



Health and Safety Policy

Bakewell Methodist Junior School

2021 Version 8

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Contents

Statement of Intent	2
Responsibilities of Governing Bodies.....	4
Responsibilities of the Headteacher.....	5
School health and safety co-ordinator.....	7
Teaching/non-teaching staff holding positions of special responsibility.....	8
Class teachers	8
All Employees	9
School Health and Safety Representatives.....	10
Pupils.....	10
Arrangements for Health and Safety.....	10
Accident/Incident Reporting	11
Accident Investigation	11

Administration of Medicines	11
Asbestos	11
Communication	11
Contractors.....	11
COSHH	11
Disaster Plans	12
Display Screen Equipment	12
Educational School Visits	12
Fire procedures, these include:.....	12
First Aid.....	13
Housekeeping/Storage.....	13
Inspection of the Premises	13
Lone Working	13
Manual Handling	14
Monitoring and Auditing.....	14
Out of School Activities	18
Playground Safety.....	18
Road Safety	18
Security	18
Stress Management	19
Training	19
Waste Management	19
Wildlife Areas	19
Working at Heights.....	20

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.
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In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

- Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
- The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.
- Employees are reminded of the own duties:
 - To take care of their own safety and that of others;
 - To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.
 - To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

- Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
- A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
- This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the CAYA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors'

meetings or a sub-committee of the Governors where health and safety is a standing agenda item.

- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.

- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g. safety policy/risk assessments) have been seen by

the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.

- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

The school health and safety co-ordinator has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

- Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Deputy Headteachers, Curriculum Co-ordinators, Clerical Managers/Supervisors, Technicians and Caretakers. They have the following responsibilities:

- Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences to their Head of Department.
- Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.

- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/ or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Organisational Responsibility for Health and Safety

*HEALTH AND SAFETY ADVISERS HEADTEACHER/ CENTRE MANAGER
DEPUTY HEADTEACHER HEADS OF DEPARTMENT CLASS TEACHER
TEACHING ASSISTANCE GOVERNING BODY HEALTH & SAFETY COMMITTEE
BURSAR OR EQUIVILENT CARETAKER CLEANERS*

Arrangements for Health and Safety

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff. The “arrangements for” list is as follows:-

Accident/Incident Reporting

All accidents and incidents at BMJS will be reported and recorded in line with the Local Authority accident reporting guidance. In BMJS all staff will report all accidents to Sarah Owens, the Headteacher, who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the office

Accident Investigation

In the event of an accident the HT and member of the RMC will decide if further investigation is required. If there is need of an investigation, the DCC guidance will be followed. (Electronic copy on school server)

Administration of Medicines

A policy for the administration of prescription medicines exists and can be found in the office. Medicines will only be administered in certain specific circumstances outlined in the policy. Medicines are kept in a secure drawer in the office or in the staff room fridge.

Asbestos

The Headteacher, Sarah Owens, has undergone DCC asbestos training. The asbestos register is kept in the 'red box' in the office. All contractors are asked to sign a 'permit to work', copies of which are kept with the register.

Communication

Staff are obliged to report to the Bursar and or the HT anything in school that may not comply with the H&S policy. There is a book for this to be recorded in. The HT will report on H&S matter to the RMC regularly.

Contractors

Arrangements for contractors – Schools have responsibility to ensure that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. All work carried out at the school is by DCC employees or contractors, who have the required level of training, checks and insurance, or a contractor of DCC with similar training, checks and insurance. Every effort will be made to make sure all materials and tools are cleared away after contractors leave. This is the responsibility of everyone.

COSHH

Hazardous substances are kept in the caretaker's office which remain locked throughout the school day.

Curriculum Areas

See 'Responsibilities of the Class Teacher'. There is a RA for Curriculum Areas. All staff have read it.

Disaster Plans

A critical incident plan exists and copies of it are kept in the staffroom, in the office. The Headteacher, the Chair of Governors and the Vice Chair also keep copies at home.

Display Screen Equipment

Arrangements for the safe use of Display Screen Equipment (DSE). Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect. Children and adult will not work at computers for a prolonged period of time and suitable rest breaks taken. Chairs and tables will be at a suitable height where possible. Staff who work prolonged hours at a VDU will be provided with suitable adjustable chairs and offered free eye tests.

Educational School Visits

See 'Out of School Activities'

Fire procedures, these include:

- Sarah Owens is the duty holder
- Fire Risk Assessment is kept in the 'red box' in the office.
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm is carried out weekly by the care taker and recorded in the log. (Details are also stored electronically in the fir alarm unit.)
- Termly fire evacuation drills are carried out and recorded in log. (Details are also stored electronically in the fir alarm unit.)

- Inspection and service of fire fighting equipment. This is carried out annually by DCC contractors and the documentation kept in the red fire box.
- Children with mobility difficulties will have a 'PEEP'.

First Aid

First Aid procedures, to include:

- Sarah Owens and Nicky Webster hold full First Aid at Work Certificates. All staff have been trained in First Aid (a one day course). Location of first aid boxes- office, Y5 area, Y3/4 area.
- Nicky Webster is responsible for maintaining the contents of the first aid box
- A list of the prescribed contents of a first aid box.
- If the emergency services if are required Nicky Webster or Sarah Owens will do this, or any other adult in their absence.
- Parents will be notified of an emergency or serious incident involving their child immediately by phone. Nicky Webster or Sarah Owens will do this, or any other adult in their absence.

Housekeeping/Storage

All main routes will be kept clear of obstacles to maintain safe egress. Paper and other flammable materials will be stored in safe places and away from any form of ignition.

Inspection of the Premises

Existing LA guidelines suggest formal inspections should be carried out at least 3 times a year. This will be done by HT, H&S representative and H&S Governor.

Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and

welfare facilities; and violence from members of the public. A risk assessment has been carried out according to the DCC guidance.

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

Monitoring and Auditing

The H&S policy and associated Action Plan will be monitored regularly at RMC meeting and the minutes of the meeting will show the progress made towards the actions on the action plan. H&S Audits by the LA will take place every 4 years and recorded as actions. Results of testing and inspection will be kept in the 'red box' in the office and copies presented at RMC meetings.

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- PE Equipment

The following Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by Derbyshire Schools.

Bakewell Methodist Junior School H&S Policy

Health and Safety Plan Monitoring Schedule)

Annual Checks

Item	Check By	Comments
Risk Assessments	HT/RMC	
Policy and Management Plan	HT/RMC	
COSHH	H&S	
Review of Procedures	HT/RMC	
Accident Reports	HT/RMC	
Cleaning Staff Procedures	DCC	
Record Fire Appliance Test	HT/ H&S audit	
Record PE Equipment Check	HT/ H&S audit	
Check Completion of PAT Testing	HT/ H&S audit	L
Whole Staff Training- Refreshers	HT/RMC	
Non Accidental Injury Reports	HT/RMC	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Caretaker	Recorded and issues brought to attention of HT
Fire Alarm Tests	Caretaker	Recorded electronically and on paper

Daily Checks (by observation, discussion etc) (delete and amend as appropriate)

Item	Check By	Comments

- 16 -

Bakewell Methodist Junior School H&S Policy

Communication of Health and Safety concerns to all staff

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings		
Premises Inspection	RMC	Formal check 3 times a year
Fire Log	HT/RMC	
Accident Reports	HT/RMC	
Fire Evacuation	HT/RMC	
Visual Check of Electrical Equipment	All staff, annual check	
Premises Security	Caretaker	

Out of School Activities

Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc

All out of school activities will be subject to the approval of EVC co-ordinator and the Head teacher. All visits will be to DCC approved places. All visits will be subject to the correct adult/ pupil ratio which is 1:10 for Y4 5 and 6 pupils and 1:6 for Y3 children. Each activity will be accompanied by appropriate risk assessments which will be approved by the Headteacher. All coach travel will be booked in line with legislation and DCC guidelines. All coach travel will be through a reputable company. We will use coaches that have lap belt fitted (this is a change). Our annual residential visit to Whitehall is covered by DCC risk assessments available from the centre itself.

Playground Safety

The school grounds are inspected each week by the caretaker and issues arising reported to the Headteacher. This is recorded in a book kept in the caretaker's office. We keep risk assessment of safety in the school ground this is kept in the RA folder in the Headteacher's office. The children are appropriately supervised in the morning between 8.40am and 8.50pm by at least one member of staff. During morning and afternoon breaks there are two members of staff outside. At lunchtime there are 3 or 4 midday supervisors doing a variety of duties. All staff are aware of children who are vulnerable at these times. **Risk Assessments** RA are periodically updated by groups of staff. They are kept in the Headteacher's office.

Road Safety

Arrangements for the safe flow of traffic throughout the school site, including people and vehicles, etc.

. Parents are requested, through the school brochure and regular newsletter, not to park near or to turn in the school gates. These arrangements are communicated to parents through the school brochure and regularly through the school newsletter.

Security

Security arrangements in order to prevent, where possible, unauthorised access to the premises, e.g. location of visitors' book, access points which may be closed to the public at certain times of the day, etc.

There is no access to the school building during the school day; all doors are kept closed and can only be opened from the inside. All visitors to the school will be asked for identity if they are not known to the staff. All visitors will be asked to sign the visitors' book. The 'top gates' that are visible from the offices are not locked to enable deliveries to school and kitchen. Security fencing will be erected in Oct 11.

Site Access

See road safety and security

Stress Management

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff. The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives. Governors and SMT are aware of the above effects are keen to reduce stress amongst all staff and Governors. We take work force reforms very seriously and these are reflected in our policy and practice. The full DC guidelines are available in the H&S section on the school sever.

Training

Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term. The system for recording any training and information given should also be included.

An induction is given to new staff by the Headteacher. This covers all aspects of H&S and safeguarding children. There is a comprehensive system of induction for Governors. Training needs can be identified by the thrice-yearly inspection or the four-yearly audit. These needs will be recorded on the action plan.

Violence at Work

See Policy of Nov13

Waste Management

Waste is collected by the Caretaker, cleaner and kitchen staff. It is safely stored in bins that are chained to a post.

Wildlife Areas

Arrangements for managing and using school wildlife areas and gardens, eg. staff pupil ratios, provision of adequate fencing, selection of plants, etc. It must be remembered that certain animals may attract vermin such as rats, particularly if a good standard of care is not maintained. Arrangements for dealing with this type of situation will need to be considered.

There is a pond on the school site but access is denied the children unless under direct supervision in a lesson situation. The area is fenced and gated.. There is a sign warning intruders that there is a pond and there is risk assessment in school.

Working at Heights

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector.

Managers should

1. avoid work at height where they can;
2. use work equipment or other measures to prevent falls where they cannot avoid working at height; and
3. where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

This policy should be read in conjunction with the DCC guidance that is on the school server. A risk assessment exists and is available from the Headteacher's office.