

# Lincolnshire County Council



## Health and Safety Policy 2024 Donington Cowley Endowed Primary School

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## **Statement of Health and Safety Policy**

**The Governing Body is committed to:**

- **the provision of safe and healthy conditions for pupils, staff, visitors, and contractors.**
- **compliance with all relevant health and safety legislation.**
- **seeking the co-operation of staff, pupils, parents, and contractors to achieve these objectives to minimise injuries and work-related ill health.**
- **Eliminating, so far as is reasonably practicable, all accidents using risk assessments.**

**The Governors and Headteacher recognise the importance of safety, health, and welfare in the successful operation of all its activities. They believe in the active participation of every child and every adult to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on the initiative and the co-operation of all staff, pupils, and their families.**

**The risk control arrangements are set out in the risk assessments which are recorded separately.**

**It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified, and appropriate arrangements implemented to control the risks.**

**If in doubt about anything to do with health and safety, stop and ask, where necessary specialist advice will be obtained.**

**This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.**

## 1.0 Introduction

- 1.1 This policy covers the activities of Donington Cowley Endowed Primary School. It is to be read in conjunction with the Corporate Health and Safety Policy of Lincolnshire County Council (found by following this link:  
<https://professionals.lincolnshire.gov.uk/downloads/download/144/health-and-safety-manual-index?downloadID=144>
- 1.2 This *Health and Safety Policy* was reviewed and adopted by the *Full Governing Body in March 2022*. It will be reviewed annually and amended as necessary considering new developments and information gathered from monitoring tasks.
- 1.3 It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified, and appropriate arrangements are implemented to control the risks. The main hazards and risk control arrangements are detailed in this policy.
- 1.4 If any member of the school community is in doubt about any aspect of health and safety, they should ask. Where necessary, specialist advice will be obtained.
- 1.5 The Governors and Headteacher are required by the Health and Safety at Work Act etc 1974 to afford facilities for consulting with Trade Union safety representatives and to establish safety committees where requested.

## 2. Organisational Responsibilities

### 2.1 Governing Body

Are responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Education and Cultural Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

## **2.2 Headteacher**

Is responsible to the Governing Body for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in the Health and Safety Policy;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Body;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

## **2.3 All Employees**

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.
- Supply teachers and sports coaches must be fully aware of any local arrangements for emergency action, i.e. fire evacuation, accident procedures and reporting and any other safety arrangements which may affect them during their time spent on the school premises. Guidance is displayed on the back of each classroom door.

## **2.4 Pupils**

Are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of teachers.

## **2.5 Health and Safety Assistance**

A safety professional from Lincolnshire County Council has been appointed to act as a competent person, as required under the Health and Safety Management Regulations 1992. The safety professional is available for advice and guidance on hazards and legislation affecting the activities of education establishments. They will also carry out safety inspections of education establishments as directed by the Director of Education.

A safety professional is available at County Offices in Lincoln: 01522 836717. or [corporatehealth&safety@lincolnshire.gov.uk](mailto:corporatehealth&safety@lincolnshire.gov.uk)

### 3.1 Risk Assessments

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that.

- All risks have been comprehensively assessed.
- Those persons affected have been identified.
- All the significant hazards have been identified.
- The controls are adequate and the remaining risk is acceptable.

It is the responsibility of all staff and management to co-operate and carry out risk assessments on activities undertaken at the academy and off site. These risk assessments are recorded and regularly reviewed. Copies of these are reviewed by the Health and Safety Governor and kept centrally so that they may be viewed when necessary.

It is a statutory duty of the management to ensure all activities are assessed in such a way as to identify any hazards and minimise any potential risk to all employees, pupils and visitors that may be affected by the activity etc.

The procedure for carrying out a risk assessment is that provided by the Health & Safety Executive as stated in their publication "Five Steps to Risk Assessment". A copy of which can be obtained free from their website ([www.hse.gov.uk](http://www.hse.gov.uk)).

### 3.2 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Headteacher or Site Manager.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Site Manager. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager. Also, any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The Site Manager is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly. Most doors have been fitted with finger protector strips to eliminate the risk of injury.

All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent scalding.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

The laminator MUST NOT be removed from the staffroom. The laminator- in-use must not be left unattended.

Glassware and ceramic containers carrying hot food and drinks must not leave the staffroom during the hours of 0845 and 1600 as it is possible that children may still be on the school site. Hot drinks must be consumed within the safety of the staff room or within a sealed cup if they are to be taken out of the classroom. Adults should use plastic drinks bottles to consume drinks within the classroom. Such vessels should be kept away from electronic devices.

### **3.3 Electrical Safety**

Staff must ensure that all safety guards and eye protection is present, serviceable and utilised when any machine is in use.

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Headteacher immediately.

Electrical equipment and systems are subject to the Electricity at Work Regulations 1989. The Premises Adviser is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. Testing will be carried out every five years. Such a check was last carried out in 26<sup>th</sup> May 2021 The next check should be scheduled for May 2026.

The Site Manager is responsible for maintaining an up to date inventory of all portable electrical equipment. This electrical equipment must be visually inspected on a termly basis. All items of portable electrical equipment must be tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations. In this school Mr Simon Cowley has received suitable training that he is qualified to carry out portable appliance testing.

All equipment maintenance inspections must be formally recorded.

All pieces of portable electrical equipment in the school should be fitted with safety type plug heads BS1363.

It is essential that, where portable electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

### **3.4 Working at Height**

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases, the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

Further guidance for working at height can be found via the following link <https://www.lincolnshire.gov.uk//Download/112328>. The safe use of ladders and step ladders information can be found at <https://www.lincolnshire.gov.uk/download/112332>.

### **3.5 Substances Hazardous to Health**

The Headteacher will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health. The Headteacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working. The individual departmental arrangements for dealing with COSHH are outlined in separate documentation.

The Headteacher must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances.

Where possible all substances used in the school should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

### **3.6 Asbestos Management**

A specialist asbestos management survey has been carried out throughout the school. All asbestos containing materials identified and a report produced.

The control measures to prevent asbestos fibres being released have been taken as appropriate:

- Asbestos containing materials have been removed where necessary.
- Asbestos containing materials have been encapsulated to prevent contact.
- Asbestos containing materials have been sealed to prevent deterioration.
- Access is denied to asbestos containing materials.
- Asbestos containing materials are properly identified.

An Asbestos Management Plan includes the following control measures:

- No building or maintenance work is carried out without prior reference to the asbestos survey report.
- All contractors and maintenance personnel etc are made aware of asbestos containing materials in and around their area of work, in order that they may take the appropriate precautions. Confirmation of this notification should be recorded through a signed receipt by the contractor if appropriate.
- Specialist assistance is to be obtained in all instances where asbestos containing materials are likely to be disturbed.



- The Site Manager monitors the conduct of employees and contractors to ensure that asbestos containing materials are not disturbed.
- If there is any exposed asbestos, the condition of all exposed asbestos containing material is monitored by the Site Manager on a regular basis, and records maintained.
- If asbestos containing materials are removed or treated in any way, the asbestos register is to be updated by Lincolnshire County Council.
- Access to areas where deterioration, damage or disturbance of asbestos containing materials occurs is prohibited.

In areas where refurbishment, demolition or major building works are to take place, an Asbestos Refurbishment/ Demolition Survey will be carried out beforehand to identify if the work required is:

- Licensed work
- Notifiable Non-Licensed work
- or Non-Licensed Work,

and appropriate measures are then taken as necessary.

### **3.7 Legionella Bacteria**

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc. In addition, the Site Manager is responsible for ensuring that the hot and cold-water services are thoroughly run through prior to the school re-opening after more than 5 days closure. This is recorded.

### **3.8 Fire Drill**

It is important that each member of staff responsible for a class or teaching group has made the children in that class or group aware of their action in the event of a fire being discovered. This includes the necessity to remain silent and to walk at a sensible pace during an evacuation. The Site Manager will record fire drills in the Fire Log Book.

The *Fire Evacuation Instructions* notices are revisited annually and displayed in each classroom, ICT Suite, in the hall, in each office and in all main communal working areas. A laminated 'fire evacuation numbers' sheet, completed after each registration period, is also displayed adjacent to the fire exit of each classroom.

It is important that children have explained to them at the start of each term (six times per year) their course of action if they discover a fire. It should be explained to them clearly how they should report it and what action they should take. Certain doors in the school are classified as Fire Doors, and must remain CLOSED to prevent the rapid spread of fire in the event of fire.

It is important that each class knows the location it reports to after having left the building. The two Fire Assembly points are signposted with green Assembly Point notices.

In the event of any other happening which may necessitate the evacuation of the building, for example, a bomb threat or high-level warning, the children and staff must be taken further away from the structure of the school as soon as the roll call is complete. It is agreed that this will be The Cowley Academy, School Lane, Donington.

Teachers will ensure that registers are taken promptly so that evacuation registers can be printed. In the event of a fire the evacuation registers will be taken out to the playground to aid with the headcount. In addition, the laminated 'fire evacuation numbers' sheet should be taken by the adult in charge to the fire assembly point. This provides a means of 'head counting'. A similar process is in place for lunchtime: each

morning the school Administration Assistant will generate a report showing the number of children present for each class; the report will be displayed by the front entrance and should the alarm sound during lunch this can be referred to as a means of 'head-counting'. This is kept with the team and returned to the office at the end of lunchtime. On completion of a successful head count, the 'fire evacuation numbers' sheet should be raised above head height to signal to the bursar or Headteacher that all children are accounted for. If a child is missing, the register (if available) should be taken in full to ascertain who is missing.

On hearing the fire alarm, the Headteacher will telephone the fire brigade immediately. If the school phone is unreachable or out of service, a mobile phone or a phone at a neighbouring resident's will be used.

The Headteacher is responsible for ensuring that termly fire evacuations are carried out; that the fire alarms are regularly tested; and that the emergency lighting system is also tested on a regular basis. All of the fire evacuations, fire alarm tests and emergency lighting tests must be formally recorded.

The Headteacher is responsible for ensuring that all fire extinguishers and fire blankets are in-situ where required and designated. These should not be obscured by furniture or equipment.

### **3.9 Manual Handling**

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Headteacher. The Headteacher is responsible for providing manual handling equipment where necessary. Special care should be taken when asking pupils to manoeuvre heavy objects. The members of staff should assess the risk in asking children to perform manual handling tasks, i.e. moving chairs, tables, musical instruments, PE benches etc

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

### **3.10 Moving and Handling Assistance for Pupils with Special Needs**

A specific case by case risk assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil.

### **3.11 Display Screen Equipment**

VDU's should be set up and operated in accordance with the comprehensive guidance given in the **Working with display screen equipment (DSE) A brief guide** which can be found at <https://www.hse.gov.uk/pubns/indg36.pdf>. Repetitive strain injury (RSI) to muscles, ligaments, and nerves of the hand and arm can be caused by the repetitive movements associated with intensive data input or typing. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard or typing work to the Headteacher. The Headteacher will arrange to assess 'users' and 'workstations' under the Display Screen Equipment 1992 (see *LCC Health & Safety Manual* for information on assessment procedures). (Appendix A)

Once the assessments are complete, arrangements will be made to reduce any risks, which are highlighted from the assessments. These assessments are completed as required, or a minimum of annually. The Headteacher will plan display screen equipment work so there are breaks or changes of activity and provide information, instruction and training for the usage of display screen equipment (See *Health & Safety Manual* for guidance). <https://professionals.lincolnshire.gov.uk/downloads/file/1258/health-and-safety-manual>

### **3.12 Smoking (Including E-Cigarettes)**

Donington Cowley Endowed Primary School is a non-smoking site and smoking of cigarettes or e-cigarettes is not permitted in the school or in any part of the school grounds. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimise the risk of fire.

### **3.13 Contractors Activities**

Construction and maintenance works involve major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on local approved lists (where applicable), or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The Headteacher or delegated employee must identify to the contractors, those hazards and controls already in place at the school, and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor / school segregation maintained.

Before work commences the Headteacher and Site Manager must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors. The Headteacher and Site Manager shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

The Construction (Design and Management) Regulations (CDM Regulations) apply to all construction projects. Additionally, construction work which involves more than 500 person/days, or takes longer than 30 days is notifiable to the HSE. All works of this nature are managed by Lincolnshire County Council who are responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

### **3.14 First Aid Arrangements**

It is the policy of the school to train as many teachers and support staff as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further

medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Meeting Room and Staffroom.

### **3.15 Injury Reporting**

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a First Aid Folder. First Aid folders are located at First Aid Points throughout the school.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (link available on LCC Secure Access), and submitted to the Health and Safety Team.

The Headteacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 **553514**) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team (**01522 553514**) shall be contacted if in doubt about reporting procedures.

### 3.16 Pregnancy and Work

Employees who become pregnant shall inform the Headteacher so that a separate risk assessment can be carried out to ensure that any risks to themselves or their unborn child, created during their work are identified and eliminated or controlled. This risk assessment will require regular reviews as the pregnancy develops and may still be required for new mothers. Additional facilities such as a place to rest or store expressed milk will be provided as necessary.

Advice on pregnancy and work is given in the Health Protection Agency poster 'Guidance on infection control in schools and other childcare settings'.

### 3.17 Medicines and Infection Control

As a general rule, **NO medicines should be administered by staff to children in school**. Should a child require medication, then it is beholden on the parent/carer to come to school to administer medication. We understand that there are times where this is not possible and in these instances the parent/carer will be asked to complete a 'Permission to Administer Medication' form – please see ***Policy for Administration of Medicines in School Includes Supporting Pupils with Medical Conditions***. Medicine MUST NOT be kept in the classroom. Medications MUST be brought to the school Office where they can be stored in a locked medicine cabinet or, if appropriate, a fridge. There are, however, the following exceptions:

#### **Asthma**

Children known to suffer from asthma will have, if appropriate, their own inhalers in school. These will be kept on their person if the child is old enough to retain their own medication.

#### **Diabetes**

We have no children currently in school with diabetes.

#### **Severe Allergic Reactions**

Children who may suffer from severe allergic reactions, i.e. nut allergies, will also have been notified to us by their parents. The child's Epi-Pens will be available in the School Office. If the allergy is to a bee/wasp sting the EpiPen should accompany the child at lunchtime – inside and out. A list of those members of staff trained to give Epi-Pen is pinned to the notice board in the staff room.

#### **Epilepsy**

Should there be a child who suffers from epilepsy and requires medication to be administered, this will be kept in the medical cabinet located in the school office and must only be administered by those staff who have undergone appropriate training. A list of those members of staff trained is circulated to all staff.

#### **Congenital Adrenal Hyperplasia**

We have two children in school who suffer from this condition. Both children are on regular prescribed medication which is administered at lunchtime. The children could potentially have a severe reaction to an accident or illness which could prove fatal. An emergency adrenaline kit for each child is located in the school office medical cabinet. A list of staff trained to administer the adrenaline injection is displayed on the notice board in the staff room

This list is not exhaustive and may be added to from time to time.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'.

### **3.18 Young Persons/Work Experience**

If young persons come to the school to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

### **3.19 School Security**

The perimeter of the school site is checked weekly by the Site Manager. External doors and windows are checked daily by the Site Manager as the school site is opened each morning (at approximately 06:30) and made secure at the end of each day (at approximately 18:30). Signs of wear, damage and attempts to gain entry are reported to the Headteacher immediately. The Headteacher will alert the police if necessary.

All gates are locked with a coded- padlock. The code should not be disclosed to any person who is not a contracted member of staff. All visitors and staff should enter the school building through the Main Entrance where they will 'sign in'.

All gates are locked at 0900 once the registration period has begun. They remain locked until 1500. Access to the site between 0900 and 1500 is gained by using the intercom system located at the front of the school. Staff must only allow persons to enter the site when they are sure of the identity and purpose of the person's visit to the site.

Most external doors are fitted without handles on the outside. This is to minimise the opportunity for intruders to gain unauthorised entry to the school building. External doors, which all serve as fire exits, should be kept free of obstacles and should remain shut during the school day. They should not be propped open or used as a 'quick route'. In exceptionally hot weather, fire exits in the classrooms may be pinned open to aid the circulation of cooler air only when there is an adult in the classroom.

Entry to the building is through the Main Entrance or the Entrance at the Infant end of the school. The internal doors at the Main Entrance are kept locked shut by a magnetic locking system. The lock can be released in three different ways:

- by touching a green pad on the inside of the internal doors. Children are told that only adults should touch the green button. They must not release the door even if the person on the other side is familiar to them.
- by pressing a release button located in the school office
- by entering the four-digit number into the keypad by the side of the doors

The holders of school keys are, Mr Simon Cowley (Site Manager); Mrs Sophie Foston, (Headteacher), Mrs Faye Tubb and Mrs Sarah Bach (School Bursar).

### **3.20 Burglar Alarm System**

When the burglar alarm is triggered, key holders will be contacted by John Moore Security. All reasonable precautions should be taken when a key holder approaches the school. Staff should complete a circuit of the perimeter of the site. Staff should **NOT** enter the building alone if there is any sign of a break-in.

If it is clear that entry has been gained or attempted, the individual should contact the police.

### **3.21 Violence in the Workplace**

The school seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation, verbal abuse and physical assault. This kind of behaviour will not be tolerated from pupils, parents, staff or external parties etc and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Employees who have any qualms about parental interviews should arrange for a colleague to be present, and ensure that any loose objects which could be used as weapons are out of the immediate reach of the visitor.
- Employees should not become confrontational even if provoked. They should offer to arrange another meeting with senior colleagues and close the interview.  
Do not hold meetings with parents in isolated classrooms. Have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused, leave or call for assistance immediately.
- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Headteacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
- A secure register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.
- Employees who suffer violence at work will be sympathetically treated and support systems are available.
- Where necessary staff are appropriately trained in identifying and dealing with situations where conflict may arise.

### **3.22 Educational Offsite Visits and Extra Curricular Activities**

All activities of this kind must be undertaken with adequate adult supervision for the type of activity in question. All activities undertaken away from the immediate environment of the school locality must have one member of staff surplus to the needs of direct pupil supervision. This member of staff is then available to deal immediately with any emergency that may arise.

Parents/carers have in the past proved to be very useful in assisting in the supervisory aspects of such activities. Parent helpers must be made fully aware of safety precautions before embarking on a venture.

The children who are to be involved in off-site activities must be given full and clear teacher instructions regarding safety procedures and the potential hazards appertaining to the occasion. First Aiders and appropriate first aid equipment must be available on such outings.

Risk assessments will be carried out using EVOLVE and submitted to the Educational Visits Coordinator (EVC). The Headteacher is then notified by EVOLVE that the risk assessment is ready for final approval. Full details of these along with written details of appropriate behaviour and expectations will be given to all helpers in advance of the visit date. Risk assessments for residential visits must be approved by the headteacher, Chair of Governors and the LA.

If a major incident were to occur whilst off-site, the Party Leader or nominated person if the Party Leader is injured, will follow the school's Critical Incident Plan which forms part of the Business Continuity Plan. This will begin by informing leaders at the school of the incident so that they can coordinate what happens next.

All staff must ensure that they are fully complying with the county policy relating to insurance and advanced notification of visits as well as the conditions set out by Lincolnshire County Council.

All children and accompanying adults will be insured.

The office must be informed as to the class(es) and number of children taken off site for whatever reason in case of a fire check being necessary in their absence.

Teachers/volunteers/coaches organising after-school clubs and activities should ensure that parents/carers are informed in writing of times, dates and arrangements for collection of children. Children should not be allowed to go home unaccompanied if the teacher is uncertain about the arrangements made.

If a club or activity has to be cancelled, parents/carers should be notified in advance via email using the Parent Mail system, direct email, school website notice or via telephone call. This should be done at least one day before the day of the planned club or activity. Outdoor activities affected by inclement weather should be continued inside to avoid cancellation. If a decision is made by the Headteacher to cancel a club on the same day as it is due to take place, alternative arrangements need to be made so that supervision of the children involved is adequate until collection time.

Teachers/volunteers/coaches are responsible for the health and safety of children.

### **3.23 Statutory Notices**

The following statutory notices are displayed in the Staffroom;

'Health and Safety Law' poster.

Employers Liability insurance Certificate (Foundation Schools only).

### **3.24 Health and Safety Representatives and Consultation**

Mrs Foston has been appointed as the employee Health and Safety representative and will be consulted during the preparation and review of the school's Health and Safety procedures. Any member of staff has the right to take up an issue on health and safety with his/her safety representative.

Health and Safety is a standing item on the agenda of all employee and Full Governors' Meetings.

The Headteacher, Site Manager and Appointed Health & Safety Governor shall carry out a safety inspection of the premises at least once a year.

Regular monitoring of the safety within the school will be carried out by the Headteacher through the normal managerial arrangements within the school.

### **3.26 Vehicles on Site**

Vehicles are not allowed on the school playground during the hours of 08:00 and 16:30.

Visitors in vehicles such as grounds maintenance contractors wishing to gain access to the site should do so through the large wooden gate at the front of the school.



### **3.27 Visitors to School Site**

Visitors to the site should enter by the gate displaying the sign: 'Visitors please use this gate ~ Report to Main Entrance.' Entry is gained only once a member of staff is satisfied of the identity and purpose of the visitor. Visitors should proceed to the Main Entrance and sign in on the iPad. They will be issued with a red lanyard and visitor badge which is to be displayed at all times. They will be asked to read a short document that summarises the school's expectations of all visitors on site.

Persons who are regular visitors to the school (defined as three visits in three months) or who are visiting for the third time within a month AND who will work closely with children MUST have DBS check that indicates that are suitable to work with children. Their details will be stored on the school's Single Central Record (SCR). It is the responsibility of the bursar to keep the SCR up-to-date and to report any concerns to the headteacher.

### **3.28 Children on the School Site**

Children should not be on the school site before 08:45 in normal circumstances. All children should be on site by 08:55 when a bell will sound to signal the start of the school day. Children should enter the building quietly and calmly so that registration may be completed by 09:05. This point is communicated to parents/carers each September and repeated regularly during the school year.

Teachers will arrange delivery of their completed class registers to the school office by 09:15 and 13:20 respectively. The school's Administrative Assistant will check the registers by 09:30 to identify absent children for whom the school has no communication as to why the child is not at school. A telephone call will be made to ascertain the child's whereabouts. Children arriving after 0900 (i.e. once the gates have been locked) must be accompanied into school via the Main Entrance by an adult who will be asked to record the child's name and reason for late arrival on Integris. The Administrative Assistant will check that the child is marked in the register.

No child will be allowed to leave the school site during the school day without being accompanied by their parent/carer or nominated person. All children who leave school after registration and before the end of a school day must sign out on the iPad Sign In App. Children leaving the school site at the end of the school day or to attend an appointment out of school during the school day or because they are unwell must be collected by a parent/carer or previously nominated adult unless a parental request has been made for the child to make their own way home. This is stated clearly on the annual 'Permission to Walk Home' form, located in the school office – Year 5 and Year 6 only.

Any child not collected on time after school should be escorted to the office where their Class Teacher, Bursar or the Headteacher will contact the child's parents/carers to arrange their safe collection.

### **3.29 Physical Education**

Physical Education (PE) is an important element of the National Curriculum. It also carries an element of medium-risk hazard due to the nature of its content and the related equipment.

PE equipment will be serviced annually. It is good practice for teachers and children to check equipment before and during lessons. Any damaged, worn or unsafe equipment should be reported to the Headteacher. Equipment, including apparatus in the hall, should be returned to the place it was taken from and left in a tidy state. Children should not be sent to the green storage tanker to collect equipment without the close supervision of an adult.

PE should only be delivered by a qualified teacher or an appropriately qualified coach. During any PE lesson, the adult/s leading the session should be in a position where all children are visible to them so that supervision is maximised and potential accidents can be identified.

PE sessions taking place on the school field should have a minimum of two adults accompany one class. First Aid equipment and medication for children should be taken.

Behaviour during PE sessions should be of the same high standard that it is in all other lessons. The adult leading the session should be able to stop the lesson at any point through use of the 'Stop Sign' or the raising of his/her voice. High levels of noise and exuberance can put children in danger as they may not be able to hear a call of warning or recognised that the session has been halted.

Due consideration should be given the use of mats during gymnastic sessions. A mat is used to cushion the planned controlled descent of a child from a jump from a height, for example, a standing jump from a bench. They should not be used in a way that gives a child a false sense of safety, for example, at the foot of a climbing wall or at the foot of swing ropes. In such cases, children will be expected to ascend and descend in a controlled manner. Children should be assessed by the teacher before using such equipment to ascertain an individual's ability to balance, travel and climb at a height.

At least two children should carry PE equipment, for example, one at each end of a bench.

Adults and children must wear suitable clothing/footwear for all PE lessons. Loose fitting or heavy clothing such as tracksuits are not appropriate for indoor activities. Hair that can restrict vision must be tied back. Watches must be removed. Ear-rings must be removed. No other jewellery should be worn.

### **3.30 Playtime and Dinner Time Supervision**

A minimum of two adults will supervise each playground at morning and afternoon breaks. A minimum of three Midday Supervisory Assistants (MSAs) will supervise a playground during lunchtime break.

When the field is in use during lunchtime break, it is important that staff position themselves so that all areas of the field can be observed.

The rules agreed between the children, staff and Headteacher during assembly for safe play at break-times must be adhered to by all staff and children. When an unforeseen problem arises, adults must use their common sense to make safe the situation quickly and report such incidents to the Headteacher so that they can reassess the rule with the children and staff.

All children should be outside during playtimes unless they are completing work under the direction of the class teacher. Children should not be in a classroom at playtime or at lunchtime unless they are under the supervision of a Class Teacher. A single child should not be in a classroom with a single adult.

A Class Teacher who is not on playtime duty should ensure all of their children are outside at play and not in 'hidden' places such toilets and classrooms. Toilets should be closely monitored, as they are potential danger areas. Wet floors can lead to slippery conditions and doors are in continual use.

There is a duty to keep 'on patrol' and to be vigilant. Adults on duty should continuously circulate the area they are supervising, putting a stop to any potentially dangerous activity, for example, using skipping ropes as a lasso; throwing balls at windows. Games that involve carrying or swinging other children are not permitted because of the high risk.

A rota exists for the fair and safe use of trim trail. Adults on duty should make themselves familiar with the rota.

When the weather is damp or there is a frost, the circular decking area is out of bounds. Adults on duty should also check the suitability of other wooden structures such as the trim trail bridge during damp or icy weather.

Within the MSA team, individuals are trained in the use of an EpiPen to treat an anaphylactic allergic reaction, the administering of an adrenaline injection, in first aid and in basic food hygiene and food handling.

If the weather means that the lunchtime break is indoors, MSAs set up activities in the classrooms. During wet break times all classes have paper, pencils, books and games. MSAs are responsible for the general tidying of the classrooms before the afternoon session of learning begins.

Children must not leave the school during the lunchtime break unless authorised by the Headteacher.

MSAs should be aware of the arrangements for a fire drill.

MSAs should be aware of the procedure for reporting an accident involving a child.

### **3.31 Science, Technology and Art**

Teachers shall ensure that:

- Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.
- Round ended scissors to be used where possible.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before.
- Only low temperature glue guns are to be used near pupils

### **3.32 Working Alone**

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures:

- Working at heights.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work involving exposure to uninsulated, live, mains voltage electrical conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour, or meetings where conflict or disagreement is anticipated.

Documented procedures have been developed in order to raise the alarm should a lone worker fail to report their safety. Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

A method of raising the alarm must be readily available, in case of an emergency, and documented procedures developed in order to raise the alarm should a lone worker fail to report their safety.

Everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if they are overdue and raise the alarm if there is no reply.

### **3.33 Working Time**

The school recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that staff receive

the in- work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Headteacher.

### **3.35 Closure of School: Severe Weather Conditions**

A decision to close the school is made by the Chair of Governors and the Headteacher. A decision should be made by 08:00 to maximise the amount of time given to parents/carers before the start of the school day. An email will be sent to all registered email addresses via Parent Mail. A declaration will be posted on the school website. A WhatsApp Group is in place to inform staff of the decision to close the school. It is the responsibility of staff to inform the bursar when their main contact number changes.

When a decision has been made by the Chair of Governors and the Headteacher to close the school during the school day due to severe weather conditions, it is imperative that children are cleared from the school as soon as possible. Parents/carers will be contacted with an emergency text sent to the Priority #1 number on their Parent Mail account.

**No child will be allowed to go home on their own** unless permission has been given by the parents/carers.

Staff will remain at the school until it is cleared of children.

### **3.36 Grievance and Disciplinary**

All matters concerning health and safety matters will be dealt with under the standard grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment.

### **3.37 Tree Survey**

The school will use a qualified Arboricultural Consultant to undertake a site tree survey every five years. The objectives of the survey are to;

- To make an assessment of the trees' condition and identify any faults.
- To provide management recommendations based on the data gathered.

Any works are then carried out based on the recommendations. The next survey is due in 2022.

### **3.38 Review**

The Governors and the Headteacher will review the school in line with the Workplace (Health, Safety and Welfare) Regulations 1992.

The Governors and headteacher will produce a rolling programme of improvements which will ensure that school meets the standard required under these regulations. This is ensured by the completion of regular Health & Safety Walks, the Annual Health & Safety Audit, and regular, termly reviews of the Accident Books for Adults and Children by the Headteacher, with an intention to identify any trends or common root causes which may warrant further investigation and improvement to prevent repeat occurrences. The completion of this analysis and any resulting actions are reported to the Full Governing Body as a standard agenda item.

The Headteacher along with the health and safety governor will annually review this policy which will then be presented to the full Governing Body for discussion. Any suggestions or amendments should be presented to the Headteacher.

### **3.25 Employee Induction Procedures**

The capabilities of all new staff with regard to their own Health and Safety and that of pupils in their care will be considered before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

### **3.26 Risk Assessment Procedures**

Risk assessments shall be recorded on the attached form.

Risk assessments will be reviewed every year or when circumstances change.

## APPENDIX 1

### FIRST AID PROCEDURES

The following procedures must be taken in the event of accidents to pupils, staff and all visitors to the school.

### ACCIDENTS IN SCHOOL

All accidents requiring first aid treatment must be entered into one of the First Aid log books which are located beside the first aid stations.

In the event of minor cuts and abrasions:

Comfort and reassure

Use gloves and antiseptic wipes

Clean wound with wipes

Apply plaster after checking that the child is not allergic to plasters. e.g. ask "Does mum or dad put plasters on you at home?".

Complete log book

Any head injuries, however minor, **MUST** be reported to the class teacher so that a *Accident Letter* can be issued to the child(rens) parent/carer. An entry into the First Aid log book must also be made.

The following points should be followed:

Comfort and reassure

Apply ice pack (located in ice box within fridge) which must be covered by the manufacturer's jacket. (Do not apply ice pack directly to skin.)

Remove ice pack after 10 minutes

Monitor condition

Advise class teacher to enable log to be entered and Accident Letter to be issued

Any accident that requires further medical attention, i.e. visit to doctor, hospital etc. must be recorded in the **Accident Book** which is kept locked in the school office. The parents should be contacted. (If necessary, please contact the Bursar for assistance in completing this book.)

Should it be necessary for any child to be taken to hospital or the health centre the parent/carer should always be contacted. In the absence of parental care, ensure that your car insurance permits you to transport children in an emergency and **always** take another adult to accompany you.

If an accident involves the spillage of any body fluids i.e. blood, vomit etc. the First-Aider **must** wear latex gloves located by the first aid boxes. Disposal of all clinical waste including the gloves must be made by using the yellow clinical waste bags and placing them into the sanitary container in the Staff toilet in the Infant Department or the lady's toilet by the school office. (This is for the protection of both yourself and the patient.) If in doubt about any of the above, please contact a fully qualified First Aider for further advice.

### ACCIDENTS OCCURRING DURING AN OFF-SITE ACTIVITY

The same procedures as listed above should be followed in the event of any accident occurring off-site, i.e. educational visit. The log book should be completed on return to school by using the notes made during the visit.

Please ensure that you are familiar with the accident procedures of any establishment you are visiting. (This should be ascertained by undertaking a Risk Assessment prior to any visit.)

Parents/carers of the injured child should **NOT** be contacted. The Party Leader should first speak with the Headteacher or Assistant Headteacher via the school office in the first instance. A decision will then be made as to the most appropriate way in which to contact the parent/carer of the child/ren involved.

**Donington Cowley Endowed Primary School****Display Screen Equipment  
User Workstation Assessment**

<b>Name</b>		<b>Workstation location/area</b>	
<b>School</b>			
<b>Headteacher</b>			

<b>About You</b>		<b>Yes/ No/NA</b>
1.	Do you have a diagnosed condition that adversely affects your ability to undertake your role, that meets the criteria of the Equality Act 2012, or do you have any medical condition that intermittently affects your ability to undertake your day-to-day duties?	
2.	If applicable, is Occupational Health currently involved with your case?	
3.	Are you aware that you are entitled to an eye test if you use display screen equipment (DSE) for a significant part of the day?	
4.	Do you take regular eye breaks from your screen to prevent sore eyes? (An 'eye break' is achieved by frequent looking away from the screen.)	
<b>Your Personal Workstation</b>		
5.	Is the chair stable and does it allow for easy freedom of movement i.e. fitted with five castors?	
6.	Is it possible to easily adjust the height of the chair to suit your needs?	
7.	Is it possible to easily adjust the angle of the backrest to suit your needs?	
8.	Do you ensure that the chair you use is adjusted correctly to suit your needs?	
9.	Is a footrest available for you to use if you are unable to sit with your feet flat on the floor?	
10.	Are you able to adjust your screen to achieve a suitable height and position to prevent - or reduce the need for – twisting and/or stretching?	
11.	Does the screen you use have well-defined characters, with adjustable brightness and contrast and will it swivel and tilt to prevent or minimise glare and reflection?	
12.	If you use a laptop for prolonged periods, do you use/have access to a separate keyboard, mouse and raiser?	
13.	When using a standard mouse for prolonged periods, do you experience regular pain in your wrists or arms?	
14.	Are you able to arrange your work surface to allow adequate space in front of the keyboard, in order to provide support for your hands and wrists?	
15.	Is the height of the desk/work surface suitable for your use?	
16.	Have you created enough space under your desk/work surface to allow sufficient leg room?	
<b>Work Comfort and Environment</b>		
17.	Do you ensure that you regularly move around (and/or undertake stretching exercises etc.) at your workstation?	

18.	Is the equipment that you use regularly at your workstation, e.g. phones, files, document holders, etc., appropriately positioned to reduce excessive bending, twisting and over-reaching?	
19.	Is a desk lamp available should the lighting in your office be inadequate for some of the tasks you undertake?	
20.	Is your work equipment positioned to prevent or reduce glare from windows and/or lighting, or have you been provided with an appropriate screen filter or window blinds where it cannot be avoided?	
<b>Wellbeing</b>		
21.	As your employer, we understand in this modern world employees use display screen equipment within their private life, whether that's a laptop, PC, tablet or smart phone. We have no right to tell you what to do in your own time nor are we trying to. However, as a responsible employer we want to ensure you are as safe and healthy as possible and therefore have produced some simple guidance so that you can best look after yourself. Please confirm that you have read and understood the information attached	

**Additional User comments/concerns/issues**

User Signature.....

Date of Assessment.....



# Display Screen Equipment

## User Workstation Assessment Action Sheet

<b>Name</b>		<b>Workstation location/area</b>	
<b>School</b>			
<b>Headteacher</b>			

Question No.	Action/s taken to resolve the issue	Issue Resolved	Further action required

<b>Further actions required</b>

## Display Screen Equipment User Workstation Assessment

Additional manager comments

Additional User comments

### **Statement of Completion**

All actions/ additional actions have now taken place. All issues raised within the User assessment have been resolved, with no outstanding issues at this time.

Date.....

DSE User Name.....

Signed.....

Manager Name.....

Signed.....

Please provide the DSE User with a copy of this Action sheet

Ensure the signed copy is kept on the DSE User staff file

