



## Morley Memorial Primary School

### Health & Safety Policy

Frequency of review:	Every 2 years
Reviewed:	Oct 2018
Reviewed By:	Tim Fox / Nikki Brown
Next review (date):	Oct 2020

Morley Memorial Primary School believes that health and safety is paramount in all areas of its activities. The school is committed to providing its employees with a safe place of work that does not impact negatively on their health and well-being. Morley Memorial Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, 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 its 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 leadership 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 leadership team, observing all relevant information and instructions and reporting any health and safety matters to a member of the senior leadership team.

Overall accountability for Health and Safety in the school rests with the Governing Body, led by the Chair of Governors. The Headteacher is responsible for the day to day implementation of the Health & Safety policy.

## Organisation and Responsibilities

In order to ensure that health and safety issues are dealt with appropriately, 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

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. Headteacher (Nikki Brown)

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the school and of all the activities carried on within it, the Headteacher 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 Ensuring 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 Site Manager;
- 2.12 The provision of appropriate health and safety information to Governors.

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 Headteacher from the overall day-to-day responsibilities for health and safety within the school.

### 3. Deputy Headteacher (Katy Kowalska)

The Headteacher will delegate to the Deputy Headteacher the majority of the duties that are linked with the overall responsibilities of the Headteacher.

More specifically, the Deputy Headteacher will:

- 3.1 Ensure that risk assessments are undertaken throughout the school 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 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Site 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;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Co-ordinate the annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 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;
- 3.11 Oversee all arrangements for educational visits and school journeys;
- 3.12 Identify specific staff health and safety training needs;
- 3.13 Consult with all staff on any matters which may affect their health or safety whilst at work;
- 3.14 Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 3.15 Consult the local authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

#### **4. 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, and off site e.g. school trips. Class teachers shall:

- 4.1 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;
- 4.2 Be aware of the school's health and safety policy and any local rules and arrangements which may apply;
- 4.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 4.4 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.;
- 4.5 Ensure that pupils follow school safety rules and that protective equipment is worn where appropriate;
- 4.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 4.7 Ensure any safety devices are in good condition and are used;
- 4.8 Report any defective equipment to the Deputy Headteacher;
- 4.9 Investigate all accidents (in conjunction with the Deputy Headteacher), which occur through activities organised by them;
- 4.10 Ensure that all accidents (including near misses) are promptly reported and recorded using the appropriate forms etc;

- 4.11 Propose for consideration by the Deputy Headteacher any improvements, which they consider, would improve health or safety standards within the school;
- 4.12 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.

## **5. Site Manager**

The Site Manager is responsible to the Headteacher via the Deputy Headteacher. Duties include:

- 5.1 Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 5.2 Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 5.3 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.;
- 5.4 Ensuring that other site supervisory staff are adequately supervised;
- 5.5 Identifying any particular health and safety training needs of other site supervisory staff;
- 5.6 Ensuring that staff are not involved in activities outside their limitations;
- 5.7 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;
- 5.8 Ensuring that all staff work in accordance with safe working practices issued by the school, the local authority etc.

## **6. 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 to:

- 6.1 Participate in the risk assessment process and comply with findings;
- 6.2 Report all defects in the condition of the premises or equipment to which they become aware;
- 6.3 Report all accidents according to school procedures;
- 6.4 Be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- 6.5 Make use of all necessary personal protective equipment provided for safety or health reasons;
- 6.6 Where necessary make use of all control measures made available to them;
- 6.7 Follow all relevant codes of safe working practice and local rules;
- 6.8 Report any unsafe working practices to the Deputy Headteacher.

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

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

- 7.1 Follow all instructions issued by any member of staff in the case of an emergency;
- 7.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- 7.3 Inform any member of staff of any situation, which may affect their safety.

## 8. 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:

- 8.1 To investigate potential hazards and to examine the causes of accidents in the workplace;
- 8.2 To investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- 8.3 To make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 8.4 To carry out workplace health, safety and welfare inspections;
- 8.5 To attend any safety committee meetings;
- 8.6 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.

Karl Brown is the current Staff Safety Representative.

## 9. Health and Safety Committee [membership to be determined locally]

The school's Health and Safety Committee is the Resources Committee of the Governing Body, which meets at least termly. Health and Safety is a standing item on the Resources Committee's agenda and it is part of the Committee's remit 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.

The Resources Committee will receive a summary of accident and ill health statistics once a year and will suggest health and safety targets and priorities for the forthcoming year.

## 10. Competent Assistance

The competent assistance and advice is provided by:

**Cambridgeshire County Council LGSS Occupational Health & Safety Team**

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

### Contact Details:

Cambridgeshire County Council Health & Safety Team  
1<sup>st</sup> Floor Octagon  
Shire Hall  
Cambridge  
Cambridgeshire  
CB3 0AP  
Tel: 01223 699122  
Fax: 01223 475932

## Arrangements & Procedures for Health, Safety and Welfare

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

### 1. Accident Reporting, Recording & 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 online accident reporting system at the following link [www.reportincident.co.uk/cambridgeshire](http://www.reportincident.co.uk/cambridgeshire). Violent incidents and verbal abuse must also be reported on the online accident reporting system.
- “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.
- A copy should be kept at the school and either centrally filed or held on the personal file of a staff member or pupil/child (NB: Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible).
- The Headteacher 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 699122.
- The incident report must be completed and sent to the Health & Safety Team (within 10 calendar days) for absences through accident for periods of 7 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 Accident guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal.

### 2. Asbestos

The Business Manager is responsible for the monitoring of Asbestos, in conjunction with Tim Conquest and Phil Hill at Cambridgeshire County Council.

The latest asbestos survey is located in the Hazard File in the school office and is held electronically by both the school and the local authority.

Contractors, and others such as site supervisors etc., are required to sign the “5C visit log for contractors and visiting workers/drivers”, held in the Hazard File in the school office, which confirms that they have had sight of the asbestos survey prior to starting work on the premises.

Staff are not to drill or affix anything to walls without first obtaining approval from the Business Manager.

### 3. Contractors

Contractors will be selected from PCM's (our property advisers) approved list to ensure they have been appropriately vetted.

Contractors are required to sign the “5C visit log for contractors and visiting workers/drivers” held in the Hazard File in the school office. They are required to provide appropriate DBS information to the Office Manager to allow them to work on site and will be required to provide method statements/risk assessments as appropriate depending on the nature of the work.

Where required on project work, PCM will assist with the induction of contractors to exchange health and safety information, agree safe working arrangements, frequency of liaison meetings and will be responsible for monitoring contractors working methods.

Staff should report any concerns regarding contractors on site to the Business Manager in the first instance who will liaise with the Headteacher/LGSS Health & Safety Team regarding the most appropriate course of action.

#### **4. Curriculum Safety [including out of school learning activities]**

Teaching staff should ensure that suitable written risk assessments are in place prior to commencing hazardous activities and ensure that health & safety is written into the lesson scheme of work

#### **5. Drugs & Medications**

Staff should refer to the school’s “Medicines in School” policy which is available on the school’s website and is updated regularly.

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

Users of electrical equipment should visually inspect the equipment each time they use it and report any issues to the Business Manager/Deputy Headteacher without delay.

All electrical equipment will be PAT tested by a competent person annually. The school receives a record of the inspection, which is held by the Site Manager, and he is responsible for updating it if any items cease to be used by the school, for whatever reason, between inspections.

The fixed electrical installation is examined every 5 years by a PCM approved contractor and appropriate remedial work carried out.

Staff should not use non-PAT tested items of electrical equipment on school premises.

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

The school’s Fire Risk Assessment is reviewed annually by either Matt Hiles from PCM or Barbara Noack from Cambridgeshire County Council.

Written emergency procedures exist covering a range of hazardous situations and these documents are located in the Critical Incidents Policy.

- On discovering a fire or smoke, staff should operate the nearest fire alarm immediately by breaking the glass. The safe evacuation of persons is an absolute priority. Staff are not expected to fight fire nor should they go back into the building.
- On hearing the fire alarm, all staff and pupils must evacuate the building immediately through the nearest fire exit. Teaching staff must ensure that pupils in their class are clear as to the current emergency evacuation procedures including assembly points; there is a fire action notice in every room in the building. All staff must ensure that, in the event of an evacuation, pupils are encouraged to leave the building quickly in a calm and quiet manner

- The Office Manager (or other nominated member of the office team) will summon the emergency services as necessary;
- 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, and fire alarm tests weekly during term time and a record kept in the Site Manager's office;
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible.
- Escape routes are checked by the Site Manager every term or whenever circumstances which might impinge on escape routes change.
- Fire extinguishers and emergency lights are maintained and checked by qualified inspectors every year with regular visual inspections carried out by the Site Manager.
- Details of service isolation points (i.e. gas, water, electricity) are located in the Site Manager's office.
- Emergency procedures for incidents outside normal working hours are included in lettings arrangements with third parties who use the premises.
- These procedures will be reviewed at least annually.

## **8. First Aid**

A list of current First Aid trained members of staff is on the noticeboard in the school office.

The Office Manager is responsible for ensuring that first aiders have a current certificate and that new persons are trained should first aiders leave.

First aid supplies are kept in cupboards in the staff kitchen and also in the After School Club.

The Office Manager and Deputy Childcare Manager are responsible for regularly checking that the first aid supplies are not depleted and replenished as necessary. A check should be made at least once per term.

The first aid treatment record book for recording details of all first aid administered is kept in the school office, apart from during the lunch break when it is taken to the playground by the lunchtime supervisors.

The Office Manager will call an ambulance if required and a member of staff or parent will accompany the child to hospital.

## **9. Glass & Glazing**

All glass in doors/side panels is either safety glass or, where it is not, it has been fitted with safety film by an approved contractor ensuring it is safe for children.

All replacement glass is to be of safety standard.



## **10. Hazardous Substances**

The Site Manager and the Headteacher will be responsible for:

- Identifying all substances which need Control of Substances Hazardous to Health (“COSHH”) assessment
- Undertaking COSHH assessments
- Ensuring that all actions identified in the assessments are implemented
- Ensuring that all relevant employees are informed about the COSHH assessments
- Checking that new substances can be used safely before they are purchased

All hazard data sheets and risk assessments are kept in the Site Manager’s office. All hazardous substances are kept locked away at all times in either the Site Manager’s office or the cleaning cupboards near the infant toilets and the year 6 classrooms. There is a COSHH cupboard in the Site Manager’s office.

The number of hazardous substances on site is kept to a minimum and non-hazardous alternatives are used wherever possible.

Apart from the cleaning staff who are trained by their employer (Cleantec), use of hazardous substances is limited to the Site Manager who will use appropriate protective equipment as advised by the product data sheets.

## **11. Health and Safety Advice**

The school is able to obtain competent health and safety advice from the LGSS Health and Safety Team, currently led by Stuart Wood 01223 699122.

## **12. Housekeeping, cleaning & waste disposal**

The premises are cleaned daily during term time by Cleantec, our cleaning contractors.

As the cleaners are on site after 6.00pm, the risk of slips relating to wet floor cleaning is reduced and appropriate signage is used.

Any issues regarding the standard of cleaning must be raised with the Site Manager or Business Manager who will speak to the Cleantec area representative to resolve.

External waste bins are stored in secure bin stores in the car park to the rear of the building.

The Site Manager maintains a supply of grit and salt to be used in the playground and on paths within the school premises in the event of snow and/or ice.

## **13. Handling & Lifting**

Please see the detailed manual handling risk assessment dated 22 Dec 2017

## **14. Jewellery**

In line with local authority guidance, pupils are not permitted to wear any jewellery in school.

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

Please see the school’s Lettings Policy available on the school website.

## **16. Lone Working**

The school follows the provisions in the local authority guidance sheet on lone working.

## **17. Maintenance / Inspection of Equipment**

The school's property advisors, PCM, provide software which ensures that all equipment on site is inspected and maintained to the required standard by approved contractors. This will cover all aspects of the operation of the school, for example, fire alarm, intruder alarm, CCTV, PAT testing, PE equipment, boiler servicing, emergency lighting, kitchen extract systems etc.

In addition, the Site Manager has a check list which details items for daily and weekly inspection including the internal and external areas of the school.

There is also an annual condition survey carried out by PCM and an annual monitoring visit by representatives of the Governing Body, both of which generate reports and actions points for the Business Manager and Site Manager.

## **18. Monitoring the Policy**

The Resources Committee of the Governing Body and Headteacher of the school will monitor the achievement and effectiveness of the Health & Safety arrangements to ensure that:

- Physical controls are in place and working satisfactorily; and
- Staff are carrying out the functions allocated to them.

This will be done through:

- Collecting accident/incident data termly (check, categorise and analyse accident reports)
- Carrying out Health & Safety inspections of the premises
- Carrying out Health and Safety inspections of the premises by members of the Resources Committee and present a report to that Committee for analysis and discussion.
- Examining and acting upon specialist Local Authority Audit Reports and, where appropriate, OFSTED Reports where these relate to Health and Safety issues.
- Checking maintenance records/reports.
- Monitoring complaints of hazards reported by staff, pupils, parents, etc.
- Examining Resources Committee meeting minutes and the effectiveness of follow-up procedures.
- Reporting on Fire alarm tests, fire drills and other emergency arrangements.
- Reviewing and updating risk assessments annually or when circumstances require their updating

## **19. Personal Protective Equipment (PPE)**

Advice will be taken from the LGSS Health and Safety team if there is any doubt as to whether or not PPE may be required for a member of staff to carry out a particular task.

The Site Manager may use some PPE based on information contained in product hazard data sheets but, in most cases, if PPE is required, we would be engaging a specialist approved contractor to carry out the work, rather than the Site Manager

## **20. Reporting Defects**

Any defects / hazards should be reported to a member of the senior leadership team without delay.

The Business / Site Manager will ensure that the area in question is made safe for use or cordoned off pending remedial works.

Remedial works will be arranged by the Business Manager.

## **21. Risk Assessments**

The Headteacher is responsible for ensuring that risk assessments are undertaken including special risk assessments such as for staff who are pregnant or who have health problems

Risk assessments will be reviewed as required.

## **22. School Trips/ Off-Site Activities**

The safety of pupils taking part in activities away from the school site must take the highest priority when such activities are organised.

To this end, staff planning a trip or visit out of school must read the relevant advice given on the evolve website (<https://evolve.edufocus.co.uk>). This guidance, approved by Cambridgeshire County Council, should be followed at all stages of planning and conducting any off-site activity.

This will ensure that staff have appropriately covered issues of:

- staffing
- parental consent
- collation of contact and medical information
- insurance
- medical / first aid provision
- risk assessment

Staff will be expected to have all paperwork in place two weeks before the visit

The school visits coordinator is Jack Pullen.

## **23. Smoking**

The whole of the school site is a non-smoking area.

## **24. Staff Consultation**

The school's Health and Safety Committee is the Resources Committee of the Governing Body, which meets at least termly and reviews its terms of reference annually.

Staff should raise issues of concern, and make suggestions for health and safety improvements, with the Headteacher in the first instance who will then delegate any follow up to a member of the senior leadership team.

## **25. Staff Health & Safety Training and Development**

A discussion on Health and Safety, including a copy of and reference to this policy, forms part of the induction process for new staff which will be carried out by the Deputy Headteacher or Business Manager.

This policy and risk assessments in place provide a framework for the Site Manager and others when dealing with issues which may occur during their working day such as working at height, manual handling, use of hazardous substances etc.

Office staff carry out annual Display Screen Assessments to optimise their working conditions.

Educational Visits Coordinator undertakes relevant H&S training for their role.

## **26. Staff Well-being / Stress**

Stress is the adverse reaction people suffer to excessive pressure. It can eventually lead to physical and mental ill health.

The school will endeavour to reduce the risk of stress in the workplace by

- providing clear channels of communication for staff to talk about that which they may find stressful in their job to a member of the senior leadership team
- listening carefully to what staff have to say about stress and taking any issues raised seriously and keeping a written record of any such discussions
- acting as far as is practicable to change or remove factors which could act as unreasonable stressors.

Staff must ensure that they discuss any issues of stress with a member of the senior leadership team as soon as it becomes a problem.

Staff have access to the local authority's nominated provider of employee assistance.

## **27. Supervision**

Children are not left unsupervised at any time whilst on the school premises.

Guidelines for agreed ratios for school trips are available on the evolve website: (<https://evolve.edufocus.co.uk>).

The Office Manager deals with DBS clearance for all staff, volunteers and visitors to ensure that no one is on the school site with access to children without the appropriate clearance.

## **28. Use of Display Screen Equipment**

The school will endeavour to optimise working conditions at Display Screen Equipment (DSE) by an annual assessment of the suitability of;

- Display screens
- Keyboards
- Work desks
- Work chairs
- Lighting
- Incidence of reflection / glare
- Noise and heat

Any issues regarding defects or health concerns should be reported to the Business Manager.

### **29. Vehicles on Site**

Vehicles are not allowed on to the school site during the school day, unless the Headteacher has been informed and steps taken to ensure that no children are in the area

The school car park may only be used by staff between 7.00am – 6.00pm Monday to Friday during term time. All lettings are made aware of this restriction through initial conversation with the Business Manager before a new letting starts and in the terms of the Lettings Policy.

### **30. Violence to Staff / School Security**

All visitors are required to sign in at the school office and will not be left unsupervised on site unless the Office Manager is satisfied that the appropriate DBS clearance is in place.

Violence and aggression, both physical and verbal, against staff, pupils, visitors and others on the site is unacceptable.

Any incident of violence to staff, whether from an adult or a child should be reported to the Headteacher, Deputy Head or another member of the senior leadership team immediately and recorded formally on an accident/incident form, available from the school office. Where it is considered necessary, other steps, that may include prosecution, will be taken against offenders.

### **31. Working at Height**

Please see the detailed working at height risk assessment dated 22 Dec 2017.

### **32. Work Experience**

Any work experience placements receive the same induction as a new member of staff with appropriate levels of supervision put in place depending on the nature of the placement.