



Health and Safety Policy

Policy adapted from (if applicable):

Governing Body Sub-committee

Name:

Site

Date approved:

4 February 2016

Full Governing Body (if applicable)

Date approved:

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

The school's Governing Body and Leadership Group 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, Belper School's Governing Body will ensure so far as 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 Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that students, 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 Governing Body 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 students, this commitment is seen as especially important.



Within financial restraints dictated by the County Council, the Governing Body will ensure through the Leadership Group that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body 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 Body'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 Body and the Leadership Group 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 their managers.

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 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 school's Governing Body.

The school's arrangements for dealing with different areas of risk will make use of the Risk Assessments published by the authority on DNFL at the following address: https://derbyshire.inthehive.net/extranet/health_safety/ta/risk_assessments/default.aspx

.....
Alan Eccleston
(Chair of Governors)
March 2016

.....
Martyn Cooper
(Headteacher)
March 2016

Policy on the Management of Health and Safety and Risk Assessments in Belper School and Sixth Form Centre

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 1. Monitoring of performance, 2. Ensuring health and safety matters are adequately resourced and 3. Ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a Health and Safety Policy which is implemented within the school and that the effectiveness of this policy is monitored. The Governors have formally approved this policy and will review it every 3 years.
- 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 (Site Committee).
- They receive an annual report on the school's health and safety performance 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). (Via Site Committee).
- 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 FOUNDATION SCHOOLS ARE THE EMPLOYERS 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 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 Body 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.
- An annual report on health and safety is prepared and presented to the Governors (via Site Committee).
- 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 DCC 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.
- 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.
- 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 DCC is made available to the Governing Body so that appropriate action may be taken as necessary. (Via Site Committee).
- There is appropriate liaison and consultation with Trade Union representatives.

School Health and Safety co-ordinator (Deputy 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, students 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 Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Deputy and Assistant Headteachers, Heads of Faculty, Heads of Departments, Clerical Managers/Supervisors, Technicians and Caretakers, whom have the following responsibilities:

Apply the school's Health and Safety Policy 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 students to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare, if required, an annual report for the Headteacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

Exercise effective supervision of their students, 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 students when necessary.

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

Require the use of protective clothing and guards where necessary.

Make recommendations to the Headteacher or Head of Faculty/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 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 Faculty/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 school/department Health and Safety Policy.
- Be aware of and comply with all school/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 school/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their line manager 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 on the form provided.
- 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 Body 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 Headteacher or Governing Body.

Students

Students, allowing for their age and aptitude, are expected to:

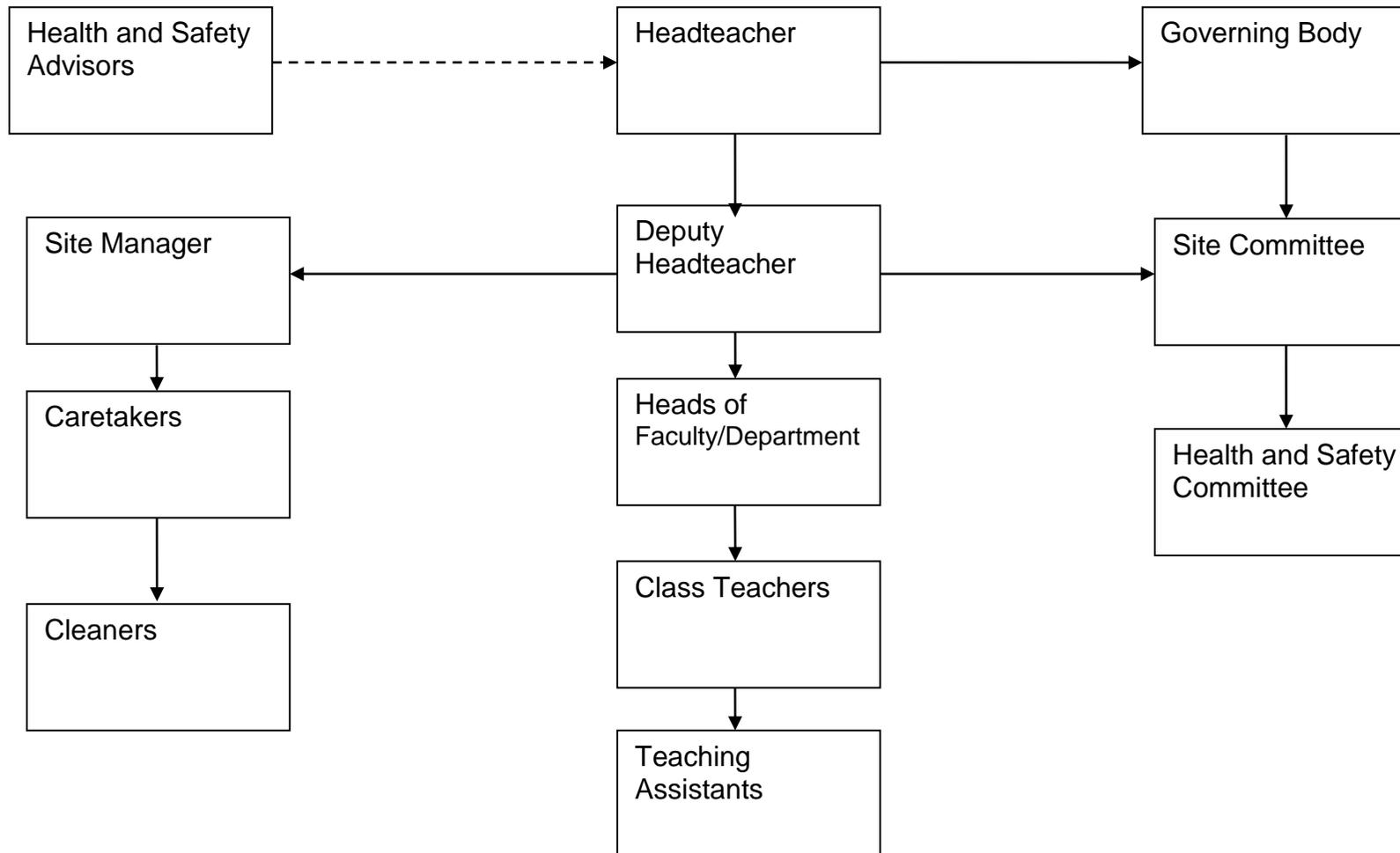
Exercise personal responsibility for the health and safety of themselves and others.

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

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.

The following list of topics for which arrangements may need to be produced is intended only as a guide. Some procedures may be available in the form of “guidance notes” or “policies” produced by the DCC and adopted by the school.

The “arrangements for” list is as follows:-

Accident/Incident Reporting

All accidents and incidents in Belper School will be reported and recorded in line with the DCC accident reporting guidance. In Belper School all staff will report all accidents to First Aid 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 at the School Office.

Accident Investigation

Accidents which are reportable to the Health and Safety Executive will be investigated by the Deputy Headteacher.

Administration of Medicines

Arrangements for administering as per the school’s Policy for Supporting Students with Medical Conditions and for the Administration of Medicine.

Animals

If animals are to be kept on the premises the guidelines provided by DCC will be followed.

Asbestos

An Asbestos survey was last completed by DCC in June 2014. As far as we know all occurrences of asbestos within the school are identified in the report. Any new and hidden areas that are to be worked on will have a current asbestos survey done in advance of the work. All contractors/caretakers will be told before they work in area to stop and report any material that they consider to be or to contain asbestos to the Site Manager. All contractors are required to fill in an asbestos permit to work before any construction work or hidden areas are entered.

Communication

A red 'Hazardous Activity/Near Miss' form is available from the staff room and should be completed and returned to the Deputy Headteacher. A list of current Health and Safety Risk Assessments will be kept on the school intranet.

Consultation with Staff

Staff will be consulted on major changes to procedures and the Health and Safety Policy. Union health and safety reps will be consulted on any changes that may affect their members.

Contractors

Belper School has a responsibility to ensure that all contractors undertaking work on the 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 students, staff, visitors or to a lesser extent, trespassers. They will read and complete the relevant Permits to Work before commencing work.

COSHH

Staff in areas where substances that require a COSHH assessment are used/stored will have been made aware of the relevant risk assessment and how to reduce the associated risks by their manager. Handling, protective equipment needed, use and storage will be in line with the risk assessment. The area manager will have responsibility for the safe use of the materials as per the risk assessment and of making all users aware of the risk and its reduction. In particular the following needs to be addressed:

- Introduction of new substances does require a COSHH assessment to be done and followed.
- Use and storage of gasses, e.g. oxygen, acetylene, propane, carbon dioxide etc will be in line with the COSHH assessment.
- The risk presented by ionising radiation will be managed by the Head of Science as per the Ionising Radiation regulations.
- The control of any biological hazards will be as per the relevant COSHH risk assessment and will be managed by the Head of Science/Caretaker team/Site Manager.
- The controls for disposal of hazardous or toxic waste will be in accordance with the relevant COSHH risk assessment and will be managed by the Head of Science, Head of Technology, Caretaker Team and Site Manager.

Curriculum Areas

The following curriculum areas will produce their own risk assessment for their area and will ensure that all aspects of these risk assessments are complied with.

- Design and Technology
- Drama
- Science
- Physical Education
- Art

Disaster Plans

An IT Disaster Plan and a Business Continuity Plan have been produced and approved by the Governing Body.

Display Screen Equipment

Arrangements for the safe use of Display Screen Equipment (DSE) as per DCC guidance. 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.

Educational School Visits

Arrangements for managing educational visits and carrying out associated risk assessments as per the DCC guidance involving the school EVC. Educational visits are a potential source of hazard and therefore stringent management systems need to be put in place to ensure of staff and students who are at risk have this risk reduced.

Environmental

Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in CDT areas), lighting, ventilation, etc. and monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time as per DCC guidance.

Fire

Fire procedures as per DCC guidance (see Fire Risk Assessment Document), includes:

- The duty holder is the Deputy Headteacher
- Fire Risk Assessment details
- The fire evacuation procedure
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

First Aid

First Aid procedures as per DCC guidance, include:

- Name(s) of First Aider(s)
- Location of first aid box(es)
- Who is responsible for maintaining the contents of the first aid box
- A list of the prescribed contents of a first aid box (plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included).
- Contact with the emergency services if required.
- Procedures for notifying parents, e.g. when and how.

Housekeeping/Storage

Arrangements for safe storage and housekeeping (including the maintenance of access to egress routes) as per DCC guidance

Inspection of the Premises

Arrangements for carrying out formal inspections of the premises as per DCC guidance to include,

- Deputy Headteacher and Site Manager will inspect the whole school over a 12 month period, but this may be managed over the year and sections of the site. Existing LA guidelines suggest these inspections should be carried out at least 3 times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often, particularly in the early stages of introducing the health and safety culture.
- Details of how any health and safety problems identified will be dealt with should be included.

Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

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;
- Reduce the risk of injury so far as is reasonably practicable.

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

Mechanical/Electrical

Procedures for the introduction of new, second-hand and donated machinery and equipment and arrangements for the inspection and maintenance of machinery and equipment, the frequency and recording will be co-ordinated by the Site Manager and follow current DCC guidance.

Monitoring Auditing

The Deputy Headteacher will monitor this policy and its implementation to ensure that the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the issues identified

Audits will take place regularly to ensure the continuous monitoring process is adhered to.

Records of the testing and inspection of equipment and maintenance work carried out are maintained as part of the school's health and safety management system documentation, but are not included in the Health and Safety Policy itself.

The following list is a guide to the equipment and practices for which records are kept.

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment (Leisure Centre and School)
- Local Exhaust Ventilation (LEV)
- Lifting Apparatus
- Mechanical Machinery
- Lifts
- Fume Cupboards
- Pressure Systems
- Fixed Electrical Systems
- Electrically operated doors/gates
- Electrically operated shutters

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	DH	
Policy and Management Plan	DH	
COSHH	DH	
Review of Procedures	DH	
Risk Assessments	DH	
Manual Handling of Risk Assessments	DH	
Accident Reports	DH/OFFICE	
Technology Room	Head of Technology	
Cleaning Staff Procedures	Site Manager	
Record Fire Appliance Test	Caretakers	
Record PE Equipment Check	Head of PE	
Check Completion of PAT Testing	Site Manager	
Whole Staff Training- Refreshers	Deputy Head	
Non Accidental Injury Reports	Deputy Head	
Legionella checks	Site manager	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Caretakers	
Fire Alarm Tests	Caretakers	

Daily Checks (by observation, discussion etc.)

Item	Check By	Comments
PE Safety	Staff	
Lettings (Safety)	Caretakers/Site Manager	
Communication of Health and Safety concerns to all staff	Deputy Head	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Deputy Head	
Premises Inspection	Site Manger	
Fire Log	Site Manager/DH	
Accident Reports	Office/DH	
Fire Evacuation	DH/Site Manger	
Visual Check of Electrical Equipment	Users	
Premises Security	Caretakers	

One off Activities

Arrangements for identifying and controlling the risk involved with “one off” activities, e.g. outward bound activities, etc as per DCC advice.

Out of School Activities

Procedures for all types of out of school activities, e.g. adult to student ratios, type of transport, etc as per DCC advice.

Personal Protective Equipment

Users, in consultation with their line manager will be given help and advice in identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment.

Premises

Arrangements for the use of premises outside normal working hours, e.g. entertainment licence, what information should be passed to groups who use the premises, etc as per DCC advice.

Classrooms/offices.

Plant/Boiler Room.

Playground Safety

Arrangements for playground supervision and equipment/surfaces inspections as per DCC guidance.

Risk Assessments

Responsibility for arrangements for carrying out risk assessments under current health and safety legislation, e.g. general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments, etc lie with the Deputy Headteacher

Road Safety

Arrangements for the safe flow of traffic throughout the school site, including people and vehicles, etc lie with the Deputy Headteacher.

Security

Security arrangements in order to prevent, where possible, unauthorised access to the premises rely on the reduction in the number of entrances and the use of CCTV which is covered by our Use of CCTV policy.

Site Access

Arrangements for safe access and egress of staff, students, visitors and associated vehicles as per DCC guidance and current legislation.

Stress Management

Arrangements for identifying and managing stress as per DCC guidance. School Governors, senior staff and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been 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.

Training

Regular reviews and staff meetings (formal and informal) will identify training needs which will be dealt with following the school procedure.

Violence at Work

A policy is in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School managers are 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

Arrangements for the provision and maintenance of welfare facilities, eg toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch, provision for hanging wet clothing, etc as per DCC guidance.

Waste Management

Arrangements for managing waste and associated secure points as per DCC management

Wildlife Areas

Arrangements for managing and using school wildlife areas and gardens, eg staff-student ratios, provision of adequate fencing, selection of plants, etc as per DCC guidance.

Work Related Learning

Work related learning describes a broad range of activities for students and students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work and follows DCC guidance and is co-ordinated by the EVC.

Belper School has written policies clarifying:

- Objectives and responsibilities.
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing/debriefing students before/after placements.

Working at Heights

Be safe; always use the right equipment when working at height. Equipment is checked regularly and staff are trained in its use and maintenance. Follow DDC guidance.