HEALTH AND SAFETY POLICY

REPTON PRIMARY SCHOOL

2019/20

Review Date	Changes Required	Name & Position

REPTON PRIMARY SCHOOL
Springfield Road, Repton, Derbyshire DE65 6GN
Telephone: 01283 703732
Email: info@repton-pri.derbyshire.sch.uk
Headteacher: Mr S Tague

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children's Services Department issued on the S4S site.

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

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

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

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Board of Governors also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Board of Governors will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Board of Governors will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

The Board of Governors are committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Board of Governors commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Board of Governors and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Board of Governors.

Sign 

Sign 

Headteacher

Chair of Governors

Date 28/11/2019

Date 28/11/2019

Adoption No: FBGM4/281119

Responsibilities of the Board of Governors

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

In particular the Board of Governors at Repton Primary School should ensure that:-

- The school has a health and safety policy (which is based on the Children's Services policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be a full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

Responsibilities of the Head Teacher

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

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

- A school health and safety policy is developed with the Governing Body in line with the Children's Services health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Their knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the Children's Services which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per Children's Services guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.

- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from Children's Services is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

The School Health and Safety co-ordinator

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

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

- Carry out any other functions devolved to them by the Headteacher or Board of Governors.

Teaching/non-teaching staff holding positions of special responsibility

This includes Deputy Head teachers, Curriculum Co-ordinators and Subject Leads, Business Managers and Caretakers. They have the following responsibilities:

- Apply the school's health and safety policy or relevant Children's Services department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

- Carry out regular health and safety risk assessments of the activities for which they are responsible.

- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own heath and safety.

- Investigate accidents that occur within their areas of responsibility.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

- Point out any shortcomings in health and safety arrangements relevant to their area of work.

- Give clear oral and written instructions and warnings to pupils when necessary.

- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to there area of work and teaching.

- Require the use of protective clothing and guards where necessary.

- Make recommendations to their Head teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

- Report all accidents, defects and dangerous occurrences to the Head Teacher or Health & Safety Co-Ordinator.

- Set a good personal example.

All Employees

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

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

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

- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

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

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

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

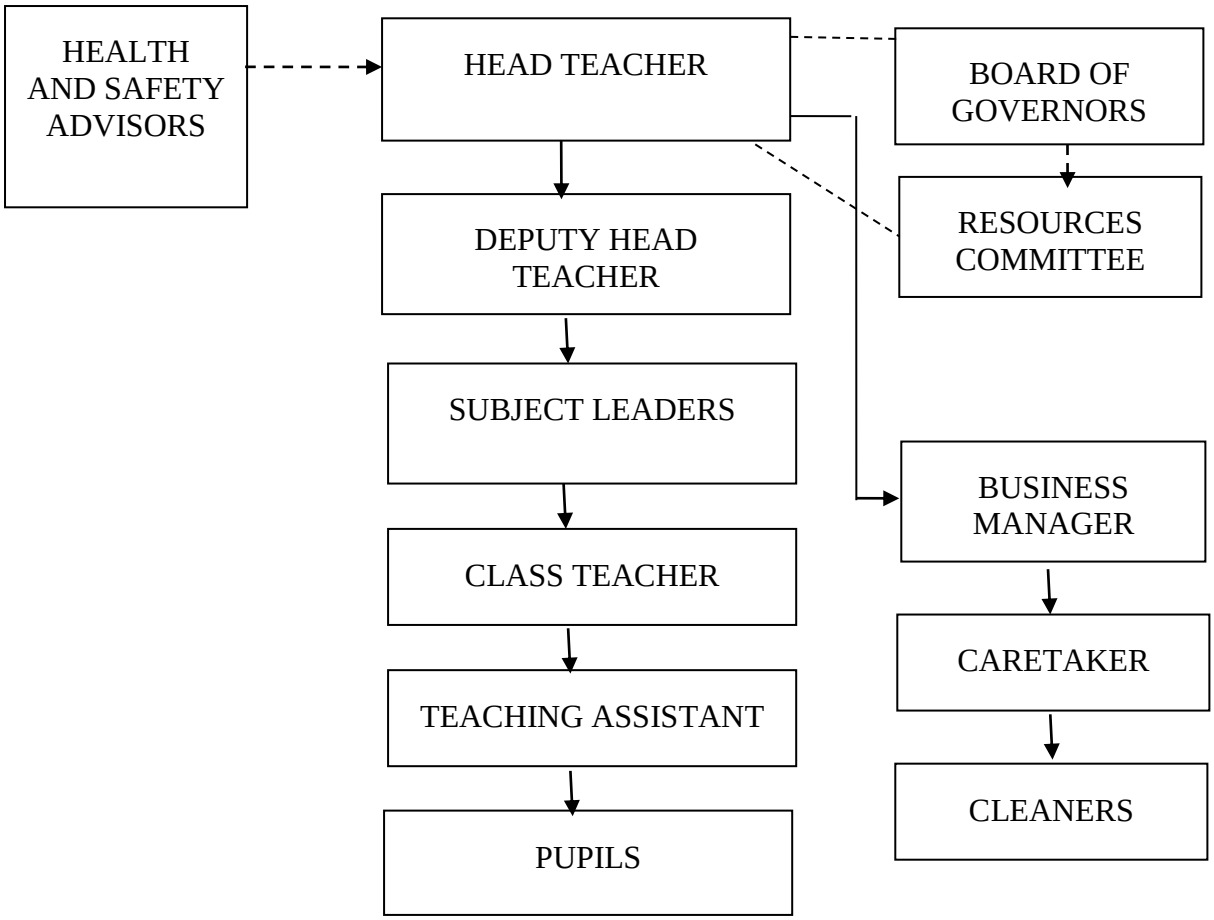
- Exercise personal responsibility for the health and safety of themselves and others.

- Observe standards of dress consistent with safety and/ or hygiene.

- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Organisational Responsibility for Health and Safety



Arrangements for Health and Safety

Accident/Incident Reporting

All accidents and incidents in Repton Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Repton Primary School all staff will report all accidents to the Head Teacher who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the Heads Office.

Accident Investigation

Serious incidents resulting in hospital treatment which occur in school or on the playground will be investigated by the Head. Incidents will be recorded in the accident book and the Health and Safety Executive notified as required.

All accidents requiring professional medical treatment (hospital/GP) will be investigated by the Head or in her absence the Deputy Head or Health and Safety Co-ordinator. The Board of Governors will be notified when such accidents occur. The aim of investigating an accident is to prevent a recurrence. The investigation should enable those involved to:

- find out what happened and determine immediate and underlying causes;
- reappraise risk assessments;
- introduce measures to prevent a reoccurrence; and
- establish training needs.

For further information please see Accident Investigation guidelines. A copy of the guidance is held in the Heads office in a file marked 'Accident Reporting'**.** The investigation should be carried out as soon as possible and should involve some or all of the following:

- Head
- Health and Safety co-ordinator
- SLT

Administration of Medicines

Staff will administer prescription medication on the school premises, in line with the Schools Administration of Medicines Policy.

Medication for Asthma is stored in the classroom and administered by pupils with parental consent.
Diabetic medication and Epipens will be administered in line with Individual Health plans.

Adverse Weather

As a school we want to stay open during adverse weather so that disruption to students' learning is kept to a minimum. Should the school need to close, we will endeavour to send parents a Parenthub message. **Please make sure the school is**

kept informed of any Parent/Carer change of mobile number or email address. A message will also be posted on the school's website.

Asbestos

Asbestos exists on the premises and locations are recorded in the Asbestos Survey file located in the red box in the school office. All contractors working in school are required to complete a Permit of Work. Contractors have a duty to report any suspected asbestos to the Head. The Head will contact the Local Authority and the HSE. In the absence of the Head, contractors will notify the Local Authority.

Communication

All defective equipment must be recorded in the Health and Safety recording file and reported to the Head teacher.
Health and Safety bulletins will be communicated to staff through memorandums, staff meetings and inset as appropriate.

Consultation with Staff

An annual Health and Safety inspection is carried out by the Head, Health and Safety Co-ordinator and the Health and Safety Governor. The results of the inspection will be conveyed to staff for them to comment on.

Health and Safety is included on staff meeting agendas.

Contractors

Arrangements for contractors – schools have responsibility to ensure that all contactors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers.

All contractors undertaking work on the site will be employed through the Local Authority or on the recommendation of others. Evidence of public liability insurance will be requested.

Only contractors who have satisfied the school that they possess DBS check will be allowed to work in school unsupervised.

Any contractor instructed to carry out any works in school must complete a **'Permit to Work'** form, which are available in Reception and should be handed to office staff to check.

When at all possible, work will be carried out during the school holidays.

COSHH

All personnel using hazardous chemicals will be appropriately trained. The school has a contract with PHS to dispose of biological waste. Other hazardous waste is disposed of by accredited providers based on a best value assessment.

Curriculum Areas

Risk assessments have been carried out under current health and safety legislation, these are regularly reviewed. Copies of all completed risk assessments are in the Risk Assessment file located in Reception. Please report any concerns to the Head, Deputy Head or Health and Safety co-ordinator.

Disaster Plans

The school has a Critical Incident Management Plan. Roles and responsibilities are outlined within this document.

Display Screen Equipment

DSE is situated to allow the best ergonomic suitability. Children and staff will not use the equipment for sustained periods of time (no more than an hour) without a break. Staff receive awareness training relating to display screen equipment.

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

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

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

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

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

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

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	H & S Co-ordinator Head Teacher H & S Governor	
Policy and Management Plan	Board of Governors H & S Governor	
COSHH	H & S Co-ordinator Head Teacher DCC	
Review of Procedures	H & S Co-ordinator Head Teacher H & S Governor	
Manual Handling of Risk Assessments	H & S Co-ordinator Head Teacher H & S Governor	
Accident Reports	H & S Co-ordinator Head Teacher H & S Governor	
Cleaning Staff Procedures	DCC	
Record Fire Appliance Test	H & S Co-ordinator Head Teacher	
Record PE Equipment Check	H & S Co-ordinator Head Teacher	
Check Completion of PAT Testing	H & S Co-ordinator Head Teacher H & S Governor	
Whole Staff Training-Refreshers	H & S Co-ordinator Head Teacher	
Non Accidental Injury Reports	Head Teacher	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Caretaker	
Fire Alarm Tests	Head Teacher Deputy Head Teacher	
First Aid Kits	First Aiders	

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

Item	Check By	Comments
Physical Intervention	Head Teacher Deputy Head Teacher	
PE Safety	Teachers	
Lettings (Safety)	Head Teacher	
Communication of Health and Safety concerns to all staff	H & S Co-ordinator Head Teacher	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	H & S Governor	
Premises Inspection	Head Teacher	
Fire Log	Head Teacher	

Accident Reports	Head Teacher	
Fire Evacuation	Head Teacher	
Visual Check of Electrical Equipment	Head Teacher	
Premises Security	Head Teacher	

Out of School Activities

All children attending out of school activities will be supervised by a member of school staff, or another known adult who has been DBS checked.

Adult/pupil ratios will depend on a number of factors:

- The age, sex and ability of the pupils
- The number of pupils involved
- Pupils with special educational or medical needs
- Their previous experiences of being away from school/home and of the activities involved
- The degree of responsibility and discipline shown by the group
- The type of visit and the nature of the activities involved
- The amount of risk
- The location and travel arrangements
- The time of year
- The experience and quality of the supervisory staff available
- Requirements of the organisation or location to be visited
- First aid cover.

Ratios in themselves do not guarantee safety. In all cases, the duty remains with the Head and leader to ensure adequate supervision for the particular group and for the particular activity.

Adult/pupil ratios suggested by Derbyshire County Council are as follows:
EYFS 1:4
KS1 1:6
KS2 1:10
It is recommended that an adult is not left to supervise a child off-site on their own, except in case of emergency or with consent from the parents/carers and knowledge of the Head Teacher.

Wherever possible, children will be transported on school trips by coaches provided by reputable companies. Where it is not practicable to use coaches, the possibility of using adults to drive their own cars will be considered.

Staff are not to transport pupils in their own cars unless suitably insured and with the consent of parents/carers.

In the event that a child is off-site, and a change of circumstances prevents the form of transport being used for which consent has been received, further consent will be sought by text/phone. If consent is not received, but the welfare of other children who also need transporting, and who have consent, or the welfare of the child themselves is compromised, then the Head or a senior teacher will make a decision about how the child should be transported back to school.

All adults intending to use their car for the purpose of school activities involving the transportation of children must ensure that:

- their vehicle complies with all Regulations under the current Road Traffic Act and other legislation;
- their vehicle is fit for the purpose;
- they have adequate insurance, in respect of its use, which is in force. School employees must ensure that their vehicle is insured for business use;
- they hold a current UK driving licence and have held one for at least 5 years and have no driving convictions;
- they are not taking any drugs or medication that could affect their ability to drive under normal conditions;
- they will not drive under the influence of alcohol.

Risk assessments are made for all educational visits. The processes recommended by Derbyshire County Council for different categories of visits will be followed. As recommended by DCC, use will be made of an Establishment Specific Local Risks Assessment, a generic Transport Safer Working Procedure and the local authority's EVOLVE system.

The Educational Visits Co-ordinator (EVC) manages school visits and assists staff in completing associated risk assessments and ensures all visits (except Category 1) are entered onto the Evolve system by staff before a trip takes place. The EVC then authorises the trip and the Head carries out the final authorisation. Educational visits are a potential source of hazard and therefore stringent management systems have been put in place to ensure safety of staff and pupils who are at risk. Further information can be found in the Educational Visits and Trips file located in the School Office.

Personal Protective Equipment

The Head will identify the need for PPE with the assistance of the Health and Safety Governor.

Premises

The use of premises outside of normal working hours is rare. All lettings are informed of the location of Fire Exits and First Aid kits.

Cleaning is provided by the Caretaker.

After school clubs are also held and relevant documents are checked and photocopied as well as discussing Health and Safety.

Playground Safety

A playground risk assessment is carried out on an annual basis or when there is significant change in the number of pupils in school. The Head Teacher is responsible for reviewing the risk assessment.

The Caretaker checks the condition of the playground on a daily basis and reports to the Head Teacher. The Head Teacher notifies staff if it is too dangerous to use the playground.

Risk Assessments

Risk assessments will be undertaken in line with current Derbyshire County Council processes and Health and Safety Executive guidance notes.

Risk assessments are checked by the Head, Health and Safety Co-ordinator and the Health and Safety Governor on a periodic basis. Following checks, a Health and Safety Action Plan is completed to resolve any issues.

Risk assessments will be undertaken and made available to all affected staff and volunteers undertaking specific tasks and activities. Where the risk of an activity is deemed to be insignificant – low, the school reserves the right to carry out a dynamic risk assessment, where the outcome will be verbally communicated.

Security

All visitors to the school are expected to report to the school office, where they will be asked to electronically sign in and a visitors badge will be given. Entry to the school is via the entrance lobby.

All staff are encouraged to challenge politely anyone on the school grounds that they do not recognise and who is not wearing a visitor's badge.

Stress Management

The real extent of stress-related problems is often hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

It can lead to impaired performance of individuals, increased sickness absence, early retirement and higher turnover of staff. School Governors and the Head need to be aware of the effect stress can have on individuals and the school.

The Head will be aware of any problems encountered by staff and any signs of stress and of any factors contributing towards it. All possible support will be given to the member of staff by the Head and members of the Board of Governors.

All employees have a 'return to work' interview following a period of sick leave. An informal discussion is held with the Head, Deputy Head or Health and Safety Co-

ordinator and recorded and signed by both parties. Any employee identified with any medical needs or stress related issues are offered the appropriate support at that time.

Training

Health and Safety information will be displayed on the Health and Safety notice board inside the staff room. New guidance is disseminated to the rest of the staff. Training needs are assessed on discussion with staff and the Health and Safety Co-ordinator.

Staff training is recorded in the training log. All new staff receive induction in manual handling and safeguarding procedures. New staff also receive support and training in organising educational visits by the EVC.

Violence at Work

All incidents should be reported to the Head teacher immediately or the Chair of Governors if it is the Head teacher who has behaved in a violent way.

Welfare Facilities

Welfare facilities are inspected regularly by the caretaker. Any concerns are notified to the Head Teacher who arranges maintenance/repair. Dangerous items are labelled with a 'Do Not Use' sticker.

Waste Management

Waste bins are located in the school car park. Waste is collected weekly, recycling is collected fortnightly.

Bio waste is contracted to PHS and is collected in accordance with the contract conditions.

In accordance with Repton Primary Schools Green Flag status wherever possible waste is recycled.

County guidance is followed when disposing of hazardous waste.

Wildlife Areas

An area of the school grounds has been dedicated to 'Forest Schools' and there is a school garden for the growing of vegetables. Nominated staff take responsibility for these areas. Any health and safety issues that may arise are reported to the Head, Health and Safety Co-ordinator, Caretaker as appropriate.

Work Related Learning

10.32.1 Our pupils do not go on work placements but risk assessments are carried out for students who come into our school.

Working at Heights

All work at heights undertaken is carried out when there is at least one other member of staff in school. Staff will only use the kick stools provided when putting up displays.