



# Wyton on the Hill Primary School

## Part 1: Statement of General Policy on Health, Safety and Welfare

Wyton on the Hill Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Wyton on the Hill Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

*[Insert signature]*

*[Insert signature]*

Mr Mick Mitchell, **Chair of Governors**

Ms Jo Phillips, **Headteacher**

*[Insert date]*

*[Insert date]*

# Wyton on the Hill Primary School

## Part 2: Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 1. **Governing Body** [Mr Mick Mitchell]

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### 2. **Head teacher** [Ms Jo Phillips]

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to governors.
- 2.13 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 2.14 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 2.15 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;

- 2.16 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.17 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 2.18 Advise the Property Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 2.19 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 2.20 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 2.21 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 2.22 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 2.23 Oversee all arrangements for educational visits and school journeys.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **3. Deputy Head teacher [Mrs Tracey Green]**

The Headteacher will delegate to the Deputy Head teacher, some of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3.1 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.3.2 Report to the Head teacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

### **4. Subject Leaders**

All Subject Leaders are responsible to the Head teacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all members of staff. In particular, staff holding such positions of responsibility will:

- 4.1 Ensure that necessary risks assessments are undertaken within their subjects and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 Ensure that appropriate safe working rules and procedures exist within the subject area and that these are brought to the attention of everyone concerned;
- 4.3 Ensure that all accidents (including near misses) occurring within their subject area are promptly reported and recorded using the appropriate forms etc;
- 4.4 Ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 Ensure that all staff within their area are aware of their specific roles in case of fire and/or emergency;
- 4.6 Remove from use and inform the Head teacher / Deputy Head teacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;

- 4.7 Ensure that adequate levels of class supervision are available at all times;
- 4.8 Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Head teacher / Deputy Head teacher;
- 4.9 Maintain or have access to an up to date library of relevant published health and safety guidance for their subject from sources including the Children and Young People Learning Directorate , CLEAPSS, DfES, AfPE etc., and ensure that all staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 Identify specific staff health and safety training needs and inform the Deputy Headteacher accordingly;
- 4.11 Consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.12 Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.13 Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.14 Resolve health and safety problems referred by members of staff within their subject area. Any problems that cannot be satisfactorily solved must be referred to the Head teacher / Deputy Head teacher;
- 4.15 Ensure (via staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.16 Ensure that good standards of housekeeping are maintained;
- 4.17 Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

## 5. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 Ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 Ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 Report any defective equipment to the Head teacher / Deputy Head teacher;
- 5.9 Investigate all accidents (in conjunction with Head teacher / Deputy Head teacher), which occur through activities organised/supervised by the member of staff;
- 5.10 propose for consideration by their Head of Department any improvements, which they consider, would improve health or safety standards within the department;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## 6. Site Supervisors [Carol Sanderson, Caretaker; Sharon Bradley, School Secretary]

The Senior Site Supervisors are responsible to the Head teacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise

- 6.3 be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.3 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.4 ensuring that other site supervisory staff are adequately supervised;
- 6.6 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.8 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.;

## **7. Safety Co-ordinator [Ms Jo Phillips]**

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 Arrange for biannual evacuation drills and weekly fire alarm tests etc.
- 7.5 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 7.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 7.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);

- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the Deputy / Head teacher.

**9. Pupils/students** [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 9.1 follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 inform any member of staff of any situation, which may affect their safety.

**10. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 10.4 to carry out workplace health, safety and welfare inspections;
- 10.5 to attend any safety committee meetings;
- 10.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of appointed Safety Representatives

Name	Contact Details	Area Covered
Jo Phillips	01480 452032	Site and Curriculum
Sharon Bradley	01480 452032	Site Staff well-being

**11. Health and Safety Committee**

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 11.1 Headteacher [Jo Phillips]
- 11.2 Governor [Christopher Lewis]
- 11.3 Health & Safety Co-ordinator [Jo Phillips]

#### 11.4 Safety Representative [Sharon Bradley]

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

## 12. Policy Review

This policy will be reviewed in accordance with statutory guidance.

# Wyton on the Hill Primary School

## Part 3: Arrangements and Procedures for Health, Safety and Welfare

**The following procedures and arrangements have been established within the School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:**

### 1. Accident Reporting, Recording and Investigation

**Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.**

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.

- The Head teacher must ensure that they have seen each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Head teacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 3 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

## **2. Asbestos**

The School keeps an asbestos log in the School Office and this is shown to all visiting contactors.

## **3. Contractors**

All visitors and contractors report to the School Offices located in the foyer area. The school Secretary will ensure that contractors adhere to all appropriate regulations. All contractors are instructed to report to the School Office prior to carrying out repairs and alterations. Contractors have to read and sign the Cambridgeshire County Council hazard file. Strict adherence to the Cambridgeshire County Council's Asbestos Management System is required by all contractors whilst on site. School equipment will not be loaned to contractors.

## **4. Curriculum Safety [including educational visits]**

Teaching staff undertake suitable (written) risk assessments prior to commencing activities & ensure that health & safety is written into the teaching plan. Staff are suitably qualified to teach certain activities, eg. PE by trained teachers or sports coaches. Staff have access to relevant safety information eg "Safety in PE".

## **5 Drugs and Medications**

The staff has 'in loco parentis' responsibilities for the welfare of children during school time.

The administering of prescribed medicines at prescribed times falls outside those responsibilities. Most medicines can be taken outside the school day. If this isn't possible parents or carers may come into school themselves to give children the prescribed dose. In exceptional circumstances it may be possible for the Head teacher or School Secretary to administer medicines. Should the need arise, parents or carers should contact the School Secretary by telephone or in person to see if arrangements can be made. Children cannot self-administer medicines unless they are able and a parent has signed a consent form.

Only prescribed medication will be administered. Wherever possible medicine should be administered by parents/carers outside of school hours, however should it be necessary to bring medicine into the school it must:



- not have expired;
- be in the original container;
- be clearly labelled with the child's name;
- be clearly labelled with the dosage and any further instructions.

Staff receive annual training on specific emergency medications such as the Epi-pen and an up to date list of trained personnel is held centrally.

Medications such as Epi-pens and Inhalers are named and usually stored in the medical room cupboard, although some children under medical guidance carry their medication on their person.

Parents/carers remain responsible for ensuring all medications remain in date. Parents/carers complete a Medical Information Consent Form with regard to the storage or administration of drugs and medications in school.

## **6 Electrical Equipment [fixed & portable]**

Electrical appliances are inspected annually by a competent contractor and subjected to a Portable Appliance Test (PAT). Records are maintained by the Head Teacher. Unauthorised electrical equipment is not permitted on site. Defective equipment must be taken out of use and reported to the Head Teacher.

The fixed wiring installation is inspected each 5 years by a competent contractor. Records are maintained by the Head Teacher.

## **7 Fire Precautions and Procedures [and other emergencies incl. bomb threats]**

General fire safety, emergency evacuation procedures and fire precautions are centrally held in main office and are displayed in all classrooms.

All exit doors are clearly marked and emergency evacuation procedures and fire precautions displayed.

Entrance and exits must be kept clear of any obstruction to ensure the building can be evacuated effectively. Specific rules have been implemented to avoid obstruction at the entrances of the School. These are clearly marked at each entrance.

- In the event of a fire alarm all staff on site will evacuate pupils and others to the designated assembly point. The automated fire alarm system will summon the fire services automatically.
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Fire drills will be undertaken termly.
- A programme of fire alarm tests are carried out by the School Secretary and Caretaker on a rolling programme and recorded in the Fire Alarm Test Record Book.
- Regular inspections of the premises and grounds is undertaken each term by the Head Teacher and a member of the H & S Committee. (A fire check list is available in the Risk Management Handbook.)
- Details of service isolation points (i.e. gas, water, electricity) are located in the critical incident policy.

- These procedures will be reviewed at least annually.

## **LOCATION OF EMERGENCY PROCEDURE DOCUMENTS**

General fire safety, emergency evacuation procedures and fire precautions are centrally held in main office.

Written emergency procedures (including procedures for incidents outside normal working hours) exist covering a range of hazardous situations e.g. fire, and other emergencies which require evacuation, severe weather, electrical faults etc. These documents are located in the school's Critical Incident Policy on the school's website. Copies of this Policy are also held by: Head teacher, Deputy Head teacher, Site Officer and Chair of Governors.

### **8 First Aid**

The Head teacher will ensure that suitable and sufficient trained first aiders will be available on the site during opening hours. The School Secretary retains an up to date list of trained first aiders for the school.

There are two first aid posts in the building of the school, one in the Medical Room and one in the area between the Reception Class cloakrooms and the Community Room. A portable first aid kit is available to use on school walks, trips, etc.

The contents of the first aid boxes are checked and replenished as necessary by a delegated General Assistant. A check should be made at least once a term.

### **9 Glass and Glazing**

All glass in doors, side panels is safety glass, and any replacement glass will be of safety standard.

### **10 Health and Safety Advice**

The competent person for H & S advice is local authority safety adviser. Currently this is Stuart Wood 01223 699122.

### **11 Housekeeping, cleaning and waste disposal**

The school has made arrangements to ensure premises are kept clean, to minimize accumulation of rubbish, arrangements for wet floor cleaning to minimize risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

### **12 Handling and Lifting**

Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimize manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement.

### **13 Jewellery, Clothing and Hair**

Jewellery will not be worn by pupils. The only exceptions are watches and studs for pierced ears, which must be removed during school lessons involving physical exercise. Newly pierced ears must be reported to the class teacher.

School pupils must wear appropriate PE kit for any physical exercise as per the school brochure.

Children must wear clothing which is comfortable and appropriate for all activities.

Outdoor shoes should be suitable for safe active play. High heels are prohibited.

Long hair should be tied back for PE.

**14 Lettings/shared use of premises**

See Lettings Policy.

**15 Lone Working**

Unless prior arrangements have been made lone working is not allowed.

**16 Maintenance / Inspection of Equipment**

See LA and Health and Safety Guidance on line. School electrical equipment and PE equipment are inspected by a approved contractor once a year. The fixed electrical installation building wiring is inspected by an approved contractor every five years. Hazardous materials are stored in the secure cleaners storage area. COSHH Assessments are available in this area. Hazard data information relating to cleaning materials is readily available on site.

**17 Monitoring the Policy**

Safety inspections, using the premises check list, are carried out each term by the Site Officer, and a member of the Health and Safety Committee, and a report is given to the Head teacher and the Health and Safety committee.

**18 Reporting Defects**

All hazards should be reported to the Head teacher, for interim measures to be taken pending rectification.

**19 Risk Assessments**

Fire Safety Risk Assessment for both premises is reviewed annually.

Workplace activities including off-site educational visits are risk assessed by relevant line manager / Subject Leader, who will also arrange special risk assessments for special cases, i.e. pregnancy, etc., and see that any controls necessary are implemented.

**20 School Trips/ Off-Site Activities and School transport**

The school complies with Cambridgeshire County Council guidance regarding requirements when planning school trip, who to obtain approval from, when to notify Education Visit Adviser, emergency arrangements, parental authorization, supervision requirements, first aid provision, name of school visits co-ordinator, etc.

**21 Smoking**

Wyton on the Hill Primary school is a non-smoking site.

**22 Staff Consultation**

The Health & Safety committee meetings take term. Terms of reference are updated annually at beginning of academic year and staff can raise issues of concern and make suggestions for health and safety improvements through their Health and Safety representative.

**23 Staff Health & Safety Training and Development**

All staff receive induction which covers all Health and Safety arrangements.

**24 Staff Well-being/Stress**

Staff are advised to become a member of a Professional association and are also encouraged to discuss any concerns they may have about their well-being with their line manager.

**25 Use of VDU's/Display Screens**

The school follows LA guidance.

**26 Vehicles on Site**

Visitors and staff are permitted to park in the school car park. Lockable gates ensure that deliveries can be made safely within the school day at both the front and rear of the school building.

**27 Violence to Staff/School Security**

Site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements) is maintained by the School Secretary, Caretaker and Head teacher.

Identifying staff who are at greater risk of injury, special training requirements, requirement for all staff to report all incidents of verbal and physical violence is the responsibility of the Headteacher.

**28 Work Experience**

Work experience is authorized by the Headteacher who ensures that the staff induction policy is adhered to.