



DRONFIELD JUNIOR SCHOOL

Health and Safety Policy

Statement of Intent

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

Revision No:	2
Date Issued:	25 th September 2017
Committee:	Premises
Date Adopted:	
Minute No:	
Review Date:	June 2020

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.

Dronfield Junior 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 school's 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.

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 school activities being carried out on or within the school boundaries or otherwise, the Governing 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 members 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 school's Governing Body.

Name: Nicola Thomson

Name: John Harvey

Signed: _____

Signed: _____

Head teacher

Chair of Governors

Date: _____

Date: _____

Roles & Responsibilities

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 Head teacher to include, for example, the findings of risk assessments, any problems the Head teacher feels need to be referred 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 of the Head teacher

The Head teacher is ultimately responsible for the day to day implementation of health and safety in the 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 Head teacher 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, eg 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 (eg 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 eg: 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.

The School's Headteacher is Mrs Nicola Thomson.

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 Head teacher 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 Head teacher or Governing Body.

The school's Health and Safety Coordinator is Mrs Karen Myers.

Teaching/non-teaching staff holding positions of special responsibility

This includes the Deputy Head teacher, Curriculum Co-ordinators, the School Admin Lead and Admin Support, the Canteen staff (where applicable), the Senior Midday Meals Supervisor (where applicable) and the Site Manager. 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 Head teacher 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 Head teacher 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.

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 Head teacher or Deputy Head teacher 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 the Head teacher.
- 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 school's health and safety policy.
- Be aware of and comply with all schools 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 school's arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to the Head teacher as appropriate.

- Report all hazards and incidents occurring during the course of their work to the Head teacher. 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 complaints 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.

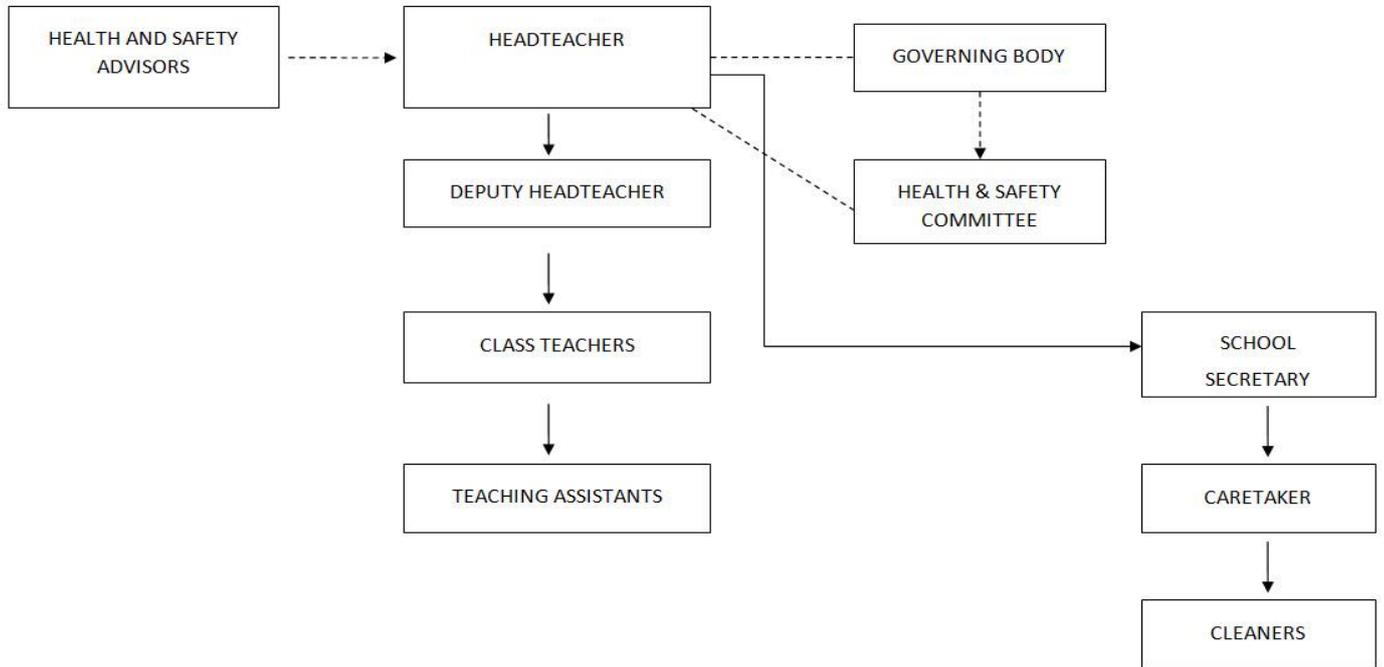
They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

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



Arrangements for Health & Safety

Accident/Incident Reporting & Subsequent Investigation

All accidents and incidents occurring at Dronfield Junior School will be reported and recorded in line with the Local Authority accident reporting guidance. At Dronfield Junior School all staff will report all accidents to the Head teacher and the Health & Safety Coordinator 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 at Appendix A.

Administration of Medicines

All staff have been trained to administer medicines. Parents of children who need to be medicated during the school day should sign an indemnity form which is kept in a folder along with a recording sheet in the staffroom.

Asbestos

The school has an asbestos survey and received a register of the areas where asbestos is known to be present. The guidance deals with how exposure to asbestos is to be prevented.

Communication

An incident reporting book for communication between management and staff regarding health and safety issues, eg. defect reporting, health and safety bulletins, etc. Is kept in the staffroom. Incidents and concerns of a more serious nature should be immediately communicated to the head or deputy.

Consultation with Staff

Health & Safety matters are a standing agenda item on the Governor's Premises Committee and are included in staff meetings as necessary. The school will always comply with statutory regulations and consult with union elected health and safety representatives as required.

Contractors

Arrangements for contractors – The school recognises its responsibility to ensure that all contractors undertaking work on the 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 contractors sign a Permit to Work form on arrival on-site and wear a security badge which identifies their CRB/List 9 status.

COSHH

A copy of the current COSHH handbook is available in the headteacher's office.

Disaster Plans

A Critical Incident Plan, which is updated annually, is kept in the Headteacher's office.

A separate Computer Disaster Recovery & Security Plan is shown at Appendix B.

Educational School Visits

The staff have all received training in the Evolve online computer program for managing educational visits and carrying out associated risk assessments.

Fire

Fire Safety procedures are displayed prominently In all classrooms.

Fire procedures, to include:

- Who is the duty holder
- Fire Risk Assessment details
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

First Aid

- All classrooms have a portable First Aid kit, to keep asthma inhalers and epipens for children within the class. The First Aid kit should be kept in a visible position near the teacher's desk to allow easy access by other staff who may need to use it. All other medicines are to be kept in the First Aid Cupboard in the staffroom unless by special arrangement.
- The class First Aid kit and any inhalers/epipens should be taken out to swimming lessons, to games periods on the field and on day-trips away from the school.
- Mobile Phones - For games periods on the field, and on day trips away from the school, the teacher should ensure that they carry a fully-charged mobile phone.
- Informing Parents - For all serious injuries such as those to the head and possible fractures the parents must be informed by telephone at the earliest opportunity.
- At breaktimes members of staff on duty will send children in need of attention to the hall at which point the seriousness of the child's injury will be assessed, parents will be contacted by telephone, if it is deemed necessary, and (in the case of a head injury) by sending home a Head Injury Slip.
- During lunchtimes the Midday Supervisor on First Aid Duty will deal with minor injuries and inform the class teacher as necessary. Thereafter, the class teacher will continue to monitor the child for any signs of complications arising from the injury.
- Logging of Accidents - All accidents need to be logged. A book is kept in the staffroom for this purpose.

Hot Drinks

All adults working at Dronfield Junior School must take every reasonable precaution to avoid the risk of pupils coming into contact with hot drinks or boiling water. The following rules from the LA should be adhered to at all times:

- Hot drinks consumed when children are present (eg. staff drinks during breaktimes whilst on playground duty) must only be contained in suitable lidded, insulated cups. This also includes staff carrying drinks to other parts of the establishment, when lidded beakers should be used or the cup should be transported in a container. Staff should ensure lids are properly secured before moving into an area where pupils might be.
- Pupils are never to be allowed to carry hot drinks to staff under any circumstances.
- Kettles/boilers must only be provided in areas where pupils are not allowed (eg the staff room). Kettles/boilers should not be available in communal areas, classrooms etc.
- If an area identified in the bullet point above has to be used by pupils (eg. for teaching due to space considerations) kettles must be emptied and put away before such use and boilers emptied and turned off.
- If hot drinks are to be supplied as part of an organised event, the area where the drinks are made should be adequately secured to prevent pupils accessing the area and must be supervised at all times. A suitable area should be provided for people to consume the drinks so they are not wandering round the event with hot drinks.

Housekeeping/Storage

- All cleaning chemicals and materials are kept in lockable cupboards away from child access. Only approved chemicals are used in school.
- Ladders etc are stored in the paper store which is off-limits to children.
- Electrical equipment is stored in cupboards where possible and no trailing cables are allowed on the floors where children may be situated.
- Fire doors are routinely checked by the Premises Committee of the Governing Body each term and the Site Supervisor checks these on a daily basis.
- No equipment is stored near external doors.

Inspection of the Premises

- The Premises Committee of the Governing Body inspect the premises inside and out on a termly basis. Items logged for repair or replacement are recorded and submitted to the Headteacher, Site Supervisor and Premises Committee for action as appropriate.
- The Site Supervisor carries out routine inspections on a daily basis.
- The Site Supervisor carries out visual inspections of playground equipment on a weekly basis.

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.

If a teacher is taking pupils to an event after school and the children or member of staff are not planning to come back to school, we ask the member of staff to contact a colleague to let them know that everything is ok.

Jewellery

Pupils are allowed to wear stud earrings which have to be taped for PE. Each teacher to be given a roll of tape. In addition pupils can wear a watch. No other jewellery is allowed and this will be part of the Uniform policy which is available on the website.

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.

Each school should make arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable.

Monitoring Auditing

Arrangements for monitoring and auditing the policy; again based on who, how, when. Monitoring the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the size and complexity of the school as well as the issues identified. In large areas some areas or departments may require more frequent monitoring of their sections of the policy than others.

Audits should take place to ensure the continuous monitoring process is adhered to. The frequency of these audits will depend on the situation within each school.

Records of the testing and inspection of equipment and maintenance work carried out should be maintained as part of your health and safety management system documentation, but do not need to be included in the health and safety policy itself.

The following list is a guide to the equipment and practices for which records should be kept but you may wish to add to it or delete from it as appropriate.

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders

- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Local Exhaust Ventilation (LEV)
- Lifting Apparatus
- Mechanical Machinery
- Lifts
- Fume Cupboards
- Pressure Systems
- Fixed Electrical Systems

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Checked By	Comments
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Risk Assessments		
Manual Handling of Risk Assessments		
Accident Reports		
Cleaning Staff Procedures		
Record Fire Appliance Test		
Record PE Equipment Check		
Check Completion of PAT Testing		
Whole Staff Training- Refreshers		
Non Accidental Injury Reports		

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats		
Fire Alarm Tests		

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention		
PE Safety		
Lettings (Safety)		
Communication of Health and Safety concerns to all staff		

Termly Checks

Item	Check By	Comments
Health and Safety Report by Head teacher at Governors' meetings		
Premises Inspection		
Fire Log		
Accident Reports		
Fire Evacuation		
Visual Check of Electrical Equipment		
Premises Security		

Out of School Activities

All staff are registered with and trained in the use of the Evolve online Risk Assessment program. All school trips are required to be vetted through Evolve and permission sought in advance.

Playground Safety

- Children in the school playground before 08.50 on school days are unsupervised and parents must assume responsibility for their welfare.
- No children are allowed on the Adventure Playground before school in the morning as this area is unsupervised.
- From 08.50 on school days three members of teaching staff are on duty in the playground with designated patrol areas to supervise. Children who suffer minor injuries are sent to the staffroom to be attended to by the Teaching Assistant on First Aid Duty.
- At morning and afternoon breaktimes three members of teaching staff are on duty in the playground with designated patrol areas to supervise. Children who suffer minor injuries are sent to the staffroom to be attended to by the Teaching Assistant on First Aid Duty.
- At lunchtime, the team of Lunchtime Supervisors patrol the playground areas and supervise the children. Children who suffer minor injuries are taken to the Accidents area in the Year 4 block for attention by the designated Lunchtime Supervisor on First Aid Duty.
- The Site Supervisor makes weekly visual inspections of the play equipment and yard areas to ensure their safe use.
- The Premises Committee of the Governing body inspect the playground and play equipment termly during their site inspection tour.

Risk Assessments

Up to date Risk Assessment have been carried out and are available for inspection in the Headteacher's office. These Risk Assessments, which are reviewed annually, comply with current health and safety legislation, e.g. general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments, etc.

Road Safety

- Teachers are required to be in the building by 08.30 daily. Therefore, all staff vehicles should be parked onsite before the children arrive in the mornings.
- Signs at the main entrance clearly indicate that the car park is for staff use only at all times.
- Delivery vehicles are not allowed to make deliveries whilst children are arriving at or leaving the school premises.

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.

Site Access

Arrangements for safe access and egress of staff, pupils, visitors and associated vehicles.

Stress Management

Arrangements for identifying and managing stress, School Governors, Head teachers, 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 extend 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.

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. They system for recording any training and information given should also be included.

Violence at Work

Schools must ensure that a policy is in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School managers need to be aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress.

Welfare Facilities

Arrangements for the provision and maintenance of welfare facilities, eg toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch, provision for hanging wet clothing, etc

Waste Management

Arrangements for managing waste and associated secure points.

Working at Heights

Three-step aluminium step ladders are provided, one per year group to allow staff to pin work etc. to classroom walls above head height. These are kept in classrooms to allow immediate access. Additional, taller ladders are kept in the paper store for working at greater height. Such ladders should only be used with a second adult present to reduce associated risks.

Karen Myers (Health & Safety Coordinator)

Dronfield Junior School

Reviewed June 2017

Next review June 2020