The Woodland Federation
of Peak District Schools

HEALTH AND SAFETY
POLICY

Approved by Governors

Date

Minute No.

Review date

Reviewed by Governors

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Reviewed by Governors

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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 and Younger Adults (CAYA) Department issued on the Derbyshire Services for schools website.

The school’s Governing Board 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 school's Governing Board will ensure so far is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Board 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 Governor Board will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within financial restraints dictated by the County Council, the Governing Board will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
The Governing Board is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Board’s commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

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

To co-operate with the Governing Board 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 Governing Board.

Name
Sign
Headteacher
Date

Name
Sign
Chair of Governors
Date
**Responsibilities of Governing Bodies**

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

In particular the Governing Board should ensure that:

- The school has a health and safety policy (which can be based on the CAYA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school’s organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors’ meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school’s health and safety performance from the 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.

Responsibilities of the Headteacher

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 Board in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- Health and Safety is a rolling item on every governing board agenda and reports will be prepared as necessary.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
• All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.

• Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.

• Safe systems of work are adopted and are documented.

• All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.

• Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.

• Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor’s work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.

• That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.

• All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.

• Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.

• Appropriate first aid provision is ensured and maintained.

• Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.

• Any health and safety guidance received from CAYA is made available to the Governing Board so that appropriate action may be taken as necessary.

• There is appropriate liaison and consultation with Trade Union representatives.
School health and safety co-ordinator for The Woodland Federation of Peak District Schools is the Executive Headteacher.

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

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the 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 Governing Board.

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 Headteacher or Head of Department 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 their Head of Department.

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/department health and safety policy.
- Be aware of and comply with all schools/department 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/department 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 Governing Board recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

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

**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 at Peak Forest Primary School

HEALTH AND SAFETY ADVISERS

HEADTEACHER

CLASS TEACHER

TEACHING ASSISTANTS

GOVERNING BOARD – One governor has responsibility for H&S and reports to the FGB.

SENIOR BUSINESS ASSISTANT

CLEANER IN CHARGE
Organisational Responsibility for Health and Safety at Great Hucklow Primary School

- HEALTH AND SAFETY ADVISERS
- HEADTEACHER
  - CLASS TEACHER
  - TEACHING ASSISTANTS
- GOVERNING BOARD
  - One governor has responsibility for H&S and reports to the FGB.
- SENIOR BUSINESS ASSISTANT
  - CARETAKER
  - MIDDAY SUPERVISOR
Arrangements for Health and Safety

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

Accident/Incident Reporting

All accidents and incidents in The Woodland Federation of Peak District schools will be reported and recorded in line with the Local Authority accident reporting guidance. In both schools all staff will report all accidents to the Executive Headteacher 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 school offices.

Accident Investigation

Arrangements for accidents which meet RIDDOR guidelines will be investigated by the Executive Headteacher.

Administration of Medicines

Arrangements for administering of medicines is in our policy which is on the schools’ websites.

Asbestos

Both schools have had an asbestos survey and as far as is known, no asbestos is present.

Communication

Staff are instructed to report any H&S concerns in the H&S log kept in the staffroom/office. This will be checked weekly by the business assistant and reported to the Executive Headteacher. Any H&S emergency concerns should be reported verbally to the business assistant.

Consultation with Staff

Staff will be regularly consulted and advised about H&S issues through staff meetings and INSET days.

Contractors

Arrangements for contractors – Schools have responsibility to ensure that all contractors 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.
COSHH

The risk from hazardous substances, including use and storage, is controlled by limiting access to the storage cupboards/sheds. Only the caretaker and school office can access a key.

Curriculum Areas

PE provision, the woods (Snelslow and Hucklow) and pond (Hucklow) have been risk assessed by the headteacher and appropriate control measures put in places. Teachers are requested to alert the headteacher to any new hazards and report in the H&S log.

Disaster Plans

The schools each have a Critical Incident Management which can be found in the policies folder and in an easily accessible place for in the case of such an emergency. Each school has a computer disaster recovery plan in the case of computer emergencies which is also kept in an accessible place. The EHT and senior members of staff have copies at home.

Display Screen Equipment

The business administrator of each school should have an assessment of the safe use of Display Screen Equipment (DSE) as this job has a risk. Pupils are not considered at risk from DSE as their exposure is minimal. Computers are subject to PAT testing annually. Teachers should regularly visually check for any signs of wear and tear or damage and report any defects to the business administrator/ head teacher.

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.

Educational School Visits

Educational visits are managed by the Executive headteacher and teachers accompanying the pupils. Risk assessments are always carried out in advance and all accompanying adults read the RAs. We follow the RA flow chart for out of school visits and put appropriate visits on the Evolve system. The executive headteacher is the EVC.

Environmental

Environment conditions e.g. temperature, lighting, ventilation, damp and humidity etc. are regularly monitored by the executive headteacher. Staff are encouraged to report any concerns they have about their work place.
Fire

Fire procedures, to include:

- The duty holder is the most senior member of staff present.
- Fire Risk Assessment details are reviewed annually by staff and governors, this is held in the red box.
- The fire evacuation procedure correspond with procedure notices and states who will contact the emergency services, these are displayed in classrooms and areas around the school.
- Testing of the fire alarm, including the recording, is done weekly usually on a Wednesday.
- Termly fire evacuation drills, including the recording of the results, are carried out termly.
- Inspection and service of firefighting equipment, takes place annually by DCC. The fire alarm is checked 6 monthly and the emergency lighting is checked annually. The service engineer will replace any damaged/used equipment.

First Aid

First Aid procedures, to include:

- Name(s) of First Aider(s): All staff at Great Hucklow and Peak Forest are first aid trained.
- Location of first aid box(es): All first aid equipment is in the staffroom at Great Hucklow School and in the classrooms and office at Peak Forest.
- Responsibility for maintaining the contents of the first aid box is Julie Brookes (GHS) Janet Hipwell (PF)
- Who will contact the emergency services if required: The person dealing with the incident or the most senior member of staff present.
- Procedures for notifying parents: parents will be informed if necessary by a member of staff as soon as practically possible.

Housekeeping/Storage

It is the responsibility of staff to ensure that items are safely stored and good housekeeping is maintained. Storage is particularly difficult in a small school, however, safety and safeguarding are the priority and must be maintained at all times. Egress routes should be kept clear at all times.

Inspection of the Premises

Existing LA guidelines suggest these inspections should be carried out at least 3 times a year. The building & premises and health & safety governor should carry out these inspections with the EHT.
Lone Working

There is a lone working risk assessment in place and appropriate control measures have been identified to minimise the risk to staff. All staff have read the RA. When working alone at school staff are advised to keep all external doors locked. They are recommended to keep their mobile phone on their person and avoid taking specific risks such as climbing on desks or lifting heavy objects.

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

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

Mechanical/Electrical

The fixed electrical circuits and hard wired equipment within school should be inspected and tested every 5 years. All electrical items are PAT tested.

Monitoring Plan for Auditing Health & Safety areas

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

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
- 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

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<thead>
<tr>
<th>Item</th>
<th>Check By</th>
<th>Comments</th>
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<td>Risk Assessments</td>
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<td>Policy and Management Plan</td>
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<td>COSHH</td>
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<td>Review of Procedures</td>
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<td>Risk Assessments</td>
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<td>Accident Reports</td>
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<td>Cleaning Staff Procedures</td>
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<td>Record Fire Appliance Test</td>
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<td>Check Completion of PAT Testing</td>
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<td>Whole Staff Training- Refreshers</td>
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<td>Non Accidental Injury Reports</td>
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#### Weekly Checks

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<th>Item</th>
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<tr>
<td>Playground, Walls, Fences, Gates and Seats and fixed equipment.</td>
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<td>School field</td>
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<td>Fire Alarm Tests</td>
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#### Daily Checks (by observation, discussion etc)

*(delete and amend as appropriate)*

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<th>Item</th>
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#### Termly Checks

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<th>Item</th>
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<td>Health and Safety Report by Headteacher at Governors’ meetings</td>
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<td>Premises Inspection</td>
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Out of School Activities

We follow LA guidelines on ratios for out of school activities and we follow the LA’s safer working practice for transport.

Personal Protective Equipment

The caretaker at Great Hucklow has some personal equipment which he can request to be replaced if and when necessary.

We always recommend the use of personal protective equipment when dealing with any blood injuries. Disposable gloves should be worn and disposed of safely. During PE and cookery long, loose hair should be tied up and an apron worn when preparing food.

Premises

The school premises are only ever used by members of the school staff therefore it is not necessary to make special arrangements to provide information for alternative users.

Playground Safety

The playground and school field is monitored weekly to ensure all hazards are known about and dealt with. Playground equipment is safely stored in sheds and only used under the supervision of staff. Pupils are regularly reminded about the need to put equipment away when not in use. All defective equipment is immediately removed and either repaired or disposed of. During break times the playground is supervised by a member of staff at all times. Pupils are clear about boundaries and know that different rules apply depending on how many staff are on playground duty.

Risk Assessments

Risk assessments for the premises and playground have been carried out and are reviewed on an annual basis. We also regularly review our COSHH procedures to ensure dangerous substances are only used according to the manufacturer’s instructions and safely stored at all times. Relevant personnel should undergo a display screen equipment assessment. All after school activities which are different to class activities e.g. cookery club are subject to risk assessment. All risk assessments for one off events are carried out in line with County guidance.
Road Safety

At Great Hucklow all infant pupils are collected from school to minimise the risk from motorbikes and 4x4 vehicles which occasionally use School Lane. Older pupils are advised to walk down with others. All pupils are met at the bottom of the lane and safely escorted to waiting vehicles.

At Peak Forest children cross the road using pedestrian crossing with adults at the front and the back. Children wear hi-vis vests when walking along for woodland learning. Children are collected from the school yard at the end of the day.

Pupils are taught about road safety within the curriculum and all Y6 pupils are offered the opportunity to take part in cycling proficiency training.

Security and site access

Great Hucklow School is only freely accessible at the beginning of the school day when staff are on duty and alert for potential intruders. At 9.05am all exits to the school are locked and access is only obtained after visitors have called into the school office and signed in. All visitors are asked to display an ‘Official Great Hucklow School Visitor’ sticker and unless we know they have clearance from County (e.g. educational psychologists) will be accompanied at all times. The door to and from the playground is open during break times only when it is monitored by staff at all times. The school is surrounded by a high perimeter fence and the gate into the school playground remains closed at all times.

At Peak Forest all doors are locked at all times to ensure safety at school. When the children are out playing, all gates are locked so no-one has access to the site without meeting a staff member of staff.

Stress Management

The governors have adopted a policy for the management of stress which is implemented, monitored and evaluated on a regular basis. The policy when implemented is designed to reduce stress in the workplace by:

- encourage a culture of stress awareness/openness
- task redesign
- reorganised work schedules and physical environment
- employee development
- participation in decision making
- clarification of role
- feedback on performance
- peer support and team building.

The EHT will also monitor staff absence and governors will ask all staff to complete an annual staff questionnaire to highlight any difficulties they might be facing.
Training

A training record is kept which identifies who has accessed which training. Where training is time-limited eg. First aid courses, a renewal date is recorded on the training schedule. Induction procedures are in place to ensure all new staff.

Violence at Work

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

Welfare Facilities

We recognise our responsibility as an employer to provide adequate welfare facilities for our staff to heat food and eat lunch. Staff have access to a staff toilet and hand washing facilities and can access fresh drinking water in the classroom and the staffroom.

Waste Management

Waste is managed by recycling wherever possible. Bins are situated in each class, and are emptied by the school caretaker. Children help in this task by recycling fruit waste and paper. Sanitary bins provided by PHS are located in the staff and girls toilets.

Wildlife Areas

The wildlife/ pond area at Great Hucklow is fenced and locked at all times. Pupils are regularly reminded not to enter the area, which can be accessed from School Lane, unless under the direct supervision of their parent/ carer on their way to and from school. When visiting the pond during curriculum time pupils will always be in the ratio of 1 adult to 6 children for infants and 1 adult to 10 junior aged children. Rules and boundaries will be clearly explained and teachers will insist on high standards of behaviour at all times.

Work Related Learning

We occasionally provide a placement for work related learning, either for pupils from local secondary school on work experience or unqualified teaching assistants as a part of their training. All students will receive an induction to the workplace which includes health and safety arrangements.

Working at Heights

All staff understand that they should not put themselves at unnecessary risk by ‘working at height’ within the context of their work. All such activities will be carried out by the local authority/ paid contractors.