



*Tomlinscote School
&
Sixth Form College*

Health, Safety and Welfare Policy & Procedure For Tomlinscote School

Policy Type:	Statutory Staff Policy
Approved By:	Resources Committee
Effective From:	September 2016
Revision Date:	3 Years

Health, Safety and Welfare Policy & Arrangements For Tomlinscote School

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Surrey Heath Education Trust as the employer have adopted this policy on behalf of the staff at Tomlinscote School & Sixth Form College.

Health, Safety & Welfare Policy & Arrangements For

Tomlinscote School

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Executive Principal of Tomlinscote School:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors.
 - Require all Leaders and Managers, in the school community, to act in accordance with the School H&S Policy and Procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Executive Principal will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition.
 - A safe working environment.
 - Safe systems of work.
 - Safe plant and equipment.
 - Safe access and egress to all areas of the school.
 - The safety of articles and substances for use at work and in school.
 - Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Executive Principal will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the school's H&S procedures.

Mr Ray Coyne Chair of Governors

Mr Ian Hylan Executive Principal

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Executive Principal of Tomlinscote School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.2 Be informed and updated about H&S Policy, and receive advice and support from relevant personnel.
- 1.3 Ensure that H&S is an agenda item for Resource Committee meetings and that a termly H&S report from the Head of School is received. This report should include information on:
 - Progress of the H&S activities
 - Accident/incident analysis
 - Relevant H&S information updates.
 - Suggestions on future H&S initiatives.
- 1.4 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Executive Principal & Head of School

As Senior Leaders and Managers for the premises and of all on & off site school related activities, the Executive Principal and Head of School are responsible for the day to day management of H&S. The Executive Principal and Head of School will advise Governors of any H&S issue where their support or intervention, either via systems or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular, they will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons, during the school Induction Programme.
- 2.2 A process for risk assessments is applied within the school, and that:
- All appropriate areas/activities are covered, (*as per “core” Risk Assessment schedule available under the heading Health & Safety in shared staff area (Z Drive), together with any risks identified as specific to the school*).
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure that the place of work is in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the buildings.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and fume cupboards.
- 2.6 An analysis of H&S training is undertaken for school Staff, especially in the areas of Technology, Science, Art, PE and school Trips

Sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- H&S awareness
- H&S Induction Training (all new and temporary Staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights,

And any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to the Resources Committee.
- 2.10 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested twice a year – September and Easter.
- 2.14 The Fire Risk Assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.15 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Head of School

The Executive Principal and Head of School may delegate functions to other or single members of staff (e.g. an H&S Co-ordinator) The Executive Principal will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Vice Principal

The Vice Principal will take on the above responsibilities in the absence of the Executive Principal and Head of School

4. Line Managers

Leaders and Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Executive Principal and Head of School for ensuring the

application of this policy within the individual areas that they control. In particular, line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of a fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Executive Principal and Head of School and report to the Executive Principal or Head of School is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Executive Principal, Head of School and Premises Manager are informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New, transferred and temporary Staff receive appropriate H&S induction training, and are able to access all H&S Policies and Risk Assessments on the Z: Drive.
- 4.9 First aid provision is adequate.
- 4.10 Students are given relevant H&S information and instruction during tutorials and assemblies.

5. Teaching Staff [Including supply]

Teaching Staff are responsible for the H&S of all students under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the students that they are supervising.
- 5.2 That appropriate safety instructions are given to all students prior to

commencing practical sessions.

- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to their Line Manager or Premises Manager
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretaker

The Caretaker is responsible to the Executive Principal, Head of School, School Business Manager and Premises Manager and will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That any periodic H&S Inspections that are tasked to him are carried out at a timescale agreed by the Premises Manager paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas.
- 6.4 That persons he supervises only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to Staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all Staff work in accordance with safe working practices issued by the School.

7. Health and Safety Co-ordinator

The Executive Principal has nominated the Premises Manager as the school's Health & Safety Co-ordinator to carry out certain H&S functions, and report to the Schools Business Manager, Executive Principal and Head of School accordingly. Specific functions of the H&S Co-ordinator include:

- 7.1 Having an overview of the school's H&S Policy and, bringing amendments to the attention of the Executive Principal and Head of School where necessary.
- 7.2 Overseeing and supporting the school's Generic Risk Assessments which can be found on Z Drive.
- 7.3 Carrying out, with the School Business Manager and Mrs L Elliott as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for twice yearly evacuation drills and fire alarm tests etc.
- 7.5 Advising the School Business Manager, Executive Principal or Head of School of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment are covered.
- 7.8 Reporting to the School Business Manager, Executive Principal or Head of School any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including building, catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are responsible for their own health & safety whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular, all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Executive Principal is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in their workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Head of School or Premises Manager on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Safety Representatives

Name		Area Covered
Mrs A Earnshaw	Senior Tec	Technology
Mrs E Hampstead	Senior Tec	Science
Mr L Foley	NUT Rep	
Mr W Woodley	Caretaker	Site
Mr B Lee	Premises	Site
Mr I Jarrett	Centre Manager	Vocational Centre

10. Health and Safety

All Staff are encouraged to discuss any Health & Safety issues affecting them.

This can be achieved through discussing it with your Head of Department, Line Manager.

Health & Safety is on the agenda of, Resource Committee Meetings and can be raised through the weekly SLT meetings.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

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:

- 1. Accident Reporting, Recording & Investigation**
All Accidents should be reported to the Main Office. Mrs L Elliott is the appointed persons who reports under Oshen & Riddor. More information on Reporting an Accident can be found under the heading of Health & Safety in the shared staff area (P drive)
- 2. Asbestos**
The Premises Manager is the appointed person in charge of the Asbestos Register. The register is kept in his office. All building contractors must report to him before commencing any works.
- 3. Contractors**
Tomlinscote School mainly use SCC approved contractors. The Premises Manager is the appointed person in charge of all building contractors. The school's contractors risk assessment can be found under the heading of Health & Safety in the shared staff area (Z drive)
- 4. Curriculum Safety** [including out of school learning activity/study support]
Risk assessments are to be completed by Staff before engaging in any hazardous activities in accordance with CLEAPSS or BAALPE and Departmental policy
- 5. Drugs & Medications**
Schools Administration of Medications Risk Assessment can be found under the heading Health & Safety in the shared staff area (Z drive). Guilds to managing the administration of medications are kept with Mrs L Elliott in the main office. Guilds on incidents reporting in schools and young people's health & administration of medicines. Can be found under Health & Safety in the shared staff area (P drive)
- 6. Electrical Equipment** [fixed & portable]
*All Electrical Equipment must undergo a visual inspection by the user before use. Faulty or damaged equipment must not be used and must be reported to their line manager or Premises Manager. Schools Electrical Safety Risk Assessment and the Health & Safety things you need to know can be found under the heading Health & Safety in the shared staff area (Z drive).
Schools Electrical Contractor undertakes the five yearly fixed Electrical Installation report. The report is kept in the Premises Manager's Office.*

7. Fire Precautions & Procedures (and other emergencies)

Premises Manager is the person responsible for undertaking & reviewing the schools fire risk assessment. The schools fire procedure can be found under the heading Health & Safety in the shared staff area (Z drive) and in the staff handbook. Fire Drills are carried out twice a year. All teaching staff are Fire Marshals as it is their responsibility to ensure their class evacuates the building as quickly as possible and in an orderly fashion. Staff with Fire Warden responsibilities are as follows: Mr R Beauchamp, Mr W Woodley, Mr B Lee, Mr I Jarrett, Mr R Major, , Mrs A Earnshaw,.

The Fire Extinguishers and Fire Hoses are maintained by Chubb Fire. The Fire Alarm system is maintained by churches fire The Emergency Lighting testing is carried out by the Premises Manager. All records for the above are kept in the Premises Manager's Office.

8. First Aid

If an ambulance is required, Mrs L Elliott, the senior first aider /administrator is the person who would normally call the ambulance service and accompany children to the hospital. First Aid Kits can be found in the Main Office, Science prep labs, Technology Dept and in the PE Office. First Aiders are as follows: L Elliott, S Cummer, R Barnes. S Mensah, S Young, B Stopher, C Taylor, S Lomas E Hampstead. B Kendall, Vocational Centre based I Jarrett, W King. A list of first aiders can also be found outside the main office. Head of PE is responsible for restocking the first aid boxes in the PE dept. L Elliott is responsible for the restocking of the first aid boxes in the main school. Full list of First Aiders can be found in the main office

Mrs L Elliott is the person responsible for up-dating the first aider list and booking any retraining that is required.

9. Glass & Glazing

All glass indoors, side panels to be safety glass. All broken glass is replaced with safety glass.

10. Hazardous Substances

Radiation Protection officer is Mrs N Hammond, Tomlinscote Schools Radioactive Sources: Operating Procedures are kept in the science Dept. Science Health & Safety document can be found under the heading Health & Safety on the shared area (Z drive). Data sheets and substances are kept in the Technicians lab. Data Sheets for Technology and the Art Department are kept in their Departments offices. Hazard substances are kept in the Darkroom. COSHH Data sheets for Health & Beauty are kept in their office and substances are kept in a steel cabinet in their storeroom.

11. Health and Safety Advice

*Health & Safety Advisers. 4S. P Wilson 4S. R Bibby 4S.
. R Pellat 4S.*

12. Housekeeping, cleaning & waste disposal

Surrey County Council's commercial services provide the cleaning services and chartwells provide the catering service. The catering manager keeps all data sheets and risk assessments. Cleaning Data sheets and risk assessments are kept in the caretaker's office.

The School Caretaker monitors and logs any deficiencies in the cleaning. The log is kept in the Caretaker's office. The cleaning is carried out between 18.00 and 23.30 and between 6.45 am and 8.am cleaners are instructed to place warning wet floor cones when washing floors. All broken glass is reported to the Caretaker or Premises Manager. The external bins are kept opposite the main school kitchen.

Snow clearing is carried out by the School Caretaker and the Premises Manager. All sanitary and contaminated waste is removed by the school's clinical waste contractor.

13. Handling & Lifting

Tomlinscote Schools Manual Handling Risk assessment and training video can be found under the heading Health & Safety in the shared area (Z drive). All staff must view this video. A manual handling training DVD can also be obtained from the Premises Manager.

14. Jewellery

Students are allowed to wear a watch and the girls are allowed to wear one pair of plain studs in the ear lobe. This policy can be found in the student planner and/on the school website under School Policies.

15. Lettings/shared use of premises

School will provide each hirer with a copy of the Schools Lettings procedure. For information on hiring the school's facilities contact the Bursar. Lettings procedures can be found under the heading Health & Safety in the shared staff area (Z drive).

16. Lone Working

Tomlinscote School does not encourage lone working. But where it is unavoidable a risk assessment should be carried out by the School Caretaker or Premises Manager. The Schools Risk Assessment for lone working can be found under the heading of Health & Safety in the staff shared area (Z drive)

17. Evacuation Plan

SHORT TERM EMERGENCY VENUES

Year 7 St Augustine's School	Tel 01276 709099
Year 8 Ravenscote School.	Tel 01276 709007
Year 9 Lakeside School.	Tel 01276 469200
Year 10 Carwarden School	Tel 01276 709080
Year 11 Grove School	Tel 01276 22447

All year groups will be escorted & supervised by their form tutors, head of year and member of the SLT.

Year 12 and Year 13 to be sent home after roll call.

18. Maintenance / Inspection of Equipment

Stepladders, ladders must be checked by user before use. And yearly by Premises Manager.

Fire Extinguishers checked by Premises Manager. Yearly maintained by CHUBB FIRE

Fire Alarm System checked by Premises Manager and maintained twice yearly by Churches fire

Lifts checked by Premises Manager and maintained twice yearly by Kone lifts and ThyssenKrupp.

Lighting Equipment checked by head of Drama before using and yearly by contractor carrying out PAT testing.

Boilers checked by Premises Manager and maintained twice yearly by ADGAS HeatingLtd

Pressurization Units maintained yearly by Acorn LTD

Domestic Gas Cookers maintained yearly by ADGAS LTD. Commercial cookers are maintained by Severn catering

Electric Cookers maintained yearly by Advanced Electrical

Emergency Lighting tested by Premises Manager and by school's electrical contractor.

Air conditioning units Maintained twice yearly by EAC LTD.

*Laboratory Equipment checked by technicians before use
Fume Cupboards maintained yearly by Lab services*

D & T machinery checked by teaching staff before using and yearly by SCS.

Portable Electrical Equipment checked by user before use and yearly by contractor carrying out PAT Testing.

Sports Equipment checked by teaching staff before using and maintained by yearly by Gym Maintenance SCS

Kilns checked by teaching staff before using and maintained yearly by SCS

CCTV Equipment Maintained by Premises Manager and I.TDept

- 19. Monitoring the Policy**
*Teaching Staff should report any defects in their work place to their head of department and The Caretaker or Premises Manager. The Premises Manager carries out twice yearly room inspections.
All accident should be reported to the Mrs L Elliott who in turn informs the Premises Manager if required.*
- 20. Personal Protective Equipment (PPE)**
All Staff must discuss any PPE with their Line Manager or Head of Department PPE to be provided free of charge where risk assessment determines it to be necessary
- 21. Playground Safety**
Schools Risk Assessment can be found under the Health & Safety in the staff shared area (Z drive). All on duty staff carry two way radios or mobile phones to contact the main office. All playground seating is checked weekly by the school caretaker. Any defects are repaired by the school caretaker or premises manager
- 22. Reporting Defects**
All Defects must be reported to the Premises Manager mobile 07881956570 or the Caretaker mobile 07557529141
- 23. Risk Assessments**
Heads of department's are responsible for ensuring RA's are undertaken. A Poole/A Finch are responsible for undertaking special RA's (such as staff who are pregnant or who have health problems)
- 24. School Trips/Off-Site Activities**
All requirements for school trips and off site activities are covered by the school policy for educational visits. The EVC is Mr A Daniel
- 25. School Transport**
Details of licence requirements and names of authorised drivers can be obtained from Premises Manager

All Staff planning on using the minibuses must undergo a driving assessment before they can drive any of the buses. Please contact the Premises Manager for more details. All drivers must complete a driver check list before commencing their journey and report any faults to the Premises Manager. The Premises Manager checks the minibuses on a weekly basis.
- 26. Smoking**
Tomlinscote School is a non smoking site.
- 27. Staff Consultation**
H & S is on the agenda of SLT Meetings. Staff are encouraged to raise any concerns or suggestions regarding Health & Safety with either their line manager or Premises Manager.

- 28. Staff Health & Safety Training and Development**
All new staff are given a Health & Safety Induction, Things you need to know information this can be found in their hand book and under Health & Safety in the staff shared area (Z drive). If you have any concerns regarding Health & Safety, then contact your line manager or the Premises Manager
- 29. Staff Well-being / Stress**
All Staff should discuss any concerns, with their Line Manager or the Head Teacher. Schools Code of Practice can be found under Health & Safety in the staff shared area (Z drive)
- 30. Supervision [including out of school learning activity/study support]**
Mr Rob Major, the Head of School is responsible for supervision requirements for pupils during curriculum time and all other times when in care of school e.g. break times, the board of Governors and Mr A Daniels agree ratios for school trips, requirements and for criminal conviction clearance
- 31. Use of VDUs / Display Screens**
If any staff have any concerns regarding the use of VDUs/ Display screens Please see The Premises Manager or the IT Dept. Any concerns regarding their computer must be reported to your line manager and the Network Manager. For eyesight testing arrangements please see the Bursar.
- 32. Vehicles on Site**
All contractors must use a banks man when using a large vehicle within the school site.
- 33. Violence to Staff / School Security**
All visitors must report to the main office where they must sign the visitor's book, unless they are visiting the vocational building where they need to sign in at the vocational reception. All visitors must receive a visitor's badge and be accompanied at all times. All staff must report any incidents of verbal or physical violence to a member of the SLT.
- In case of a classroom emergency please phone 666 using a school phone. Any on site intruders must be reported to the main office and to the Premises Manager immediately*
- 34. Working at Height**
Risk assess any activity that involves working at height. If a stepladder is required, then please contact the Premises Manager. Make shift steps (chairs/tables) are not to be used School's Risk Assessment can be found in the shared staff area (Z drive). All stepladders must be checked before being used any defects must be reported to the Premises Manager.

35. Work Experience

SHAPE, 10SH trained refresher course every two years

Process:

- *Student hands in form*
- *Placement personally visited for ELI + suitability. Risk assessment + Job description.*
- *Employer briefed on work experience regulations + child protection*
- *Agreement form signed by employer, parent and student*
- *High Risk placements visited every 1 year*
- *Medium Risk placements visited every 2 years*
- *Low Risk placements visited every 4 years*

Students take British Safety Council LI Health & Safety in the work place booklet.

Students have a Health & Safety assembly

Students given schools contact details, and are visited at work place.

All procedures have been checked by Mrs E Francis

36. Access Control/Security

Arrangements for processing visitors, protecting the site, emergency procedures following a security alert can be found under the heading of Health & Safety in the shared staff area (Z drive).

APPENDICES

STAFF – THINGS YOU NEED TO KNOW

Health and Safety Induction

1. All employees should have access to a copy of the Health & Safety Policy. This can be found in the Staffroom and under the heading Health & Safety in the shared staff area (Z drive).
2. All employees must identify their specific Health & Safety responsibilities. Please discuss this with your Line Manager.

FIRST AID

1. First Aid Kits can be found in the main office, Vocational Centres Managers office, and the PE office.
2. A list of Appointed First Aiders can be found in the School's Health & Safety Policy and on the wall outside the main office.
3. In the event of a Medical Emergency contact the main office. The emergency phone number is 666.
4. The medical room can be found in the main building on the ground floor.
5. All accidents must be reported to the main office and Mrs L Elliott who can be found in the main office.
6. Staff who bring medicines into school must ensure they are kept in a safe and secure place. Mrs L Elliott can assist with this upon request.

FIRE

1. All employees have responsibilities regarding Fire Safety. This information can be found in the staff handbook.
2. A list of Fire Marshalls can be found in the Health & Safety Policy and on the wall outside the main office.
3. The Evacuation Procedure can be found in the staff handbook.
4. You should identify the location of fire extinguishers and Alarm Call Points in your area.

LOCKDOWN

1. On hearing a siren (an emergency lockdown) stay in your classroom with your students until you hear six rings of the fire bell. More detailed instructions can be found in Z drive under Health & Safety Polices

RISK ASSESSMENTS

1. You should discuss with your line manager any risk assessment that is specific to your duties.
2. The School's Risk Assessments can be found on (Z drive) under Health and Safety.

GENERAL SAFETY

1. You should report any defects found ie: premises or equipment to the Premises Manager or Caretaker.

SECURITY

1. If you have any queries regarding the opening hours of the buildings please see the Caretaker.
2. You should contact the Premises Manager regarding lone working arrangements.

COMPUTER USE

1. If you have any queries regarding a workstation please see your line manager or contact the Network Manager.
2. For training requirements please see your line manager.

ELECTRICAL SAFETY

1. No personal equipment can be used on the premises unless it has been PAT tested. Contact the Premises Manager for more details.
2. All electrical equipment must be visually inspected by the user before use. Any faults found must be reported to your Line Manager or Premises Manager.

WORKING AT HEIGHT

1. Risk assess any work at height prior to the activity commencing. The School's Risk Assessment can be found on (Z Drive) under Health and Safety.

WORK EQUIPMENT

1. You should carry out visual check prior to using. Please report any defects to your Line Manager.
2. You should discuss any training requirements with your Line Manager.

PERSONAL PROTECTIVE EQUIPMENT

1. You should discuss any PPE requirements with your line manager.

MANUAL HANDLING

1. You should discuss any requirements/training with your Line Manager or the Premises Manager. A manual handling training video can be viewed on (Z Drive) under Health & Safety. Please watch the video. A dvd can be obtained from the Premises Manager.
2. The School's Risk Assessment can be found on (Z Drive) under Health and Safety.

TRAINING

1. You should discuss any training requirements with your Line Manager.

CONSULTATION

1. You should contact the Premises Manager or your Line Manager for Health & Safety advice.

STAFF WELL-BEING/STRESS

1. You should discuss any concerns with your Line Manager or The Executive Principal/Head of School.
The School's Stress at Work Code of Practice can also be found on (Z Drive) under Health & Safety.

TOMLINSCOTE

STRESS AT WORK - CODE OF PRACTICE

SCOPE

This Code of Practice sets out principles within which the School will deal with stress at work, subject to the understanding that each case may be treated on its own individual merits. Once adopted by the Governing Body, this code applies to school based staff (teaching and non-teaching and including full-time, part-time, permanent, fixed term or temporary contract).

PURPOSE

1. The School wishes to ensure the well being and safety of all employees and to maintain a working environment which is free from adverse pressure. The School recognises its legal duty to ensure the health, safety and welfare of its employees whilst they are at work. Undue stress can adversely affect employee health and well being and, as such, it is the School's responsibility to take reasonably practicable steps to avoid and reduce unnecessary workplace stress.
2. The Code is mainly concerned with stress arising from or affecting the individual in the working environment. However, it does recognise that causes of stress may be external to the workplace or be combined with causes within the workplace. Often, no single cause may be identified but where the individual is affected at work, the School will take the approach of helping the employee. The Executive Principal/Head of School will deal sensitively with situations where employees are under stress. Employees should also attempt to help by recognising the early signs of stress in themselves and to try to manage this stress through their own efforts.
3. The School acknowledges that any employee could experience stress, that no weakness is implied by this and that it will encourage employees to seek help and support. The ways in which assistance can be offered will naturally vary in different working environments so the guidance outlined in this Code is not prescriptive.
4. The School has a range of policies (e.g. Disciplinary, and Sickness Absence) which deal with issues of misconduct, poor work performance and management of capability. The Executive Principal/Head of School should not be deterred from using these policies when all reasonable efforts to assist an employee suffering from stress have proved unsuccessful. The code should, therefore, be read in conjunction with other relevant policies where necessary.

DEFINITION

5. The Health and Safety Executive has defined stress as "the reaction people have to excessive pressures or other types of demands placed upon them". Some levels of pressure, even when high, can be motivating and provide a challenge but pressures at a level when the individual is unable to cope could result in stress. Stress is not the preserve of busy or high level jobs; employees in routine jobs can suffer from stress, particularly where employees feel that they have no real control over their work situation.

CAUSES OF STRESS

6. It is recognised that different things can trigger stress in individuals at various times in their working life and that people react differently to stressful situations. It is, therefore, important to recognise that some factors may cause stress for one person but not for another. The following can be sources of stress arising from work: -
- Anxiety about change
 - Coping with rapid change (including information technology requirements)
 - Unclear role definition and lack of control of work
 - Conflicting priorities
 - Too much work or insufficient work
 - Work not matched to the individual's skills and competencies
 - Not being able to use skills
 - Lack of job security
 - Crisis management - no long term planning
 - Lack of involvement - isolation, either physical or emotional
 - Poor work relationships
 - Lack of communication
 - Harassment or bullying
7. Stress can also arise from the pressures people experience in their home and personal lives (e.g. bereavement, relationship or family problems and financial difficulties); these factors can make people more vulnerable to stress at work. Often the harmful effects of stress are caused by a combination of work and home circumstances.

IDENTIFYING AN INDIVIDUAL EXPERIENCING STRESS

8. The following can be indicators of stress at work
- Persistent or recurrent moods and mental symptoms such as - anger, irritability, depression.
 - Physical symptoms - general non-specific aches and pains, raised heart rate, dizziness, blurred vision, skin or sleep disorders and high blood pressure
 - Changed behaviours - difficulty concentrating or remembering things, unable to "switch off"
Loss of creativity, making errors, double checking everything, eating disorders, increasing use of tobacco, alcohol and/or drugs
 - High/increased levels of sickness absence - particularly frequent short term absences
 - Poor relationships at work - conflict with colleagues.
 - Poor work performance - lack of concentration, less output, lower quality of work, poor decision making.
 - Attitude and behaviour - low morale, loss of motivation, poor time keeping, working longer hours but with diminishing effectiveness
9. When an employee says he/she is stressed, the Executive Principal/Head of School or Line Manager must take time to listen and be supportive - a dismissive response will not help and the individual may be deterred from approaching the manager again.

Responsibilities

10. The School has a duty to take all reasonable steps to protect employees against the harmful effects of stress, although no employer can guarantee its employees a stress free existence.

The School will:

- Arrange to carry out risk assessments to reduce stress at work.
- Provide training in stress management.
- Provide counselling and mediation services.
- Provide occupational health advice.
- Monitor stress through data on sickness absence.

All employees have a responsibility for recognising and taking steps to reduce or eliminate stress and the causes of stress in the workplace.

11. Employees

- Will need to recognise the early signs of stress in themselves and others.
- Will need to make all efforts to manage their own stress.
- Will need to be supportive of colleagues who are experiencing the negative effects of stress. This may mean giving practical assistance or moral support or both, but will always involve listening.
- Should discuss matters with their Line manager and/or the Executive Principal/Head of School.
- Identify and recognise their training and development needs and take responsibility for their own well-being and development within the job and to discuss these with their Line Manager in appraisal, supervision and one-to-one discussions.

12. **All leaders** need to be aware of and be responsive to work pressures and the effects which they might have on employees and should ensure that:

- All new starters are properly inducted and that their staff receive appropriate training and development to ensure that they have the competencies and knowledge to carry out their job.
- Proper risk assessments have been carried out (taking into account factors which may cause stress) and appropriate actions are taken.
- There is good communication with staff and a supportive environment is fostered within which stress issues can be discussed.
- Staff involvement is encouraged including attending team meetings where ideas, problems and solutions can be discussed.
- Employees are trained, coached and developed to ensure that they can carry out their existing or new roles effectively.
- Effective time management is encouraged by monitoring working arrangements/hours, workloads, deadlines, overtime and ensuring use of holiday entitlements.
- They speak to employees if they are aware that they are showing signs of stress.
- Job descriptions should be considered periodically (for example at annual Performance Management Reviews) to ensure the main accountabilities are achievable.
- Annual PMRs are carried out in line with the School's Performance Management Review - Performance Management programme as this provides an opportunity for discussion on

workloads and deadlines and for personal development plans to be completed.

RISK ASSESSMENT

13. The nominated member of staff/SLT need to carry out risk assessments and, as far as is reasonably practicable, put appropriate and preventative measures into place. Risk assessments need to identify activities which may lead to stress or which may place a particular group of staff at risk through stress.
14. The appropriate manager or nominated person undertaking the risk assessments must ensure that they are fully trained and up to date on health and safety issues which might affect them and be aware of the steps which they should take to guard against health risks.

WHAT TO DO WHEN STRESS BECOMES A PROBLEM

15. Strategies for dealing with work place stress are usually two-fold. As well as putting measures into place to deal with work issues which may be the cause of stress, it is also important to provide the individual with help to identify personal strategies for coping with stress.
16. The following measures are designed to find solutions to situations where work place stress has become, or has the potential to become, a problem for the employee and/or the School.

SUPPORT TO THE EMPLOYEE

17. Employees, who are under stress, need to be able to talk about the problems they are encountering and should be encouraged to discuss what they think would be a good way to deal with the situation. It is important for the Line Manager/SLT including Executive Principal/Head of School to set aside some uninterrupted time to allow the individual to talk and to give serious consideration to the suggestions made by the employee. Often, giving the individual the ability to influence how they resolve their problem helps them to feel more valued and in control - this can help reduce stress levels.
18. Where there is a health concern and sickness absence, this could be referred to Occupational Health. Employees also have access to AN Employee Support Programme, please speak to Human Resources for further details.
19. The Line Manager will need to monitor the situation to try to reduce stress where possible. When staff are absent from work, the Line Manager should follow the School's Sickness Absence Policy which includes a return to work interview to establish the reason for absence. Return to work interviews can be used as a way of offering support; they provide an opportunity to explore both the impact of work situations on the individual and the impact of the individual's absence on work. If patterns of absence develop, or if periods of absence are for reasons of stress a referral to the Occupational Health Service should be considered.
20. Stress related problems are rarely solved by a single action and often take some time to resolve. Even if practical measures have been taken to remove the underlying problems, it is important to continue talking with the individual to give them a chance to work out for themselves a way of resolving the difficulties and the timescale required to do it.