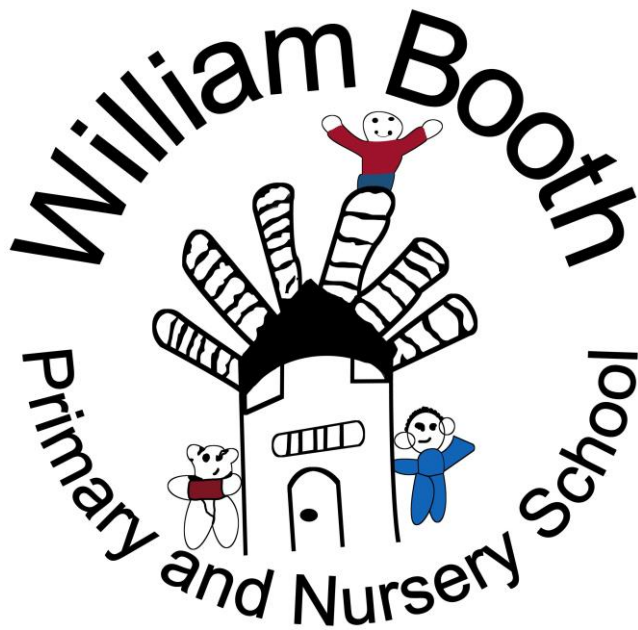


HEALTH, SAFETY AND WELFARE POLICY



WILLIAM BOOTH PRIMARY AND NURSERY SCHOOL

PREPARED BY Rachel Lee
January 2021

William Booth Primary and Nursery School

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non-employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide any safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy bi- annually and to revise it as necessary

SIGNED:.....**DATE:**.....
(Head Teacher)

SIGNED:.....**DATE:**.....
(Chair of Governors and Named Governor)

The next review is in January 2023 or before depending on information changes.

This policy has been brought to the attention of all employees and is kept readily available for employees in 'staff-share' on the computers and on the staff room board.

Responsibilities

DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Taking the lead in the promotion of an effective health and safety culture
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Identifying the training needs of employees and ensure that they are 'competent' to carry out their activities
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorising all Off-Site Visits.

DUTIES OF THE BUSINESS MANAGER

- Consulting with employees and safety representatives, on health and safety issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
- Ensuring that the requirements of all relevant legislation, codes of practice and LA guidelines are met at all times
- To work alongside the Site Manager supporting all aspects of estate management including liaising with contractors in the absence of the Site Manager and supporting procurement. Liaising with the Site Manager on lettings policy and pricing, writing Service Level Agreements as appropriate.
- Ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary

DUTIES OF THE GOVERNING BODY

The Governing Body, in consultation with the Head Teacher will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually

- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements

DUTIES OF LINE MANAGERS

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and Children's Services Guidelines
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

DUTIES OF THE SITE MANAGER

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries are made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Named Governor with the annual health and safety inspection, and weekly reports identified in briefing sessions.
- Undertaking duties as requested via the SERAM database in accordance with legionella management techniques, and fire risk assessment procedures.

DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action

- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager, and or the Head Teacher during Monday morning briefings.

Arrangements

Accident Reporting and Investigation

Accidents to employees are dealt with in accordance with NCC policy using the online incident reporting system.

Accidents to pupils and other non-employees are recorded as laid down in the LA Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report folder.
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on an accident report form and then onto the online incident reporting system
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the online incident reporting system
4. Pupil accidents where action needs to take place to avoid reoccurrence and they went directly to hospital for treatment (not as a precaution) are reported to the HSE.

All accidents are investigated by the Lead First Aid.

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

Risk assessments relating to the safe administration of medicines have been carried out by the lead first aider in accordance with the Supporting Pupils with Medical Conditions Policy.

All medication will only be administered with written parental consent. Medicines are only administered at school when it would be detrimental to a child's health or school attendance not to do so.

Parents are encouraged to administer medicines outside of the school day wherever possible or asked to visit the school at lunchtime when required. The school generally discourages non-prescribed medicines to be administered; however it will consider this on case by case basis, considering the medicine, the child and any detrimental effect that not allowing the medicine could have (e.g. reduced attendance). Parents / carers are asked to speak to school management in the first instance.

In any event, staff will never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

If a child suffers regularly from frequent or acute pain the parents will be encouraged to refer the matter to the child's GP.

The following members of staff have volunteered to administer medicine:
Rachel Lee & Sally Meyrick (Office Staff) and First Aiders.

Claire Pappozzi (Head Teacher) and as stated within the Supporting Pupils with Medical Conditions Policy, any other staff who has agreed to do so.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

Training is provided when required by the appropriate agency for administration of specific medicines.

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into our school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, we shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain *in situ* we shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Site Manager and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

As far as we are aware, there are no areas that are not covered by the asbestos survey. The survey does not however, cover underneath flooring.

The Asbestos Survey is held by the Head Teacher / Site Manager, and is made available to any contractors carrying out work within the school.

The latest Asbestos Survey report is dated February April 2019.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

Health and safety is a standing item on the agenda of staff briefings. Minutes are taken of such meetings and Health & Safety issues and actions as required.

Any local procedure, policy or decision that may have a significant impact on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to their Line Manager.

Control of Contractors

As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade.

The Site Manager is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Contractors are asked to complete an induction sheet/local site rules before they commence work.

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.
- "Make it Safe", NAAIDT

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at recommended intervals. Records of PAT testing are held on site, and are carried out annually.

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to prevent accidents and injury.

All employees and pupils are made aware of the hazard of electricity, particularly where water is present. A residual circuit device (RCD) is used where required e.g. for any electrical equipment used out of doors.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer.

Emergency Procedures

Reference: School emergency plan.

Fire Safety

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed in all classrooms.

Fire drills are undertaken termly. Fire training is provided at induction and at the start of the school year.

The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire log book.

First Aid

First aid facilities are provided at all times for employees at work during normal working hours.

First Aid Kits are readily available and kept topped-up by a nominated person.

Arrangements are in place for the dealing with bodily fluids.

All first aid treatments are recorded.

'Head bumps' are reported to the injured child's parent /carer.

The number of Paediatric trained First Aiders in school is above the number required for primary schools.

Records regarding expiry dates of First Aid training are kept in the school office. The First Aid Coordinator is responsible for ensuring all training is up to date.

The other Appointed Persons (trained in emergency first aid) are Teaching Assistants and Midday Supervisory Assistants.

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' person, i.e. CAPITA registered gas engineer, and this contract is managed by the Local Authority. The school is responsible for any action as required as a result of the services.

Gas supplies are capable of being isolated and 'locked off' when not in use.

Handling of Plants

When handling plants and growing equipment/materials (compost etc.) all activities deemed to present a level of risk to pupils and staff are risk assessed on an individual basis. A generic 'Handling Plants' risk assessment has been carried out and recognises the potential hazards. This has been shared with appropriate staff.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant). Generic risk assessments are available for common hazardous substances used in schools. Information / COSHH assessments relating to hazardous substances in school are kept in the Site Manager's filing cabinet.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

'Competent' advice is provided by the Schools Health and Safety Team and Corporate Safety (accident/violent incidents and training queries).

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you should know” is displayed in the school staffroom. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and named Governor.

Employees have been instructed to report any damage / defects to the Site Manager, Head Teacher or Line Manager.

Arrangements are in place for the annual inspection of PE equipment by a specialist company. This contract is arranged by the school.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded. Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Training on safe manual handling of inanimate objects is available from Corporate Safety.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided on the schools' website.

The leaflet “Safer Manual Handling” from the Safety Manual has been made available to staff.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health, safety and welfare policy is reviewed annually.

New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.k assessment is carried out as soon as the Head Teacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) attends training to ensure they are up to date on legislation and information.

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the LA Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – ☎ 9476202 ext.249.

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ☎ 9476202.

Reference: The local Off-Site Visits Policy

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids.

Physical Education in school

The PE co-ordinator is responsible for ensuring Health and Safety issues and concerns are noted within the PE Whole School Policy.

All potential indoor and outdoor PE lessons have been risk assessed accordingly by the PE co-ordinator. Such risk assessments are annually updated.

Risk assessments for any 'After School' clubs presenting general risk have been carried out by the PE co-ordinator. Any clubs presenting significant risk (as deemed by the SLT) will be risk assessed separately.

Playground Safety

All play activities on the premises (exterior) are risk assessed accordingly prior to taking place as deemed necessary by the SLT.

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

The school pond is adequately secured with a gate and appropriate signage. Area is checked regularly by Site Manager and not readily accessible from playground area.

Staff report any identified defects / concerns directly to the Site Manager, Head Teacher or Line Manager.

Positive Handling / De-escalation

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils. Staff selected to be trained in positive handling / de-escalation will be based on the need of children who present as potentially requiring this handling. Staff who have health problems which may prevent them from being able to carry out this handling, or are new and expectant mothers, must speak to their line manager. Their line manager will carry out a relevant risk assessment, ensuring this is shared with senior leaders and other staff members as appropriate.

The school has a Positive Handling Policy.

The aims of the policy are:

- To protect every person in the school community from harm
- To protect all pupils against any form of physical intervention which is unnecessary, inappropriate, excessive or harmful.
- To provide adequate information and training for staff so that they are clear as to how to deal appropriately and effectively with violent or potentially violent situations.

Physical intervention in itself does not have any positive value. Staff at William Booth recognise that the use of physical intervention is only one of the last in a range of strategies available to secure pupil safety and wellbeing and to maintain good order and discipline. The emphasis in school is on the avoidance of physical intervention and in many circumstances there are alternative de-escalation strategies that can be used such as:

- Repeating instructions clearly firmly and calmly.
- Withdrawing attention and allowing time for the pupil to calm down.
- Reminding the pupil of the consequences for continuing with the behaviour
- Distracting the pupil, changing the activity or giving them something else to focus on.
- Allowing the child to go to another area where they feel more comfortable.
- Inviting another member of staff, who has a good relationship with the child, to intervene.

Physical intervention will only be used if de-escalation strategies have failed and if any of the following apply:

- The pupil is in danger of causing harm to themselves.
- The pupil is in danger of causing harm to other children or staff.
- The pupil is in danger of causing significant damage to property.
- The pupil is causing significant disruption to other pupils' learning.

At William Booth Primary and Nursery School, there are named staff members who have been trained in positive handling techniques by the Nottingham City Local Authority. Staff working closely with identified children who are likely to require physical intervention, along with senior members of staff who are likely to be called upon to intervene receive annual training. These are the people in school who would normally use physical intervention and should be called upon to assist immediately if there is a violent or highly disruptive incident requiring a pupil to be handled. Members of staff with medical problems that could be aggravated whilst handling a child or who are expectant mothers are instructed not to use physical intervention. The school uses 2-way-radios to ensure a quick and appropriate response. In the meantime, de-escalation techniques should be used to defuse the situation. Most physical intervention will require two members of staff to use the positive handling techniques recommended in their training.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury. Weekly briefing meetings ask staff if there are any health and safety issues, these are then recorded and a member of the SLT determines the course of action.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept on the electronic shared drive.

These are based on the model generic risk assessments available from the Safety Manual.

Safety Education

Arrangements are in place for safety education to be included in the curriculum

School Dog (Reading/Therapy)

Schools and academies must have recorded clearly defined benefits of having a school dog at the very start. A risk benefit analysis should then be undertaken to determine whether the school / academy should go ahead with the project. The actual realised benefits along with the risks should be reviewed on a regular basis, following any significant change of circumstances and/or any serious incident.

Reported benefits include:

- Educational: teaching pupils how to safely behave around dogs including recognising their body language signs and learning about animal welfare. Helping pupils who are cynophobic (dog phobia) to overcome or manage their fear.
- As a reward: pupils that have performed to a high standard may be rewarded with time during lunch or breaks to interact with the dog.
- Reading dogs: research shows that young people can become nervous and stressed when reading to others in a group. However, when a reading dog enters the group, pupils often become less stressed, less self-conscious and more confident as the dogs are non-judgemental. Pupils may look forward to the reading experience as the dogs provide comfort, encourage positive social behaviours, enhance self-esteem and motivate speech.
- Therapy dogs: bring comfort and happiness to pupils with a range of disabilities and emotional needs, including those in special needs schools (see <https://petsastherapy.org>)

William Booth Park have completed...

- Risk assessment.
- Parental permission – Parents and carers have been informed about the role of the school dog.
- Visitors informed – Visitors are informed with a display within the reception informing of the presence of the school dog on the site.
- Dog selection/Behaviour – school dog has an excellent temperament and is monitored while with children.

Safety Representatives

Under legislation, Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Further details of Safety Representatives' role and their inspections are available on the Safety Manual.

School Council

The establishment of a school council helps to raise awareness, and to promote ownership of health and safety issues.

School Health and Safety Committee

Health and Safety is the responsibility of the Full Governing Body and delegates certain duties to the Pupils and Personnel Committee. This committee includes the Head Teacher, Chair and Vice Chair.

Security Arrangements (see Security policy)

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the Lone working procedures.

Key holders are:

1. NCC
2. Site Manager
3. Head Teacher
4. Deputy Head Teacher

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager, Head Teacher or Line Manager who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Head Teacher is responsible for controlling work-related stress issues and for carrying out a general risk assessment and specific risk assessment for individuals as appropriate.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via tree foliage and shelters on each of the 3 yards.

Supervision

Pupils are supervised during all activities and during use of equipment/tools, throughout the school day. Pupils are supervised during all PE activities both internal and external areas. These areas are regularly risk assessed.

Pupils are supervised during all activities throughout the school day.

It has been determined that during break time / lunchtime the staff and midday adult supervisors are needed to cover the following areas:

1. Inside and outside in Unit 1 – as per the rota
2. Inside and outside in Unit 2 – as per the rota
3. Outside in Unit 3/4 playground
4. Outside on grassed area accessed by Unit 3 and 4
5. Inside the studio area

Training

All employees are given adequate health and safety training, which includes training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. New employees are adequately supervised, as required.

Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found in the on-line H&S manual.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

The School has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported via the incident reporting system and investigated as required by Line Manager / Head Teacher.

Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required.

Waste / Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily.

A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management / Control of Legionella

The School has adopted Nottingham City Council's Water Management System for the control of legionella. A risk assessment co-ordinated by the LA is undertaken on a 2 yearly basis and acted upon by the school.

The Site Manager carries out certain checks and entries but 'Second Element' are contracted to fulfil these control procedures in their entirety. Monitoring results are recorded and held in the site managers office.

Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day, as well as water fountains.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Work Related Learning / Work experience

The school has a designated co-ordinator for teaching students and teaching assistant students. Work Experience is co-ordinated through Nottingham Education Business Association (NEBA). Work Related Learning is co-ordinated through The Learning and Skills Council (LSC).

Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders. Appropriate training has been provided in the use of this equipment.

Kick stools and sets of small stepladders has been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for

this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

Other Polices

Other policies and documents pertaining to this policy are:-

- Asbestos Log Book
- Behaviour
- Legionella Management
- Off-Site Visits
- Security Policy
- E-Safety Policy
- Drugs Education Policy
- Safeguarding and Child Protection Policy
- Fire Management Policy
- Medication Policy