



Deanery C.E. Primary School
Academy Status

Health and Safety Policy

(Including 'Work Related Stress Policy')

October 2018

Health and safety policy statement

Health and Safety at Work etc. Act 1974

This is the Health and Safety policy statement of: Deanery CE Primary School

The Governing Body/Management Committee* of Deanery CE Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for members of staff, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all pupils, contractors, visitors and members of the public who may visit the premises and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our organisation. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all relevant meetings and workers will be consulted on a regular basis in order to seek their views on health and safety matters

. [signature]
[Mrs J Bradbury], **Chair of Governors**
[Insert date]

[signature]
[Mrs J Luckett], **Headteacher**
[Insert date]

General Policy Statement on Health and Safety

Deanery C.E. Primary School, Sutton Coldfield, recognises and accepts the responsibilities placed on it by the Health and Safety at Work Act 1974 and any subsequent legislation, in establishing a minimum standard and will therefore endeavour to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and pupils attending Deanery School, visitors and contractors, and provide such information, instruction, training and supervision as is necessary to achieve this standard.

The Governing Body recognises its responsibilities under the law to make sure staff are not made ill by their work and incorporates the "Work Related Stress Policy" within this general policy.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run establishment. The establishment requires, therefore, that a high standard of safety shall be achieved and maintained across the whole establishment and throughout all its activities.

The standard of protection offered to our pupils will be of the highest order in so far as is reasonably practicable. It is therefore a requirement that all employees will ensure, as far as is reasonably practicable, that every student is cared for in a safe, day-to-day, living environment.

The Deanery C.E. Primary School recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all employees is essential to maintain the highest practical standards of accident prevention.

The Head Teacher and Governors of the Deanery C.E. Primary School will ensure that adequate resources are made available for the provision of health, safety and welfare, including the provision and maintenance of equipment, systems of work, and a site environment, which is safe, and without risks to health. It will be clearly indicated to all employees that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the establishment.

The Deanery C.E. Primary School recognises that all activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of all employees, pupils, visitors and contractors who may be affected by their activities and operations.

Employees shall recognise that they have a 'duty of care' to all pupils on the school premises. They shall endeavour, at all times, to ensure that pupils under their supervision, work and live in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their life and work and the need for such precautions and procedures. It is recognised that for some pupils comprehension of these precautions and procedures may be severely limited.

Any employee, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to the establishment health and safety policy, will be subject to disciplinary action.

Standard safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those employees,

volunteers and/or pupils and visitors who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

The Deanery C.E. Primary School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore, full use will be made of any guidance and/or training available either in-house or through the Local Authority, professional associations, professional bodies and others as and when appropriate.

The Deanery C.E. Primary School shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used on the site and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

Where and when necessary protective clothing and equipment will be provided by the establishment and shall be used by all employees and pupils.

The Deanery C.E. Primary School will, where relevant, abide by the Data Protection Act.

These above aims will be achieved as far as is reasonably practicable within the framework of the Deanery C.E. Primary School organisational structure and in accordance with the health and safety policy and arrangements detailed herein.

This policy will be brought to the attention of all the Deanery C.E. Primary School employees and will be subject to review and revision as necessary.

Organisation for the Implementation of the Policy

- i. Head Teacher and Governors Duties**
- ii. Health and Safety Committee – Terms of Reference and Members**
- iii. The Delegated Responsibilities**
- iv. Register of Persons with Delegated Responsibilities**
- v. Responsibilities of the employees**
- vi. Arrangements**
- vii. Work related stress**

i. Head Teacher and Governors Duties

The Head Teacher and Governors will be responsible, through appropriate line management, for ensuring that the General Policy Statement on Health and Safety is implemented, and that adequate advice on health, safety and welfare matters is made available to all persons affected by this policy.

The Head Teacher and Governors' duties will include:-

- Meeting the relevant requirements of all current legislation;
- Delegating certain staff with responsibility for specific duties within the establishment's health and safety management framework;
- Appointing responsible persons to co-ordinate the actions of staff and pupils in the event of a fire;

- Maintaining the establishment's school in a condition that is safe and without risks to health, and providing and maintaining means of access and egress that are without such risk as far as reasonably practical;
- Providing and maintaining a working environment for employees that is, as far as reasonably practical, without risks to health, and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of all employees of the establishment;
- Providing and maintaining equipment and systems of work that are, as far as is reasonably practicable, safe and without risk to health;
- Arranging and ensuring, as far as is reasonably practicable, safe working systems for managing the movement and transport of pupils who may have particular physical and/or learning disabilities;
- Arranging and ensuring, as far as is reasonably practicable, safe working systems for handling, storage and transport of articles and substances;
- Consultation, as far as is reasonably practical, with Union Safety Representatives and staff on all health and safety issues and formally convening a Health and Safety Committee;
- Appointing a person competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the provision by regulation (6) of the Management of Health and Safety at Work Regulations 1992;
- Taking responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- Ensuring that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire).
- As far as reasonably practical, co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
- Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
- Liaising with the Health and Safety Executive, local authorities, Fire Service and any other statutory bodies;
- Ensuring that staff with responsibility for a curriculum area or building will maintain good health and safety practices in these areas, and ensure that all employees under their supervision are properly supervised and trained, having regard to the hazards of the jobs involved, as far as is reasonably practical;

- Ensuring that staff co-operate with the Headteacher and Governors to achieve a health and safe work place, and take reasonable care of themselves and others who may be affected by their acts or omissions at work, properly using the procedures and facilities provided for their health and safety at work, and refraining from wilful misuse in the interests of health, safety and welfare;
- Ensuring that the General Policy Statement on Health and Safety and subsequent revisions are drawn to the attention of all existing and new employees and establishing the most effective means of achieving this objective with the assistance of all levels of management;
- Ensuring that the General Policy Statement on Health and Safety and the Arrangements will be reviewed annually, or more frequently, if required by changing circumstances;
- Ensuring that effective arrangements exist for consultation with all employees on health and safety matters.

ii. Health and Safety Committee ~ Terms of Reference

The Committee shall consist of the named Competent Person (school Health and Safety Representative), a Senior Manager, a nominated Governor Representative, a nominated staff representative and, by invitation, any other member of staff or governors.

In consultation with the competent person, it will arrange for regular site inspections. The results of these are to be presented to the Head Teacher (or his/her representative) and discussed at the next committee meeting.

The main focus of the committee is to promote co-operation between all employees at the school in order to achieve and maintain a safe and healthy workplace for staff and pupils.

The agenda of each meeting of the committee will include the following standard items:

- Discussion of the circumstances of any accidents which have occurred since the last meeting;
- Recent inspections and reviews of previous inspections;
- New instructions relating to health and safety;
- Fire drills;
- General health and safety management matters and reviews of health and safety policy.

Committee Members

The committee is made up of the following members:

Senior Manager
 Competent Person (Health and Safety Representative) - Site Manager
 Governor Representative
 Inclusion Manager
 Support Staff Representative
 Children's Centre Manager
 Key Stage One Teacher Representative
 Key Stage Two Teacher Representative
 School Business Manager

iii. The Delegated Responsibilities

The person(s) appointed as competent by the Head Teacher and Governors of the establishment to advise on health and safety shall assist in the monitoring and review of procedures and policy as required. The person(s) will also be responsible for ensuring that everybody at the Deanery C.E. Primary School is kept fully up to date with changes in legislation, working practices and other issues in relation to health and safety within the Deanery C.E. Primary School.

The person(s) responsible for co-ordinating First Aid, will ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.

The member of staff with designated responsibility for each curriculum area will ensure that, where applicable, all statutory notices are displayed and the relevant registers kept up to date and available for inspection. As required individual curriculum areas will have additional health and safety procedures to take account of particular circumstances e.g. Physical Education, Design and Technology, Science, Swimming.

Members of staff with a specific responsibility, such as for site maintenance or medication, will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff working within their area or responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Head Teacher and governors of any subsequent specialist requirements for the health and safety of staff or pupils.

The line managers and delegated persons are responsible for keeping themselves and all members of their team up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.

Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm.

All staff will be responsible for ensuring that all accidents, injuries and instances of violence are reported and recorded.

All staff shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and at all times comply with all requirements contained therein. They shall comply with any safety instructions from their line manager. They must wear any protective clothing and other equipment or devices supplied, not wilfully misuse or abuse such equipment or devices and report any defects, or other safety hazards encountered.

All staff, volunteers and students who use equipment must receive adequate training as appropriate. In the case of vehicle drivers, staff who may carry children must hold the appropriate licence and insurance, have suitable car restraints and their authorisation to drive must be approved by the Head Teacher.

iv. Register of Persons with Delegated Responsibilities

It is the Head Teacher and Governors' duty to delegate the responsibility for specific health and safety duties to certain members of staff.

The Head Teacher and Governors must satisfy themselves that these posts are filled with 'competent' persons.

The definition of a 'competent person' is a 'person with sufficient training, experience, knowledge and other qualities to fulfil a general or specific function'.

Anyone who is involved in any operation that is inherently hazardous, including supervision and training, must be competent to perform that work safely and without undue risk to themselves or others.

Contractors, Consultants, Advisers and Trades people are required to prove their competency to carry out duties or advise in their specialised field.

The Delegated Responsibilities are as follows:

<i>Health and Safety</i>	Competent Person
<i>Health and Safety</i>	Governor Representative
<i>Risk Assessments</i>	Site Manager/Deputy Head Teacher
<i>Fire Procedures and systems</i>	Site Manager
<i>First-Aid</i>	Inclusion Manager/Deputy Head Teacher
<i>Medication</i>	Inclusion Manager/Deputy Head Teacher
<i>COSHH (Control of substances hazardous to health)</i>	Site Manager
<i>Catering</i>	School Cook
<i>Visits/activity holidays and residential accommodation linked to these</i>	Educational Visits Co-Ordinator/ Head Teacher
<i>Site Maintenance</i>	Site Manager
<i>Electricity</i>	Site Manager
<i>Vehicles</i>	Site Manager
<i>Curriculum areas:</i>	
<i>P.E./Swimming</i>	PE Leader
<i>Design and Technology</i>	DT Leader
<i>Science</i>	Science Leader
<i>I.C.T.</i>	Site Manager/ICT Leader
<i>Administration</i>	School Business Manager

V. Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities both. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

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

VI Arrangements

1.Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999, the organisation has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the school's policy to ensure that no-one is put at risk from any activities under its control.

Risk assessments will be undertaken for situations that may present a risk to health and safety. The main areas of risk are:

Off site activities and visits	General classrooms	Playgrounds
Kitchen	Halls	Fire
Security	COSHH	Office Safety
Pond	Work equipment (DT)	Outdoor equipment
Reprographics	Contractors on premises	Food handling & Prep
All sports & PE	Swimming	

Assessments will be reviewed annually or when work activity changes, whichever is soonest.

2. Hazardous Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the school has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, pesticides, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

Within curriculum areas (in particular Science, DT and Art), heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

The Site Manager will be responsible for identifying all substances that need a COSHH assessment.

The Site Manager will be responsible for undertaking COSHH assessments.

The Site Manager is responsible for ensuring that all actions identified in the assessments are implemented.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

3. First Aid

The school will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

- All accidents, cases of work-related ill health and dangerous occurrences are to be reported to a senior manager.
- Details of the incident will be recorded in the accident book which is located in the School Office
- The Health & Safety Committee is responsible for periodically analysing the accident book for signs of trends.
- SLT is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.
- SLT is responsible for acting on investigation findings to prevent a recurrence.
- SLT is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

4. Emergency Action

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the main school office and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook. These procedures will be reviewed at least annually. Emergency contact and key holder details are maintained by the Head Teacher or School Business Manager.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Fire log book.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Details of service isolation points (i.e. gas, water, electricity) Electricity and water isolation points are located in the boiler room. Main gas isolation is in gas meter cupboard next to the boiler room entrance.

Material Safety Data Sheets for Chemicals and flammable substances. These will be kept by Site Manager/School Business Manager/Science Leader, as appropriate, for consultation.

INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the Fire log book. Any defects on the system will be reported immediately to the fire alarm engineers at CFS on 0121 250 2141. A fire alarm maintenance contract is in place with CFS on 0121 250 2141 and the system yearly by them. Smoke and heat detectors are tested on a quarterly basis by CFS on 0121 250 2141.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Sutton Fire Protection on 0121 378 5788 undertakes an annual maintenance service of all fire fighting equipment. Weekly, the Site Manager checks that all fire fighting equipment is available for use and operational and for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Sutton Fire Protection on 0121 378 5788.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by the Site Manager and half yearly by CFS on 0121 250 2141. Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily, the Site Manager checks for any obstructions on exit routes and ensures all final exit doors are operational.

5. Work Equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the organisation has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by the Site Manager. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by the Site Manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.

Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Site Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

6. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the school has a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

The Health and Safety committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management and reported to the Buildings Committee who then report to the full Governing Body.

7. Training and Development

The law requires the school to provide appropriate information, instruction and training regarding health and safety at work. This is to enable staff to work safely for the benefit of themselves and others.

Health and safety induction training will be provided and documented for all new employees.

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with :

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by the Site Manager who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the Head Teacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

No member of staff should carry out a task that they are not competent to do, unless supervised by a suitably qualified person.

Staff operating a vehicle must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by management.

Training will be identified, arranged and monitored by SLT/Health and Safety Committee.

If a member of staff does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to management.

9. Other Significant Health & Safety related issues

Asbestos

The asbestos register is held in the Site Manager's office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment. The Establishment's Asbestos Authorising Officers are the Site Manager and Governor Representative.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are recorded.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer**

Working at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so. Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated person(s) responsible for work at height is the Site Manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected and that all access equipment is inspected and maintained;
- a register of access equipment is maintained and that ladders are checked

Display Screen Equipment

All staff who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, School Business Manager etc shall have a DSE assessment carried out by their line manager. Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Contractors

All contractors must report to the school office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. SMT is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Legionella

The school complies with advice on the potential risks from legionella as identified in HSE guidance.

The Site Manager will be responsible for organising a suitable risk assessment to be carried out, a management plan put in place and the necessary tests and checks are undertaken and recorded.

Manual Handling

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques. Some specific manual handling assessments may also be required.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the head teacher who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

VII. Work Related Stress Policy

- The Governing Body of the Deanery CE Primary School recognises its responsibilities under the law to make sure that staff are not made ill by their work. It also recognises the considerable pressures on staff in schools, which if not properly managed, can and do lead to work related stress. It therefore incorporates this policy statement within the school's safety policy.
- The Governing Body recognises that it is in the best interest of the school and its pupils to ensure that staff are able to perform at the peak of their abilities. We recognise the significant harm that can be done to pupils' education if staff are placed in unacceptably stressful situations.
- In line with the spirit of the Code of Practice on LEA/School Relations, the Governing Body will fulfil their respective responsibilities, particularly with regard to Health and Safety legislation.

The Governing Body is committed to creating within the school an environment which is conducive to reducing the instances of work related stress to a minimum and to ensuring that individuals suffering from work related stress are managed in a sympathetic and supportive manner.

- The Governing Body will ensure that Governors and the management of the school
 - receive training and information to keep abreast of developments in legislation and case law relating to work related stress;
 - take steps to ensure that they understand what stress is and how the school can handle it;
 - recognise that the way a school is managed can contribute to stress problems; and
 - recognise that managers themselves can be placed under stress.
- In order to mitigate stress within the school the Governing Body will promote a culture which
 - recognises that stress related problems do not indicate weakness, incompetence or laziness;
 - encourages staff to be open about the causes of work related stress so that reasonable steps can be taken to alleviate it;
 - recognises that the pressure of excess workloads can trigger illness and ensures that steps are taken to mitigate this.
- The Governing Body will ensure that on a regular basis a risk assessment is undertaken within the school to assist in identifying the potential and actual causes of work related stress.

The results of the risk assessment will be used to develop a School Action Plan to tackle the areas identified. The Action Plan will

- respond to the needs of all staff in school, including the Head Teacher;
- be drawn up in consultation with recognised teacher associations and trade union representatives;
- recognise that work related stress is an organisational problem and look for organisational answers;
- emphasise the prevention of stressful situations;
- be practical and realistic in terms of the actions proposed;
- be shared with all staff in school, recognising that everyone has a part to play in solving the identified problems;
- identify who is responsible for taking action;

- include review dates to evaluate progress and to develop further actions as necessary.

The Action Plan will on an annual basis form part of the School Development Plan in order that areas for improvement can be actively identified.

- The Governing Body recognises that there will be times when an individual suffers from stress and will develop a procedure to respond to this situation. This will include
 - ensuring that management and other staff are aware of the effects and possible symptoms of stress in order that the problems can be identified as soon as possible.
 - offering a range of support mechanisms for the individual, recognising that everyone differs in the way they cope with stress;
 - providing support for staff returning to work after sickness absence, including consideration of phased return to work where appropriate;
 - ensuring that any preliminary examination by the Head Teacher of poor performance includes consideration of health factors such as stress as an attributable factor.
 - providing access to the Occupational Health Service to provide help and support.
- The Governing Body will ensure that agreed procedures are followed (as outlined in Managing Staff Sickness, Notes for Guidance – Teaching Staff, Notes for Guidance – Support Staff)
- The Governing Body will refer to Personnel Services for guidance and support where concerns arise.

Policy reviewed by Health and Safety Committee

September 2017
October 2018

Agreed and accepted by Governing Body

December 2017
December 2018

Signed _____

Dated _____