

# St Thomas CE (VC) Primary School



## Health & Safety Policy

<b>Policy Reviewed on:</b>	<b>October 2022</b>
<b>Policy approved by Governing Body on:</b>	<b>January 2023</b>
<b>Policy to be reviewed on:</b>	<b>October 2023</b>

# Health and Safety Policy Statement

## St Thomas CE (VC) Primary School

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy (June 2017).
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
  - appropriate safe systems of work exist and are maintained;
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
  - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>Silva Scott, <b>Chair of Governors</b></i>
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*October 2022*

<i>Kate Meade, <b>Headteacher</b></i>
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*October 2022*

## Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	<b>Kirklees Council as the Local Authority (LA)</b>	Governors of schools in this category have an obligation to ensure that the LA DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety. Schools, however, may wish to write their own health and safety policy.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools Academies Free Schools	<b>The Governing Body Or Academy Trust</b>	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.  <b>Where the school directly employs staff, the Governing Body is then responsible for their health and safety.</b>
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	This should be explicit in the school policy and they should be classed as contractors.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Head Teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

## Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Employees
School Governors				It is recognised that some governors are LA employees
Headteacher				
School Leadership Team				
Deputy/Assistant Headteacher				
Heads of Dept				
Teachers				
Managers				
Premises Managers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Site Supervisor or Caretaker				

## The responsibilities of Policy Makers, Planners, Implementers and Employees within the Policy

Policy-makers	
School Governors Headteacher H&S Committee School Leadership Team	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements of health and safety performance on a regular basis.
- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

Planners	
Headteacher Members of the School Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
  - appoint a Premises Manager (see **Implementers** below);
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshall), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided and recorded;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff and records kept e.g. staff signatures;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that this H&S Policy can be implemented effectively and advise the GB;
- Ensure that a regular **Premises H&S Inspections** are carried out, (this duty may be delegated to other members of school staff) Generic premises inspection checklists are available on KBS which can be adapted to be made site specific; Additionally it is recommended that an annual self-audit is carried out (This duty may be shared with other

staff such as SLT) Self Audit forms are available on KBS;

- Draw up any Action Plans required from the results of the Premises H&S Inspection and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

## Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a standing agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed/implemented in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies and Guidance Notes of the Kirklees Council and DCYP and those developed within school;
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review

process (as appropriate). These may reflect the overall H&S plans;

- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated and recorded;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training and that this is recorded;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating "blame" to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
- Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. One Hub and Business Solutions);
- *In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

## **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties;**

1. To maintain an understanding of DCYP Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable



- and sufficient control measures implemented and monitored;
12. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
  13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
  14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
  15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
  16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

## **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the Councils structure. All staff are employees and therefore all the employee responsibilities within the DCYP Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the DCYP Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

## **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **Part 3      Detailed Arrangements and Procedures**

### **St Thomas CE (VC) Primary School**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements of the Children and Young People's Service Health and Safety Policy:

#### **1.      Accident Reporting, Recording & Investigation**

##### **Asbestos**

*Kirklees Council Asset Management will be in control of any surveys and site visits in relation to Asbestos on an adhoc basis.*

*The Duty Holder in school for the Premise Asbestos Management Plan (PAMP) is the Headteacher, with responsible persons – Laura Torbett – School Business Manager and Peter Brook – Caretaker. The manual can be found in the Reception Office.*

#### **2.      Contractors**

The Headteacher, Deputy Headteacher, School Business Manager and/or Caretaker are the nominated persons responsible for liaison with and oversight of contractors.

#### **3.      Curriculum Safety** [including out of school learning activity/study support]

Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or visits out of school. This includes arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT, Ref. "Safe Practice in Physical Education and School Sport"

#### **4.      Drugs & Medications**

Medication can be administered in school. Short term medication is kept in the front office/medical fridge (staff room) and can be administered by the office staff only. Parents must sign an authorisation form before this can be carried out. Longer term medication to be kept in the main school office, medical fridge and/or classrooms as appropriate. Inhalers and 1<sup>st</sup> Epipen for child to be kept in classroom. 2<sup>nd</sup> Epipen to be stored in Receptionist's office along with any eczema creams.

Health Care plans are required for those children and staff with long term medical conditions requiring management in school and copies are kept in the main office/classrooms.

Health Care Plans for asthma are to be provided by the parent/carer from the child's GP. School will request these when parents/carers notify school that their child has asthma.

Long term medical conditions such as diabetes are dealt with by appropriately trained staff in the Deputy Headteacher's office (downstairs) or the KS2 Workroom (Xerox) (upstairs). Further details available – St Thomas CE (VC) Medical Needs Policy.

#### **5.      Electrical Equipment** [fixed & portable]

PAT testing is carried out annually by an accredited company with full reports maintained on the schools' network. Fixed Appliance testing is carried out by Kirklees Council every five years, scheduled by them and maintained with Asset Management.

#### **6.      Fire Precautions & Procedures [and other emergencies incl. bomb threats and lockdowns]**

Responsible Person for Fire is the Head Teacher. Training updated regularly.  
See Emergency Plan.

#### **7.      Fire Marshalls**

Responsible Person for Fire is the Head Teacher. Training updated regularly.  
See Emergency Plan.

**8. First Aid**

9. Qualified first aiders are named on the staffroom notice board (copies are also in each classroom). Office staff are responsible for ensuring that the first aid boxes are correctly and amply stocked. Portable First Aid boxes are taken on schools trips and visits.

A qualified first aider is located in the main building at playtimes and lunchtimes to deal with any incidents which need treatment. The First Aid station is on the corridor near the main reception office. First Aid boxes are kept in classrooms. Any treatment is recorded. If a hospital visit is required, an ambulance should be called, or transport arranged by parents or Senior Leadership. Parents should be contacted immediately in such cases. Parents are informed of any head injury (minor or major). A 'bumped head' sticker should be sent home with a child involved in such accidents. A text should also be sent to inform parents/carers.

Plastic gloves should be worn at all times when carrying out First Aid treatment/care. All blooded waste should be disposed of in appropriate bags and bins provided.

All incidents are recorded in writing. First Aid records should be given to the main office at the end of each week for storing securely.

Any incidents requiring hospital treatment should be recorded on an accident sheet following Kirklees Guidance on Recording and Reporting Accidents, they are then recorded on Alphatec Claim Control. Accidents and incidents are monitored to detect trends and prevent further occurrences.

**10. Gas Safety**

Gas safety checks are carried out quarterly by Kirklees Council Building Services where reports are provided and filed in the School Premises file in the School Business Manager's office.

**10. Glass & Glazing**

All new/replacement glazing is provided to the necessary standard requirements, which is checked at the time the work is carried out.

**11. Grounds - Safety/Security**

Grounds are maintained by Nurture Landscapes to ensure all exits are clear for egress. Doors to the building are kept locked and entry is only allowed during school hours through the main school doors. Visitor access is controlled by office staff manning the door and will only be permitted once the relevant ID has been shown. All visitors will sign in and out of the visitor book and will be accompanied around school if needed. A visitor's badge will be issued on arrival and handed in on the way out.

All staff are to wear their ID badges at all times. Staff must sign in and out on entry and exit from the building. Staff are permitted to access the building via the main entrance and the car park entrances. Permanent members of staff are given key fobs and key codes to access the building during school hours. This number will be changed by the administrator at regular intervals or following any security breach.

Visitors and staff are requested to advise of any difficulties they may encounter in evacuating the building.

Risk assessments are carried out by staff and governors on a termly basis.

**12. Hazardous Substances (COSHH)**

St Thomas CE (VC) Primary School purchase in to the LA's Cleaning Service. All assessments are carried out by Kirklees Cleaning Services. Any storage cupboards containing these products remained locked throughout the school day. Not applicable to school staff.

**13. Health and Safety Advice**

Schools Asset Management - 01484 225248  
Last LA inspection 12 December 2014.

**14. Housekeeping – Storage, cleaning & waste disposal**

St Thomas CE (VC) Primary School buyback into the LA's cleaning service, all necessary risk assessments and waste management assessments are carried out by the cleaning service.

Arrangements are made to ensure the premises have sufficient and safe storage systems. Premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins and waste electrical appliance disposal/recycling arrangements in accordance with the WEEE regulations.

**15. Handling & Lifting**

See Manual Handling and Positive Handling/Safe Touch policies.

**16. Jewellery**

Children should not wear any jewellery for PE or swimming. Please refer to our uniform policy.

**17. Lettings/shared use of premises**

See Charging and Remissions Policy.

**18. Lone Working**

Staff working in the school building for any time alone should make sure that they have informed someone of where they are. They should notify the school caretaker if he is at home/on the school grounds of their arrival and when they leave. Staff should have a mobile phone (charged and in credit) with them. Staff working alone should not use any equipment that could easily cause harm, should not climb on anything and should not lift any heavy items to minimise danger to them.

**19. Maintenance / Inspection of Work Equipment (including selection of equipment)**

Ladders, lifts, dining equipment, PE equipment, electrical appliances, fire fighting equipment, heaters need regular checks. Head Teacher and Site Manager to ensure periodic checks and records are maintained. Records kept in the School Business Manager's office. All new equipment purchased to conform to safety standards. Any installation is carried out by a suitably qualified person/contractor.

All staff are expected to familiarise themselves with Health & Safety issues and adhere to at all times to the Roles, Rights and Responsibilities outlined in the HSE posters situated around school. All staff have Health & Safety awareness training as part of the induction.

Health & Safety is a standing item on every Governor meeting agenda – all necessary Health & Safety issues are reported to the School Business Manager who logs and refers to the Caretaker and details any follow up actions. SLT report back when necessary.

**20. Monitoring the Policy and results**

Health and Safety Governor Committee, Head Teacher, School Business Manager and Caretaker undertake termly Health and Safety Inspections. These are documented and acted on where required. They include fire and asbestos management.

LA inspection findings are acted on.

**21. New & Expectant Mothers**

Risk Assessments are carried out on expectant mothers as soon as the school is made aware, this is carried out by the Headteacher or School Business Manager. All necessary/reasonable adjustments are implemented immediately and copies of the completed forms can be found with the Headteacher's office/on the staff member's personnel file.

**22. Noise**

N/A

**24. Personal Protective Equipment (PPE)**

PPE to be worn as required. Any defects to be reported to SLT and action taken.

**25. Reporting Defects**

Hazards to be reported to Head Teacher, Caretaker or School Business Manager. Situation assessed and appropriate action taken. It is the responsibility of ALL staff to identify and report hazards and defects as soon as possible.

**26. Risk Assessments**

Risk assessments should be done for all visits, staff with disabilities, expectant mothers and situations beyond the usual daily routine. A risk assessment form is available to complete to detail the potential hazards and the actions taken.

**27. Signs and Signals**

Health and safety checks should include noting appropriate signage. Health & Safety signage can be found in the Staffroom, PPA room and the School Business Manager's office.

**28. School Trips/ Off-Site Activities see also item 31**

Risk assessments and visit forms should be completed well in advance of the visit. Kirklees guidelines for educational visits should be followed at all times.

**29. Occupational Health - Stress and staff Well-being**

SLT should monitor staff suffering from stress or in stressful situations. Every effort is made to reduce the pressure put on staff through the implementation of reasonable actions. Referrals to Employee Healthcare provided by the LA. Reference should also be made to the Equality Act 2010

**30. Other School Buildings**

A risk assessment for potential hazards and safe use of the Roots and Shoots room, the Outdoor Learning Area and the Story Hub has been completed and should be referenced before use.

**31. School Transport – e.g. minibuses**

See detailed minibus policy.

**33. Staff Consultation and Communication**

H & S Committee meet termly and 'walk throughs' are termly. All staff have a responsibility to bring matters of health and safety to the attention of SLT, School Business Manager or Caretaker.

**34. Supervision** [including out of school learning activity/study support]

Classes of children are not left unsupervised. Level of supervision is appropriate to age/circumstance. All offsite visits are risk assessed in order to ensure the necessary levels of supervision are in place. All employed members of staff are subject to an enhanced DBS check as part of the Safer Recruitment process. All volunteers are subject to an enhanced DBS check and student placements are covered under a letter of assurance or DBS will be provided by the necessary training establishment.

**35. Swimming Pool Operating Procedures (where applicable)**

N/A

**36. Training and Development**

Training is given/accessed according to role and requirement.

Training is logged in the school training file and certificates displayed where appropriate.

**37. Display Screen Equipment (DSE)**

Staff using VDUs (Smartboards) for any length of time should take regular breaks and alternate tasks involving the VDU (Smartboard) with tasks away from the screen.

Staff are advised to have annual sight tests.

Display screen equipment questionnaires are carried out every year to relevant members of staff, findings are adjusted as and when required and copies of the questionnaires can be found in the Health & Safety Folder within the Headteacher's office.

**38. Vehicles on Site**

Visitors to school are requested to park in the staff car park away from the pupil areas or on the road side. Vehicles using the driveway at the back should only enter when the gates are open and the children are not on the driveway. Gates are closed between 9.00am and 3.00pm to ensure our safety.

**39. Violence to Staff**

Staff should report any incidents to SLT immediately. These are logged and reported and the appropriate action taken to deal with the victim and perpetrator.

**40. Vibration**

Staff (caretaking) should make arrangements for assessment of risk work with hand-held and hand-guided tools and machines protection and other controls in accordance with the Control of Vibration at Work Regulations 2005.

**41. Welfare**

Building refurbishment in 2007 ensures that arrangements in place to ensure that welfare facilities at least meet the minimum standards for Temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

**42. Working at Height**

No member of staff is permitted to work at height within the school. All necessary height requirements will be carried out by the caretaker who has completed all of the necessary training.

**43. Waste Management**

St Thomas CE (VC) Primary School contracts Kirklees Trade Waste and Citron Hygiene to carry out any necessary waste management requirements within school.

**44. Water Quality/Temperature/Hygiene**

Water Hygiene and maintenance is carried out on a monthly basis by external contractors 'Integrated Water Services'. All records are stored in the School Business Manager's office.

**45. Work Experience**

All work experience individuals are given a detailed induction with member of the SLT. All necessary policies and explanations are provided. All records are maintained within the individuals file.