



The Mosley Academy
Health, Safety and Wellbeing Policy
Organisation and Responsibility



Overall responsibility for health and safety in schools rests with the employer.

Type of School	Who is the Employer?	Comments
Academy	The Governing Body	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

The Governing Body of The Mosley Academy has responsibility for health and safety as the **occupier** of the premises leased, under the terms of Academy conversion, from the Local Authority.

The Headteacher makes arrangements for ensuring the implementation of the health and safety policies of The Mosley Academy's Governing Body arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain The Mosley Academy's Health and Safety Management System. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve The Mosley Academy's health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within The Mosley academy's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees at The Mosley Academy?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher / premises manager					
Deputy Headteacher					
H & S Coordinator					
Teachers					
Teaching Assistants					
Admin Staff					
Janitors / Handyman					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Property Services HR					Excluding Entrust Assisters

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

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on Health, Safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain The Mosley Academy'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 for **Policy Makers** in The Mosley Academy's Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and 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.
- 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:

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, & 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, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, Safety & Wellbeing Service and their School H & S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H & S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the LA Commissioner for Education and Wellbeing of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team <i>School Governors</i> <i>Deputy Headteacher</i> <i>Health and Safety Coordinator</i> <i>Janitors and Handyman</i>	Develop the local plans to achieve corporate The Mosley Academy's 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 for **Planners** in The Mosley Academy's Health, Safety and Wellbeing 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 any or all of the duties 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, usually the Headteacher (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator, usually the Headteacher (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.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications e.g. termly newsletter.

- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school development plan 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.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall Policy of The Mosley Academy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as the Deputy Headteacher)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) 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 Meetings

Health and safety is integrated into the weekly staff meetings of the school when necessary and always at the start of the school year.

The headteacher reports annually to the Governing Body outlining achievements against the development plan for H&S and annual KPI's 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	
<i>Headteacher</i> <i>Members of the School Leadership Team</i> <i>Deputy Headteacher</i> <i>Teaching Staff [Including supply teachers]</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working

<i>Janitors and Handyman</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i>	effectively See Janitors specific duty lists
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The Implementers will;

- Maintain an understanding of the Health and Safety Policies of The Mosley Academy 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 (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.
- 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.
- 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 and receive health and safety reports from Health and Safety Representatives, 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 on Premises H&S Evaluations 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 accidents, illness 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 CC H&S Adviser or other specialist as required.
- Make use of other resources provided by Staffordshire County Council to promote H&S at work (e.g. intranet/Newsletters)
- *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.

Headteacher / Senior Leadership Team / Deputy Headteacher / Janitors / Handyman

In addition to the responsibilities above Headteacher / Senior Leadership Team / Deputy Headteacher / Janitors / Handyman have specific duties laid down in The Mosley Academy Health, Safety and Wellbeing policy.

These are reproduced here;

1. To maintain an understanding of The Mosley Academy's health and safety policy arrangements and the Janitors responsibilities detailed within them, 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 Wellbeing 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. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. 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;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. 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;
16. Ensuring that adequate systems are in place for the control of legionella and excessive water temperatures; **(N.B. Note there is no asbestos on site)**
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants / visitors, informed to them by Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Coordinator</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

The Health and Safety Coordinator, (Headteacher at The Mosley Academy);

- Is familiar with the responsibilities of Assisters laid down in the Staffordshire County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety - this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by Staffordshire County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

Employees
Irrespective of their position within The Mosley Academy structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees - Irrespective of their position within The Mosley Academy structure, All staff are employees and therefore all the employee responsibilities within The Mosley Academy Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in The Mosley Academy safety and Wellbeing 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.

Pupils at The Mosley Academy

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Currently there is no trade union safety representative. 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 he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing 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

Arrangements & Procedures for Health, Safety and Wellbeing The Mosley Academy

The following procedures and arrangements have been established within The Mosley Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

The headteacher should be notified of all accidents in need of investigation. They will then be investigated and a report submitted to the H & S Officer of Staffordshire County Council.

2. Asbestos

There is no asbestos in The Mosley Academy which was newly built in 2004.

3. Contractors

Contractors are selected from the Staffordshire County Council approved list. Staffordshire County Council carries out all the necessary health and safety information checks and agrees safe working arrangements and risk assessments on the County Council's schools behalf before placing the contractor on the approved list.

Frequency of liaison meetings, the name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with the Councils Strategic Property Team and Entrust Property Services are agreed before Contractors begin work on site in the case of a major work.

4. Curriculum Safety [including out of school learning activity/study support]

Suitable (written) risk assessments are required prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE". For 'Forest School' we have created a separate file and set of risk assessments and procedures.

5. Drugs & Medications

Parents must make written requests for medicines to be administered orally to their child and complete the necessary consent forms which detail specific instructions as to dose,(a medicine spoon must be provided, time, i.e. before or after a meal, storage i.e. anti-biotics need refrigeration.

Copies of the school policy re medicines and specific conditions such as asthma are available on the Academy website. It is carefully explained to parents during the induction meeting and information is included in the induction pack.

The school nurse annually trains staff on the use of epipens and asthma.

Parents of children who have inhalers are asked to provide a spare to be kept in school for emergencies. These are kept in individual orange bags with a label containing dosage and photograph of the child.

Medicines are stored in a locked cupboard. Medicines stored in school are checked annually to ensure they are up to date should the child need them.

6. Electrical Equipment [fixed & portable]

School staff must carry out a visual check of any electrical device before it's use and bring any defects to the attention of the headteacher so it can be mended or replaced.

A outside contractor carries out annual PAT testing and the LA advises on fixed electrical testing. This was last done in Summer 2017. Contractors are from the Staffordshire Approved List.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Headteacher organises the fire drills which are carried out termly, with records kept,

to assembly points on the playground and school has practised complete evacuation of the site should there be a major fire or bomb threat. (School would evacuate to the egg arm)

The Janitors maintain the maintenance of fire exits, fire doors (batteries fitted), escape routes and test the emergency lighting monthly.

Maintenance of fire extinguishers is completed annually.

The school secretary or a senior staff member would call the fire service in an emergency.

Fire Risk Assessment

The risk assessment for fire is reviewed annually, in line with our policy for the review of risk assessment. A copy is kept in the Headteacher's office. Fire notices are updated annually and are located through out the school.

8. First Aid

All staff have been first aid trained. Their training will be renewed in Autumn 2018.

The training of the First Aiders at work and the Early Years staff with Paediatric First Aid Certificates will also be reviewed in Autumn 2018.

First Aid boxes are kept in the medical room, the Headteacher's office and in the Early Years classroom. A first aid "bum-bag" is to be taken outside during break and lunchtimes. First Aid boxes are checked and restocked by the office staff regularly.

The school secretary or a senior staff member would call the ambulance in an emergency. Parents are then called and asked either to come to school or to meet the ambulance at the hospital. Usually the Headteacher or a senior member of staff, in their absence), accompanies the child in the ambulance, unless the parent is with the child, and another staff member follows to bring them back to school when the child has been handed over to the parent's custody.

9. Glass & Glazing

All glass in doors, side panels are to be safety glass, all replacement glass to be of safety standard, including sheds.

10. Hazardous Substances (COSHH)

Selection and use of substances, particularly those related to cleaning, must comply with school safety standards.

11. Health and Safety Advice

The Mosley Academy obtains competent health and safety advice from Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.

12. Housekeeping, cleaning & waste disposal

Cleaners are employed daily to ensure the premises are kept clean and to minimise accumulation of rubbish. *See cleaning schedule*

The hall floor is swept by the lunchtime supervisors at the end of lunch service to minimise risks of slips.

Glass and other sharp objects must be wrapped / boxed or disposed of in school first aid disposal bin.

In the event of snow or ice, the morning Janitor clears / grits a path to the children's entrance and staff routes into school first. Then routes to the main office, via the side gate and across the playground.

External waste bins are located at the rear of the school and are emptied weekly. Lids must be kept closed **at all times** as the kitchen is directly across the car-park.

13. Handling & Lifting

Janitorial staff have attended training for activities involving lifting/handling.
see also risk assessments to identify precautions to minimise manual handling tasks

It is school policy for "sack" trucks to be used for specific tasks as a lifting aid.

14. Jewellery

The Mosley Academy policy suggests that no jewellery is worn to school and where earrings are worn they need to be removed before any PE or swimming lesson. Plastic wrist bands are also prohibited as they may catch on the door fittings causing dislocation of arms or wrists.

15. Lettings/shared use of premises

The Mosley Academy does let the premises but only infrequently throughout the year, e.g. Soccerstars use the school for holiday clubs x6 days.

16. Lone Working

Staff are discouraged for working alone in school and usually make arrangements with the Cleaners to be in school when they are there or to pair up. Occasionally the Headteacher works alone in school but ensures family members know whereabouts and contact details.

17. Maintenance / Inspection of Equipment (including selection of equipment)

See H & S Operational Procedures which includes details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, etc, type of check required and frequency, who undertakes the checks and what records must be kept. When new equipment is required, who selects this and defines whether it is suitable, who ensures that equipment is installed correctly

18. Monitoring the Policy and Results

The Headteacher carries out annual Health and safety Evaluation Checklist and Self Audit,

The Headteacher and H & S Governor monitors the implementation of policy by staff, monitoring accident reports/trends, complaints.

The Headteacher is responsible for ensuring the implementation of new and updated policies.

The school's health and safety performance is measured, KPI's reported upon these are reported annually to Governing Body.

19. Poster on Health and Safety Law

The Headteacher is responsible for siting this poster and keeping it up to date.

20. Reporting Defects

The outcome of checks or workplace inspections are reported to the Headteacher who may delegate the organisation of any remedial action to the School Secretary, Janitors or Handyman.

21. Risk Assessments

The Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for the bi-annual review of RA's.

22. School Trips/ Off-Site Activities

The Headteacher is the Educational Visits co-ordinator and agrees all school trips in advance. *See file and risk assessments associated with school visits*

23. Smoking

The Mosley Academy is a no smoking site.

24. Staff Consultation and Communication

H&S is regular agenda item at staff meetings and any staff member can raise issues of concern and make suggestions for health and safety improvements.

25. Stress and Staff Wellbeing

The Mosley Academy is committed to supporting staff wellbeing and staff have access to Occupational health and the Staff wellbeing surveys. Link Governor is Jess Taberner.

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

Pupils must not be left unattended when in care of school. A ratio of 1 adult to 10 child is applied for school trips. Any adult working in school, including parents who help with reading requirements must have criminal conviction clearance. *see policy for DBS*

27. Training and Development

New staff undertake an induction procedure following an agreed induction format and also complete a H & S checklist which briefs about H&S arrangements on our school.

28. Use of VDU's / Display Screens / DSE

Staff who make significant use of VDU's, access on-line training. They report defects in workstation, any health concerns i.e. need for eyesight testing.

29. Vehicles on Site

School staff park at the rear of the building on the school car park. Parents can only use the car park when collecting sick children, dropping off children following a medical appointment and on parent consultation evenings. At any other time children should not enter the premises via the car park because of the danger of vehicle movement at the start and end of the day. Children and their parents enter the premises via the pedestrian gate at the front of the school. Delivery drivers park on the car and register at the school office before unloading.

30. Violence to Staff / School Security

Janitor's duties include the unlocking and securing of the site and school premises at the start and end of the day. The pedestrian gate is relocked at 9.00 each morning which secures the front of the school. The side staff door is unlocked by the Janitor on the arrival of the first staff member so she is not vulnerable as she unlocks, and is relocked by Mrs Carlton on her arrival. After that it remains locked at all times. Staff are requested to relock when they leave the premises at night.

All visitors during the day access reception via the side gate which has a control access system and sign in at the office window before being allowed into the building.

It is a requirement for all staff to report all incidents of verbal & physical violence which may then be reported directly to the police. *See Right to Respect policy*

31. Working at Height

A register of ladders is kept. Ladders are inspected weekly and must be visually check before any use. Staff must never stretch beyond the height a ladder allows and ladders should **never** be put onto a table and then used.

Any contractors are expected to provide their own ladders for working at height which must comply with H & S procedures.

Electrical contractors will need to use scaffolding to replace lighting / emergency lighting in the hall. It is cost effect to have the hall re-lamped in one go.

32. Water Hygiene

The am Janitor carries out the water temperature testing and an external contractor ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual, and is responsible for recording and updating the Manual in the office.

36. Work Experience

Students on placement, usually through Derby or NFTS are subject to same H & S induction process as other staff. The Mosley Academy completes H & S risk assessments sent re: work experience pupils from John Taylor, de Ferrers or Robert Sutton High Schools.

September 2019

Headteacher

Staff sign and date:

Matthew Baxter
Chloe Twells
Natasha Gouldingay
Rebecca Carlton
Sally Flaherty
Pam Wright
Jane Bailey
Amelia Hardwick
Zoe Stainer
Julie Hollins

Emma Davidson
Hannah Walmsley
Natasha Ingham
Fiona Travers
Samantha Leedham
Karen Brittain
Alison Baker
Gilly Baker
Helen Pritchard
John Barrett

Tracey Pegg
Ashley Carter
Daniella Luce
Fran McBride
Joanne Dodd
Chris Price
Nicola Weston
Sarah Insley
Sarah Driscoll
Tracey Eggleston