

# Health and Safety Policy

## Hayward's Primary School



Written by: HR Model Policy (2023 version)

Signed:

Approved by Governors: 15<sup>th</sup> October 2024

Next review due by: October 2025

# HEALTH AND SAFETY POLICY

## SECTION 1: STATEMENT OF INTENT

The Governing Body of Hayward's Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the *Health and Safety at Work etc Act 1974* and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the school's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the school's obligations under the law.

This policy will be brought to the attention of all members of staff at induction, a copy is displayed in the School Business Manager's (SBM) office and will be revisited in a staff meeting annually.

This policy statement and the accompanying organisation and arrangements will be reviewed annually by Full Governing Body.

Chair for the Governing Body

Date

Head Teacher

Date

## SECTION 2: ORGANISATION

### The Duties of the Governing Body

- To produce and regularly review the Health & Safety Policy for the school. This policy will reflect the requirements of the *Health and Safety at Work etc Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy
- To assist the Governing Body in discharging its legal obligations, the school has appointed the Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Health & Safety Service's Arrangement Notes

### The Duties of the Head Teacher

The Head Teacher has day-to-day responsibility for health and safety management and will take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities.

In particular, the Head Teacher will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the Governing Body to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the Governing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Governing Body any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives (where appointed).
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

Whilst overall *responsibility* for health and safety cannot be delegated the Head Teacher may choose to delegate certain *tasks* to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for the School has been delegated to the

School Business Manager.

### **The Duties of the Health and Safety Co-ordinator**

The Health and Safety Co-ordinator has the delegated task of assisting the Head Teacher discharge their duties in relation to day-to-day health and safety management.

To do this the Health and Safety Co-ordinator will:

- co-ordinate and manage the risk assessment process for the school
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher and Governing Body
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Governing Body if funds are not available
- assist with the identification of training needs and training delivery across the school to ensure that staff are adequately instructed
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic health and safety audits and liaise with the Head Teacher and Governing Body in relation to findings and any associated remedial actions
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Ensure that the arrangements within the policy are being carried out
- Communicate with the SBM, Head and Governors regarding the work being undertaken.

### **The Duties of the Caretaker**

The Caretaker has specific delegated tasks in relation to health & safety management within their departments/subject areas. They must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- Undertake responsive risk assessments in light of environmental conditions
- Appropriate safe working procedures are brought to the attention of staff line managed by the caretaker via appropriate instruction and training and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, or which have been identified by them as needing attention, informing the Head Teacher or Governing Body of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Health & Safety Coordinator
- Ensure that facilities are maintained to a high standard of hygiene, with resources replenished as required
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

## **The Duties of all Members of Staff**

Under the *Health and Safety at work Act etc 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the School.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Always comply with the school's health and safety policy arrangements
- Report all accidents and incidents in line with the reporting procedure
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

### **Contractors**

All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the Head Teacher of any risk that may affect the staff, pupils and visitors.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Head Teacher will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

## **SECTION 3: ARRANGEMENTS**

### **Risk Assessment**

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RA22 – Curriculum Activities Risk Assessment
- RA21 – Whole school Risk Assessment
- RA08 – Fire Risk Assessment
- RA28 – Work Experience (where applicable)
- RA04 – Cleaning and Caretaking Risk Assessment
- RA03 – Building and Site Risk Assessment
- RA24 – Security Risk Assessment
- RA27 - Working at Height Risk Assessment
- RA05 – COSHH Risk Assessment
- RA09 – First Aid Risk Assessment
- RA18 – Expectant Mothers Risk Assessment (as required)

Risk assessments are available for all staff to view and are held centrally in the SBM Office and on the Google Drive. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually, this will be led by the School Business Manager in conjunction with the Headteacher and FGB. This will be identified on the risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS47 Arrangements Note.

### **Accident/Incident Reporting**

All employee accidents must be reported to the Governing Body. The forms can be found in the SBM office and then the Health and Safety Administrator will enter accident details onto the OSHENS on-line accident reporting system. Governors will be informed through termly reports.

Accidents to pupils and other non-employees will be recorded in the accident file. When a pupil has received a bump to the head the class teachers are informed to allow them to monitor the pupil throughout the day and a text is sent to parents. Please see details of our first aid policy for information about when and how parents are communicated with following an injury at school.

Those accidents to pupils and non-employees which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the

Governing Body by entering accident details onto the OSHENS on-line accident reporting system and then through the termly H&S updates.

In addition, those accidents to pupils which did not arise out of or in connection with a work activity, but which nevertheless resulted in an injury whereby the pupil received treatment in a hospital, will also be inputted onto the OSHENS on-line accident reporting system.

The reporting of accidents onto OSHENS is to be undertaken by the Health and Safety Administrator.

Parents / carers will be notified immediately of all major injuries.

The School Business Manager and Head Teacher will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Devon Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HS01 Arrangements Note.

### **Asbestos**

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the School Business Manager's Office – Asbestos file.

The Asbestos Register is held in the reception lobby and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos e.g. kilns, boilers. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing Body
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register by returning the ASB3 to South West Norse .

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS04 Arrangements Note as well as the Asbestos Management Plan.

### **Communication and Training**

Detailed guidance and information about health & safety issues can be found in the Health & Safety Service's Guidance Notes which are located in the OSHENS Document Library. The Health & Safety Service also provides competent health and safety advice for school staff and can be contacted on 01392 382027 or at [healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk)

The Health and Safety Law poster is displayed in the Staff Room

#### *Health and Safety Training*

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified in the DCC Health and Safety Training Matrix and/or by the relevant risk assessment
- refresher training where required or as determined by the DCC Health and Safety Training Matrix

Training records will be kept by School Business Manager on a spreadsheet held on the school server. The School Business Manager is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HS55 Training Guidance Note.

### **Consultation**

Staff are represented on the Full Governing Body. Consultation of day to day matters will be achieved through email communication, discussions with the School Business Manager, discussions at appropriate staff meeting and through the staff bulletin.

Members of staff with concerns should raise them initially with their line manager or the School Business Manager. If required, requests for external advice should then be sought from the Health & Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Governing Body welcomes the support of trade unions in health and safety matters.



For full details relating to staff consultation, reference should be made to the HS08 Arrangements Note.

### **Contractors**

All contractors must report to Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. To ensure contractor competency, the School Business Manager will undertake competency checks prior to engaging a contractor.

In the majority of cases when construction works is planned, Devon County Council will be the client and their representative has attended training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, Devon County Council will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site. If the school are going to manage their own construction programme, in agreement with DCC, a member of staff will receive training in the Control of Contractors and CDM (HSTCDM).

For full details relating to the control of contractors, reference should be made to the HS07 CDM Arrangements Note.

### **Curriculum Activities**

Risk assessments for the significant hazards within curriculum activities will be carried out by the teaching staff leading activities using the appropriate Health & Safety Service's model risk assessments listed above. All risk assessments are checked and signed off by the Head Teacher a minimum of 2 days prior to activities taking place.

For full details relating to the primary curriculum areas, reference should be made to the HS046 Arrangements Note.

### **Display Screen Equipment (DSE)**

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £45.00.

For full details relating to DSE, reference should be made to the HS12 DSE Arrangements Note.

### **Fire**

The Head Teacher is responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in the SBM office (Fire log file) and on the school network server and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the SBM office, reception and staff room. A fire evacuation poster is located in all classrooms and at other various locations throughout the school. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken at least termly, the majority of these will not be announced before they happen. Evacuation procedures are also made known to all contractors / visitors.

The School Business Manager is responsible for ensuring that the school's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located in the School Office, SBM office and stored securely off site in a couple of locations and will be reviewed annually. Emergency contact and key holder details are held in the school office.

For full details relating to fire safety, reference should be made to the HS18 Fire Safety Guidance Note.

### **First Aid**

The school has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

#### Paediatric First Aid:

- Ann Hext, (Forest School) qualified 17/02/2022, renewal due 16/02/2025
- Donna Kingdon, qualified 10/03/2022, renewal due 10/03/2025
- Jacky Pike, qualified 16/06/2022, renewal due 15/06/2025
- Jill Taylor, qualified 21/06/2022, renewal due 20/06/2025
- Kaye Vinnicombe, qualified 16/02/2023, renewal due 29/01/2026
- Nic Martin, qualified 16/02/2023, renewal due 29/01/2026
- Amy McDonald, qualified 14/07/2022, renewal due 13/07/2025

#### Emergency First Aid at Work:

- Anouska McCloughlin, qualified 21/10/2022, renewal due 20/10/2025
- Izzie Spencer, qualified 06/01/2022, renewal due 05/01/2025
- Scott Baker, qualified 21/10/2022, renewal due 20/10/2025
- Jasmin Doumbia, qualified 06/07/2022, renewal due 05/07/2025
- Tegan Dohoo, qualified 06/07/2022, renewal due 05/07/2025
- Katie Leat, qualified 21/10/2022, renewal due 20/10/2025
- Katie Gavin, qualified 21/10/2022, renewal due 20/10/2025
- Michelle Greedy, qualified 21/10/2022, renewal due 20/10/2025
- Pete Gordon, qualified 21/10/2022, renewal due 20/10/2025
- Sam Tutton, qualified 21/10/2022, renewal due 20/10/2025
- Ruth Dixon, qualified 21/10/2022, renewal due 20/10/2025
- Emma Bolt, qualified 21/10/2022, renewal due 20/10/2025
- Kira West, qualified 21/10/2022, renewal due 20/10/2025

First Aid boxes are located at the following locations:

- First Aid Space
- EYFS

- Staff Room/Hero Hub 2
- Owlery – food tech

The appointed persons duties are shared between Kaye Vinnicombe and Jill Taylor.

The School Business Manager will ensure that refresher training is organised and the MTA with responsibility for first aid is responsible for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HS19 First Aid Guidance Note.

### **Hazardous Substances**

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

The responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by the School Business Manager to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

For full details relating to the control of hazardous chemicals, reference should be made to the HS10 COSHH Guidance Note.

### **Legionella**

The arrangements for the management of legionella on the site are detailed in the Water Hygiene Management Plan (WHMP). This is located in the School Business Manager's Office and on the Google Drive.

A water risk assessment for the school has been completed by Churchill Environmental Services formerly EPlus Global and the School Business Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. Checks are carried out by the school caretaker. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HS28 Legionella Guidance Note.

### **Lettings/shared use of premises**

The Governing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or

health of the occupants within it.

### **Maintenance of Plant and Equipment**

Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by the School Business Manager. All staff are required to report any problems found with plant/equipment to the School Business Manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken by a competent contractor:

<b>Item</b>	<b>Contractor</b>	<b>Frequency</b>	<b>Date last completed</b>	<b>Date due</b>
Electrical mains	Ventro Group	5 yearly	July 2024	July 2024
Kitchen fans and canopies	Lorne Stewart	Annually	March 2024	March 2025
Gas Boiler	Lorne Stewart	Annually	May 2024	May 2025
Gas Tightness	Lorne Stewart	Annually	May 2024	May 2025
Kiln	Colin Smith	Annually when kiln in use	Mar 2024	Mar 2025
Lightning Conductors	Western Lighting Ltd	Annually	August 2024	August 2025
Pressurised Vessel	Zurich (TE)	Annually	Mar 2024	Mar 2025
Kitchen Gas Safety Check	Bartletts	Annually	December 2023	December 2024
Stage lighting	Showbitz	3 yearly	Feb 2023	Feb 2026

### **Portable Electrical Appliances**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the School Business Manager.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependant upon the level of risk associated with the particular appliance type. The Caretaker has been examined and deemed competent to undertake PAT testing.

Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.

For full details relating to work equipment and electrical safety, reference should be made to the HS16 and HS58 Guidance Notes.

## **Medication Arrangements**

Arrangements for medication are detailed in the separate Supporting Pupils with Medical Needs Policy, which is reviewed annually. A copy of this policy can be found on the school Google drive.

For full details relating to the administration of medication, reference should be made to the HS32 Medication Guidance Note.

## **Monitoring**

The Head Teacher will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Health & Safety Service. Feedback from this process is to be referred to the Governing Body.

A general inspection of the site will be conducted at least termly and be undertaken by the School Business Manager, Caretaker and H&S Governor or Head Teacher. Feedback from this process is to be referred to the Governing Body.

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- Termly accident book review undertaken by the Health and Safety Coordinator with a summary provided to Governors
- Termly H&S report to be presented to the Governing Body reflecting on the previous term and outlining priorities for the coming term.
- Termly meetings with the lead H&S governor
- Condition survey review annually and then updates on a termly basis

For full details relating to monitoring, reference should be made to the HS05 Audit & Monitoring Guidance Note.

## **Moving and Handling**

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by the Inclusion Lead as appropriate, and recorded in their EHCP for the individual concerned. Safe Handling policy available for more immediate needs and school specific paperwork completed and recorded in the records for the individual concerned. The format found in the HS35 Guidance Note will be used for pupils with specific needs. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

For full details relating to moving and handling, reference should be made to the HS34/35 Moving and Handling Guidance Notes.

## **Offsite Visits**

The overall policy is the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*. Hayward's Primary School local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and Standard Operating Procedures which are reviewed annually. A copy of these documents can be found in the Head Teacher's Office.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2024*.

## **Personal Safety and Security**

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. The school has a separate specific Behaviour Management Policy. Those pupils with identified specific EBD needs will have relational support plans. A copy of this policy is kept in the Head Teacher's Office.

Staff will report any such incidents using the accident/incident reporting forms in the SBM office and these will then be logged on OSHENS by the School Business Manager.

Whenever restraint is required, this is documented and a central record is kept in the school office and on the child's school record.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the Head Teacher in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Staff working outside normal school hours must obtain permission from the Head Teacher and text to let Head Teacher know when they are in school, and again when they leave.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA22 Risk Assessment.

## **School Security**

The Head Teacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually in the summer term or after significant change and recorded by amending the RA24B risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HS31 Lone Working and HS50 Security Guidance Note.

## **Stress/Wellbeing**

The school is committed to promoting high levels of health and well being and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

The school's specific arrangements for responding to individual concerns and monitoring staff workloads include return to work procedures following absence. The school buys back occupational health support through Smart Clinic. Performance management arrangements allow staff to discuss issues pertaining to their wellbeing.

The school has developed a Mental Health and Wellbeing Policy and Action Plan in consultation with staff. We also have a trained Mental Health and Well-Being practitioner on staff. A copy can be found in the Policy file in the Head's office and it is also displayed in the staff room.

Where appropriate, risk assessment findings will be recorded on the RA25 document.

For full details relating to staff wellbeing, reference should be made to the HS24 Health Issues for Staff Guidance Note.

### **Tree Safety Management**

An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash Dieback is one of the currently emerging diseases likely to cause significant issues in the coming years. Physical damage to a tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

The school will ensure that tree inspections are undertaken in line with the *DCC Tree Management Policy*.

### **Work at Height**

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition. A formal annual inspection of ladders is completed in the spring term and recorded in the Premises file in the SBM office.
- access to fragile surfaces is properly controlled

For full details relating to the control of work at height, reference should be made to the HS60 Work at Height Guidance Note.

### **Work Experience**

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This

assessment will be recorded on the RA28 risk assessment document.

### **Workplace safety**

Headteacher, School Business Manager and the Caretaker are responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal
- Vehicle/pedestrian conflict

This will be reviewed annually or after significant change and recorded by amending the relevant section of the RA22 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HS44 Premises Arrangements Note.