



Cherry Tree Trust

Firbank Road, Manchester, M23 2YH Tel: 0161 437 2872

Health & Safety Policy



This policy is read and updated annually and is used in conjunction with the Health and Safety Audit completed annually.

Health and Safety walks completed ½ termly.

Document Control	
Title:	Health & Safety Policy
Date:	May 2016 Reviewed Nov 2017
Supersedes:	Version 1
Amendments:	Head of School identified as lead in NGPS, CPOMS to record actions, reports to Governors process, staff updated, additional criteria / descriptions
Related Policies / Guidance:	Whole School Risk Assessment, Fire Risk Assessment, First Aid Policy, Equality Policy, Educational Visits Policy, Asbestos Policy, Compliance Monitoring in Council Buildings
Review:	Nov 2018

Approved by: [Name]

Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

Newall Green Primary School - HEALTH & SAFETY POLICY (Version 2)

ABBREVIATIONS

The following are used in the policy:

AfPE – Association for Physical Education

ASE – Association for Science Education

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

RIDDOR – Reporting of Injuries Diseases Dangerous Occurrences Regulations

VLE – Vocational Learning Environment

SCHOOL – Trustees of Cherry Tree Trust, Governors of Newall Green Primary and all staff linked to both.

CONTENTS

Part A – General Statement (Indicates the schools commitment to Health & Safety.)

Preamble

Statement of Policy

Part B – Organisation (Summarises the responsibilities to give effect to health and safety.)

Governors

Headteacher

H&S Coordinator

Head of Department/Faculty

Accredited Safety Representative

Employees (General)

Caretakers & Cleaners

Volunteer Helpers

Students

School Structure & Lines of Communication

Part C – Arrangements (Provides the detail on how school will ensure safety.)

General Arrangements

1 – Accident/Incident recording/reporting

2 – Asbestos

3 – Computers

4 – Contractors on Site

5 – Consultation with Employees

6 – Competency

7 – E Safety

8 – Electrical Safety

9 – Fire

10 – First Aid

11 – Hazardous Substances

12 – Induction

13 – Infectious Diseases

14 – Manual Handling

15 – Medical Needs

16 – Noise

17 – Risk Assessment

18 – Security

19 – Safeguarding

20 – School Trips

21 – Transport

22 – Water Assessment

23 – Wellbeing

24 – Work at height

25 – Work Related Learning/Work Experience

PART A - GENERAL STATEMENT

PREAMBLE

This policy is produced in respect of Newall Green Primary School only and is supplemental to the Council & Departmental Safety Policy Statements.

STATEMENT OF POLICY

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

1. plant, equipment and systems of work are safe and without risks to health.
2. the handling, storage or transport of articles and substances will be safe and without risk to health.
3. information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. the site is maintained in a safe condition and without risks to health.
5. access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
6. a working environment is provided that is safe and without risks to health.
7. there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

Signed *Signed*

Chair of Governors Date..... Headteacher Date.....

OR

Signed *Date.....*

Chair of theCommittee on behalf of that Committee following Approval of the Policy by the Committee at its meeting

Dated

Next Review Date: October 2018 (every 2 years)

PART B - ORGANISATION

TRUSTEES OF THE CHERRY TREE TRUST

The Trustees will ensure that:

- a) Competent Health and Safety advice is obtained to support the school management
- b) A H&S policy is in place and that the policy is reviewed annually;
- c) Risk assessments of work activities are undertaken and a written record of the assessments kept;
- d) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- e) Regular safety inspections, take place in line with the Compliance Monitoring in Council Buildings
- f) A positive H&S culture is established and maintained.

EXECUTIVE HEAD TEACHER

The Executive Head Teacher will ensure that:

- a) Competent health and safety advice is obtained to properly assist the school management to comply with its health and safety obligations.
- b) A Trust policy is presented to the Finance and Buildings committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- c) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid;
- d) Safe systems of work, identified from risk assessments or to comply with national standards/ guidance, are monitored to ensure they are being followed and are effective;
- d) Information and advice on health & safety is acted upon/circulated to employees and governors.
- e) Advises the Head of School and Governors of their responsibility in monitoring and compliance;
- f) Regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- g) An report is produced termly that summarises accident/incidents that have occurred, what health and safety specific policies and risk assessments have been revised and any significant health and safety issues that have been identified;
- h) Employees are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) Delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

H&S COORDINATOR

The H&S Coordinator will:

- a) receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation;
- c) in consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) carry out the regular safety inspection.

SENIOR MANAGERS

The Senior Manager will:

- a) ensure that H&S is addressed at phase meetings.
- b) assist the H&S Coordinator in identifying competent persons/carrying out risk assessments;
- c) ensure that H&S requirements, e.g. staff training, are adequately catered for in the phase on induction of a new member of staff
- d) ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.

EMPLOYEES (ALL)

All employees must:

- a) take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;

- b) report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) not misuse anything provided for health and safety purposes;
- d) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- e) cooperate with management in respect of complying with H&S requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council and the school do not hold insurance to cover use of private vehicles.

SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

VOLUNTEER HELPERS

Have the same duties as those indicated for employees.

STUDENTS

(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)

Students are expected to:

- a) comply with school rules relating to general behaviour;
- b) take note of and comply with information provided for safety with regards activities undertaken;
- c) in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) not to misuse anything provided for H&S reasons.

SCHOOL STRUCTURE AND LINES OF COMMUNICATION:
CHEERY TREE TRUST
GOVERNING BODY
GOVERNORS H&S COMMITTEE
EXECUTIVE HEAD TEACHER
H&S COORDINATOR
EMPLOYEES
SENIOR MANAGERS (HEADS OF AREAS/ DEPARTMENTS/FACULTIES)
VOLUNTEERS
ACCREDITED HEALTH AND SAFETY REPRESENTATIVE

PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – STUDENTS – All accidents to students involving injury are to be recorded. This will initially be by using the standard sheet available either in the EYFS, KS1 or KS2 carbon copy sheets. These sheets will be collected termly by Kath who will then monitor the accidents to see if there is a common theme that needs addressing.

In addition any reportable incident will immediately be input on to the reportable incident form which Kath has in the office.

Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

1.2 – STAFF – All accidents to staff are to be recorded via Kath in the main office.

NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information.

1.3 – VISITORS – All accidents to visitors other than students are to be recorded and this will be done by inputting information on the form that Kath has in the office.

NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed and reported to the head teacher so that the situation can be assessed to prevent future incidents.

1.5 – BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be recorded by logging onto CPOMS under Behaviour and the relevant category.

2 – LEGIONELLA & Legionnaires 'Disease

Newall Green Primary school will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

The School will ensure that:

Relevant risk assessments are carried out and that control measures are implemented by Cleartech.

The School site manager- Robert Brownhill is the nominated competent person for Legionella on the premises and acts on behalf of the School to provide the necessary competence to enable Legionella to be managed safely.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with H&S requirements. He will advise the heads of school/ CEO (Chief Executive Officer) of any condition or situation relating to Legionella which may affect the safety children or staff.

Records are kept for each water outlet of flushing and testing and any disinfection procedures by Cleartech and site manager.

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

The school water assessment register is kept in the School Office.

3 – ASBESTOS

Include which of the following applies

A survey has been undertaken of the school to identify asbestos and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in two type of list at the front of the Asbestos Management Plan (AMP). The AMP is kept in the office and condition checks as necessary are carried out by the caretaker/H&S Coordinator before any changes or building works commence.

NB All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

Any building contractors or contractors who might need to access roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed and will sign to confirm they have been made aware. See building contractor sign in sheet.

4 – COMPUTERS

All computers in use within school, whether PC's or Lap Tops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

4.1 – COMPUTER WORKSTATION ASSESSMENTS - Any employee who is classed as a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis.

4.2 – LAP TOP COMPUTERS - A lap top is not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the lap top then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the lap top up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

5 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

5.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

5.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;
- c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

5.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Campus/Site Manager.

b) Before any work is commenced, it is essential that the Site Manager is made aware of

- i) what work is to be undertaken,
- ii) where the work is to be carried out,
- iii) an indication of the likely timescale,
- iv) what equipment is to be used,
- v) what services are required.

c) Before work is to commence, the contractors must be advised by the Site Manager

- i) where they can gain access to services,

ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the Fire Assembly Point.

iii) any particular problems with the work, e.g. access may still be required to the area.

d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.

e) The contractors must be advised who to contact on site if they have a problem.

5.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre meeting will take place and the Head Teacher will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

6 – CONSULTATION WITH EMPLOYEES

The school complies with the H&S (Consultation with Employees) Regulations 1996 by having H&S as a standard item on the agenda of staff meetings at least once a term

7 – COMPETENCY

All employees appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for health and safety there is additionally a competencies list for each role which identifies what H&S Competencies are required. Employees appointed to the roles will be assessed against this list and where competency requirements are not already met, how the person will be made competent must be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

8 – E-SAFETY

The school has separate policies for 'E-safety' and 'Acceptable Use', copies of which can be found on the School Website. These policies indicate there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

9 – ELECTRICAL SAFETY

The school has fixed electrical installation checked and certificated once every 5 years in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested annually.

10 – FIRE – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Personal Emergency Evacuation Plans (PEEP's) are written for those children who require help with this process.

10.1 - FIRE DRILLS - Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out every half-term. Planned fire drills may however be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption.

10.2 - FIRE ALARM – The school has a modern fire alarm system incorporating detection and break points. The fire alarm is sounded at 3.30pm on a Tuesday each week to ensure that it is working and can be heard throughout the school.

10.3 - FIRE EXTINGUISHERS - Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are visually checked, by the caretaker, to ensure that they are in position and that the pins are in place.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

11 – FIRST AID (Please refer to First Aid Policy for further information)

The school has been assessed as a low risk in terms of first aid requirements and will have a minimum of two first aid at work qualified first aiders on site during the normal school day. The contact details for which are displayed or are available via the office. The following are the general principles followed.

11.1 – FOLLOWING AN ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the student will be kept under observation. If concerns increase however medical attention may need to be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

11.2 – RECORDING - Any accident where first aid is administered to students is to be recorded initially on the carbon copy form.

11.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all employees/adult visitors on site.

11.4 – INJURIES INVOLVING BLEEDING - Employees dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in the first aid box.

12 – HAZARDOUS SUBSTANCES

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The school COSHH assessments are kept in the Curriculum Areas and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances they should initially speak to their Line Managers.

13 – INDUCTION

All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains specific information to them on health and safety. Staff will also be provided with a general induction checklist which they will need to complete during their first year and each area will supplement as appropriate.

14 – INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised within the leaflet, 'Guidance on Infection Control in Schools and other Child Care Settings', which is held by the H & S Co-ordinator.

15 – MANUAL HANDLING

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All employees must also ask themselves the question, when considering undertaking any manual handling operation, can I move the objects where I need to safely and without risks to health? Where employees feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance. Staff are made aware of the regulations through HSE Guidance 'Manual Handling at Work' document.

15.1 – MANUAL HANDLING – STUDENTS – All students who may need to be lifted or supported for medical needs are to be risk assessed by completing the manual handling assessment form. All students who require 'Team Teach' will have a risk assessment and Social Emotional Plan (SEP).

The need for training will form part of the risk assessment but all employees with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

16 – MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with its approved medical procedures.

17 – NOISE

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their Line Manager.

18 – RISK ASSESSMENT

There is a generic school risk assessment which covers the main hazards associated with the operation of the school whilst schemes of work contain safe practice relating to teaching activities.

Where supplemental risk assessments are required they will be specific to an activity, added to more general assessments, e.g. COSHH, Manual Handling etc. or will be student specific. These are kept in the Executive Head's Office Risk Assessment file, checked annually or as required.

19 – SECURITY

The school site has been risk assessed against the following criteria, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to students. If employees have any questions on Security they should initially speak to their Line Manager.

20 – SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All employees need to be aware of the policy, a copy of which is kept in the office and can also be found on the school website.

21 – SCHOOL TRIPS

The school undertakes a mix of school trips in line with its approved school trips procedures which are on in the policy file. All local trips are to be approved by the Executive Head or Head of School, these are short duration trips, inter school activities or local trips, e.g. to library. Any trip away from site overnight must be approved by the CEO and must be notified to the Council using the Residential School trips form. Notification is required a minimum of two weeks in advance of the trip.

22 –TRANSPORT

The options for transporting students are either by coach, taxi or mini-bus. When a member of staff transports a child ideally another adult should be present or if this is not possible the child should travel in the rear of the car using the appropriate age related car / booster seat and seatbelt restraints.

22.1 – Use of Employees vehicles – Employees can transport students/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use. Employees must follow the lone working policy when they are transporting children.

22.2 – Use of School Minibus - Employees who hold an up to date Minibus Driver Assessment Scheme (MIDAS) Certificate approved by the school or holders of a clean driving licence class D1/ D1E are allowed to drive a minibus.

22.3 – Use of Professional Transport - The transport and driver are hired in from a reputable source. This is the usual practice for school trips.

22.4 – Parents Transport – If needing to use this option the parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s) /daughter(s) /ward(s) are required to be there at that time.

23 – WELLBEING (Please refer to Equality Policy for further information)

The wellbeing of employees is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employees team as a whole.

All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support employees' wellbeing

24 - WORK AT HEIGHT

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following advice outlined in HSE 'Safe Use of Ladders and Step Ladders' is provided to all staff.

25. – SPECIALIST OPERATIONS – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders. Risk assessments must be completed and signed off before any 'specialist operations' can commence.

26. OFFICES – ADMIN

The admin offices and associated facilities have been assessed as low risk. The activities mainly being sedentary.

The Office Manager will ensure health and safety is a standard item on team meetings .

27. - SITE MANAGEMENT

The Site Management Area has been assessed as a higher risk area. Activities undertaken include cleaning, opening/closing, DIY and maintenance tasks, grounds maintenance and portage.

The Site Management team are given the necessary training and advice to complete these tasks safely and competently. Their performance is monitored through Appraisal / Performance Management processes (see Appraisal / Performance Management Policy).

Weekly buildings meetings monitor works taking place, future works planned, costings of works, training needs and suitable work wear and tools.