



St Peter's

BUDLEIGH SALTERTON CHURCH OF ENGLAND PRIMARY SCHOOL

Health and Safety Policy

Created: Summer 2016

Next Review: Summer 2017

SECTION 1: STATEMENT OF INTENT

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

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

This policy will be brought to the attention of all members of staff at induction of new staff, emailed to existing staff, and kept on the shared drive accessible to all staff.

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

Chair for the Governing Body

Date

Head Teacher

Date

SECTION 2: ORGANISATION

The Duties of the Governing Body

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

The Duties of the Head Teacher

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

In particular, the Head Teacher will:

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

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

The role of Health & Safety Coordinator for the School has been delegated to Mr Oliver Force.

The Duties of the Health and Safety Co-ordinator

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

To do this the health and safety co-ordinator will:

- co-ordinate and manage the risk assessment process for the school
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher and Governing Body
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Governing Body if funds are not available
- assist with the identification of training needs and training delivery across the school to ensure that staff are adequately instructed
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic health and safety audits and liaise with the Head Teacher and Governing Body in relation to findings and any associated remedial actions

The Duties of the Headteacher, School Business Manager and senior managers

The Headteacher, School Business Manager and senior managers have specific delegated tasks in relation to health & safety management within their departments/subject areas. They must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher or Governing Body of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Head Teacher or Governing Body
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

The Duties of all Members of Staff

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

Specifically, all employees have responsibility to:

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

Pupils

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

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

Contractors

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

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

All contractors must provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements, with evidence that they understand the importance of submitted documents and its content.

All persons appointed to positions are to meet the requirements of CDM Regulations, which place duties on the client, Principal Designer, designer, Principal Contractor and contractors, will comply with those duties imposed upon them.

Depending on the nature of the appointment, those duties will include:

- a. Provision of relevant information for initial assessments following feasibility study and the intention to build.
- b. Selection of competent duty holders in accordance with CDM2015.
- c. Carrying out risk assessments of all relevant activities.
- d. Competent selection of relevant external/ internal personnel.
- e. Formulation of the pre-tender information pack
- f. Formulation of construction phase Construction Phase Plan.
- g. Continual monitoring of construction phase Construction Phase Plan. Page 13 of 40
- h. Ensure implementation of the construction phase Construction Phase Plan by the project management team.
- i. Making available information for the Health and Safety File.
- j. Identifying the needs of continued and adequate training.
- k. Ensuring that all health and safety requirements are met.
- l. Notification of projects to Health and Safety Executive.
- m. Advising on compliance, so that no breach of the Regulation occurs.

The exact scope of each person's duties will be determined by the nature of their appointment as laid down under the Construction (Design and Management) Regulations (CDM) 2015.

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

In addition, the following school specific arrangements are in place:

- Accident / Incident Reporting: every injury should be reported in the school accident books, located at in the Foundation Stage and in the First Aid cupboard outside the admin offices and then entered onto the DCC on-line accident reporting system (OSHENS) following the guidance in

the HS0001 Accident Guidance Note. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the on-line accident reporting system must be used and the Devon Health and Safety Service advised.

- Consultation: employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trade unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Coordinator, who will seek advice from the Devon Health, Safety & Wellbeing Service, on any concerns of employees which cannot be resolved locally.
- Contractors: contractors carrying out work for the school will be vetted for their health and safety performance and for major projects are normally drawn from the Diocesan list of approved contractors. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- Curriculum Safety: the school recognises that programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. School staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- Fire Safety: the person responsible for carrying out the school's fire risk assessment is Mr Oliver Force. All the school's arrangements for fire prevention and dealing with an emergency are contained within the school's Fire Emergency Plan.
- Inspection and Monitoring: the Headteacher/Health and Safety Coordinator will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of the Annual Risk Assessment and Safety Review document(s) for the school. Feedback from this process will be referred to the Governing Body.
- Lettings/shared use of premises: the governing body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.
- Medication Arrangements: there is no legal duty requiring the school to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to the school and therefore the school's arrangements are detailed in the Administration of Medication Policy and details of any long-term medical needs of pupils are noted on SIMS and in the registers.
- Moving and Handling: any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.

- Offsite Visits: the school will follow the DCC arrangements in respect of any visits off the school premises. Mrs Siobhan Trapnell is the Educational Visits Co-ordinator for the school.
- School Partnerships: school linked partners and hirers, will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to that provided by the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's routine activities.
- Swimming pool: Mrs Vicki Stone has overall responsibility for the management of the pool, but the day-to-day maintenance of the pool and responsibility for safety is handled by Mrs Jane Hushon.
- Training and Information: training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the Deputy Headteacher. The DCC Health and Safety Guidance Notes will be made readily available to employees.
- Lone working: see the school's lone working policy.
- Working at height: When staff need to access heights (e.g. for high-level storage, working on displays, accessing electricity meters etc) they should use folding steps or step-ladders as appropriate, sited safely on an even, firm surface. If access to heights is needed for a sustained period of time, work should take place outside school hours where possible and children excluded from the area. Particular care should be taken when working at height outside and this should not be done in adverse weather conditions. All sets of steps should be inspected annually to ensure it is in good working condition and records kept of the inspection.

Risk Assessment

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

- RA22 (Whole school primary curriculum)
- RA21 (Primary school curriculum activities)
- RA08 (Fire)
- RA11 (Kitchen)
- RA27 (Working at heights)
- Swimming pool RA; completed by Jane Hushon
- RA04 (Site Supervisor and cleaning staff)

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

Risk assessment records will be reviewed annually. This will be identified on risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS0047 Guidance Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported to the Governing Body. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees should be recorded in the accident book kept in the first aid cupboard in the reception foyer. Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Governing Body by entering accident details onto the OSHENS on-line accident reporting system.

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

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

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

For full details relating to accident reporting arrangements, reference should be made to the HS001 Guidance Note.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the school business manager's office.

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

The authorising manager shall ensure:

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

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to Mr Oliver Force at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS004 Guidance Note as well as the Asbestos Management Plan.

Communication and Training

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

The Health and Safety Law poster is displayed in the staff room.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept on the shared Google drive. Mr Oliver Force is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

Consultation

Staff are represented on the Resources Committee. Consultation of day to day matters will be achieved in weekly staff meetings, as necessary, or in the staff bulletin.

Members of staff with concerns should raise them initially with the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

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

For full details relating to staff consultation, reference should be made to the HS008 Guidance Note.

Contractors

All contractors must report to the school administration office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, Mr Oliver Force will undertake appropriate competency checks prior to engaging a contractor. Mr Oliver Force is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. Mr Oliver Force will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

For full details relating to the control of contractors, reference should be made to the HS0007 CDM Guidance Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the appropriate member of staff, with authorisation from Mr Steve Hitchcock (head teacher) using the appropriate Health, Safety & Wellbeing Service's model risk assessments listed above.

For full details relating to the primary curriculum areas, reference should be made to the HS0046 Guidance Note.

Display Screen Equipment (DSE)

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

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

For full details relating to DSE, reference should be made to the HS0012 DSE Guidance Note.

Fire and Emergencies

The Head Teacher is responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in the folder in the administration office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the folder in the administration office. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken half-termly. Evacuation procedures are also made known to all contractors / visitors.

Mr Oliver Force is responsible for ensuring that the school's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located in SBM office and on Google shared drive, and will be reviewed annually. Emergency contact and key holder details are held on the main entrance door.

For full details relating to fire safety, reference should be made to the HS0018 Fire Safety Guidance Note.

First Aid

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

Emergency First Aid at Work and Paediatric level - see 1st aid document. Link: [See here](#).

First Aid boxes are located at the following locations:

Nursery First Aid Cupboard (near staff toilet)

Reception Foyer

Main Hall

Staff Room

Chestnut/Cedar

Swimming Pool

Mrs Vicky Lewis will ensure that refresher training is organised and Mrs Jackie Atkin for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HS0019 First Aid Guidance Note.

Hazardous Substances

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

The responsible manager shall ensure that:

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

For full details relating to the control of hazardous chemicals, reference should be made to the HS0010 COSHH Guidance Note.

Legionella

A water risk assessment for the school has been completed by Interserve and Mr Oliver Force is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HS0028 Legionella Guidance Note.

Lettings/shared use of premises

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

Maintenance of Plant and Equipment

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

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

- Annual gas appliance inspection and maintenance, to be undertaken by *Cannings* and organised by NPS.
- Annual gas heating plant inspection and maintenance, to be undertaken by *Cannings* and organised by NPS.
- Annual gas tightness test, to be undertaken by *Cannings* and organised by NPS.
- Electrical installation inspection every 5 years by *Cannings* and organised by NPS.

Portable Electrical Appliances

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Head Teacher. Staff must label defective equipment and ensure it is either disposed of correctly or stored in a suitable place for repair or return, and the site supervisor notified.

All portable items of electrical equipment will be subject to formal inspection. This regime is currently under discussion by the school H&S leadership team.

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

For full details relating to work equipment and electrical safety, reference should be made to the HS0016 and HS0058 Guidance Notes.

Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found on the school website.

For full details relating to the administration of medication, reference should be made to the HS0032 Medication Guidance Note.

Monitoring

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

A general inspection of the site will be conducted half-termly and be undertaken by the Head Teacher, the School Business Manager, nominated governor and the Site Supervisor. Feedback from this process is to be referred to the Governing Body.

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

- Weekly premises meetings between Site Supervisor and School Business Manager
- Regular agenda items on the resources governors meetings.
- Weekly walk around site (plus a walk around after bad weather.) by Site Supervisor

For full details relating to monitoring, reference should be made to the HS0005 Audit & Monitoring Guidance Note.

Moving and Handling

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

Offsite Visits

In line with the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the *Evolve* online system.

For all visits members of staff are required to complete an online form to get the head teachers approval. Please see “trips and visits protocol” on the Google shared drive.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2014*.

Personal Safety and Security

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific Behaviour is in place at the school.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

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

Staff working outside normal school hours must obtain permission of the Head Teacher and alert both the Head Teacher and the Site Supervisor upon their arrival and departure.

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

School Security

The Head Teacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

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

For full details relating to security and lone working issues, reference should be made to the HS0031 Lone Working and HS0050 Security Guidance Note.

Stress/Wellbeing

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

The school follows the managing absence policy, which can include referral to wellbeing at work.

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

For full details relating to staff wellbeing, reference should be made to the HS0024 Health Issues for Staff Guidance Note.

Work at Height

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

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

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition
- access to fragile surfaces is properly controlled

For full details relating to the control of work at height, reference should be made to the HS0060 Work at Height Guidance Note.

Work Experience

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RA28 risk assessment document.