



Shirley Community Nursery and Primary School

HEALTH, SAFETY & STAFF WELL BEING POLICY

Approved by the Resources Committee
as a delegated responsibility on behalf of the Governing Body

Date approved: 25 January 2017

Shirley Community Nursery and Primary School Statement of General Policy on Health, Safety and Staff Well Being

Shirley Community Nursery and Primary School believes that health and safety is paramount in all areas of its school activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Shirley Community Nursery and Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management.
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives.
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives.
- Involving employees, from all levels of the organisation, in the delivery of health and safety aims and objectives.
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment.
- Setting targets and objectives to encourage continuous organisational health and safety improvement.
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team is accountable for the management of health and safety and for the implementation of the school's health and safety policy in its areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Iain Smith – Chair of Governors

Angela Leach- Headteacher

Signature:

Signature:

Date of signing:

Date of signing:

Date to be reviewed: on annual basis

Shirley Community Nursery and Primary School
Organisation and Responsibilities for Health, Safety and Staff Well Being.

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body [Iain Smith Chair of Governors]

The Governing Body will comply with any directions issued by the Children, Families and Adult Services concerning the health and safety of persons on school premises, or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children, Families and Adult Services carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children, Families and Adults Services will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher (Angela Leach)

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.3 Adequate staffing levels for safe supervision.
- 2.4 The delegated responsibility for maintenance of the premises.
- 2.5 The purchase of equipment to meet appropriate safety standards.
- 2.6 The repair, maintenance and testing of school equipment.
- 2.7 The provision of appropriate protective clothing where necessary.
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances.
- 2.9 The funding of necessary safety training for staff.
- 2.10 The arrangements for securing health and safety assistance from a competent source.
- 2.11 The appointment of a business manager and a caretaker.
- 2.12 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any, or all, of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Deputy Headteachers [Hannah Kidney and Suzanne Wernham]

The Headteacher will delegate to the Deputy Headteachers the following duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed.
- 3.2 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- 3.3 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- 3.4 Oversee all arrangements for educational visits and school journeys.

4. Phase Leaders

Phase Leaders are responsible to the Headteacher (via the Deputy Headteacher) for ensuring the application of this policy to all activities undertaken by their Team. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective Teams. In particular, staff holding such positions of responsibility will:

- 4.1 Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and those assessments are monitored and reviewed.
- 4.2 Ensure that appropriate safe working rules and procedures exist within the Team and that these are brought to the attention of everyone concerned.
- 4.3 Ensure that all accidents (including near misses) occurring within their Team are promptly reported and recorded using the appropriate forms etc.
- 4.4 Ensure that accidents are investigated with a view to preventing a recurrence.
- 4.5 Ensure that all staff within the Team are aware of their specific roles in case of fire and/or emergency.
- 4.6 Remove from use and inform the Business Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair.
- 4.7 Ensure that adequate levels of class supervision are available at all times.
- 4.8 Identify specific staff health and safety training needs and inform the Deputy Headteachers accordingly.
- 4.9 Consult with all staff on any matters which may affect their health or safety whilst at work.
- 4.10 Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- 4.11 Resolve health and safety problems referred by members of staff within their team. Any problems that cannot be satisfactorily solved within the team must be referred to the Deputy Headteachers.
- 4.12 Ensure that all pupils are given the necessary health and safety information and instructions, prior to commencing practical activities which may involve some risk.
- 4.13 Ensure that good standards of housekeeping are maintained in classrooms, cloakrooms, corridors and other teaching areas.

5. Teaching Staff [Including supply]

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, P.E. etc. and off site e.g. school trips. Class teachers shall:

- 5.1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 Be aware of the school's health and safety policy.
- 5.3 Ensure that safety instructions are given to all pupils prior to commencing practical sessions.
- 5.4 Know the location of the nearest fire fighting equipment and first aid equipment, and know the emergency procedures in respect of fire/first aid etc.
- 5.5 Ensure that pupils follow school safety rules and that protective equipment is worn where appropriate.
- 5.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- 5.7 Propose for consideration by their phase leader any improvements, which they consider, would improve health or safety standards within the team.
- 5.8 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist, prior to taking school parties off site on educational visits.
- 5.9 Report any defective equipment to the Business Manager
- 5.10 Ensure that good standards of housekeeping are maintained in classrooms, cloakrooms, corridors and other teaching areas.

6. Caretaker (Philip Crook)

The Caretaker is responsible to the Business Manager then the Headteacher. Duties include:

- 6.1 Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.
- 6.2 Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. salting paths, erect barriers around opened manholes etc.
- 6.3 Participating in the termly health and safety inspection, paying particular attention to the building structure, services, access to/from the school, main circulation areas etc.
- 6.4 Ensuring that cleaning staff and contractors are adequately supervised.
- 6.6 Identifying any particular health and safety training needs of cleaning staff.
- 6.7 Ensuring that cleaning staff are not involved in activities outside their limitations.
- 6.8 Ensuring that any personal protective equipment issued by staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 Ensuring that all cleaning staff and contractors work in accordance with safe working practices issued by the school.
- 6.10 Ensure that good standards of housekeeping are maintained in the caretaker's workshop, cleaner's cupboards and other storage areas.

7. Business Manager (Gill Elwood).

Business Manager's role is primarily that of facilitator. The **Business Manager** may take on

certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change.
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advise the **Resources** Committee of any defect in the state of repair of the building, or its surrounds, which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arrange for the repair, replacement or removal, of any item of furniture or equipment, which has been identified as unsafe.
- 7.7 Co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered.
- 7.8 Report to the Head/ governing body any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- 7.9 Liaise with and monitor, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site, to ensure that any risks to the health and safety of staff and others are kept to a minimum.

8. All Employees [including temporary & volunteers]

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. All employees are required:

- 8.1 To participate in the risk assessment process and comply with findings.
- 8.2 To report all defects in the condition of the premises or equipment to which they become aware.
- 8.3 To report all accidents according to the procedures included in Part 3 of this document;
- 8.4 Be familiar with the procedure to be followed in the event of a fire (see Part 3).
- 8.5 To make use of all necessary personal protective equipment provided for safety or health reasons.
- 8.6 Follow all relevant codes of safe working practice and local rules.
- 8.7 Report any unsafe working practices to the Headteacher.

9. Pupils.

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

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

10. Resources Committee

The school has established a Resources Committee, which meets half termly. Health and Safety and staff well being is an agenda item at each meeting. The Committee will monitor the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee includes :

10.1 Headteacher [Angela Leach]

10.2 Governor [Heather Cook]

10.3 Health & Safety Co-ordinator – Business Manager [Gill Elwood] (non voting member)

The Health and Safety governor will submit an annual report to the Full Governing Body for their consideration. As a minimum, the report will contain a summary of accident statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Shirley Community Nursery and Primary School **Arrangements & Procedures for Health, Safety and Welfare**

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

The Headteacher will be notified of any major accident which happens on the school premises. She will report directly to the LA who will advise of any further action.

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses, in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses, must be reported on the standard County Council Incident Reporting Form (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that s/he has seen each IRF (96) form before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. N.B. Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on **01223 699122**
- The IRF96 must be completed and sent to the Health & Safety Team, for absences through accident for periods of 3 days or more (including weekends and holidays), or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal.

2. Asbestos

The Business Manager (Gill Elwood) is responsible for the management of Asbestos, the location of the asbestos survey and the maintenance of the asbestos log. The log will be available to contractors before starting work on the premises.

3. Contractors

The Business Manager in consultation with the school’s Property Manager Peter

McKenny controls how contractors are selected and arranges for the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments and frequency of liaison meetings. The Business Manager is responsible for monitoring contractors' working methods. All contractors are required to sign the County Council's 5Cs Control of Contractors on arrival at the school and before starting any work. Local contractors are used in line with CCC procurement services. All contractors must be from an authorised list and will normally be chosen by the Business Manager in consultation with the school's Property Manager (Peter McKenny).

4. **Curriculum Safety**

It is the responsibility of each teacher to ensure all curriculum activities are safe. Teaching staff are required to undertake written risk assessments in line with school policy. Health and Safety is written into curriculum policies where appropriate. There is a separate policy on "Safety in PE Policy".

5. **Drugs and medication**

There is no legal duty for staff to administer medicine to pupils. However there are exceptions and also that staff have a duty of care to act in *loco parentis*. Requests for staff to administer medicines should be made to the Senior First Aider (Heather Cook). The procedures from the policy on Supporting Children with Medical Conditions will be followed.

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

Electrical equipment, both portable appliances and fixed installations must be inspected and maintained to ensure, so far as reasonably practicable, its safety.

- Only a trained and competent person should carry out any electrical work.
- PAT testing takes place biannually. Records are kept by the Business Manager.
- All electrical equipment is subject to routine periodical visual inspection by the caretaker.
- The Business Manager must ensure that all electrical extension leads comply with BS1363.
- If staff have a concern about an electrical item it should immediately be removed from use and the Business Manager should be informed.
- Staff should not bring any personal electrical items into school.

7. **Fire Precautions & Procedures.**

The Head teacher is responsible for undertaking and reviewing fire risk assessment.

- Fire drills are conducted every term. All users of the school building including the Children's Centre, visitors, any user groups etc. will take part in the drill. The fire bell will be sounded and the children evacuated to the designated fire points on the main school playground. A record of the drills will be kept in the Fire Log Handbook.
- The caretaker will undertake a weekly fire alarm test and a record kept in the Fire Log Handbook;
- Regular inspections of the premises and grounds will be undertaken each term or more frequently if possible. (A fire check list is available in the Fire Log Handbook.)
- The fire fighting equipment will be checked annually by the County Council approved engineer.

- A fire evacuation plan is displayed in each classroom and throughout the building.
- All staff, visitors and volunteers should make themselves aware of the procedures to be followed in the event of a fire.
- If a fire is discovered, the alarm must be sounded.
- On hearing the alarm everyone must leave the building by the nearest safe fire exit.
- Pupils will be instructed to exit in single file in a calm manner.
- TAs will check the toilets.
- The safe evacuation of persons is an absolute priority.
- Assemble in the playground
- The office staff will take out registers and the visitor book.
- Teachers collect registers from the office staff and call the roll.
- Teachers report any missing person to the Headteacher or senior teacher.
- The office staff report any missing visitors to the Headteacher.
- No one is to return to the building until instructed to do so.
- Advice is sought from the County Council's fire officer when necessary.

8. Invacuation Procedure.

- An invacuation drill is conducted once a year.
- All staff and users of the building are notified in advance of the planned drill.
- The signal for the drill is a klaxton siren.
- All children and staff will remain in or return to classrooms for the duration of the drill.
- The main office will close and office staff will relocate to the Business Manager's office.
- Communication with staff will be by internal telephone, e-mail or personal telephone.
- The all clear will be given by the Headteacher via telephone or walking round.
- Further details are in the School's Invacuation Policy

9. First Aid

The following staff completed the full first aid training as recognised by the Health and Safety Executive:

Register of First Aid trained staff as of September 2016

Full First Aiders including paediatric training.

Name	Date of training	Certificate checked	Date for renewal
Heather Cook	Jan 2016	Yes	Jan 2019
Julie Chambers	Jan 2016	Yes	Jan 2019
Tessa Hazle	Sept 2016	Yes	Sept 2019
		Yes	March 2019

Miranda Lomas	March 2016		
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Paediatric trained Fist Aiders

<i>Name</i>	<i>Date of training</i>	<i>Certificate checked</i>	<i>Date for renewal</i>
<i>Anita Kozicz</i>	<i>July 2016</i>	<i>yes</i>	<i>July 2019</i>
<i>Nicola Joslin</i>	<i>July 2016</i>	<i>yes</i>	<i>July 2019</i>
<i>Liz Pickering</i>	<i>July 2016</i>	<i>yes</i>	<i>July 2019</i>
<i>Isabelle Morel</i>	<i>July 2016</i>	<i>yes</i>	<i>July 2019</i>
<i>Lorraine Logan</i>	<i>July 2016</i>	<i>yes</i>	<i>July 2019</i>
<i>Tracey Bryant</i>	<i>July 2016</i>	<i>yes</i>	<i>July 2019</i>

1 Day emergency at work First Aid training

Name	Date of training	Certificate checked	Renewal date
Debbie Webb	March 2014	Yes	March 2017
Kay Thomas	March 2014	Yes	March 2017
Linda Stallabrass	March 2014	Yes	March 2017
Stephanie Farooki	March 2014	Yes	March 2017
Tina Williams	March 2014	Yes	March 2017
Fiona Willis	Jan 2015	Yes	Jan 2018
Yvonne Cleland	Jan 2015	Yes	Jan 2018
Kelly Hales	Jan 2015	Yes	Jan 2018
Sally Chapman	Jan 2015	Yes	Jan 2018

Dawn O'Sullivan	Jan 2015	Yes	Jan 2018
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***Changes to the above lists (in point 9) will be documented as an appendix which will not be subject to GB approval.**

The Senior First Aider (Heather Cook) ensures that First Aiders have a current certificate and that new persons are trained, should first aiders leave.

FIRST AID EQUIPMENT IS LOCATED IN THE MEDICAL ROOM. Basic first aid equipment is available in each class.

First aid 'bum bags' are available for lunchtime supervisors and staff should take them outside when on playground duty.

Designated first aid equipment is available for school trips and visits off site.

Senior First Aider (Heather Cook) is responsible for regularly checking the first aid equipment and ordering equipment as necessary. A check should be made at least once termly.

The First Aid Treatment Record Book for recording details of all First Aid administered is kept in the medical room, Reception classes and the Nursery. The nature of the injury and how it has been treated, should be written on the appropriate page and signed by the person dealing with the injury.

For further details on First Aid please see The First Aid Policy.

10. Medication Policy

The procedures from the policy on Supporting Children with Medical Conditions will be followed. If a child has asthma, inhalers may be kept in class and the procedures from the Asthma Policy will be followed. First response medicines such as epipens are kept in class.

11. Glass & Glazing

All glass in doors and side panels is safety glass. All replacement glass needs to be of safety standard.

12. Hazardous Substances

The Caretaker will keep a record of hazardous substances used for cleaning and complete a COSHH assessment. Any hazardous substances will be kept in a locked cupboard.

13. Health and Safety Advice

Advice is sought from Stuart Wood the County Council's Health and Safety advisor when necessary.

14. Housekeeping, cleaning & waste disposal

The Caretaker is responsible for the arrangements to ensure the premises are kept clean and to minimise the accumulation of rubbish. The caretaker is responsible for the arrangements for wet floor cleaning to minimise the risks of slips; means of disposing of glass and other sharp objects; arrangements for snow shifting, and the

security/location of external waste bins. Clinical waste i.e. nappy bins, soiled dressings are emptied weekly by PHS.

15. Handling & Lifting

The Caretaker is responsible for arrangements for identification of all activities involving lifting/handling; for risk assessments to identify precautions to minimise manual handling tasks; for staff training in manual handling; for school guidelines for specific tasks; for use of lifting aids and for staff suggestions for improvement.

16. Jewellery

On health and safety grounds children are not allowed to wear jewellery in school. See the school's policy regarding the wearing of jewellery (in the uniform guidelines).

17. Lettings/shared use of premises

All information regarding the letting of school premises is to be found in the Lettings Policy.

18. Lone Working.

Staff are advised not to work alone or stay out of hours at school.

The Headteacher will ensure that all staff are fully aware of the risks associated with lone/late working. See Lone Working Policy.

19. Maintenance / Inspection of Equipment

The Business Manager and Property Manager are responsible for keeping a record of what equipment requires periodic inspection, examination, or testing. He/she should list types of equipment e.g. ladders and steps, air conditioning, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, fire alarms and smoke detection alarms, emergency lighting, fire extinguishers, panic alarms etc. Records of the type of checks required, frequency, and who undertakes the checks, must be kept.

20. Monitoring the Policy

The Health and Safety Governor takes part in the termly H&S inspection and reports to the Resources Committee. She will also monitor the accident book and report to governors.

21. Personal Protective Equipment (PPE)

The school provides a selection of protective equipment which is suitable; makes arrangements for periodic checking and maintenance of equipment, and ensures proper use through supervision. PPE will be provided free of charge where risk assessment determines to be necessary.

22. Reporting Defects

Hazards should be reported immediately to the Business Manager who will take interim measures pending rectification and then arrange remedial works.

23. Risk Assessments (RAs)

The Deputy Headteachers are responsible for ensuring RAs are undertaken and for arrangements for periodic review of RAs. Risk assessments are done prior to any

school trip, off site visits and any activity that involves an element of risk.

24. School Trips/ Off-Site Activities

Risk assessments are required for every educational visit. These should be carried out by the teacher responsible for the visit and signed by the Deputy Headteachers prior to the visit. Emergency arrangements, parental authorisation, supervision requirements and first aid provision, should all be planned for prior to the visit and included in the RA, where necessary. The guidance issued by the Local Authority in the Educational Visits folder is followed. See Safety on School Visits Procedure and Guidance.

25. School Transport

If staff use their own vehicles to transport children to sporting venues or suchlike, they must have business cover on their car insurance.

On school trips we use coaches, mini-buses or taxis when seat belts are fitted. Staff ensure pupils use their seat belts at all times when the vehicle is moving.

26. Smoking

To comply with H&S regulations and Employment law the school operates a Smoke Free Policy – see separate policy.

27. Staff Consultation

The Governors' Resources Committee meet every half term and Health and Safety and Staff Well Being is an agenda item at these meetings. Staff are welcome to raise any concerns regarding Health and Safety and Staff Well Being before a meeting.

28. Staff Health & Safety Training and Development

New staff are briefed about Health and Safety arrangements at part of their induction programme and given relevant policies. They are reminded about the consideration of Health and Safety in their daily routines.

29. Staff Well-being / Stress

At Shirley we strive to encourage staff to have a reasonable work/life balance and offer support where needed for difficult personal circumstances. The school takes very seriously the need to safeguard the health and welfare of all staff. If a member of staff is experiencing stress at work they should inform their line manager or the Headteacher. A Staff Well Being survey is carried out periodically by the Resources Committee. Staff Health and Well Being is an agenda item at each meeting.

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

Children in our care should be supervised at all times. Children should not be left unattended in classrooms during breaks. Staff should refer to school policy regarding staff/child ratios. All staff and volunteers in school are required to have up to date DBS clearance in line with the guidance from 'Safeguarding Children and Safer Recruitment in Education' 2016.

31. Swimming Pool Operating Procedures

The school makes use of an off site swimming pool and follows the County Council guidance.

32. Use of VDU's / Display Screens

Staff using computers / VDU screens on a regular basis are required to complete a self audit on their working environment. This audit can be found at.
<http://cye.e2bn.net/e2bn/leas/c99/schools/cye/accounts/swood/web/PDF%20Documents/DSE-%20HSE%20L26-2002.pdf>

Any issues raised from this audit should be brought to the immediate attention of the Headteacher.

33. Vehicles on Site

There is a designated staff car park, with a separate entrance to the pedestrian entrance. Delivery vehicles are requested not to deliver at the start or end of the school day.

34. Violence to Staff / School Security

All exterior gates are kept closed and locked during the school day. There is a controlled door entry system at the front of the school. The controlled entry system is operated by the staff in the office. All visitors should sign in on arrival and will be issued with a visitor's sticker. The gates at Laxton Way and Nuffield Road are unlocked in the morning at 8.40a.m. to allow access to the playground and are locked again at the start of the school day. They are unlocked again at 3pm ready for parents to collect their children from the classrooms. The Nursery and Reception teachers lock and unlock the gates to their playgrounds, at the beginning and the end of the school day.

Staff are required to report any incidents of verbal abuse, or violence to themselves, to the Headteacher who will conduct the necessary enquiries and take any necessary action.

35. Working at Height

Staff are advised that they should not use ladders or work at height without the appropriate training. The Caretaker is responsible for any work conducted at height in the building.

36. Work Experience

There is a co-ordinator responsible for all student placements. All work experience students will be briefed on Health and Safety procedures and the fire drill.

37. Internet safety

The school has the following policies relating to internet safety.

'The E-safety Policy.'

'The Acceptable Use Policy'