



Health & Safety Policy

"We seek to develop the whole child within a Christian Ethos preparing them for a happy, healthy and fulfilled life ahead."

Reviewed: Summer 2016
Date for Next Review: Summer 2017

Chair of Governors

Signed: _____

Date: _____

Head teacher

Signed : _____

Date: _____

Rationale

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Aims

- To provide a safe, secure and healthy working environment for staff and children.
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

Objectives

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour.
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work.
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items.
- Administer appropriate procedures according to fire regulations.
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness.
- Have a procedure in place for reporting faulty equipment and near misses.
- Maintain regular checks of the building and safety and security.
- Be aware of the pressures on teaching staff and the possible effects which stress may have.
- Give guidance on lone working and personal safety.
- Lay down procedures to use if there is an accident.
- Give guidance on the use of images.
- Inform about what should be done in a case of emergency.

Informing people of this policy

This health and safety policy is kept in a folder 'Policies - Finance Committee' in the school office and a copy is also available in the staff room and reception area. All members of staff are issued with the policy and required to sign the register at the start of each academic year to acknowledge that they have read and agreed to the information contained within it. Visitors have their attention drawn to the policy on entry to the school and sign in the visitor's book to say that they agree to its contents. New members of staff receive a copy of the policy as part of their induction information.

Responsibilities of the Governing Body

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training.
- Ensure that policies relating to health and safety are in place and updated regularly.
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including an annual walk around the school building with the site supervisor and/or head teacher.
- Approve, as appropriate, arrangements for residential trips according to LA guidelines.
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe.

Responsibilities of the Headteacher

- To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- To regularly review the safety and security of the school building in Governors' finance committee meetings.
- To undertake risk assessments as and when required and review regularly.
- To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects.
- To act upon referrals from employees.
- To ensure staff and pupils comply with agreed procedures.
- To record and inform relevant external agencies as and when appropriate.
- To ensure access to this policy and other health and safety information as legally required.
- Advise and inform the Governing Body on health and safety practice, legislation and compliance.
- To ensure that appropriate logs and records of incidents are completed and acted upon.
- To ensure policies and employees are updated as to new legislation and guidance.
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations.
- To ensure that temporary/ supply staff are informed of health and safety practice.

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- To meet with the health and safety representative of the governing body termly to discuss health and safety issues and 'walk the school'.
- To report on any audits/ inspections to the governing body and follow-up any necessary actions.
- To ensure that procedures are in place to ensure the safety of contractors and hirers.
- To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registered and lunchtime evacuation.
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site.
- Ensure adequate first aid cover is provided.

Responsibilities of individual class teachers

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have:

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- Observe standards of dress consistent with safety and/or hygiene.
- Keep good standards of hygiene and cleanliness.
- Know and apply the procedures in respect of emergencies.
- Co-operate with other employees and the safety representative in promoting health and safety measures.
- Report any hazard or breakages.
- Follow health and safety instructions and use appropriate safety equipment and protective clothing.
- Maintain tools and equipment safely.
- Report any incidents, assaults or 'near misses'.
- Set a good example to the children in their care.
- Supervise pupils and ensure that they know about emergency procedures, existing safety measures and any new health and safety information.
- Ensure that pupils' bags, coats and belongings are safely stowed away.
- Include all relevant aspects of safety in the curriculum according to the policies.
- Make parents/ volunteers aware of safety procedures in the classroom/ work area.
- Give clear instruction and warning as often as necessary.
- Ensure that relevant risk assessments are completed and followed.

Responsibilities of post-holders

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations.
- Draw the attention of the head teacher to any breach of procedure amongst their team which cannot be dealt with.
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures.
- The head teacher or school site supervisor is informed if any difficulties occur and that near misses and accidents are reported and recorded.
- They set a good example to members of their team and children.
- They keep an overview of the parts of the premises for which they are responsible.
- They keep up-to-date with new pieces of advice relating to health and safety.
- They keep an overview of equipment and substances kept in their areas.
- All donated equipment is safe for use, if necessary seeking specialist advice.
- They complete necessary risk assessments and check that members of their team complete them when necessary.
- They implement existing policies and follow advice and instructions.

Responsibilities of visitors

Regular visitors and other users of the school will be required to observe the safety rules of the school on signing in. The head teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of any additional health and safety arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements by the School Business Manager.

Responsibilities of pupils

Pupils are expected :-

- To exercise personal responsibility for their own health and safety and that of their classmates.
- To observe standards of dress and behaviour consistent with the safety of themselves and others.
- To observe the rules of the school and in particular the instructions of teachers.
- To report any health and safety issues immediately to a member of staff.

The Governing Body and Headteacher have agreed that the following procedures/codes of practice shall be followed within the school:

Accident reporting

All serious accidents that occur on the site should be recorded on a County Council accident form (PO3), located in the Main Office filing cabinet under 'Accident'. The details should be forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident. If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Contractors and visitors

All contractors and visitors must report to the school office on arrival and departure. This is to ensure that the Headteacher or School Business Manager can make any necessary arrangements to ensure the safety of staff and pupils. Before entering the premises they are required to sign in and wear a visitors' badge or display occupational identification. When contractors are working at the school the Headteacher or School Business Manager will liaise with the contractor and his/her supervising officer to make them aware of the school rules, any particular hazards which may be present, and any temporary rules which may apply during the Contractors' presence and any other important health and safety information. 'Hot Works' permit system will be implemented for any contractors who may be undertaking any hot works including blow torches etc. The leaflet and permit form are situated in the reception area.

The Headteacher will ensure that all temporary rules such as exclusion from the premises or parts thereof are made known to all staff, pupils and visitors to the premises whilst contractors are working in the school.

Construction and maintenance work involves major hazards, and in particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council's approved list or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head Teacher or delegated members of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Head Teacher or delegated member of staff shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors. The Construction (Design and Management) Regulations 2007 (CDM Regulations) will apply to larger projects, i.e. all demolition work irrespective of size and construction work which involves more than four persons or takes longer than 30 days. In these cases the Head Teacher or delegated member of staff is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

COSHH (Control of Substances Hazardous to Health)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. All COSHH materials have a data sheet which includes all relevant details - these are kept in care takers office. The kitchen holds its own data sheets. All staff are reminded annually of COSHH materials.

Defects

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the School Business Manager or Head teacher.
- The School Business Manager, in consultation with the Head teacher, if necessary, will take steps to have the defect rectified, i.e. by notifying the site supervisor, contacting property services via the hotline, school technical services or another competent contractor.
- Details of defects will be reported to the School Business Manager and noted in the Repairs & Maintenance Defects Book and in turn reported to the contractors.
- Any member of staff discarding a faulty item or electrical item must also remove this item from the Inventory (Asset Register).

Display Screen Equipment

Staff using VDUs should vary their work routines and follow guidance on regular eye tests. All work stations used require a risk assessment. Staff should have training in the use of the DSE.

Educational visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.

Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved. Further details are included in our 'educational visits policy'.

Electricity

Our school has opted into the Education Services premises package, which includes the testing of portable appliances and a five year check. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the electronic inventory by the School Business Manager or Stock Holder. All defective items are removed or repaired. Staff should be vigilant for:

- Any damage to plugs and switches.
- Any damage to leads.

- Connectors fitted correctly.
 - Any coloured insulation of the internal wires is not showing near the plug or appliance.
 - Any damage to outer case of equipment.
 - Signs of overheating.
 - Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked.
 - The appliance is being used for the purpose it was designed for.
 - 'PAT Tested' stickers - if these are not visible the product has not been tested.
- Personal electrical items such as chargers etc should not be used in school until they are made available for the annual PAT test to be carried out on them and have a sticker to evidence such.

Equipment and Materials

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Office staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

- Correcting Fluids should only be used by staff.
- Craft, design and technology equipment - Staff must ensure that pupils using equipment are using it safely with the level of supervision provided. Protective clothing should be worn if appropriate. All must be stored safely when not in use.
- Electrical equipment will be tested regularly in accordance with Lincolnshire County Council policy.
- Firefighting equipment and alarm systems are maintained via annual contract.
- Gardening tools must be stored safely when not in use. Staff must use appropriate supervision if tools are being used by pupils. Protective clothing ie boots must be worn when using garden forks etc. No poisonous weed killers should be use.
- Glue guns should be low temperature, trigger operated, not used by a child without supervision and used over a mat to avoid damage to property. Protective clothing should be worn.
- Guillotines/Trimmers should only be used by staff and left always with the arm down. The guards must never be removed.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.
- Headphones with an impedance of from 400 to 1000ohms are recommended as anything lower can cause damage to ears.
- Kettles - if taken to the classroom for use should be supervised by a member of staff.
- Mobile cooker - Use in the classroom must be closely supervised by a member of staff. Pupils must walk, wear protective clothing and tie back long hair.
- Overhead Projectors should be kept out of sunlight.
- PE equipment is maintained via an annual contract.
- Pen tops - staff need to be vigilant that children do not put pen tops in their mouths as there has been several deaths due to this.
- Piano - if moved, must be by two members of staff, one at either end.
- Sharps - Only round ended scissors must be used by small children. Staff must ensure that pupils using equipment that can cut or puncture the skin are capable of using it safely with the level of supervision provided.

Fitting in with families

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- being flexible about requests for attendance at funerals,
- enabling support for ageing relatives and children with medical appointments
- enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school.
- attempting to accommodate staff preferences for early starts/ late starts, early finishes/ late finishes.

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where members of staff have children at other schools which perhaps have different term dates or INSET dates it is acceptable, provided there is notification to a senior member of staff, for children to accompany their parents into school provided it does not affect their role during the school day. In some cases older children may help out in school in different capacities and we welcome this additional involvement.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place.

Facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

Fire

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills

Responsibilities during fire drill

Headteacher	Supervision of evacuation. Evaluation of procedures, Training and guidance.
Office staff	Calling the fire brigade. Visitors book, Late book & Registers taken outside Assisting all (including any disabled) visitors and checking visitors when evacuated.
Teachers (teaching assistant/ mid-day supervisor)	Supervising evacuation of children, checking toilets. Roll call when evacuated.

Responsibilities for class teachers (or teaching assistant/ mid-day supervisor if class teacher not onsite)

During the **first day of school** all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways and fire exits clear

Fire exit to be used - is the nearest available exit. Please also make note of alternative exits should this one be blocked. Fire notices are displayed inside the building according to current legislation.

Assembly point - is at the far end of the playground, teachers will call the register. Where children have been in sets or working in other groups, they should return to their class for roll call.

Action on discovering a fire - children inform someone immediately and should never try to put a fire out themselves.

Keeping fire exits and gangways clear - children should be reminded about hanging coats and bags out of the way and not blocking fire exits.

Reporting - registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the head teacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see 'Emergency procedure' document. This also provides information about the notification of staff, parents and LA in the event of school closure.

Tests and checks

Daily (All staff members)	Check fire exits and gangways are kept clear. Check combustible items are stored safely. Keep fire doors shut.
Daily (Caretaker)	On arrival - Exit doors unlocked. Exits and routes to remain unobstructed. Main fire panel working. On leaving - All fire doors closed. Electrical equipment disconnected or switched off. Exit and windows adequately secured.
Weekly (Caretaker)	Test fire alarm systems and record in caretaker's log. Test one alarm each week on a rota.

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Monthly (Caretaker)	Check extinguishers are in place and appear in working order.
Termly (Headteacher)	Fire drill - on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation.
Quarterly (Caretaker)	Check emergency lighting and record in log. Check/clean filter on washing machine is not full/blocked.
Quarterly (Cook in Charge)	Check/clean filters and extractors for cooking appliances.
Annually (Contractors)	Test fire alarm system. Check door closers are all in order. Annual inspection of fire extinguishers.
Annually (Head Teacher)	Fire Safety/ Fire extinguisher/ risk assessment awareness training for staff. Record.
Every 2 years or when changes in building (Fire & rescue Service)	Fire Assessment completed on 5 th February 2015. Look at regular service of fire alarm, fire equipment, correct legislation is being adhered to in respect of signage, fire exits, fire doors, storage of flammable items and combustible items are safe. Hall capacity calculated as maximum of 150 persons.

First Aid/Injury Reporting

Responsibilities

The following people hold a current first aid qualification of 12hours First Aid for Child Carers or above:

Mandy Lill	(up to 09/17)
Emma Martini	(up to 11/17)
Hannah Shucksmith	(up to 05/19)
Tracey Tuplin	(up to 05/19)

Lots of other members of staff have also received 'Emergency First Aid Course for School Staff' Training on 10 June 2014 which is valid for 3 years.

Although these people can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

Equipment

The first aid box, defibrillator and emergency asthma inhaler kit are kept in the disabled toilet. They contain only approved equipment, together with guidance on the treatment of injured people. There is also latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection. The equipment is checked monthly and all stocks are date checked and replenished as necessary. For the supervising of an out-of-school visit there are first aid bum bags available - staff must ensure that they are taken with them.

The Headteacher is responsible for ensuring that the PO3 forms are completed for more serious injuries and for carrying out the statutory reporting procedures as required by the

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. A supply of PO3 forms is kept in the office for this purpose.

Injury Reporting

Minor injuries to employees and pupils shall be recorded in the accident book by the person administering first aid.

Some Injuries and Incident will need to be reported to the Health & safety Executive.

The Health and Safety Officer, David Hortop on 01522 836717 (Verified on March 11th 2015) shall be contacted if in doubt about these reporting procedures.

Procedures

In case of concern about the health of an individual these precautions should be followed:

- the child is sent to a qualified first aider.
- the injury/concern is checked, an assessment made of the level of treatment needed.
- a decision will be communicated to the class teacher and or headteacher as necessary.
- parents are informed when necessary.

Levels of action include:

- treatment on school premises for minor ailments/ accidents - Minor Accident Book completed.
- treatment on school premises with a completed slip sent home informing parents of the nature of the incident/ accident - Minor Accident Book completed.
- parents contacted immediately - Accident Book completed - LA informed if sufficiently serious (PO3 form located in Office filing Cabinet under 'Accident').
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital - Accident Book completed- LA informed (PO3 form located in Office filing Cabinet under 'Accident'), RIDDOR online form.
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed - Accident Book completed- LA informed (PO3 form located in Office filing Cabinet under 'Accident'), RIDDOR online form.

The following gives details of when RIDDOR notifications must be made:

a. Over 7 day injuries

'Over 7 Day' absence injuries to employees (including self-employed persons working on County Council premises) must be reported to the ICC within 15 days via the on-line database system, the confirmation hardcopy being kept on file and a copy sent to the Health and Safety Team (based in Lincoln).

'Reportable Diseases' as notified by doctor's certificate must be reported to the ICC within 10 days via the on-line database system, the confirmation hardcopy being kept on file and a copy sent to the Health and Safety Team.

'Fatalities', 'Specified Injuries' and 'Dangerous Occurrences' (iv) must be reported immediately to the ICC via telephone or on-line database system, the confirmation hardcopy being kept on file and a copy sent to the Health and Safety Team.

b. Specified Diseases

Employees/Self-employed.

Some Injuries to employees or self-employed persons working on County Council premises or involved in activities controlled by the County Council are RIDDOR reportable.

Specified RIDDOR reportable injuries:

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes.
- Respiratory system or other vital organs).
- Scalping's (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Injuries to non-workers

You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident, and are taken from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. In these situations injuries are defined as any injury arising out of, or in connection with work where the person is taken to hospital direct from the premises. In 'connection with work' is where the injury is attributable to:

- work organisation (e.g. supervision).
- plant or substance (e.g. lifts, machinery, practical lessons in schools etc).
- the condition of the premises (e.g. uneven surface, defective guardrail).

In schools, playground accidents or contact sports that result in collisions, falls or slips are NOT RIDDOR reportable to the HSE unless they arise out of, or in connection with work as above, e.g. through the condition of the premises or equipment or through the lack of supervision. Likewise, injuries to elderly persons which are because of their health, are not RIDDOR reportable to the HSE unless attributable to the condition of the premises or equipment or through lack of care.

c. Fatal Injuries (Deaths)

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. This is the fatal injury of any person on premises or involved in activities controlled by the County Council. If an employee dies within a year as a result of a "Specified" or "Over 7 day" injury, the HSE must be informed.

NB - The Health and Safety Team must be contacted immediately in the case of a 'Fatality', 'Specified Injury' or a 'RIDDOR Dangerous Occurrence' and a PO3 MUST be completed once all necessary notifications have been made.

d. Reportable/Occupational Diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

e. Dangerous Occurrences

Reportable dangerous occurrences.

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- Explosions or fires causing work to be stopped for more than 24 hours..

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online RIDDOR Danger Occurrence guidance.

In the event of "over 7 day" absence injuries, "Reportable Diseases" and "Fatalities, Specified Injuries and Dangerous Occurrences" as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR) the Headteacher is responsible for contacting the Incident Contact Centre (ICC) online by their Online reporting website, or for fatal and major injuries only by telephone on 0845 300 9923, Minor injuries to employees and pupils shall be recorded in the accident book by the person administering first aid.

In each case every attempt should be made to:

- check the injury to the best of our ability.
- inform the relevant people in the case of more serious incidents. This includes the head teacher, the parents, the LA.
- keep accurate records of the injury, events leading up to the injury and subsequent actions. Record as much information as possible.
- err on the side of caution.
- consider the needs of the child as central to all actions.

General hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Caretaker.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Caretaker. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one draw at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Caretaker. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The caretaker is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction

Special care should be taken when asking pupils to manoeuvre heavy objects. The member of staff should assess the risk in asking children to perform manual handling tasks, i.e. moving PE equipment. No pupils should move a piano.

Temporary Displays - Great care must be taken when using paper or flimsy materials for decoration. Such decorations, and also evergreens, should not be suspended from light fittings or tiled ceilings.

Glazing

Tip & Tilt double glazed windows - Great care must be taken when opening and closing these windows as it is possible to "tip and tilt" at the same time, leaving the large window suspended from one hinge. Always check the locking position as you proceed.

The vulnerable areas of glazing, in the school hall facing the playground, have been protected with anti-shatter film to prevent serious injuries in the event of breakage.

Head lice

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated.

However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

Principles : As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

Procedures: Parents are sent the pamphlet 'Once a week take a peek' - an easy to use guide for parents to fight back against head lice. Parents are reminded through newsletters of the need to be vigilant and ways of dealing with head lice when they are identified.

Health and safety during lessons (science experiments, baking, DT etc)

The use of practical equipment during lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves or prepare food. Safety rules for conduct during these opportunities include:

- be sensible during the activity.
- follow instructions immediately.
- only touch equipment when you are told to.
- carry equipment with care and always walk .
- make sure any equipment used is returned carefully.
- inform your teacher of any breakages.
- tie hair back and wear protective clothing including goggles if required.

All practical lessons should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels.
- consideration of group mix and children with special needs.
- room dynamics.
- a risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the science coordinator or line manager should be consulted.

Health and well-being of staff

In order to help prevent stress and to provide the best working environment for the health and well being of staff we recommend:

- that times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school.
- that length of meetings is agreed and where possible adhered to.
- that notice is given of cancellations.
- that consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline.
- that deadlines can be negotiated in extenuating circumstances.
- that consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time.
- that evening events are timetabled where possible on a Thursday so that a weekend follows.
- that no meeting is scheduled on Fridays after school.
- that where possible INSET days also allow for inter-phase/ year work and meetings.
- that PPA is regular and reliable.

- that working at home is an agreed principle where specific tasks need completion - in agreement with senior management.
- that TAs are deployed to support teachers where possible.

Kitchen

Catering employees are employed by the school and are exposed to significant hazards. Training and clear procedural arrangements are seen as the key to good health and safety in catering operations.

The detailed below are in place to control the risks.

- Staff are trained in Food safety and Allergen Awareness.
- Slip-resistant flooring is installed and any spills are cleaned up immediately to minimise the risk of accidents. Wet floor signs should be used where required.
- Proper access equipment is provided from reaching items located at heights. Employees are not to use chairs, boxes etc. or to climb up the front of storage racks.
- Employees must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose.
- The main hazard from ovens and ranges is being burned, either by touching a hot surface, or by being in the way of hot air when an oven door is opened. Oven cloths or oven gloves are to be used when handling trays or tins in the oven. Similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.
- The handles of saucepans should be placed away from the hotplate, and not allowed to project beyond the edge of the range, ladles or spoons should not be left in saucepans on hotplates.
- The entire kitchen area is deep cleaned annually.
- Only trained employees are allowed to use kitchen knives. The safety rules are as follows: use a knife suitable for the task; keep knives sharp; hold the knife firmly; do not cut towards your body; do not leave knives on tables or in washing up water; put the knife away after use; carry a knife point down; never try to catch a falling knife.
- Employees are prohibited from using or cleaning the hazardous machinery (e.g. mixer) until they have been advised of the safe procedures.
- Foodstuffs and materials are purchased in manageable sizes, 25kg maximum. Employees are trained in the correct techniques to minimise the risks and are encouraged to seek help with anything they consider to be beyond their capability, especially large pans containing hot liquids.
- Liquid cleaners and disinfectants are used for the general purpose cleaning in the homes. These carry 'irritant' or 'harmful' hazard warning labels and are therefore subject to COSHH Regulations. These substances are necessary, substitutes without these hazards are considered not to be effective. The following measures are used to control the risks to health from the use of these substances: the substances are kept secure at all times when not in use to prevent access by unauthorised persons; employees are made aware of the COSHH data for each substance including the correct application methods and safety precautions; substances shall not be mixed together (toxic fumes can be generated if mixed with other substances); contact with the skin is to be avoided by the wearing of PVC gloves. Gloves are to be inspected before use and replaced if damaged; accidental splashing on the skin or in the eyes

need to be dealt with according to COSHH register product guidelines; any skin problems associated with the use of these substances shall be reported to the Head teacher and where appropriate to a medical practitioner; where substances are transferred into smaller containers for use they must be marked with their contents and appropriate hazard sign. Containers of concentrated detergent marked with a "corrosive" hazard warning label are used with the dishwasher. Spare containers are kept securely and changed when required. The risk of exposure to this is only likely when changing the tube from an empty to full container and washing out the empty container of the residue before disposal. PVC gloves and goggles must be used for these tasks because this "corrosive" substance will cause serious burns if splashed on the skin or in the eyes. Copious quantities of water must be used to irrigate the affected areas if splashes occur. The Kitchen holds its own COSHH register.

- The use of BLEACH is banned from County Council premises.
- Children are not allowed in the kitchen.
- The kitchen is kept locked when not in use.
- All catering risks are properly controlled to ensure compliance with the Food Safety (General Food Hygiene) Regulations 1995 and the Food Hygiene Inspectors from the Local District Council are happy with the standards of the premises and equipment. Last ELDC inspection 7th November 2014 - 5 stars were gained.

Ladders and Step Ladders - General Rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electrical cables.
- Set the ladder at the correct angle (1 out to every 4 up).
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.

- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.
- Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

Lone working and personal security

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine.
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening.
- Take a torch and a personal attack alarm with you.
- Take a mobile phone.
- Look outside your own home before going out in case someone is watching you leave.
- Tell someone where you are going and how long you are likely to be.

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside.
- Do not enter or approach a building on your own if you are concerned for your safety.
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion.
- Check whether there are any unexpected vehicles in the area.
- Make sure you have a mobile phone to summon help if necessary.

Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home.
- Ensure that entrances are secure - ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key.
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you.

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- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the head teacher's room, main office or mobile phone.
- Always be alert when leaving the building.

Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible.
- Start the locking up process while there is still staff inside the building.
- Set all alarms.
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then :-

- They should be asked to leave by the nearest exit and observed until they do so.
- The most senior member of staff available should be informed.

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

- Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation.
- Alert colleagues who should call emergency services and seek assistance.
- Monitor the intruders and check their progress.

In the event of an abusive parent/ adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If an incident has occurred, an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure you attend to your

own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

In the event of it being suspected that a pupil is carrying a weapon

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

Reporting Incidents

Use an incident form to report all incidents, however, minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter.

Manual handling

- All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, the movement of steel pans and music equipment.
- Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.
- Staff are reminded annually about correct posture when lifting and carrying equipment.
- All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

Medication

Our school will take reasonable steps to store medicines and make them reasonably available to children. There are, however, no legal or contractual requirements for teachers to administer medication. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible, first aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available. Where, regular, demanding needs are required to be met, special arrangements may be made via the physical disability service.

The following points should be noted where children have their own medicine administered at school:

- There should be a medicine form completed by parents or another competent authority to indicate when the medicine is to be taken and how much a normal dose constitutes. A current form for medication is required before staff will administer. The forms are available in the main reception.
- Medicines should be kept in the staff room out of the reach of children. The only exception is where children need the medication with them as with inhalers.

- Periodic checks should be made to ensure that no medicines have been left in the cupboard beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school.
- All medicines should be clearly labelled with the child's name on both the outer and inner containers where appropriate.
- Children should not remove their medicines from the offices when doses are being taken.
- A member of staff should observe a child taking their medicine and sign to record that this has taken place.

Monitoring arrangements

The governors will call for annual reports on:

- accidents/ incidents.
- results of internal or external health and safety inspections.
- complaints .
- summary of 'walk about' information from health and safety link Governors.

Moving Chairs and Tables

Measures to reduce the risk of injury:-

- using correct lifting techniques.
- carrying no more than 2 chairs at a time.
- carrying no more than 1 table at a time (single tables).
- 2 children to carry a single small table.
- large dining tables must be carried by two adults.
- obtaining assistance where the timescale involved could lead to over-exertion.

Moving Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:-

- using the correct lifting techniques.
- obtaining assistance in proportion to the weight/size and distances involved.

Moving Miscellaneous Packages and Items

Measures to reduce the risk of injury:-

- using correct lifting techniques.
- obtaining assistance where the weight/size of load is beyond individual capacity.

Occupational Health Service

Specialist Occupational Health Advisors have been contracted to provide the following:

- Pre-employment screening via the use of a health declaration form and follow up medical examinations where necessary.
- A management referral system for employees with long term ill health or sickness absence.
- Advice and guidance on ill health/medical issues with employees and pupils.

PE

The PE equipment is inspected annually. The caretaker is responsible for overseeing this inspection and for keeping a weekly check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

On the sports field

- staff should consider at all times the needs of individuals and the likely difficulties they might encounter.

Before beginning any activity staff should:

- check the playing area to ensure that it is clear and ready for use and warn children of any hazards.

Personal Protective Equipment

All staff must wear plastic gloves when dealing with bodily fluids or hazardous substances.

Other appropriate protective clothing should be worn when working with different equipment.

Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents...

- will be asked for permission for the taking of photographs by the media.

- will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event.

Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.

- will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school...

parents will be informed of school policy and permission requested for use of pictures within the establishment.

Annually...

Every September parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

Should the situation arise...

parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

Risk assessments

- Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the administration file in the school office. These are reviewed annually.
- Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

School Security

Access to the school is via the playground for pupils or via the Reception entrance for staff, visitors or pupils arriving late. Some of the doors are electronically controlled to prevent unauthorised access. Parents should not be allowed into the school before or after school without prior permission.

When pupils are outside at play times or during sports they are supervised closely to ensure they do not leave the designated area. Gates leading to/from the playground are kept closed during school time.

All visitors are required to report to the Reception Office on arrival. The names of all visitors and time of arrival and departure should be recorded in the visitor's book.

Unknown persons on the school site are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach: in these cases the Head teacher is to be informed and if necessary the police be called for assistance.

Smoking

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment the school upholds the statutory no smoking at work policy, which covers the school, playgrounds and playing fields.

Statutory Notices

The Health and Safety Co-ordinator is responsible for ensuring that the following are displayed where employees can see them:

- a 'Health and Safety Law' poster; (Disable toilet/First Aid room).
- a current copy of the employer's liability insurance certificate. (School office).

Stress

Hopefully, the practices recommended above should help prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:

- high level of anxiety.
- low self-esteem.
- inability to concentrate.
- being more prone to accidents.
- headaches/ migraine.

- Depression.
- panic attacks.
- chest pains.
- stomach problems.
- relationship problems.

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues.
- prioritising workload.
- learning to say 'no'.
- taking up a new hobby or sport.
- sharing feelings with people at home.
- ensuring that some time every week is set aside for relaxation.
- discussing responsibilities with a senior colleague and perhaps negotiating deadlines.
- pay attention to diet and ensure that you eat healthily and regularly.

It is important that we create an environment in school which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

Swimming lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

Medical considerations

Children with colds, open wounds, sores should be excluded from the water.

School medical records should be checked carefully and any relevant medical disabilities reported to the swimming teacher. Children with asthma should ensure that they take their inhaler.

Supervision

- Children should go to the toilet, blow their nose and have clean feet before going onto the poolside.
- Children and teachers should not chew anything during the lesson.
- All teachers must carry a whistle.
- There should be no outdoor footwear on the poolside, teachers should be suitably clothed and wearing training shoes.
- Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.
- All children and teachers must understand the pool emergency procedure.
- Teachers may only teach on poolside and may not enter the water to demonstrate or assist.

Class size

It is not expected that there should be more than twenty learners per teacher.

Poolside

Teachers must have a whistle and use this to alert the staff to any difficulties.

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

Emergency evacuation

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.

Under no circumstances should children be taken to the changing areas to collect their belongings.

Teachers are responsible for ensuring their class is fully accounted for by taking a register.

Vehicles on premises

Vehicles manoeuvring around the premises are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure the safety of pupils at all times.

- Pupils shall not be allowed on the playing field whilst the grass mowing takes place
- All pedestrians must take care when walking near the school vehicular entrance and car park.
- Any vehicles must be vigilant when moving/manoeuvring on the school premises.
- Delivery and contractors' vehicles must be prevented from entering the premises at school starting and leaving times.
- Bus, taxi and minibus pick up arrangements are planned to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are around.

Waste Disposal

The school will encourage effective control of waste which can make a significant contribution to good housekeeping and the prevention of fire.

We arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements, with particular attention to hazardous substances including electrical equipment, chemical and asbestos waste.

Recycling initiatives will be taken where reasonably practicable, in order to help protect the environment and make better use of resources. Adequate and secure facilities will be available at the school for the safe storage of waste materials prior to disposal.

Where documentation is required appropriate Waste Transfer Notes of all the transferred waste must be checked, in the school office, before any waste leaves the site.

Working at Heights

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary. Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work. Even a fall from a relatively low height can have very serious consequences.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

- Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.
- Before using a ladder or step ladder, make sure it is the right equipment for the work.
- Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

Work experience

We welcome work experience students to Partney C of E Primary School. In order to make sure that their experience is beneficial it is important to:

- follow the work experience risk assessment.
- ensure an appropriate match between the student and the activity.
- ensure appropriate supervision at all times.

The school can only facilitate one work experience student at a time.

Work experience students are co-ordinated by the head teacher. Their class teacher is responsible for ensuring their induction and mentoring them whilst on site.

Policy review

This policy will be reviewed and amended in 2017.

Additional policies: Critical Incident Plan (inc Business Continuity Plan), (Sept 13).

Fire Safety Leaflet (March 2015).

Fire risk assessment (Feb 2015) reviewed May 2016.

E Safety policy (2014).

Equal Opportunities Policy.

Policy for maintaining smoke free environment.