
- 9.13.3 Parents will be notified in writing if their child has received a head bump during the day. Any other accidents will be relayed verbally by the class teacher / Head teacher. Should a child / member of staff be seriously injured and require the Emergency Services, the next of kin will be informed as soon as is possible.

9.14 Housekeeping/Storage

- 9.14.1 Equipment that is required for curriculum use is stored around the school building. Other equipment that is not needed so readily will be stored in Undercroft 1 and in the storage area below the head's office. The caretaker is responsible for ensuring the Mill gate is locked before and after school. During inclement weather, the caretaker will ensure a small area outside the front door of school is cleared. He will also clear a path through the playground and to the undercrofts. Where possible, grit will be placed on the playground to allow children to play.

9.15 Inspection of the Premises

- 9.15.1 Health and Safety inspections will be carried out each year by the Head and Health and Safety Governor. The findings will be relayed to staff for their comments. The Head teacher will be responsible for acting upon any findings needing attention. The Health and Safety governor will follow up on these findings during the next inspection.

9.16 Lone Working

- 9.16.1 Lone working risk assessments have been carried out. The caretaker will only work at height when there is another member of staff on the premises to help secure the ladder. The caretaker has been made aware of the security policy and understands that he will be made aware of any deliveries before and after school. The caretaker has been provided with a mobile phone to allow communication in case of emergency.

9.17 Manual Handling

- 9.17.1 Manual handling is assessed as part of risk assessments. Staff receive awareness training on manual handling techniques. Heavy items are not stored high up to minimise injury.

9.18 Mechanical/Electrical

9.18.1 All equipment will be subject to a visual inspection prior to use. Any equipment requiring maintenance will be labelled 'Do not use' and the Head made aware. All equipment will be PAT tested on an annual basis. Donated equipment will be PAT tested before use.

9.19 Monitoring Auditing

9.19.1 The Health and Safety policy will be reviewed on an annual basis. It will also be monitored at the same time. The frequency of this may be changed on advice of the Health and Safety governor based on the findings of Health and Safety inspections.

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

Health and Safety Plan Monitoring Schedule *(delete and amend as appropriate)*

Annual Checks

Item	Check By	Comments
Risk Assessments	Health and Safety Governor/Head	
Policy and Management Plan	FGB	
COSHH	Health and Safety Governor/Head	
Review of Procedures	Health and Safety Governor/Head	
Manual Handling of Risk Assessments	Health and Safety Governor/Head	
Accident Reports	Chair of Governors	
Cleaning Staff Procedures	Head	
Record Fire Appliance Test	DCC	
Record PE Equipment Check	DCC	
Check Completion of PAT Testing	Head	
Non Accidental Injury Reports	Head	

Weekly Checks

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

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

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

Termly Checks

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

9.20 Out of School Activities

- 9.20.1 All children attending out of school activities will be supervised by a member of school staff, or another known adult who has been DBS checked.

9.20.2 Adult/pupil ratios will depend on a number of factors:

- The age, sex and ability of the pupils
- The number of pupils involved
- Pupils with special educational or medical needs
- Their previous experiences of being away from school/home and of the activities involved
- The degree of responsibility and discipline shown by the group
- The type of visit and the nature of the activities involved
- The amount of risk
- The location and travel arrangements
- The time of year
- The experience and quality of the supervisory staff available
- Requirements of the organisation or location to be visited
- First aid cover.

9.20.3 Ratios in themselves do not guarantee safety. In all cases, the duty remains with the Headteacher and leader to ensure adequate supervision for the particular group and for the particular activity.

9.20.4 Adult/pupil ratios suggested by Derbyshire County Council are as follows:

EYFS	1:4
KS1	1:6
KS2	1:10

It is recommended that an adult is not left to supervise a child off-site on their own, except in case of emergency or with consent from the parents/carers and knowledge of the Headteacher.

9.20.5 Wherever possible, children will be transported on school trips by coaches provided by reputable companies. Where it is not practicable to use coaches, the possibility of using adults to drive their own cars will be considered.

9.20.6 The feasibility of using teachers or other school staff will be investigated first. In either case, parents should be informed that their child will be travelling in a staff member's car and give consent for this. When it is not possible for a staff member to transport a child, the possibility of using other adults such as parents, grandparents or school helpers may be investigated. Again, parents will be informed and consent sought.

- 9.20.7 In the event that a child is off-site, and a change of circumstances prevents the form of transport being used for which consent has been received, further consent will be sought by text/phone. If consent is not received, but the welfare of other children who also need transporting, and who have consent, or the welfare of the child themselves is compromised, then the Headteacher or a senior teacher will make a decision about how the child should be transported back to school.
- 9.20.8 All adults intending to use their car for the purpose of school activities involving the transportation of children must sign an annual declaration to the effect that:
- their vehicle complies with all Regulations under the current Road Traffic Act and other legislation;
 - their vehicle is fit for the purpose;
 - they have adequate insurance, in respect of its use, which is in force. School employees must ensure that their vehicle is insured for business use;
 - they hold a current UK driving licence and have held one for at least 5 years and have no driving convictions;
 - they are not taking any drugs or medication that could affect their ability to drive under normal conditions;
 - they will not drive under the influence of alcohol or drugs.
- 9.20.9 Relevant paperwork should be brought to school and a copy kept by the Office Manager. Should any of the above cease to be true, it is the responsibility of the driver to inform the school as soon as possible.
- 9.20.10 In all cases, drivers need to ensure that:
- a child is not on their own with the driver, unless they are the child's parent;
 - children will travel in the rear passenger seats;
 - car seats must be used for children under the height of 135cm;
 - their car does not contain any items that might cause injury;
 - a charged mobile phone should be carried;
 - all drivers should carry contact details for school who will then contact the child's parents.
- 9.20.11 DBS checks will be made for all employees of Milford Primary School, as well as for regular volunteers. Occasional/one-off helpers who have not been checked will only be allowed to drive at the discretion of the Headteacher where the welfare of children may otherwise be compromised.
- 9.20.12 Risk assessments are made for all educational visits. See Appendix A for a flow chart showing the processes recommended by Derbyshire County Council for different categories of visits. As recommended by DCC, use will be made of an Establishment Specific Local Risks Assessment, a generic Transport Safer Working Procedure and the local authority's EVOLVE system.

9.21 Personal Protective Equipment

- 9.21.1 The Head will identify the need for PPE with the assistance of the Health and Safety Governor.

9.22 Premises

- 9.22.1 The use of premises outside of normal working hours is rare. All lettings are informed of the location of Fire Exits and First Aid kits. Cleaning is provided by the Caretaker.

9.23 Playground Safety

- 9.23.1 A playground risk assessment is carried out on an annual basis or when there is significant change in the number of pupils in school. The Head is responsible for reviewing the risk assessment. The Caretaker checks the condition of the playground on a daily basis and reports to the Head. The Head notifies staff if it is too dangerous to use the playground.

9.24 Risk Assessments

- 9.24.1 Risk assessments will be undertaken in line with current Derbyshire County Council processes and Health and Safety Executive guidance notes.
- 9.24.2 Risk assessments are checked by the Head and the Health and Safety Governor on a periodic basis. Following checks, a Health and Safety Action Plan is completed to resolve any issues.
- 9.24.3 Risk assessments will be undertaken and made available to all affected staff and volunteers undertaking specific tasks and activities. Where the risk of an activity is deemed to be insignificant – low, the school reserves the right to carry out a dynamic risk assessment, where the outcome will be verbally communicated.

9.25 Security

- 9.25.1 See Security Policy

9.26 Stress Management

- 9.26.1 The real extent of stress-related problems is often hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.
- 9.26.2 It can lead to impaired performance of individuals, increased sickness absence, early retirement and higher turnover of staff. School Governors and the Headteacher need to be aware of the effect stress can have on individuals and the school.

9.27 Training

- 9.27.1 Health and Safety information is displayed on the Health and Safety notice board outside the staff room. New guidance is disseminated to the rest of the staff. Training needs are assessed on discussion with staff and the Health and Safety Governor. Staff training is recorded in the training log. All new staff receive induction in manual handling and safeguarding procedures. New staff also receive support and training in organising educational visits by the EVC.

9.28 Violence at Work

- 9.28.1 See Security Policy

9.29 Welfare Facilities

- 9.29.1 Welfare facilities are inspected regularly by the caretaker. Any concerns are notified to the Headteacher who arranges maintenance/repair. Dangerous items are labelled with a 'Do Not Use' sticker.

9.30 Waste Management

- 9.30.1 The Waste bin is located to the rear of the school. Its location makes it extremely difficult to move in order to aid access into school. Waste is collected weekly, recycling is collected fortnightly. Bio waste is contracted to PHS and is collected in accordance with the contract conditions.
- 9.30.2 County guidance is followed when disposing of hazardous waste.

9.31 Working at Heights

- 9.31.1 All work at heights undertaken is carried out when there is at least one other member of staff in school. The correct step ladders are used and footed by another person. Working at Heights risk assessment has been completed and monitored by the Head to ensure it is followed.

Date Spring 2016

Signed (Chair of Governors) _____

Review Date - Spring 2017