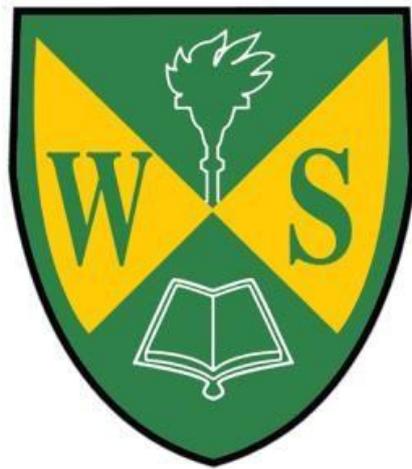


WILKINSON PRIMARY SCHOOL



Health & Safety Policy

REVIEWED ON: 7th February 2022

APPROVED ON: 1st March 2022

REVIEW DATE: SEPTEMBER 2022

Health and Safety Policy

School Name Wilkinson Primary School

CITY OF
WOLVERHAMPTON
COUNCIL

Issue: 1

Date: February 2022

Version Number: 1

Introduction

This policy will ensure compliance with corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are three parts to this Policy: -

1	Statement - Declaration of intent by the Chair of Governors/Headteacher
2	Organisation & Responsibilities - The management structure and defining roles and responsibilities within the school
3	Arrangements - The systems necessary for implementing the Policy (including monitoring and management systems)

Statement of local health and safety intent

Good health and safety management will be an integral part of the operation of the school, the governing body, headteacher, employees, partners and all other people with whom we do business. We will meet all the requirements set out in the corporate health and safety policy.

Wilkinson Primary School will ensure compliance with legal standards/approved codes of practice, along with, where relevant, health and safety guidance provided by the City of Wolverhampton Council (CWC). Wherever possible, and where statutory standards and requirements are not in place, the school will meet best practice standards.

It is furthermore the policy of the school to ensure that:

- We will plan for health and safety within our school improvement planning activity.
- Relevant safety actions are included during the staff appraisal process.
- We will develop and maintain local arrangements and procedures that interpret health & safety legislation and guidance that apply to this school.
- We will review with the Governing Body all progress against our plans and take appropriate action.
- We will provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- We assess and control risks to all school staff.
- All plant, equipment and premises meet appropriate safety standards.
- Appropriate health and safety training is in place for all staff.
- Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- Monitor our performance against plans.
- Share this statement with all staff members.

The school will expect employees to show a proper personal concern for their own, pupils' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Signed by

Headteacher:	Chair of Governors:
Date:	Date:

Organisation & Responsibilities

This section details the organisation and responsibilities required to maintain and continuously improve our school's health and safety management system. The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

The Governing Body

The governing body of Wilkinson Primary School is responsible for the following:

- a) A school safety policy is produced, and the policy is reviewed by Governors, ensuring that the requirements of health and safety legislation are met, that corporate health and safety standards are met, where relevant, and to promote best practice.
- b) Appropriate information, instruction, training, and supervision to assist all staff, pupils, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- c) The safety of plant equipment, buildings, and safe systems of work.
- d) Safe arrangements for the use, handling, storage, and transport of articles and substances.
- e) A safe workplace and safe access and egress.
- f) A healthy working environment.
- g) Procedures for fire evacuation, first aid cover and other emergency situations are in place.
- h) The safety policies will be brought to the notice of all employees.
- i) Ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare are maintained.
- j) Ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, auditing and reviewing of health and safety performance is undertaken.
- k) Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet these expectations.
- l) Ensuring effective communication with the headteacher, the Children and Young People's Service, staff, parents and pupils in respect of health and safety matters.
- m) Ensuring that the governing body and headteacher recognise and set out the roles of specialists (Health and Safety Officers, Education Advisors, Fire Officers etc.) and the means of effectively liaising with them.
- n) Health and safety issues concerning the school are identified and appropriate action taken.
- o) Ensuring effective communication with the Headteacher, staff, parents and pupils in respect of health and safety matters.
- p) Regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated.
- q) Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- r) All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, the governing body will delegate the functions necessary to discharge these responsibilities to the headteacher and senior management team of the school. However, they will ensure that they have adequate monitoring of these functions in place.

The Headteacher

The CWC and School Governors have placed responsibility on the headteacher to achieve the objectives of the health and safety policy. The headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met, within their area of control. The Headteacher will ensure that:

- a) Policies and procedures with regard to health, safety, and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood, and followed by all members of staff, including temporary/supply staff.
- b) Any health and safety matters raised, and guidance from Wolverhampton Corporate Health and Safety, are brought to the attention of the Governing Body.
- c) Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary and are reported to the Governing Body.
- d) Accidents, incidents of aggression, near miss accidents, ill health conditions and dangerous occurrences are investigated and reported according to the Local Authority as well as legal requirements.
- e) Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- f) Training needs are identified, and arrangements are made for those needs to be met.
- g) Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- h) All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- i) Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- j) Any unsafe items which are reported to the Site Manager and any item which constitutes a health and safety hazard are taken out of use.
- k) Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- l) Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- m) Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.
- n) Provide an effective risk assessment process which:
 - o Eliminates accident potential as far as is reasonably practicable.
 - o Regularly reviews and updates risk assessment as appropriate, including post-accident risk assessment.
 - o Conforms to statutory regulations, Local Authority policies and procedures, codes of practice and guidance, and to best practice.
 - o Takes account of individual personal requirements, such as disabled people, individuals with poor literacy skills and those for whom English is a second language.
 - o Pays particular attention to pupils, service users, visitors and contractors who may be unaware of dangers and risks.
- o) Provide the instruction, information, training and supervision necessary to secure the health and safety of all persons under their control.
- p) Ensure that health and safety responsibilities are identified within job descriptions, as required.
- q) Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.
- r) Ensure that the Local Authority and school governors are informed of any breach of health and safety statutory requirements or Local Authority policy.

The Management Team

The management team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the headteacher.

Managers, deputy headteachers, assistant headteachers and any other members of staff with supervisory responsibility will:

- a) Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input are provided, as required
- b) Ensure that health and safety is considered in routine meetings with staff
- c) Identify any employee health and safety training needs and ensure that these are communicated to the headteacher
- d) Ensure that any new staff receive specific health and safety induction training and record that this has been done
- e) Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety
- f) Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the headteacher
- g) Ensure that the headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them
- h) Ensure that all defective equipment or plant is taken out of use or disabled or made safe until repaired or replaced
- i) Ensure that protective clothing or equipment is issued and used where necessary
- j) Ensure that all areas of work are maintained to a high standard of housekeeping
- k) Respond immediately to all hazards brought to their attention by employees
- l) Undertake appropriate health and safety courses.

Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- a) To follow safe working procedures personally.
- b) To ensure the safety of students in classrooms and other areas of the school whilst in their charge and ensure students are provided with health & safety information during lessons as required.
- c) To assist in developing risk assessments and ensuring their classrooms fit for purpose.
- d) To be aware of and to adopt safety measures within their teaching areas.
- e) To request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
- f) To make recommendations to the headteacher regarding the safety of equipment or tools, in particular any equipment or machinery which is potentially dangerous.
- g) To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

Site Manager

The Site Manager will have responsibility for:

- a) Ensuring security of the school site and that the site is clean and tidy
- b) Ensuring that the school fire alarm and equipment are properly maintained and checked regularly
- c) Monitoring of work by contractors on site
- d) Ensuring hazardous substances are suitably stored; the COSHH assessments have been carried out, are up to date, and the safety data sheets are available to staff who need them;
- e) Ensuring all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them or others from being harmed;
- f) Ensuring staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- g) Assisting with carrying out risk assessments on activities undertaken at the school;

- h) Ensuring fire related checks and inspections are undertaken
- i) Using and maintaining in a good condition all personal protective equipment issued by the school.

Educational Visits Coordinator (EVC)

The EVC will have responsibility for:

- a) Following LA approved guidance
- b) Ensuring suitable and sufficient risk assessments are carried out for all educational visits carried out by the school
- c) Attending training courses and ensuring visit leaders are competent and approved to support the planning and running of visits
- d) Undertaking the functions outlined in the DfE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits
- e) Utilising the Evolve recording system.

Employees general responsibilities

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk. Every employee has a legal duty to:

- Take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do.
- Co-operate with their employer in allowing the employer to fulfil their health and safety obligations.
- Correctly use work items or anything provided in the interests of health and safety.
- Not interfere with or misuse anything provided for their health, safety or welfare.
- Provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at Wilkinson Primary School must:

- a) Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies.
- b) Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service users who may not have sufficient maturity or understanding to have due regard for their own health and safety.
- c) Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
- d) Be sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
- e) Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety.
- f) Maintain tools and equipment in good condition, reporting all defects to a supervisor.
- g) Report to a supervisor all accidents, incidents of aggression, work-related ill-health and near misses.
- h) Attend appropriate health and safety training courses and have knowledge of all relevant processes, materials and substances they use
- i) Understand all fire evacuation procedures and the location, position and function of fire safety equipment. Understand the risk assessments in their areas and comply with the control measures arising from them.

Arrangements for health and safety (see local arrangements section)

Document Control

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Headteacher.

Co-operation

Local systems and documentation will be implemented following consultation through our school's health and safety governance meetings.

Communication

Local systems and documentation will be held electronically and in a hard copy format which will be made accessible to staff members.

Communication channels have been established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Line management meetings and staff meetings at site;
- Provision of information relating to safe systems of work and risk assessments;
- Communication of advice from schools Advisors and Educational Officers;
- Communication of health and safety bulletins or information from Wolverhampton Corporate Health and Safety;
- Communication of Wolverhampton Corporate Health and Safety and City Council advice, guidance and policies;
- Communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial Resources

The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate action.

Competence

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning & Prioritising (Setting Standards)

School Health & Safety Plans

School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

Risk Assessments

Job and specific risk assessments will be carried out by staff within the school in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Local Arrangements

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school (see local arrangements section).

Measuring H&S Performance

Active Monitoring

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

The school will receive monitoring inspections from the following:

- OFSTED
- Health & Safety (Wolverhampton Corporate Health and Safety)

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.

Reviewing Health & Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors.

Auditing/Inspecting Health & Safety Performance

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management.

The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff, are aware of them.

Local Arrangements

Appendix 1	Accident & Incident Reporting Procedures
Appendix 2	Administration of Medication
Appendix 3	Asthma
Appendix 4	Auditing and inspections
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Appendix 21	Lettings, external agencies and shared users
Appendix 22	Lone Working
Appendix 23	Moving & Handling
Appendix 24	Missing Pupils
Appendix 25	New & Expectant Mothers
Appendix 26	Noise & Vibration
Appendix 27	Premises and Work Equipment
Appendix 28	Personal Protection Equipment (PPE)
Appendix 29	Physical Restraint
Appendix 30	Risk Assessments
Appendix 31	Security
Appendix 32	Sun Protection
Appendix 33	Viral Illnesses and Pandemics (inc Covid-19)
Appendix 34	Violence
Appendix 35	Waste
Appendix 36	Wellbeing & Stress
Appendix 37	Work at Height
Appendix 38	Work Experience/Young Workers/Agency/Temporary

Accident and Incident Reporting

APPENDIX 1

All accidents to staff and pupils should be recorded in the school accident book. Wolverhampton City Council policy requires that all accidents to staff and accidents to the public; which includes pupils, visitors, clients etc. where the cause of the accident is related to the way we work, the level of supervision, or the condition of our premises, etc. are reported to the Health & Safety Team. (Please note: accidents arising due to a medical condition, are not reportable). Reports to CWC are made via Stat Shelf.

Notifiable accidents/incidents are reportable to the Health and Safety Executive, such as a specified injuries or where a member of staff being absent from work for over seven days due to a work-related accident. Reporting to the HSE is undertaken by the LA and as CWC has a number of statutory duties in relation to accident/incident reporting we urge reports to be sent to the H&S Team within 5 days.

In addition, incidents of work-related violence to staff must also be reported. The H&S Team at CWC is only required to record violent incidents to staff by the public or by other members of staff where the incident is in connection with their work. The following are not reportable.

- Staff on staff incidents (non-school related) – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Staff on public incidents – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Public on public (for example pupil on pupil) incidents – these should be recorded locally as they are outside the remit of health and safety and do not need to be reported to the health and safety team.

Accident Investigation Procedure

All accidents will be investigated, and reasonable measures put in place to prevent a recurrence. The investigation and prevention of accidents is regularly reviewed by the Site Manager, Headteacher and the Health & Safety Governors.

The extent of the investigation should be proportionate to the risk/outcome of the incident.

EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

The school will still be required to keep a record of all-over three-day injuries – this will be recorded on the school's accident/incident form. Copies of reports are maintained in the relevant personal file of the injured.

Administration of Medication

APPENDIX 2

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following guidelines apply:

- Medicine will be administered by qualified first aiders only.

- Only medication prescribed 4 times a day by a doctor will be accepted for administration.
 - The medication will only be accepted with written authorisation from the parent or guardian.
 - The written authorisation must contain clear instructions about the dosage and time of the administration.
 - A standard form will be issued by the school for this permission to be given. The form includes a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.
 - Medication will be administered in the presence of another member of staff.
 - The medication will be stored in a secure place; and kept cool if it is necessary.
 - On school trips, the trip leader will accept responsibility for the administration of medication with the qualified first aider on the visit.
 - This medication policy will be brought to the attention of all parents in the school prospectus.
 - Inhalers are normally outside of this procedure and other arrangements are made such as them being stored in the class room or central location.
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Asthma

APPENDIX 3

Some pupils in the school are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff. Details of all of the pupils in the school who have an asthmatic condition are contained in the school medical register which all staff have access to.

All teachers should be aware of the location of each pupil's inhaler and where spare ones are stored.

Audits and inspections

APPENDIX 4

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by an audit.

Health & Safety Audits are carried out by a Health & Safety Advisor from the LA. The system should be audited regularly and at least once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are aware of them.

Periodic inspections of the schools will be carried out by CREST Education Safety Services.

Behaviour

APPENDIX 5

The school has a separate Behaviour Policy in place. This is updated annually by the Headteacher.

The school policy for handling blood is to:

- Wash hands
- Put on non-permeable disposable gloves
- Clean any wound as necessary and dress any wound if necessary
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin
- Wash hands thoroughly again
- Record incident in the accident book.

Staff are reminded that they must follow their first aid training and report any concerns to the Headteacher.

Control of Contractors

APPENDIX 7

Contractors are appointed through the LA or directly by the school. Method statements and risk assessments will be obtained from the contractors in order to assess their ability to undertake work safely before any work commences.

Contractors are provided with information on any matter that may affect their health and safety while working in the School, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc. All contractors are required to report to school reception where they will be asked to sign in and wear an identification badge.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work. Permits can be by Headteacher with assistance from the Local Authority or CREST Education Safety Services.

Depending on the type of work and the length of time the contractors will be on the school site will determine the type of induction and frequency of monitoring. Should there be problems with the safety standards while contractors are working then this must be reported to the Headteacher (of in her absence the Business Manager or Site Manager).

Control of Substances Hazardous to Health (COSHH) and Flammable Substances

APPENDIX 8

Prior to new substances being purchased a check will be made (by the person requiring the substance) to see if there is a substance which is less hazardous. When new substances are purchased, Safety Data Sheets will be obtained from the supplier and the substance inventory updated.

A substance inventory is in place and is maintained by the Site Manager.

COSHH Risk Assessments are in place.

Hazardous substances should be kept locked away from not in use. Flammable substances will be kept in the locked cabinet in the garage.

Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.

- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the warning symbols on products, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

To be read in conjunction with CWC corporate COSHH assessment guidance.

Communication

APPENDIX 9

Senior Leaders are responsible for disseminating information on health and safety issues. Staff will be made aware of how they can assess information such as outcomes of inspections and risk assessments, and local procedures for health, safety and fire during inductions and at regular update meetings.

Health and safety will also be a regular item on the agenda of meetings.

The Health and Safety Law poster is displayed in the staff room.

Where appropriate, the 'Shared Drive' will be used to communicate health and safety information in order to keep the school staff updated on the preventive and protective measures taken by the School.

A copy of the Health & Safety Policy is located in the Shared Drive.

Inductions will be carried out for all new employees and records retained in the school office.

Staff are reminded of this during induction and during meetings or Inset Days of relevant health and safety information.

Temporary/agency/volunteer staff are given information about health and safety prior to commencing work or on the day of commencement.

Curriculum

APPENDIX 10

Health and safety arrangements for Science, PE, Design & Technology and any other curriculum subjects with increased levels of risks are detailed in individual curriculum statements.

Further advice is available from CREST Education Safety Services.

Staff set a good example in maintaining a safe working environment and enforce discipline within the classroom. Work is well planned in order to prevent accidents.

Display Screen Equipment

APPENDIX 11

All staff who habitually use computers 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, office manager and Headteacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician. Where necessary a contribution towards the total cost of spectacles will be provided. Details of this can be obtained from the Headteacher.

The School Business Manager is responsible for co-ordinating display screen equipment assessments.

Driving at Work & Minibuses

APPENDIX 12

The school will follow the council's driving at work policy.

The School Business Manager will ensure that those persons who drive their own vehicle as part of school business have the appropriate licence, insurance, MOT (if applicable) and tax. The Headteacher, or designated representative, will require staff to access DVLA and give the school a code to enable them to view their licences. Driver's licences will be checked online annually via the Gov.UK website which will be logged in the school office. Any staff member not processing the above will not be permitted to drive on school business.

Vehicles on the school site - vehicular access to the school is restricted to school staff and visitors & only and not for general use by parents/guardians when bringing children to school or collecting them, with the exception of disabled staff/visitors/parents. The maximum speed limit entering the school is 5 miles per hour. The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities a pedestrian gate will always remain open.

Minibuses:

Staff who drive minibuses as part of their work must possess a D1 Passenger Carrying Vehicle (PCV) category on their driving licence where it is a requirement in their job description. Volunteers and other staff members are permitted to drive a minibus under a Section 19 Permit.

If you obtained a full car driving licence before 1997, you will have a D1 (101) entitlement to drive minibuses. However, should this be the case, before you can drive a minibus you must undergo a competency assessment organised through Fleet Management at Culwell Street (tel. 01902 55 1189). – need to check the procedures for this with Culwell Street.

The staff at our school that are authorised to drive a minibus are:

C Gibbon	T Neal
C Duffield	P Cheshire
R Crisp	N Hodges
P Smith	
C Bissell	

The Site Manager is responsible for undertaking daily and weekly checks on the minibus

All defects are reported to the Headteacher.

Where the minibus is fitted with lifting equipment (tail lift) this must be maintained and inspected in accordance with The Lifting Operations and Lifting Equipment Regulations (LOLER).

Educational Off-Site Visits

APPENDIX 13

The school has two trained and competent EVC's in place, they are K. Copson & L. Hammond. A selection of KS1 and KS2 staff are trained and competent in the role of Visit Leader.

The school policy for Education Off Site Visits is to follow LA approved guidelines and to utilise Evolve.

Risk assessments will be completed and documented for all off-site visits.

Electricity

APPENDIX 14

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training.

The School Business Manager will ensure that the statutory 5 yearly check of the electrical system is carried out by a competent person, and that a record of this test is kept.

Electrical socket outlets must not be overloaded. The use of extension leads will be minimised. Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects. Look for signs of burning, damaged cables, loose covers etc. The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager. Records are retained of testing, maintenance and repair to equipment.

The Site Manager is responsible for maintaining an inventory of portable electrical equipment used at school and for keeping this inventory up to date and when new equipment is procured. Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways. Four way extension blocks should be secured to the wall or computer trolley or placed off the floor where possible to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment. The electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

Emergency Management Plan

Appendix 15

The definition of what this plan is for; *'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences'*.

The plan covers:

- ◆ A deliberate act of violence
- ◆ A school fire or laboratory explosion
- ◆ A pupil or teacher being taken hostage
- ◆ The destruction or serious vandalising or part of the school
- ◆ The death or member of staff through natural causes or accidents
- ◆ A transport-related accident involving pupils and/ or members of staff
- ◆ A more widespread disaster in the community
- ◆ Death or injuries on school journeys or excursions
- ◆ Civil disturbances and terrorism

Within the school's plan there is a flow chart which details whom should be contacted in an emergency. This plan will be reviewed annually by the Headteacher.

Fire

APPENDIX 16

Fire safety and evacuation procedures are set out in the School's Fire Emergency Evacuation Plan. This plan also details the responsibilities of staff within the school.

In summary:

- Fire drills will be carried out at least once per term. The time taken to evacuate the school will be recorded. If it takes longer than the recognised time investigate and consider carrying out the drill again. The time should normally be less than two minutes.
- Any faults on the systems to be reported to competent contractor promptly.
- Fire related checks and inspections are recorded in T100.

Regular reporting that these measures are in place is a requirement of the LA, whose role is to monitor and assess levels of risk attached to fire safety in its schools. Schools are required to provide a twice termly return to the Local authority to confirm that appropriate measures are in place. A half termly fire safety check is carried out and the report forwarded to the LA via Stat Shelf.

Registers are taken to the assembly point in order to carry out a roll call.

Trained fire marshals are in place within the school.

All electrical equipment that need not be left on, such as, photocopiers, printers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended. Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

The Site Manager under the guidance of the LA Fire Officer is responsible for ensuring the Fire Risk Assessment is up to date and communicated to staff and shared users of the school site. The fire risk assessment will be regularly updated to reflect changes within the school.

The School has a duty as an employer to assess its requirements for first aid, and ensure that there is adequate provision to meet those requirements.

All support staff have undertaken the one-day Emergency First Aid at Work training. Four members of staff have undertaken Paediatric First Aid training.

In the event of an injury or ill health, the first-aider in the building should be summoned.

Office staff are responsible for ensuring first aid boxes are sufficiently stocked.

A list of the qualified first aiders is available in strategic places throughout the school. All staff, including supply teachers are made aware of the first aiders and their location.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance. If the first aider 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 (a first aider) will be designated in situations where the parents cannot be contacted.

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

There is one sharps box within school. **All** staff have been trained in the use of EPI Pens.

Health and Safety Assistance

APPENDIX 18

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of the Local Authority health and safety department. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

Other relevant agencies such as police, fire service etc. will be asked to provide guidance, advice or inspection as appropriate.

CREST Education Safety Services provided advice and guidance to the school as required.

Information, instruction & training

APPENDIX 19

All employees will be provided with:

- A suitable induction
- Training to carry out their role
- Refresher training as required

Staff are required to sign to confirm that they have read the health & safety policy and understand its contents.

Training records are held in personal folders in a lockable cupboard. The School Business Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteachers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Legionella

APPENDIX 20

The school employs the services of external contractors who provide the school with a Legionella Risk Assessment and water monitoring services.

The Site Manager ensures the water system is flushed at the appropriate intervals and records the test on T100.

Lettings, external agencies & shared users

APPENDIX 21

Shared users of the site will be provided with all necessary information with regards to their health and safety. Other users of the school will in return provide the school with relevant documentation.

Any lettings will be managed by the School Business Manager and Site Manager.

Lone Working

APPENDIX 22

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hours activities - cleaning, maintenance, etc

Lone working is undesirable but in some circumstances it cannot reasonably be avoided. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height or working in the boiler room) is not to be undertaken whilst working alone.

Office Procedure - Where staff are lone working in offices particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder, they must NOT put themselves at personal risk. Where appropriate, ensure their own security and contact the Police or raise the alarm.

Working Off Site - (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the student/family being visited.

Avoid lone working, go in pairs. Managers must ensure they are aware of where their staff are working and the procedures to take should a staff member not return to school.

Moving and Handling

APPENDIX 23

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible.

Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are routine manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required. Where staff have to carry out manual handling operations then the appropriate level of training will be provided. Seeking assistance with the task can often reduce the risks for simple handling tasks. Staff are discouraged from manual handling of heavy loads and should seek help and the appropriate equipment if required.

Staff have the use of a trolley for transporting items around school.

Missing Pupils

APPENDIX 24

If a pupil goes missing and cannot be located, the Headteacher or other senior staff should be informed immediately. The signing-out book and the secretary should be consulted and if necessary a search of the school and local environments should be made urgently. If it appears that the child may have left the school site or have been abducted, parents and police should be informed immediately.

On educational visits it is the responsibility of the visit leader and other staff to maintain a check on pupil numbers and to be aware of the location of pupils at all times. If a pupil goes missing, staff at the venue should be informed immediately, the school and LA contacted.

New and Expectant Mothers

APPENDIX 25

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by the Headteacher once notification of pregnancy has been received.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work. There are facilities within the school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

Noise & Vibration

APPENDIX 26

The school will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection is provided where necessary. The school will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the school to ensure that the noise and vibration levels are as low as possible. Noise and vibration will be considered as part of site maintenance risk assessments.

Premises & Work Equipment

APPENDIX 27

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be retained.

All staff are required to report any problems found with plant/equipment to the Site Manager on a verbal basis or leave messages in the office. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Manufacturer's or supplier's instructions are retained and where necessary staff are provided with sufficient instruction and training in the safe use of equipment.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Curriculum Areas

Curriculum coordinators are responsible for reporting maintenance requirements for equipment in their areas to the Headteacher.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Electrical Safety

See appendix 14.

Welfare

The workplace is clean and tidy; lighting in the workplace is reasonable and suitable toilets and washing facilities are available. Drinking water is available and there is an adequate supply of both hot and cold running water. Suitable facilities are available for rest and for pregnant women. Floors and traffic routes are kept clean, dry and are non-slippery.

Windows can be opened and lower level windows can be safely cleaned. Pedestrians and vehicles are separated at the main entrance with pathway leading to the main reception. Doors and gates are suitably constructed and incorporate appropriate safety device.

Play Equipment

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved RPII contractor.

A visual inspection of fixed outdoor play equipment will be carried out by the Site Manager; a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RPII).

Smoking

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes.

Personal Protective Equipment

APPENDIX 28

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment. Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines. Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the Headteacher or School Business Manager.

Physical Restraint

APPENDIX 29

The school will follow the Department for Education guidance 'Use of Reasonable Force' to give clarification around the use of force.

Risk Assessments will be undertaken should the need arise relating to physical intervention. Training must be undertaken prior to using any intervention strategies. Intervention training should be recorded and refresher training must be carried out in accordance with the training provider's recommendations. Training providers should be accredited under the BILD (British Institute of Learning Disabilities) National Physical Intervention Scheme.

All incidents where a physical intervention has been used must be recorded. Other information e.g. factors which may have triggered the event, must be used to review any risk assessments and management plans.

A separate policy is in place which is updated annually.

Risk Assessments

APPENDIX 30

Wilkinson Primary School will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

The Headteacher is responsible for ensuring that risk assessments are in place for activities with significant risk and for appointing a sufficient number of risk assessors in order to assist in carrying out the assessments. Risk assessments should be carried out by trained, competent staff.

Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that is considered necessary.

Risk assessments are reviewed at least annually or when there has been a significant change or accident/ incident.

Risk assessments are shared with staff as part of the consultation process and are available to view on the Shared Drive.

Security

APPENDIX 31

The school is secured throughout the day. Doors are not left open where this would allow access to intruders. Access to the school is controlled.

Visitors.

- Visitors to the school are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc., should sign in using the Electronic screen at reception. The school issues badges for all visitors.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.
- Visitors should sign out at the end of the visit.

Valuable equipment.

- All valuable equipment should be security marked and an inventory compiled and maintained by the school secretary.

Personal property.

- Staff are responsible for the security of their own personal items. Staff are provided with lockers and are encouraged to store valuables securely in these.
- Pupils are discouraged from bringing valuables into school
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

Cash handling.

- The school has a safe in which cash should be stored. The largest amounts of cash are likely to be the regular collections of dinner money. Provision is made for a security company to handle cash on behalf of the school. Cash should not be stored on the premises for longer than necessary.

Intruders.

- In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- All legitimate visitors should be identifiable from intruders by their visitors' badge.
- Parents should not enter the building without reporting to the office.
- If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- If the intruder appears threatening or dangerous the Headteacher or another senior member of staff should be sought. If necessary evacuation procedures may be called upon if this situation is likely to make the situation safer. Police should be called as soon as possible. The safety of pupils is paramount and they should be moved from the presence of the intruder immediately.
- The school have a 'lock down' system in place. Lock down buttons are located in the following offices:
 - Headteacher's Office
 - Deputy's Office
 - Interview Room
 - General Office

Sun Protection

APPENDIX 32

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood, can double the risk of skin cancer.

This school has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

At Wilkinson Primary School we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education:

- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:

- Where reasonably practicable children will play outside out of direct sunlight.

Shade:

- The trees provide summer shade
- Canopies

Clothing:

- Pupils are asked to bring in appropriate clothing i.e. sun hats.

Sunscreen:

- Children encouraged to, have sun-cream applied by parents before school.
- Children allowed to, bring sun-cream in but where possible apply it themselves. Staff will assist where required.
- Sunscreen use will be encouraged on school trips

Viral Illnesses and Pandemics (including Covid-19)**APPENDIX 33**

Some infections such as some strains of Influenza, SARs or the Coronavirus (Covid-19) are highly infectious viral illnesses that have the capacity to spread rapidly. When a new viral strain emerges, one of the following situations may occur:

- A serious epidemic - where a disease infects a significantly greater number of people in the area than is usual, or
- A pandemic – which is an epidemic of global proportions

Such an illness will spread rapidly because people will not have any natural resistance to it. It is difficult to predict the scale, severity and impact of a serious epidemic or pandemic, but research suggests that in the case of a pandemic, it could affect the entire country and that up to half the population could develop the illness. There could also be more than one wave of the illness. During a serious viral epidemic or pandemic, Wilkinson Primary Schools overall aim will be to encourage our staff, pupils and other stakeholders to carry on as normal if they are well, while taking additional precautions to protect them from exposure to infection and to lessen the risk of spread to others.

In terms of business continuity, this means that we will seek to sustain our core business and services as far as is practicable and therefore we will continue to operate largely within our existing policies and procedures. However, the School recognises that during such times, some additional provisions will be required to support our staff, pupils and other stakeholders. Advice received from government agencies will be followed during epidemics and pandemics. Separate documentation relating to an epidemic or pandemic will be made available to staff, pupils and other stakeholders.

The school has a detailed Covid-19 Risk Assessment in place and regularly updates this in line with Government and Local Authority Guidance. The risk assessment details the hazards within school and the control measures we have put into place such as, creating one-way systems, staggered times for break and lunch, additional cleaning, the provision of hand sanitising stations and the provision of Personal Protection Equipment. A copy of the school Risk Assessment is located on the school website.

Violence**APPENDIX 34**

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported to the LA using Stat Shelf. Incidents are investigated by the Headteacher in order to prevent a recurrence of a similar incident.

Staff with responsibilities for undertaking risk assessments must consider activities that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

Waste

APPENDIX 35

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

External refuse bins are stored away from the building in a lockable bin store in the rear car park area.

The Nursing Service is utilised for changing the sharps box.

Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

Wellbeing and Stress

APPENDIX 36

The school are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the Headteacher operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with her.

All staff have 'One to One' meetings with the Headteacher, at least twice annually.

Regular team meetings are held, where staff are encouraged to voice their opinions and raise any concerns they may have. The school participate in health checks for staff and occasional exercise sessions.

Staff absence is monitored and the Headteacher holds 'back to work' interviews following staff absence.

By its nature employment will bring times of stress and pressure to employees. Governors and the Headteacher have a duty to minimise levels of stress caused by work and assist staff in maintaining work / life balance. Life events can also contribute to levels of stress and anxiety.

All staff are encouraged to discuss situations when they feel that the level of stress they are feeling is detrimental to their health and wellbeing. All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to staff who need it.

Working at Height

APPENDIX 37

All work at height will be risk assessed, planned and carried out by competent persons using the most appropriate work equipment which is properly inspected and maintained. Work at height will be avoided if possible.

When working at height for short durations (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs or tables to do this. The Site Manager has been provided with a Teletower and has received training.

Staff will be provided with information and instruction in the use of step ladders to ensure that they are aware of the correct use.

The Site Manager checks steps and ladders on a termly basis.

Work at height will not be undertaken whilst lone working.

The Site Manager has received steps and ladders training.

Young and Inexperienced Workers (including Work Experience) APPENDIX 38

A 'young person' is defined as anyone who is under 18 years old.

The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. Risk assessments for work activities will be carried out for every young/ inexperienced person before they start work.

Young people are likely to need more supervision than adults. Good supervision will help us as a school get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training. Induction and training will be tailored to the tasks the person will be undertaking.

Work experience:

Our school do have students on work experience and understand we have the Secondary responsibility for the health and safety of the student and should be managing any significant risks. Risk assessments, induction and training will be provided, and a member of staff assigned to the work placement student as a Mentor.

Temporary Workers:

All agency or temporary staff will be given a brief induction covering fire procedures, first aid, accident reporting and welfare arrangements. In addition to this, risk assessment that relate to the staff members area of work will be covered.
