

BANWELL PRIMARY SCHOOL

Health and Safety Policy and Arrangements

**Last Update:
November 2017**

**Approved:
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**Next Update:
November 2020**

To be reviewed every three years

It is the policy of Banwell Primary School to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, parents/carers, visitors, temporary contractors, clients and others while working and studying on its premises and outside the school on associated activities.

The school will ensure, so far as is reasonably practicable, that the premises provides a healthy and safe working environment for all students, staff, parents/carers, visitors, temporary contractors, clients and others; there are safe systems of work for all employees and students; suitable and sufficient work equipment is provided; there are adequate welfare arrangements and also that information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

Banwell Primary School recognises its responsibility to provide adequate control of the health and safety risks arising from school or clients activities. When staff, or students operate on behalf of Banwell Primary School, an assessment of risks specific to the school's activities, or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

All governors and school staff must familiarise themselves with the contents of this statement, organisational structure and manual as a source of safety information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive, dynamic role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the Head Teacher or Deputy Head Teacher.

Banwell Primary School commits itself to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The schools competent health and safety representative will provide to the schools management regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the school that a positive health and safety culture is of significant benefit to the good performance and safety of the whole school. We aim to encourage, support and develop a positive and proactive approach for pupils, through risk education and awareness. The organisational structure named below will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the schools strategy, UK or EU law and any changes will be brought to the attention of all staff.

All visitors must sign in and hand their mobile phones in to the office for safe keeping.

In the event of a fire, please report to the shelter on the main playground where the visitors' book will be taken.

ORGANISATION

The Head Teacher and Governors of Banwell Primary School recognise the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

It is important to understand that the Health and Safety At Work Act 1974 places overall responsibility for Health and Safety with the Employer. As a Community School the Employer is the Local Authority (North Somerset Council). The following is a summary of individual responsibilities, their consequent structure and accountability:-

RESPONSIBILITIES

The **Governing Body** has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and the Clerk to Governors will include such matters on the Agenda for all Full Governing Body meetings.

Governors must make sure that:

- In co-operation with the Head Teacher, a Health and Safety Policy is produced that reflects the status of the school and states who the employer is. This policy is regularly reviewed and revised as and when necessary.
- Risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Sufficient funding is allocated and authorised for health and safety issues e.g. major expenditure for maintenance issues, training, provision of personal protective clothing etc;
- Regular health and safety inspections of the premises are carried out at least 3 times per year.
- The Governing Body receives a regular updates of health and safety systems and standards of health and safety from the Head Teacher.
- A positive health and safety culture is established and maintained.
- The Governing Body appoints a Governor to the role of Health and Safety Governor.
- Health and Safety keeps on the agenda by including it intrinsically with business discussions

The **Head Teacher** is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- Developing strong, positive health and safety attitudes among those employees reporting directly to them.
- Making sure that a health and safety culture is also developed with the pupils.
- Making sure that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices.
- If deemed necessary, appointing one or more members of staff to undertake specific duties in relation to health and safety. Acting as co-ordinator for the school on health and safety matters affecting the school. (This post is not to be confused with union appointed safety reps. This is an extra role to enable the Governing Body/Headteacher to effectively manage health and safety.)
- Making sure that risk assessments are carried out on any activity that has significant associated hazards. North Somerset Council recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/ assistant who has the hands-on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards.

- Undertaking inspections of the school premises, plant, equipment and working practices on three times per year. Where necessary implement any changes and improvements. (Some inspection/monitoring can be delegated)
- Providing regular updates to the Governors of the school regarding safety performance. – e.g. How many fire drills have been carried out? How many accidents have occurred? Have any trends been discovered? What risk assessments have been carried out?
- Making recommendations to Governors where Health and Safety funding is required, and to advise on any safety policies that need to be introduced.
- Making sure that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health & Safety Officer for school's (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).

All Staff employed at Banwell Primary School have a legal duty under Health and Safety legislation, in order to achieve this, they must:

- Be responsible for their own Health and Safety.
- Make sure that their actions will not put at risk the safety of other employees, pupils or visitors.
- Be alert to observe and correct, or report any unsafe practices or conditions.
- Maintain a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety matters.
- Make suggestions to improve any areas of Health and Safety especially with their specific working knowledge of an area or task.
- Maintain an active interest in Health and Safety.
- Learn and follow the safe operating procedures and Health and Safety rules, for safe operation and performance of their roles.
- Follow the established procedure if accidents occur.

The Deputy Head, Key Stage Leaders, Caretaker, Bursar, Health and Safety Governor, School Cook are responsible to the Head Teacher for the health and safety of any staff, workplaces and activities under their control. To achieve this their duties include the following:

- Developing strong, positive health and safety attitudes among those employees reporting directly to them and with the pupils.
- Making sure that all staff, probationers/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- Actively encouraging the participation in health and safety and welfare matters of all pupils.
- Making the Head Teacher aware of any training needs.
- Establishing and regularly reviewing Risk Assessments and safe working practices, for activities under their control.
- Taking effective action and/or immediately referring to the Head Teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.

- Making sure that all work equipment items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspection of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
- Checking the adequacy of fire precautions and procedures in liaison with the Head Teacher.
- If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.
- Establish acceptable housekeeping and safe storage standards, of all areas of their responsibility.
- Where relevant, developing a training plan that includes specific job instructions for new, or transferred employees.

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- Making sure that the Health and Safety culture developed within the school is further developed with the pupils, by way of enforcement of health and safety rules. Also by including briefs of health and safety, and referral to specific risk assessments, especially before any hazardous/high risk activities and lessons.
- Making sure that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc.
- Being aware of the risk assessments and seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- Setting an example by personally following safe working practices.
- Making sure that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use.
- Reporting to the Head Teacher or Caretaker any defects in equipment or identified inadequacies in procedures. Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.
- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons – for example the use of equipment in technology lessons.
- Highlighting any training needs deemed necessary to fulfil their role to their immediate line manager.
- Making sure their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.

Any **Trade Union Safety Representative** will be encouraged by the Head teacher to fulfil his/her duties as well as being released for any appropriate training. The Head teacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

The **Local Authority** will:

- Provide a model Health and Safety policy, outlining the clear policy statement, roles and responsibilities and the arrangements necessary to implement the health and safety standards.
- Provide advice to schools and Governors on complying with health and safety legislation.
- Monitor performance of health and safety in schools
- Carry out HSE reporting on behalf of schools on RIDDOR reportable accidents. (For a full range of services refer to the Service Level Agreement)

ARRANGEMENTS

The Governors at Banwell Primary School recognise that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation. Their meetings will also be a key tool in promoting a positive Health and Safety culture.

We will appoint a governor responsible for health and safety matters who will carry out regular Health and Safety Inspections of the school building and its premises. Wherever possible the Caretaker will be invited to attend these inspections. We will also involve the school's H & S Patrol, with appropriate tasks and responsibilities.

The school recognises its obligations to identify arrangements designed to make its safety policy effective.

Recommended items for discussion by Governors under the agenda of Health and Safety are:

- a) Any accidents of note since the last meeting, how many accidents in total and are there any trends.
- b) Any building works/ modifications planned and what are the Health and Safety implications of this project. Whether all the necessary paperwork been completed and the Local Authority's Asset Management team notified.
- c) Risk assessment progress and review
- d) Training needs
- e) First Aid provision/qualifications etc
- f) Any school trips taking place and has this been assessed and authorised
- g) Inspection findings and required actions.

All staff should be made aware of and work within the arrangements set out in the North Somerset online Health and Safety Manual accessed via NSESP.

HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

Banwell Primary School 2017

Detailed below are the arrangements for ensuring that the aims and objectives of the school's Health and Safety Policy are implemented, to secure a safe and healthy working environment.

1. Accident Reporting, Recording and Investigation

- All minor accidents involving pupils should be recorded using the yellow Accident Forms which are located in all first aid kits or from the school office.
- The completed accident forms should be handed to the school office and the details are entered on an electronic Accident Log by the administrative staff.
- All other more serious accidents and incidents, and all accidents involving staff, should be recorded on a North Somerset Accident & Incident Report Form and handed to the Bursar.
- If appropriate, the Bursar will forward these forms to the North Somerset Schools Health & Safety Team.
- Fatal or major injuries must be reported to the Health & Safety Team immediately by e-mail (health.safety@n-somerset.gov.uk) or telephone (01275 884755) and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Dangerous occurrences or dangerous 'near misses' must also be reported immediately by telephone to the Health & Safety Team.

2. Asbestos

- The asbestos survey and asbestos management plan are located in the Asbestos file located in the Bursar's Office.
- Claire Pocock(Head teacher), Jean Duckett(Bursar) & Bob Simmons(Caretaker) have attended Asbestos Awareness Training, and will undertake regular refresher training.
- All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking. The contractors sign and confirm sheet is located in the contractors file in the office.

3. Bodily Fluids & Clinical Waste

All staff notify the Caretaker or Office Staff of any spillages or accidents. These are cleaned using Absorb Powder, antibacterial spray and/or disinfectant –a cleaning kit is available from the school office. The waste is disposed of in accordance with the proper procedures.

4. Contractors and Visitors

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge. On leaving the site they will be required to sign out and inform the Bursar or in her absence a member of staff of the work / actions that have been carried out and any further work that is required.

Before contractors are selected the school will make sure that they not only have a good work record, but also a good health and safety record.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.

- Any changes to the work activities will be discussed with the headteacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

5. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken..
- Details of products used by the cleaners are kept in the cleaning cupboard.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.

6. Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by the Bursar.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective glasses if required specifically for DSE use).

7. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the school office, caretaker, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc) should be isolated and labelled for repair.
- Portable appliance testing is carried out annually by qualified electricians as part of the compliance contract.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The fixed electrical installations are inspected every five years. This is a rolling programme with 20% of the premises inspected each year.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use an extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the school's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

8. Fire and Emergency Procedures

- Each week the alarm will be tested by the Caretaker to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire safety log book.
- Fire drills must be carried out at least three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire safety log book.
- The fire extinguishers and emergency lighting are formally inspected annually. Monthly checks are undertaken by Grahams (Compliance Contractor). Details are logged in the fire safety log book.
- The fire safety log book is kept in the office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, fire fighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils school work along emergency exit routes should be controlled.
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information such as site plans.

If you discover a fire:-

- Operate the nearest alarm call point
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number and any relevant information. Do not hang up until all information has been confirmed.
- Carry out any previously arranged duties to be done in the event of a fire, or go to the nearest assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location and nature of the fire.
- On sounding the alarm the fire brigade will be summoned, if necessary by the headteacher. All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- The use of fire extinguishers to put out a fire is voluntary. Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the front playground against the railings.
- Walk quickly – Do not run
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by the Office Staff and distributed to teachers for roll call
- If there fire brigade have been called there must be clear access to the site by emergency services

Please refer to the Fire Policy and Fire Procedures for further advice and guidance

9. First Aid

- First aid kits are located in the School office, the Sports Hall Kitchen and in every classroom. Two kits are stored in the office and are collected daily by the lunchtime supervisory staff. A kit is also available for trips.
- The Office Staff ensure that the kits are sufficiently stocked and that the contents are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.

- If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

10. Glass and Glazing

It is the responsibility of North Somerset to arrange or carry out a glazing survey of glass in 'critical locations' around the school and for the school to action any findings.

11. Hazard Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. A 'Hazard Reporting' slip should be completed and handed to the school office so it can be logged, actioned and monitored.

12. Infectious Diseases

Please refer to the Guidance on Infection Control document issued by Public Health England and the North Somerset Infection Prevention Control Information stored in the School Office.

13. Lettings

- All lettings must be approved by the Headteacher/Governing Body.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the Lettings Policy for further advice and guidance

14. Lone Working

Staff should avoid lone working wherever possible. If they must attend the site out of normal working hours the must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Do not use ladders or any other equipment that might result in personal injury.

15. Manual Handling

Staff must be informed,

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must not undertake any hazardous manual handling activities.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any hazardous manual handling activities.
- Staff are required to assess any hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and supervision.
- Staff must ensure they are physically capable of safely completing a manual handling task.

- Staff undertaking hazardous manual handling operations.
- A manual handling risk assessment should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff.
They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

16. Medication

Please refer to the Supporting Children with Medical Conditions Policy for further advice and guidance.

17. Online Safety

Online Safety is recognised as an essential aspect of strategic leadership in the school and the Head and Online Safety Champion, with the support of Governors, aims to embed safe practices into the culture of the school. The Head Teacher ensures that the Policy is implemented and compliance with the Policy monitored.

Please refer to the Online Safety Policy for further information and guidance

18. Play Equipment

Gym Equipment

- All staff should check the PE apparatus before use.
- The PE equipment is inspected annually a record of the inspection is kept in the Premises file.

Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment will be checked daily by the caretaker for any apparent defects and particularly for contamination by animals
- The outdoor play equipment is inspected annually by GB Sports & Leisure and a record of the inspection is kept in the Premises file.

19. Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are stored electronically and copies of offsite risk assessments are in the Headteacher's office.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

20. Safeguarding

- The Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy that was last reviewed in September 2016.

Please refer to the Safeguarding Policy for further advice and guidance

21. School Trips/off site activities

The named competent person nominated as Educational Visits Coordinator is the Headteacher.

- Activities will be led by class teachers who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- Pupils will be briefed about the off site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.

22. Smoking

The school is a non-smoking site. This includes electronic cigarettes.

23. Stress

- Governors will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Governors, in consultation with the Head teacher, will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.
- The schools will encompass the Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.

24. Violence to Staff

- The Head Teacher and Governors are responsible for assessing the risks of violence to staff
- Staff must report incidents of violence and aggression to the Head Teacher
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed.
- Appropriate steps will be taken by the Head Teacher to deal with such a situation

25. Water Hygiene

- A copy of the Legionella risk assessment is located on c365 and in the Premises file.
- Graham FM is employed to carry out all the requirements of water testing.
- The Caretaker carries out weekly flushing of little used outlets and cleaning of water fountains
- Graham FM carry out monthly temperature recording

26. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.

- Risk assessments prior to commencement of any working at height activity will be undertaken.
- Most school departments should have access to kick stools, small steps or ladders.
- The Caretaker carries out termly inspections on the ladders and records of this are kept in the Caretaker's file.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the correct clothing and footwear
- Pupils are not permitted to use access equipment
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.

27. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training should be provided if required by the user
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment.
- Personal Protective Equipment must be provided free of charge if required.

28. Work Experience Pupils

A nominated person will provide health and safety induction to work experience students. The nominated person will also carry out the risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider.

The students will be monitored/supervised by the class teacher they are assigned to and liaise if necessary with the nominated person.

29. Workplace Inspections and Premises Risks

The Head teacher and a Governor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Head teacher will ensure that hazards associated with premises are monitored and controlled.

A named Governor will be involved/undertake inspections on an annual basis and report back to the Full Governing Body.