

Staff Handbook and Code of Conduct

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1. INTRODUCTION

Netherleigh and Rossefield School has prepared this Handbook for the guidance of employees. It outlines the rules covering the employment of staff and, together with the Written Particulars, sets out the terms of the employment contract.

Please study carefully the contents of this Employee Handbook.

This Handbook supersedes any other Handbook, internal work rules or other documentation previously issued. The School reserves the right to review, revise, amend or replace the contents of this Handbook, including such content as is incorporated into your contract of employment, and to introduce new policies from time to time to reflect the changing needs of the business and to comply with new legislation.

This Handbook remains the property of the School and should be returned in good condition at the end of employment with us.

Netherleigh and Rossefield School is an Equal Opportunities Employer.

This Handbook is a relevant agreement within the meaning of the Working Time Regulations 1998.

2. RULES AND GUIDELINES

2.1 Accidents

If any employee has an accident or suffers injury during working hours, no matter how slight, it must be reported immediately to management in order that an appropriate record can be made in the Accident Book.

2.2 Attendance at Court

Any employee served with a summons to attend Court, either as a witness or for jury service, must notify management as soon as possible. The loss of earnings allowance should be claimed.

2.3 Bonuses

A bonus may be paid at the end of each year, dependent upon the performance of the School. This bonus is discretionary and there is no contractual entitlement to a bonus.

2.4 Buying and Selling Goods on School Premises

Any employee wishing to buy or sell goods on their own behalf whilst on the School premises, for example from a catalogue, may only do so if they have the prior permission of management.

2.5 Cash Handling

Only those employees who have been granted permission by Headmaster should remove cash from petty cash. A receipt should be obtained for any purchase and this should be placed in petty cash together with any change. Should any parent wish to pay by cash, then the monies should be handed in immediately upon your return to the office.

2.6 Changes in Personal Details

Employees are required to notify the School immediately of any changes in personal details or any change of address, telephone number, marital status, next of kin etc., in order that the School can maintain accurate information on its records and, if necessary, make contact with the employee in an emergency or outside normal working hours.

2.7 Collections

The School allows collections from among staff to be made in the event, for example, of a retirement or birthday with permission of management.

2.8 School Property

- a. Use of the School's property for any purpose other than normally defined duties is not permitted, except with prior approval.
- b. Property of any type belonging to the School is not to be taken away from the premises, except with prior approval.
- c. Employees must immediately notify the School management of any damage to property or premises.
- d. School property must be looked after and respected.

2.9 Computers

All information held on computers belongs to the School and is regarded as confidential.

Access to computers in connection with work activity is on the basis of authorisation by the School management. Employees should not use the School's computers to store documents of their own including c.v.'s and the like without approval.

Subscriptions to services will only be allowed with prior authorisation from management.

In addition, if any employee has been given a password to access certain programmes, this should not be revealed to any other member of staff. Nor should employees change passwords or create a new password to protect work without informing management. All personal passwords must be fully disclosed to management upon request.

Unauthorised access to a computer record is regarded as gross misconduct. Similarly, if an employee reveals any password to anyone other than management, then this, too, would be regarded as gross misconduct.

E-mail

The School provides access to e-mail for business use. Personal use is not allowed without specific permission from management. Therefore, there should be no expectation of privacy when using e-mail.

The School needs to be able to use e-mail to respond to queries, even if the original request took another form. We must do everything possible to reduce risks that accompany this facility. Employees have a duty to the School to ensure that they do not allow any dangerous material, such as viruses, items which are in breach of copyright or defamatory, to enter our system and conversely have a duty to ensure that they do not send out dangerous or otherwise misleading material.

Employees may not use School e-mail or electronic messaging systems to infringe the copyright or other intellectual property rights of third parties, to distribute defamatory, fraudulent or harassing messages, or otherwise to engage in any illegal or wrongful conduct.

Employees, if authorised, must use signature files in messages sent to third parties that make clear any limitations on the extent to which the messages from the employee may be understood to have been sent on behalf of the School.

The School from time to time may monitor computers, telephones, e-mails etc.

Internet

The School provides access to the Internet for business purposes. Personal use is not allowed without specific permission from management.

Subscriptions to news groups, user groups or any other services only will be allowed with permission.

Employees may not use the School browsing facility to infringe the copyright or other intellectual property rights of third parties, to distribute or receive defamatory, fraudulent or harassing messages, or otherwise to engage in any illegal or wrongful conduct.

The viewing of, or downloading of, pornographic images, the transmission including forwarding of jokes/items/articles with any sexual, racial or prejudicial material will be regarded as gross misconduct.

Copyright

It is illegal to infringe the copyright in software. Nothing may be done that infringes such copyright.

2.10 Confidentiality

In the course of their employment with us, employees may have access to and be entrusted with information about the School which is confidential.

All information which:

- a. is, or has been, acquired by the employee during the course of their employment, or has otherwise been acquired by them; and
- b. relates particularly to the business of the School; including details of suppliers, pupils, prices; and
- c. has not been made public by, or with the authority of, the School

is confidential and, save in the course of the business of the School or as required by law, the employee shall not at any time, whether before or after the termination of employment, disclose such information to any person without the written consent of the School. Employees must use their best endeavours to prevent publication or disclosure of any confidential information.

2.11 Copyright

All written material, whether held on paper, electronically or magnetically which was made or acquired during the course of employment with us, is our property and our copyright. At the time of termination of employment with us, or at any other time upon demand, employees shall return to us any such material in their possession.

2.12 Deductions

At various places in this Handbook reference is made to deductions from wages. For ease of reference and in order to fulfil the requirements of employment law, we advise that the School will make deductions from wages under the following headings: 'Discounts', 'Mobile Telephones', 'Terminating Employment', 'Vehicles' and 'Holiday Conditions'. Employees should ensure that they are aware of the terms under which deductions will be made.

2.13 Dress and Appearance

As employees are liable to come into contact with parents and members of public, it is important that they present a professional image with regard to appearance and standards of dress. Therefore, all employees should wear appropriate clothes relative to their job responsibilities and these should be kept clean and tidy at all times. Denim clothing is not appropriate attire for school staff. Skirts/dresses worn by female employees must be no higher than knee length. Leggings may be worn as an accompaniment to a dress but not as trousers. Male employees must wear a collared shirt and smart trousers. Male employees will typically wear a tie, but there is acknowledgement that this is not practical if working with children in the Foundation Stage.

Where provided, uniforms should be worn at all times in working hours.

2.14 Equal Opportunities

The School seeks to recruit and appoint the best available person for the job, and to encourage the development of all employees to their full potential. The School promotes equality of opportunity. It will take action to ensure that no individual suffers unlawful discrimination, directly or indirectly, on the grounds of age, disability, gender reassignment,

marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The School aims to treat all its employees in a fair and consistent manner, promoting good working relationships and encouraging high standards of conduct and work performance.

We have produced an equal opportunities policy, which employees may wish to consult.

2.15 Expenses

Any authorised expense incurred while on School business will be reimbursed; a VAT receipt must be provided to management in order that reimbursement can be made.

2.16 Housekeeping

Both from the point of view of safety and appearance, work areas must be kept clean and tidy at all times.

2.17 Lateness

Employees must attend work punctually at the specified time(s) and are required to comply strictly with any time recording procedures relating to their area of work.

2.18 Lay Off and Short Time Working

The School will do all in its power to preserve continuity of employment. However, there may be periods when no work is available. If this is the case, the School will have no alternative but to lay off employees or introduce short time working. All statutory payments will be made if this situation occurs.

It is a condition of employment that employees accept the School's right to lay off or work short time without normal wages.

2.19 Mobile Telephones

The school has a Mobile Phone and Camera Policy. All staff must familiarise themselves with the provisions of the policy. Copies of the policy will be provided upon request from the headmaster.

2.20 Mobility and Flexibility

In the interests of operational efficiency employees may be required to transfer to alternative work or location and it is a condition of employment that employees agree to do so.

2.21 Other Employment

During working hours our employees are expected to devote the whole of their time and energy to the School's interests. Although the School permits employees to have secondary work, permission should first be sought from management and care taken to ensure that it does not interfere with their employment with us.

Staff who wish to tutor pupils of the school outside their contracted hours may do so as long as the arrangements do not impact negatively on in-school teach/pupil relationships. However, the initiative for establishing private tuition arrangements should come from the pupil's parents or guardian, and on no account should staff solicit directly or indirectly for private tuition arrangements with parents or pupils.

It is a very serious breach of the employment contract for any employee to carry out work on their own behalf which might be seen to be in competition with the School.

2.22 Pension Scheme

The statutory auto-enrolment scheme will be implemented in accordance with the staging date applicable to the School.

2.23 Personal Mail

As a rule, letters should not be addressed c/o the School since in all cases these will be opened. No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made.

2.24 Personal Telephone Calls

Personal telephone calls may be only made from School telephones with prior permission from management.

2.25 Property Brought on to the School's Premises

No liability is accepted for any loss of, or damage to, employees' property brought on to the premises. Employees are requested not to bring personal items of value on to the premises and not to leave any items overnight. Any item of lost property which is recovered should be handed to management so it can be retained while attempts are made to discover the owner.

2.26 Redundancy Policy Arrangements

The School will take such steps as it considers necessary to try to avoid the need to make staff redundant. If redundancies cannot be avoided, consideration will be given to applications for voluntary redundancy. The School will only allow employees to take voluntary redundancy where such applications are acceptable to us.

If the selection of employees for redundancy becomes necessary, relevant criteria will be considered which may include the following:

- productivity and efficiency;
- previous disciplinary records;
- attendance and time keeping records;
- qualifications and suitability for remaining work.
- length of service

At all times the overriding consideration will be the future viability of the School.

2.27 Retirement

Employees may retire at an age of their choosing. We ask that you provide us with as much notice as possible of your intention to retire but, in any case, you must at least give us contractual notice.

2.28 Right of Search

The School may ask to carry out random checks on employees and their property (including vehicles) at any time when they are on the School premises or business. It is understood that such checks in themselves do not imply suspicion in relation to the individual concerned. Whenever practicable, an employee will be accompanied by a third party who is on the premises at the time a search is taking place, or at the time that any further questioning takes place.

Employees may be asked to remove the contents of their pockets, bags, vehicles etc. An employee has the right to refuse to be searched but such a refusal by an employee may constitute a breach of contract. Management reserves the right to call the police at any stage.

2.29 Smoking

Smoking is not allowed within School buildings or vehicles at any time. Should any employee wish to smoke, they may do so outside of the building within the designated area during break times only. The same rules apply to 'vaping' with electronic cigarettes.

2.30 Statements to the Media

Any statements to reporters from newspapers, radio, television, etc. will be given only by Headmaster.

2.31 Terminating Employment without giving Proper Notice

An employee who terminates his/her employment without giving and working the required period of notice as indicated in the Contract of Employment will have an amount deducted from any payment which would otherwise be due to them on termination of their employment equal to the losses incurred as a result of the breach of contract.

2.32 Use of Social Media

This policy relates to the use of and participation in social media in all its many forms and includes but is not limited to: blogs, forums, social networking, photo sharing, video sharing, and virtual worlds.

It is acknowledged that this policy will continue to evolve as new technologies and tools become available.

Using Social Media for Business Purposes

Most online communities have their own rules and guidelines, which should always be followed. Only those employees who have been granted explicit permission by management to use social media on the behalf of the School should do so. Those employees who have been granted permission must always adhere to the following:

- Be civil, tasteful and relevant.
- Use only accounts that have specifically been set up for business purposes. Please do not use personal accounts for this purpose
- Do not post messages that are unlawful, libelous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
- Do not swear.
- Do not post content copied from elsewhere, for which you do not own the copyright.
- Do not post the same message, or very similar messages, more than once (also called "spamming").
- Do not publicise your, or anyone else's, personal information, such as contact details.
- Do not advertise products or services other than that of our business or that you have been specifically authorised to do so by management.
- Do not impersonate someone else.

Personal use of social media

Whether or not an individual employee chooses to create or participate in an online social network or any other form of online publishing or discussion is his or her own business. The views and opinions they express are their own.

Employees should be aware of the following points:

- As an employee of the School it is important to be aware that posting information or views about the School cannot be isolated from your working life. Employees are personally responsible for the content they publish on social media sites. Employees must be mindful that what is published will be public for a long time.

- The business of the School must not be discussed on social media sites.
- Photographs or videos of the School premises, pupils or our employees must not be posted on social media sites.
- Employees should not post information on sites, e.g. photographs and videos, that could bring the School into disrepute.
- Employees must not represent their own views/opinions as being those of the School.
- Potentially defamatory remarks towards the School, employees, suppliers, pupils, parents or partner organisations should not be posted on social media sites.
- Employees must not either endorse or criticise service providers of the School or develop on-line relationships which create a conflict of interest.
- Employees must not divulge any information that is confidential to the School or a partner organisation.

Employees who are in breach of the above rules will be liable to have disciplinary action taken against them including dismissal.

2.33 Vehicles

Driving Licence and Authority to Drive School Vehicle.

1. Employees must be in possession of a current driving licence and have authority to drive one of the School's vehicles.
2. Driving licences must be produced for scrutiny prior to driving any of the School's vehicles.
3. If at any time the employee's licence is endorsed, or they are disqualified from driving, the School must be informed immediately.
4. It is the responsibility of the employee to make sure that the vehicle is not used by any other person other than those specifically authorised by the School.

Fixtures, Fittings and Modifications

1. No fixtures such as aerials, roof racks, towing apparatus, stickers etc. may be attached to the vehicle without prior written permission. When handing the vehicle back to the School such attachments must remain unless professional rectification work is carried out to restore the vehicle to its former condition.
2. No change or alterations may be made to the manufacturer's mechanical or structural specifications for the vehicle.

Warranty

1. All warranty work must be reported to the School prior to being carried out.

Cleaning and Maintenance

1. Where the vehicle has been allocated to a specific employee, it is their responsibility to keep it clean, and to ensure that the vehicle is regularly serviced in accordance with the requirements laid down by the manufacturer, and as specified in the maintenance book of the particular model of vehicle.
2. Any other maintenance or repair work or replacement of parts, including tyres, must be approved in advance by the School, and reimbursement will only be made against production of an authorisation. Full details of the work required and the cost involved must be given.

Fuel etc.

1. In addition to keeping the vehicle regularly serviced, it is the responsibility of the employee to make sure that oil, water levels, battery, brake fluid and tyre pressures are regularly maintained and the tread of all tyres conforms to the minimum legal requirements.
2. Unless contrary arrangements exist in writing between us, we will only make reimbursement for fuel and oil used on the School's business.

Fines

1. We cannot under any circumstances accept responsibility for parking or other fines incurred by any employees.

Travel Overseas

1. Our vehicles may not be taken out of the country without permission from management.
2. Our insurance policy covers the use of the vehicle in Great Britain, Northern Ireland, Isle of Man and the Channel Islands. Before travelling with the vehicle anywhere our permission must be obtained and, at least seven days beforehand, a list of the countries to be visited and the relevant dates should be provided to us. A letter of authorisation will be issued which must accompany the vehicle and a Green Card may be necessary. On return to the United Kingdom, these should be returned to us for cancellation.
3. Unless the journey is on approved business, the cost of any Green Card will be charged to the employee and must be paid for before the journey starts.

Damage or Injury

1. Should an employee be involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, they are required to give their name and address, the name and address of the vehicle owner, the registration number of the vehicle and the name of the insurance School to any person having reasonable grounds for requiring such information. It is important that employees give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the police as soon as possible, but certainly within 24 hours of the occurrence.
2. In addition, in the case of an accident involving injury to another person or to notifiable animals, employees are responsible for notifying the police of the occurrence and must produce their insurance certificate to a Police Officer attending the accident, or to any other person having reasonable grounds for seeing it. The accident must be reported to a police station or Police Officer within 24 hours. If an employee is then not able to produce the certificate, it must, in any event be produced by the employee, in person, within five days after the accident to such police station as may be specified at the time of first reporting the accident.
3. For security reasons, insurance certificates are kept by us. However, a copy of the insurance certificate is provided with each vehicle and will be renewed annually. Employees should make sure that it is with the vehicle at all times. Replacement copies can be obtained from us if necessary.

Loss

1. In the case of theft of the vehicle, we and the police must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle, we and the police should be notified immediately.

2. The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot. If a vehicle is stolen we are required to prove to the insurance School that there has been no negligence and, therefore, we must hold the employee responsible in the event of any such negligence.
3. Please note that only our property is insured by us and employees should make their own arrangements to cover personal effects.

Accident Procedure

1. It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. Employees must, therefore, as soon as possible after the accident obtain an accident report form from us which must be completed and returned within 24 hours. All the information required on the form must be completed. Whenever possible the following particulars should appear in the form:
 - a. the name and address of the other driver and the name and address of his/her insurers;
 - b. the names and addresses of all passengers;
 - c. names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident;
 - d. particulars of the Police Officer(s) attending i.e. name, number and division.
2. A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with the details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements should be included as possible.
3. If our vehicle is un-driveable the employee is responsible for making adequate arrangements for the vehicle to be towed into a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
4. An estimate of the repairs required to be carried out, showing details and cost of both labour and materials, must be obtained and sent to us as soon as possible.
5. Under no circumstances may repairs be put in hand until the insurance School has given its agreement. Notification will be issued when this has been done.
6. Employees should not, under any circumstances, express opinion one way or the other on the degree of responsibility for the accident. Only the particulars mentioned in (1) above should be exchanged.

Road Fund Licence

1. The road fund licence for the vehicle will be renewed automatically when due.

Permitted Use

1. Subject to the restrictions already stipulated, our vehicles may only be used for social, domestic and pleasure purposes, and for our business, excluding the carriage of passengers for hire or reward. Our vehicles may not be used for any type of motoring sport whether on public highway or on private land.
2. The School shall permit employees to use the vehicle for reasonable personal mileage. However, in the event of the School believing that the vehicle is being used unreasonably, insofar that the personal mileage on the vehicle is excessive, we reserve the right to either withdraw the use of the vehicle, either temporarily or permanently, or levy a charge upon the employee to compensate the School for the vehicle's excessive use. Such a charge may be imposed, for example, were an employee to relocate and use the vehicle to commute a significant distance to and from the School premises.

Priority Use

1. We reserve the right to take back any vehicle at any time should the occasion arise where we have an imperative need for the vehicle.

Personal Liability for Damage to Vehicles

1. Where any damage to one of our vehicles is due to the negligence or lack of care of an employee, we reserve the right to insist on that individual rectifying the damage at their own expense or paying the excess part of any claim on the insurers.
2. Repeated instances may result in the use of the vehicle being withdrawn and disciplinary action being taken

3. DISCIPLINARY RULES AND PROCEDURES

Together, the rules and procedures aim to encourage all employees to improve their conduct where this is falling short of the required standard. These are not primarily for the purpose of punishment.

The following rules and procedures are intended to ensure that:

- a. all employees are fully aware of the standards of performance, action and behaviour required of them; and
- b. disciplinary action, where necessary, is taken in a timely, fair, uniform and consistent manner.

3.1 Disciplinary Rules

It is not possible to specify all the offences which may result in disciplinary action as circumstances may vary depending on the nature of the work. Generally, we rely on the good sense of our employees to know what behaviour is acceptable and what is not.

However, the following rules form an important part of the Contract of Employment. These should be read carefully to ensure that they are fully understood.

3.2 Health and Safety Rules

To be incorporated from the Health & Safety Policy.

3.3 Behaviour at Work

- a. All employees should behave with civility towards fellow employees and no rudeness will be permitted towards pupils, parents or members of the public. Objectionable or insulting behaviour or bad language will render an employee liable to disciplinary action. Staffs are responsible for their own professional integrity and must not comment negatively about any of their colleagues' teaching capabilities.
- b. All employees shall use their best endeavours to promote the interest of the School and shall, during their normal working hours, devote the whole of their time, attention and abilities to its business and affairs.
- c. Any involvement in activities which could be construed as being in competition with the School is forbidden.
- d. An employee shall not, during or after the termination of his/ her employment, disclose to any person whomsoever any confidential information, including financial, regarding the School, its business or trade secrets.
- e. The School's policies and procedures will be communicated clearly to all members of staff and must always be followed to the best of a member of staff's abilities. Failure to do so may result in staff becoming subject to formal disciplinary action.
- f. Class teachers must always be the adult principally responsible for supervising the children in their care unless there in a period of specifically designated non-contact time or in exceptional circumstances. For the avoidance of doubt class teachers must not, except in circumstances above, leave teaching assistants in charge of the class of children.
- g. As a general rule, there should be no physical contact between employees and pupils. Physical contact must never be of a type which might be considered inappropriate, indecent, threatening or harmful in any way. Employees must immediately report to the Headmaster any physical contact which is cause for concern or which may have been misconstrued. There may be occasions when it is appropriate and proper for employees to have physical contact with a pupil but this

must be a professional judgment in response to pupil needs at the time and must be of limited duration and take into account the pupil's age, stage of development, gender, ethnicity and background. Some employees may need to initiate physical contact in order to support a child so that they may perform a task safely, to demonstrate a particular piece of equipment or instrument or to assist with an exercise. This must be done with the pupil's consent and openly. Employees should not indulge in horseplay, tickling or fun fights and should take particular care when dealing with a pupil who is known to have suffered from previous abuse

- h. Employees should endeavor to defuse situations without physical intervention. Reasonable force may be used to prevent a pupil injuring themselves or others but employees must not put themselves at risk. There is no legal definition of "reasonable force" but care must be used to ensure that such force is warranted by the circumstances of a particular incident. Any force used should be the minimum to achieve the desired result.

3.4 Working Standards

- a. Unsatisfactory standards of work will be investigated and employees concerned will be subject to disciplinary action if poor job performance is proved to have been caused by carelessness or neglect of duty.
- b. Unsatisfactory output of work will be viewed similarly to (1) above and may result in action being taken to remedy the employee's deficiencies, or to enforce the disciplinary procedure if improved output is not maintained.

3.5 Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. Theft or fraud.
2. Grossly indecent or immoral behaviour.
3. Dangerous behaviour, fighting or physical assault.
4. Deliberate falsification of any records, including clocking offences, and unauthorised accessing of computer records.
5. The excessive consumption of alcoholic beverages or being under the influence of drugs in such a manner as to impair an employee's ability to carry out his/her duties effectively.
6. Undertaking private work on the premises and/or in working hours without express permission.
7. Misappropriation or unauthorised possession of money or property whether belonging to the Employer, another employee or a third party.
8. Serious health & safety breaches which endanger the lives of employees, or any other person, or which creates a risk of serious injury.

In particular an employee will be liable to summary dismissal if s/he is found to have acted in one of the following ways:

- unauthorised removal, misuse of or interference with any guard or other protective / preventative measures;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any sign, label or warning notice provided by the employer in the interest of health and safety at work;
- misuse of chemicals, inflammables or toxic substances;
- misuse of any item of work equipment, fitting, fixture or component provided in the interests of health and safety.

9. Destruction/ sabotage of the Employer's property or any other property on the premises.
10. Gross insubordination and/ or a refusal to obey legitimate instructions given by a Manager.
11. Race, sex or other unlawful discrimination or harassment.
12. Malicious attack on fellow employees or other persons on the School premises.

(These are examples only. The list is not exhaustive)

Dismissal for Gross Misconduct offences will render the employee liable to termination without notice and to forfeit any contractual holiday pay.

3.6 Disciplinary Procedure

Every effort will be made to ensure that any action taken under this procedure will be fair, with an employee being given the opportunity to state his or her case and appeal against any decision s/he considers to be unjust. At all steps in the disciplinary procedure the employee has the right to have a companion present.

When a matter arises which requires dealing with through the disciplinary procedure the steps described below will be taken.

On occasions it may be necessary for an employee to be suspended with pay in order for a potentially difficult situation to be avoided or to allow an uninterrupted investigation to take place. Suspension with pay is a temporary measure to assist in the clarification and collation of facts and is not to be regarded as a penalty of any kind. Therefore, the steps described below will not apply in circumstances where an employee is to be suspended.

Step 1 – Statement of grounds for disciplinary action and notice of hearing

A statement will be given to the employee setting out any alleged misconduct, shortcomings or other issues which will be the subject of the disciplinary hearing.

The statement will request that the employee attend a disciplinary hearing at a proposed date and time and explain the employee's right to be accompanied at the hearing by a companion, who must be either a full time official or a suitably trained officer of a trade union or a work colleague of the employee's choice.

Where documentary evidence is to be relied upon or where witness statements have been taken, these will be given to the employee along with the statement of grounds for action.

The hearing will normally take place within 5 days of the statement being issued or within such a longer period of time as is considered necessary by the School to allow the employee to prepare his or her response before the hearing.

Step 2 – The Hearing

An employee has the right to be accompanied by a companion at the hearing.

If witness statements are contested, an employee has the right to question any witness at the hearing, unless there are deemed to be exceptional circumstances preventing this.

If you are disciplined or dismissed in accordance with these procedures, you will be told of the outcome and confirmation of the decision will be forwarded to you in writing as soon as reasonably practicable.

Step 3 – Disciplinary Appeals Procedure

If the employee considers any disciplinary warning or dismissal to be unjustified, the employee may appeal by setting out the grounds for appeal in writing to Headmaster within 5 working days of the decision being communicated. The appeal can be on the grounds that the alleged offence was not committed or that the penalty was too severe.

An appeal hearing will be convened. The appeal shall provide an opportunity for a re-hearing of the original case against the employee. It shall be heard within 5 working days of the appeal being made, unless this is impracticable.

If after hearing all the evidence available, it is clear that either the employee did not commit the offence or the severity of the penalty was unjustified in the circumstances, the penalty may be revoked completely, or a lesser penalty imposed. If the employee has been dismissed and reinstatement is proposed the employee will be reinstated with full pay, backdated to the date of dismissal.

THE DECISION OF THE HEADMASTER WILL BE FINAL

3.7 Disciplinary Action

If having gone through the procedure described above the School believes that a disciplinary penalty should be imposed the following procedure will apply.

Level 1

A first instance of a relatively minor breach, will result in a VERBAL WARNING outlining the nature of the complaint and the corrective action required. A note of the action will be recorded on your personnel file for a period of 6 months, after which time it will be disregarded subject to continual satisfactory conduct and performance.

Level 2

An offence of a more serious nature or a second instance of a relatively minor offence will result in a WRITTEN WARNING being issued detailing the nature of the complaint and the corrective action required. A copy of this letter will be retained on your personnel file for a period of 12 months after which time it will be disregarded subject to continued satisfactory conduct and performance.

Level 3

In the event of further disciplinary action being necessary or if the misconduct is serious but not sufficiently serious to justify dismissal, a FINAL WRITTEN WARNING will be given, which as well as listing the nature of the complaint, will advise you that dismissal will result if there is a further occurrence or there is no satisfactory improvement. A copy of this letter will be retained on your personnel file for a period of 12 months, after which it will be disregarded subject to continued satisfactory conduct.

Level 4

Should you commit an act of very serious misconduct, sometimes called 'gross' misconduct, or if conduct or performance remains unsatisfactory, within the period of the final written warning, you will be dismissed. In the case of gross misconduct, no notice will be given but in the case of other dismissals appropriate notice will be given.

These four Levels are represented diagrammatically on the following page.

3.8 Disciplinary Procedure (Table)

Offence	First Level	Second Level	Third Level	Fourth Level
Unsatisfactory conduct	Verbal warning	First written warning	Final written warning	Dismissal
Misconduct	First written warning	Final written warning	Dismissal	
Serious Misconduct	Final written warning	Dismissal		
Gross Misconduct	Dismissal			

We retain discretion in respect of the disciplinary procedures to take into account the employee's length of service and to vary the procedures accordingly. If an employee has a short amount of service, he may not be in receipt of any warnings before dismissal but will retain the right to a disciplinary hearing and the right of appeal.

In the case of supervisory and managerial employees then demotion to a lower status may be considered as an alternative to dismissal except where gross misconduct is involved.

3.9 Disciplinary Action (Table)

The following table shows who is empowered under the School's procedures to take disciplinary action described in the previous pages.

Level of Disciplinary Action	Management / Staff	Hourly Paid Employees
Verbal Warning	Headmaster	Headmaster
First Written Warning	Headmaster	Headmaster
Final Written Warning	Headmaster	Headmaster
Dismissal	Headmaster	Headmaster

Note: suspension without pay for up to 5 working days may be considered as an alternative to dismissal in some cases.

3.10 Grievance Procedure

A. Introduction

1. Every employee has a right to raise any matter which gives rise to dissatisfaction or grievance concerning employment with the School.
2. The aim should be to settle grievances promptly and as near as possible to the point of origin.
3. An employee has the right to be accompanied by a companion at a grievance meeting.

B. Standard Procedure

Stage 1 – Statement of Grievance

An employee wishing to raise a grievance must set out the grievance in writing and send the statement of grievance to Headmaster

Stage 2 - Meeting

Providing that the statement of grievance discloses sufficient information to proceed and if the grievance cannot be speedily resolved, the employee will be invited to attend a meeting with a senior manager not involved in the grievance. The employee has the right to request that a companion be present at this meeting.

The meeting will take place within a reasonable timescale of receipt of the statement of grievance.

The decision following the meeting will be communicated to the employee as soon as is practicable. The decision shall be in writing and will inform the employee of the right of appeal.

Stage 3 - Appeal

An employee who wishes to appeal should set out the reasons for appeal in writing and forward this within 5 working days of receiving the decision to Headmaster.

A meeting to hear the appeal will be convened within a reasonable timescale of receipt of the notice of appeal. The employee retains the right to have a companion present.

The decision of the appeal shall be communicated in writing to the employee as soon as is practicable after the hearing and shall be final.

3.11 Procedure for Health and Safety Grievances

In the interests of health & safety the School has adopted the procedure below to ensure the speediest possible means of resolving grievances.

Procedure

Stage 1

In the unlikely event that an employee has reasonable grounds to believe that their health & safety is threatened by a danger which is both **serious** and **imminent**, they should take the necessary sensible steps to avert that danger and **immediately** inform senior management of their concerns and what steps have been taken.

Stage 2

The complaint will be thoroughly investigated, if necessary making use of competent external assistance. We shall ensure that no employee will be placed in any situation where the School believes that their health, safety or welfare might be jeopardised.

THE DECISION OF SENIOR MANAGEMENT WILL BE FINAL

3.12 Discrimination or Harassment Grievances

Stage 1 – Statement of Grievance

The formal procedure requires that the employee put the complaint in writing to an appropriate manager or Director who will arrange for an investigation of the complaint to be made and a report of findings into the complaint will be produced. A copy of this will be made available to the employee. The compilation of the report will be carried out as soon as practicable.

Stage 2 – Meeting

If the grievance cannot be upheld, the employee will be invited to attend a meeting with a senior manager not involved in the grievance. The employee has the right to request that a companion be present at this meeting.

The meeting will take place within a reasonable timescale of receipt of the report on the grievance.

The decision following the meeting will be communicated to the employee as soon as is practicable. The decision shall be in writing and will inform the employee of the right of appeal.

Stage 3 – Appeal

An employee who wishes to appeal should set out the reasons for appeal in writing and forward this within 5 working days of receiving the decision to Headmaster.

A meeting to hear the appeal will be convened within a reasonable timescale of receipt of the notice of appeal. The employee retains the right to have a companion present.

The decision of the appeal shall be communicated in writing to the employee as soon as is practicable after the hearing and shall be final.

Important Note

Although it is the employee who generally initiates a grievance, in the case of sexual or racial discrimination/ harassment the School believes there is a general duty on all employees to alert the senior management to the possibility of this discriminatory and unpleasant behaviour occurring. Therefore, the School requires the assistance of all employees to help it provide a safe workplace and to discharge its legal duties. If an employee witnesses any type of discriminatory behaviour or any conduct which might constitute harassment s/he should report this to senior management. An employee may do this anonymously.

4. LEAVE ENTITLEMENT AND CONDITIONS

4.1 Entitlement

The holiday year runs from 1st January to 31st December and annual holiday entitlement is linked directly to the school calendar. All staff holidays must be taken during designated school holidays.

4.2 Conditions Applying to Annual Holiday Entitlement

1. Staff holidays must be taken during designated school holidays. Where staff need time off during term time, requests for unpaid leave may be made to the Headmaster. A decision as to whether unpaid leave can be granted lies within the Headmaster's discretion.
2. If an employee is absent for a continuous period of 4 weeks or more, for any reason other than maternity leave, contractual holiday entitlement above the statutory minimum shall cease to accrue for the remainder of that absence.
3. In the event of employment ceasing for reasons other than gross misconduct any holidays earned but not taken in that year will be paid for or the employee will be asked to take outstanding holidays during their notice period. The School's policy on holiday notice contained in this Handbook modifies regulation 15 of the Working Time Regulations 1998 insofar as notice to take holiday during the notice period will be deemed to be given at the time notice to terminate the employment contract is given and shall be deemed sufficient notice to take holidays. However, in the event of holidays being taken which have not been earned pro-rata in the holiday year, then the appropriate payments will be deducted from any final wage/ salary payment.
4. An employee dismissed for gross misconduct will be entitled to the sum of £10 in respect of untaken holidays.

4.3 Statutory/Public Holidays

The Statutory/ Public Holidays recognised by the School each year are:

New Year's Day
Good Friday
Easter Monday
the first Monday in May
the last Monday in May
the last Monday in August
Christmas Day
Boxing Day.

The School recognises only the Holidays shown above, and shall not be contractually bound to recognise any other Statutory / Public holidays that the Government may from time to time award.

4.4 Religious Holidays

Additional unpaid time off for the observance of religious beliefs may be granted at the discretion of management.

4.5 Other Leave from Work

For Dependants

Employees who require time off from work to deal with unexpected or sudden problems that may arise are allowed reasonable leave from work. Leave for dependants may be paid or unpaid at the discretion of management. In most cases we would consider usually one or two days at the most to be sufficient time to deal with incidents which must fall into one (or more) of the following categories:

1. If a dependant falls ill or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than physically injured.
2. When a dependant is having a baby.
3. To make longer term care arrangements for a dependant who is ill or injured.
4. To deal with the death of a dependant, e.g. to make funeral arrangements and to attend a funeral.
5. To deal with the unexpected disruption or breakdown in care arrangements for a dependant, e.g. childminder or nurse fails to turn up.
6. To deal with an incident involving the employee's child during school hours, e.g. if the child has been involved in a fight or is suspended from school.

Employees are required to tell management as soon as possible about their absence, the reason for it and how long they are expected to be away from work.

4.6 Parental Leave

Employees are entitled to take unpaid Parental Leave on condition that they have completed at least one year's continuous service with the School by the time they want to take leave. The right to take leave applies for each child under the age of 18.

Employees may take 18 weeks in total for each child.

When leave is required it must be taken in blocks or multiples of one week. If the employee takes leave which is for a shorter period than a week such leave will be counted as a week and one week will be taken away from the 18 weeks of total entitlement.

Employees are restricted to taking a maximum of four weeks per year in respect of any individual child. The School reserves the right to ask for evidence to confirm that the employee is the parent or the person legally responsible for the child. Parental Leave should be booked by using the leave request form.

The School reserves the right to postpone leave for up to six months if we consider that the absence of the employee would unduly disrupt the business.

If it is necessary for the School to postpone leave then the reasons for this will be discussed with the employee, and confirmation of these reasons given in writing no later than seven days after the request was made.

4.7 Maternity Leave

Employees who qualify for maternity leave are entitled to 'Ordinary Maternity Leave' and 'Additional Maternity Leave'.

4.8 Ordinary Maternity Leave

Entitlement

All female employees, regardless of how long they have worked at the School or how many hours they work, will be entitled to 26 weeks' ordinary maternity leave.

Commencement and Duration

Ordinary maternity leave (OML) may start any time after the 11th week before the Expected Week of Confinement (EWC). Notice must have been given in accordance with the rules below. However, leave is deemed to commence in two other ways regardless of notification.

- 1 The day following the birth of the child.
- 2 The absence of the employee wholly or partly because of pregnancy after the beginning of the 4th week before EWC.

Ordinary maternity leave may extend beyond 26 weeks if there is a health and safety reason prohibiting the woman returning to work.

The Maternity (Compulsory Leave) Regulations 1994 stipulate that we must not permit an employee to work for a period of 2 weeks (4 weeks in the case of factory workers) following the day of childbirth.

Notification

We require all notices in relation to maternity leave to be in writing. An employee must notify us by no later than the end of the 15th week before the EWC that she is pregnant; the date of the EWC – we require a MAT B1 from a Medical Practitioner or a Registered Midwife; and the date on which she intends her OML to start.

We shall then respond in writing within 28 days informing the employee of her date of return to work. An employee who subsequently wishes to vary the start of OML should inform the School in writing.

4.9 Additional Maternity Leave

Entitlement

All female employees regardless of length of service or hours worked will be entitled to 26 weeks Additional Maternity Leave (AML).

Commencement and Duration

AML commences when OML finishes.

AML continues for up to 26 weeks after OML ends.

Requirement to Notify Intention to Return Early from Maternity Leave

An employee who wishes to return early from maternity leave must notify the School in writing of her intention giving at least 8 weeks' notice.

Delay of the Return to Work Medical Grounds

The date of return may be postponed by up to 4 weeks on medical grounds if the employee can produce a medical certificate.

The Employer's Rights

The School may also delay the date of return by up to 8 weeks provided a valid written reason for postponement is given.

4.10 Statutory Maternity Pay

Statutory Maternity Pay (SMP) is payable to employees who take maternity leave or leave employment because they are pregnant and who satisfy certain conditions.

1. A pregnant employee qualifies for SMP if she:
 - a) has been continuously employed for at least 26 weeks ending with the fifteenth week before the expected week of confinement;
 - b) pays National Insurance Contributions;
 - c) is still pregnant at the eleventh week before the expected week of confinement and has stopped working.
2. She must provide the School with written notice of her maternity absence in the 15th week before the EWC, and medical evidence of her expected week of confinement normally on form MAT B1.
3. SMP is treated as earnings and is subject to deductions for Tax and National Insurance and will be paid in accordance with the statutory requirements in respect of amount and duration.

SMP will be paid by the School on a monthly basis. SMP is paid for 39 weeks

4.11 Paternity Leave

Eligibility

An employee who:

- has 26 weeks' continuous service with the School at the end of the 15th week before the expected date of childbirth;

is either:

- the father of the child or
- married to or the partner of the child's mother, but not the father of the child;

has or expects to have:

- if he is the father of the child, responsibility for the upbringing of the child;
- if he is the mother's husband or partner but not the child's father, the main responsibility, other than the mother's responsibility, for the upbringing of the child

is entitled to paternity leave of either one or two weeks' duration at the employee's choice. A week is seven days beginning on a Sunday.

Leave must be taken during a period of 56 days beginning with the date on which the child is born unless the baby is premature, in which case the leave must be taken during a period of 56 days beginning with the first day of the expected week of childbirth.

Leave may begin on:

- The date of the child's birth
- A date you specify within the period described above

Applications

We require that all notices in connection with paternity leave be in writing.

We require notifying, in writing of the date of the child's birth, within 28 days of that birth, if this is reasonably practicable.

A notice of intention to take paternity leave must specify:

- the expected week of the child's birth;
- the length of leave you have chosen to take;
- the date on which you have chosen the leave to begin.

The notice must be given to management on or before the 15th week before the child's birth.

You are entitled to vary the length of leave requested and/or the start date of that leave. Should you wish to do so, you should discuss the matter with management.

Entitlement to Statutory Paternity Pay during paternity leave will be in accordance with the regulations at the time in force.

4.12 Adoption Leave

Eligibility

An employee who:

- has sufficient continuous service with the School at the end of the week in which the child's adopter is notified of having been matched with a child;
- is married to or the partner of the adopter of the child; and
- has, or expects to have, the main responsibility, other than the adopter's responsibility, for the upbringing of the child

is entitled to adoption leave.

If an employee is adopting as one of a couple, s/he must tell us which of the couple is going to take adoption leave and Statutory Adoption Pay (SAP) and which of them is going to take paternity leave and Statutory Paternity Pay (SPP)

Adoption Leave lasts for up to 52 weeks. SAP lasts for 39 weeks.

Following the notification of matching the employee is entitled to choose when to take adoption leave but they must start their leave no later than the date the child is placed.

Applications

We require that all notices in connection with adoption leave be in writing.

A notice of intention to take adoption leave must specify:

- the date on which the adopter was notified of having been matched with the child;
- the length of leave the employee has chosen to take;
- the date on which the employee has chosen the leave to begin.

The notice must be given to management no more than 7 days after the date on which the adopter is notified of having been matched with the child.

You are entitled to vary the length of leave requested and/or the start date of that leave. Should you wish to do so, you should discuss the matter with management.

An employee taking adoption leave will be asked to sign a declaration that the purpose of absence from work was to take adoption leave and that the employee satisfies the conditions of entitlement to such leave.

Entitlement to Statutory Adoption Pay during adoption leave will be in accordance with the Regulations at the time in force.

4.13 Shared Parental Leave and Pay

On 1 December 2014 a new statutory system of shared parental leave and pay came into force. The Regulations introduced a new entitlement for employees who are mothers,

fathers, adopters, or prospective adopters, or the partners of mothers or adopters, or prospective adopters, to take shared parental leave and shared parental pay in the first year of their child's life or in the first year after the child's placement for adoption. The scheme applies to children born on or after 5 April 2015 and to children placed for adoption on or after that date.

The Regulations confer the right to take shared parental leave and pay in the case of a mother who is entitled to statutory maternity leave, statutory maternity pay, or maternity allowance. Employees who adopt will have similar rights to shared parental leave and pay. In both cases the balance of the leave or pay period can be taken as shared parental leave upon the original recipient curtailing that leave and pay providing that the other conditions for entitlement are satisfied.

Certain conditions apply to the person claiming the entitlement to shared parental leave and pay and others apply to the person with whom the claimant will be caring for the child. The claimant must satisfy substantive requirements, such as continuous employment and earnings, as well as procedural requirements, such as giving appropriate notices to the claimant's employer.

The rules relating to these entitlements are complicated and it is beyond the scope of this Handbook to detail them thoroughly.

Any employee who believes that they might be entitled to Shared Parental Leave and Shared Parental Pay should speak to a manager in the first instance for further information.

4.14 Compassionate Leave

In the event of the death of a close family member i.e. parent, grandparent, sibling, child or partner, the School will look sympathetically upon reasonable requests for compassionate leave which may be paid or unpaid at the discretion of management.

4.15 Time Off for Other Reasons

Circumstances may arise where employees need time off for medical/ dental appointments, where possible such appointments should be made outside normal working hours. Time off required for these purposes will be granted at the discretion of management, and on production of the relevant medical proof of appointment.

5. FLEXIBLE WORKING

5.1 Eligibility

An employee who has 26 weeks' continuous service with the School may make an application to have his/her contract of employment varied in relation to the hours of work, the times of work, or the place of work under that contract.

Applications

Any application to vary the contract of employment must

- be in writing
- state whether a previous application has been made by you to us and, if so, when; and
- be dated

Procedure

Stage 1

Upon receipt of an application in the proper form we shall either hold a meeting to discuss the request or agree to the variation. If we decide to hold a meeting, we will hold the meeting as soon as possible and the decision of the meeting will be communicated to you as soon as practicable.

Stage 2

You may appeal our decision. The appeal must be lodged in writing within 14 days of decision and must set out the grounds for appeal.

We shall hold the appeal hearing within 14 days of the date on which the appeal is lodged. We shall communicate our decision to you within 14 days of the appeal hearing. You have the right to have a companion present at any of the meetings to discuss the application.

6. SICKNESS & ABSENCE

6.1 Communication of Absence

1. Employees must attend work punctually at the specified time. Employees are required strictly to comply with any time recording procedures relating to their area of work.
2. If an employee cannot attend work they must contact the Headmaster as soon as possible and certainly by no later than 7:30am. The reason for absence must be given and if possible the expected date of return. If during sickness absence the employee will not be at their usual address, the School should be informed of this.
3. The School needs to know about the absence of an employee so that prompt attention can be given to temporary re-organisation of their duties. Therefore, management must be informed of any jobs that would have required completing on the days of absence to progress a project.
4. There is no payment for unauthorised absence. If an employee is absent without good cause, they may be liable to disciplinary action. The School should also be advised the day before the return of the employee. If it is intended that the employee shall return to work on a Monday, then the School should be informed on Friday that this is the case. Failure to follow these procedures will render the employee liable to disciplinary action.
5. All other absences from work, including leaving before normal finishing time, will be treated as unauthorised and will render an employee liable to disciplinary action, unless express permission for the absence has been granted.

6.2 Evidence of Incapacity for Work

In the case of illness of no more than 7 days, all employees must complete a Self-Certification Absence form on the first day of their return to work.

If sickness absence continues for more than 7 days (five working days), the employees should see their doctor and make sure he/she issues a new style Statement of Fitness for Work Med 3, sometimes commonly referred to as a 'Fit Note'. This should be forwarded without delay to the School. Further information is required for each period of absence.

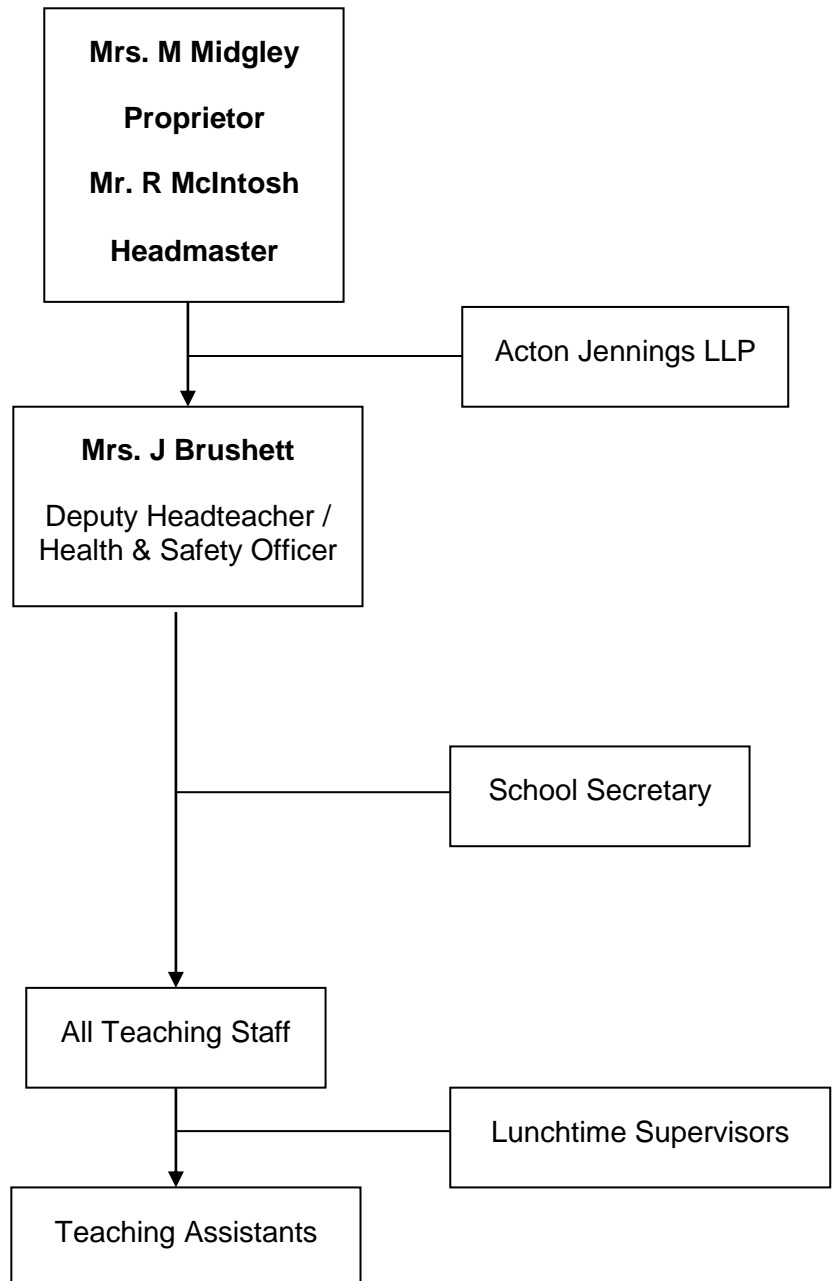
Although it is understandable if an employee is ill and needs time off, continued and repeated absence through sickness may not be acceptable. Therefore, although submission of a Statement of Fitness for Work gives for reason for absence, if your doctor certifies you are unfit to work, we may decide that repeated absence for these or other reasons is not acceptable. In deciding whether the absence is acceptable or not, the School will take into account the reasons and extent of the absence. The School cannot operate with an unacceptable absence level as all absences, for whatever reason, reduce the efficiency of the business.

6.3 Sickness and Injury Payments and Conditions

1. Employees are entitled to Statutory Sick Pay (SSP) during authorised absence as a result of sickness, provided they meet the criteria laid down by the Government SSP Regulations.
2. The School requires that the Regulations are properly followed and the requisite forms in relation to absence must be fully completed. Failure to adhere to such conditions may mean that entitlement will be invalidated.
3. If the School considers it necessary, arrangements will be made for a medical examination to be undertaken. It is a condition of employment that employees comply with this request.
4. The School will take disciplinary action against any employee who takes sickness leave which is not genuine.

7. MANAGEMENT AND ORGANISATION

7.1 Chain of Command for Health and Safety Management



7.2 Responsibilities of the School's Management and Employees

Overall and final responsibility for health & safety in the School is that of Mr. Richard McIntosh, Headmistress. However, in practice, the performance of strategic duties has to be jointly held and / or suitably delegated. Therefore, day-to-day responsibility for ensuring that this Health & Safety Policy / safe working practices / safe systems of work, will be implemented in the premises, is held by Mrs. J Brushett.

The Company, i.e. the School is responsible for the consideration of health, safety and welfare issues in relation to the following workplaces / areas of activity:

The operation of an independent school for boys and girls aged 2 to 11 years.

All employees of Netherleigh and Rossefield School have a legal responsibility to co-operate with the School's management to achieve a safe workplace without risks to health.

The indicated person(s) / organisations hold specific duties in relation to the following matters:

Health & safety training:

Mr. Richard McIntosh

The person involved with the carrying out of health & safety examinations and inspections is Mrs. J Brushett and also:

- H. M. Inspector of Factories from the Health & Safety Executive (HSE)
- the Local Fire Officer
- the Employers' Liability Insurance Engineer Surveyor
- Advisors from the Employment Medical Advisory Service (part of the HSE)
- Appointed contractors, and also
- Acton Jennings LLP as the external 'Competent Person', acting in an advisory capacity.

The employee involved with investigating any accidents to employees and pupils is Mr. Richard McIntosh.

Those involved with the on-going maintenance of plant and work equipment are approved external contractors.

There might be other employees involved with the basic maintenance of plant and equipment that they are familiar with and use on a regular basis.

The teacher who takes care of technical information relating to machinery and work equipment is Mr. Richard McIntosh

The person responsible for the safe keeping of health, safety and fire safety documentation is Mr. Richard McIntosh

All employees and assistants must also take reasonable care of themselves and others who might be affected by their activities.

Whenever an employee observes a health and safety problem, or other defect which they are unable / not authorised to correct, then they must immediately inform Mr. Richard McIntosh or Mrs. J Brushett.

See also: 'Duties of Employees', 'Unsatisfactory Health & Safety Conduct and Gross Misconduct', 'Health & Safety Rules'

7.3 Duties of Employees

All employees have responsibilities and duties under health and safety laws.

Section 7 of the Health and Safety at Work etc. Act 1974 states:

'It shall be the duty of every employee while at work-

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with'.*

Section 8 states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any the relevant statutory provisions'.

Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:

'Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him'

Regulation 14 (2) states:

'Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees –

- (a) of any work situation which a person with ... training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
- (b) of any matter which a person with ... training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety'*

7.4 Unsatisfactory Health & Safety Conduct and Gross Misconduct

Failure to comply with health & safety duties, legal requirements, and safe systems of work and work rules, on the part of any employee, and an attitude of non co-operation with their employer, can lead to disciplinary action. Health and safety breaches, which endanger the life of any person, or which create a risk of major injury will be classified as gross misconduct making the employee liable to dismissal.

Gross Misconduct

Note. An employee will be liable to summary dismissal if he/she is found to have acted in one of the following ways:

- unauthorised removal, misuse of, or interference with any guard or protective / protection device;
- unauthorised operation of any item of plant or work equipment;
- unauthorised entry into confined spaces;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any warning notice or signage provided by the employer in the interest of health and safety at work;
- misuse of chemicals, inflammables or toxic substances;
- misuse of any item of equipment, fittings, fixtures, components, or plant;
- the use of any type of mobile plant or mobile elevated working platform, without training and authorisation.

This list is not exhaustive

7.5 Site Working and Visits to Other Premises / Site Locations

As part of their work activities on behalf of Netherleigh and Rossefield School, Teachers and Assistants may have to visit other premises / site locations. Normally, this can involve school trips / educational outings to theatres, museums etc. Clearly, there are certain health & safety implications relating to our employees and pupils on workplace premises / site locations controlled by other parties.

Employees on Sites: The Management of Health and Safety at Work Regulations 1999. The Conduct of Teachers Employed by Netherleigh and Rossefield School on Premises / Site locations Controlled by Other Parties

Note. All employees of Netherleigh and Rossefield School are expected to comply with the following, i.e. to:

- follow all health & safety / site rules (including fire safety arrangements) laid down by the Occupier of the premises;
- follow all laid down safe systems of work and safe methods of working;
- use potentially hazardous substances in accordance with health & safety data sheets and the recognised control measures;
- use suitable work equipment for the tasks in hand that have no obvious fault or other defect;
- report any defective work equipment provided by the host employer and not to use any item of defective equipment;
- take extra care and adequate precautions when access is required in the vicinity of moving machinery;
- be careful and vigilant when within a working environment and when in relatively close proximity to machinery and work equipment;

- act upon all reasonable instructions issued and information provided by the host employer;
- provide the host employer with information / risk assessments concerning the health and safety implications of the work tasks being undertaken on site;
- co-operate with the host employer and his employees at all times when on the premises;
- behave in a responsible manner at all times;
- to report all accidents, dangerous occurrences, near misses on site, or any case of ill health.

8. GENERAL ARRANGEMENTS

8.1 Accidents, First-Aid Arrangements and Work-Related Ill Health

The Company recognise the importance of having suitable and sufficient first-aid arrangements within the workplace. First-aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

First-aid boxes. These boxes are kept in the entrance to the Ridge Building and Nursery.

All accidents and cases of work-related ill health must be recorded in the accident book. The accident book BI 510 / accident records are kept in the main office with Mr R McIntosh.

The reporting and recording of accidents on site covers staff, pupils and visitors – including those reportable under RIDDOR – see also below. There are 2 accident books; 1 for pupils and 1 for employees.

The first-aiders / appointed persons for these premises are:

- Nominated members of staff.

8.2 Reporting Procedures: Notification – RIDDOR 2013

The *'Responsible Person'* (under 'RIDDOR'), for reporting of 'specified injuries', fatalities, cases of incapacity, 'reportable work-related illness' and specific 'dangerous occurrences' is Mr R McIntosh.

8.3 Accident Investigation Procedure

Accidents need to be investigated and reported promptly, so that facts can be established before memories fade. Dealing with accidents should be given a high priority. Accident reports should be completed and returned within the day of the accident.

The following procedure will exist when an accident occurs at the School.

1. Following an accident, first aider to attend and carry out required treatment in accordance with their training.
2. The first aider is to complete the accident record.
3. The accident record is passed to the Headmaster who will determine the level of investigation and who will carry it out.
4. The relevant risk assessment will be retrieved and a post-accident risk assessment carried out.
5. The relevant investigator / manager will complete the remaining sections of the accident record and complete the company accident investigation report if appropriate.
6. For RIDDOR events the F2508 or F2508a will be raised, completed on line, saved as a PDF document and forwarded to the Health and Safety Executive.
7. The company liability insurers will be notified of all accidents.

8.4 Health Surveillance

As an employer, employees will be provided with such health surveillance, if this is assessed as being appropriate, to safeguard their health and safety whilst at work.

Current / Planned Arrangements

Health surveillance will be arranged where appropriate. There are no particular arrangements in place at this stage.

8.5 Asbestos-Containing Materials / Contact with Asbestos

The risks to health from exposure to asbestos are well documented. Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain.

As an employer, we have a clear duty to prevent the exposure of our employees to asbestos, or if this is not possible to reduce it to the lowest possible level.

There is a relatively new duty of which we are aware, i.e. the duty to manage asbestos in the workplace.

Employees Who Might Come into Contact with ACMs

Our employees are not involved with the removal of ACMs, and will not carry out work that might inadvertently expose them to this substance.

Note. Employees have been instructed that if asbestos is seen or suspected then they must immediately report the situation to their immediate manager.

An asbestos survey has been carried out and identified ACMs have largely been removed.

There is minor installations left in-situ including the outside garage roof. These materials are kept under periodic condition monitoring by management.

8.6 Consultation with Employees

Netherleigh and Rossefield School is aware of the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. The School shall implement all of the requirements in the most effective, sensible and practical manner, in relation to all employees and their places of work.

The Duty of an Employer to Consult

In accordance with the demands of this legislation, employees who are not represented by Safety Representatives shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- the introduction of measures which may substantially affect the health and safety of employees;
- arrangements for nominating / appointing competent persons;
- health and safety information to be provided;
- the planning and organisation of any health and safety training required to be provided, and
- the health and safety consequences concerning the introduction of new technologies into the workplace.

Persons to Be Consulted

This School shall consult with its employees by direct means.

It is, however, for the Company to determine the most effective and appropriate manner of consulting employees on health, safety and welfare matters.

The Provision of Information

The School is aware of its obligations to provide sufficient information to those employees who are consulted by direct means.

Health and Safety Concerns

Any employee can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with their immediate Manager and then Mr. Richard McIntosh.

8.7 Contractors and Visitors

Use of Contractors

When appointing contractors Netherleigh and Rossefield School will identify salient aspects of the work that the School wants the contractor to do, and jointly consider the health and safety implications of the job we want done.

Selection of contractors is fundamental and the School will ensure that all contractors appointed will be competent to do the job safely and without risks to health and safety. Where required we will require proof of Public Liability Insurances, as well as evidence of training / competence. Risk Assessments, Method Statements, or Health and Safety Plans will be required of contractors where necessary.

Contractors who demonstrate a good health and safety performance will be kept on our approved list; those that don't will be deleted.

Maintenance of the School Building and the Installations

Competent contractors are appointed by the School to carry out certain maintenance tasks; some are programmed and some are reactive. The main areas for maintenance are:

- Electrical safety
- Fire safety
- Gas safety
- Glaziers
- Plant and work equipment
- Security of the premises
- Water services and plumbing
- The installations, fixtures and fittings within the buildings and also within the external parts of the premises

Co-operation and co-ordination

Netherleigh and Rossefield School will make arrangements to ensure co-operation and coordination between all parties to ensure the health and safety of all the workplace and anyone else likely to be affected. This may take the form of meetings / briefings or a liaison person may be appointed by the School.

House Rules

The School shall attempt to ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. The School will make suitable arrangements for the effective management and monitoring of contractors depending on the scope of the work to be undertaken.

Rules for Visitors

- All visitors are required to report to the main entrance to the School on **Parsons Road** upon their arrival to the premises, and also to report to the School office.
- There are no current formal rules for visitors entering the Company premises but they will normally be escorted.
- However, visitors are expected to comply with the company's Health and Safety Policy and apply good working safety practices at all appropriate times.
- Visitors are supplied with a Visitors' Badge to wear about the School.

8.8 Control of Substances Hazardous to Health ('COSHH')

The Health and Safety at Work Act 1974 (HASWA) states that every employer shall make:

'... arrangements for ensuring, so far as is reasonable practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances ...'

The Control of Substances Hazardous to Health Regulations 2002 {'COSHH'} (as amended in 2004), amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos. Both the COSHH Regulations and the Management of Health and Safety at Work Regulations 1999 set out principles of control which demand a hierarchical approach, as follows:

- eliminate the hazard
- use physical or engineering controls which reduce the risk at the source and provide protection generally rather than individually
- control the person by job design, management or (as a 'last resort'), personal protective equipment.

Adequate control of exposure to a substance hazardous to health means:

- applying the eight principles of good practice set out in within the schedule to the Regulations;
- not exceeding the workplace exposure limit (WEL) for the substances (if there is one); and
- reducing exposure for substances that can cause cancer, heritable genetic damage, or asthma, to as low as is reasonable practicable.

No hazardous substance is to be used without an assessment being carried out. COSHH Materials Safety Data sheets have been obtained for all substances and assessments are carried out in relation to their use in work activities. These are made available to employees for their information and protection. All employees have been instructed to exercise all of the necessary control measures, to ensure that it is used without ill health effects.

All chemicals are safely stored in a designated cabinet well away from children.

The following collection of substances are used by the Company, being substances which can be classified as falling within the scope of current COSHH Regulations:

- cleaning agents
- micro-organisms

The School now engages a private Cleaning Contractor, who has responsibility for the safe application of cleaning agents via their trained employees.

8.9 Display Screen Equipment (DSE) Workstations

It is the policy of Netherleigh and Rossefield School to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with display screen equipment (DSE) workstations.

The Company will fulfill its obligations to user employees by:

- Carrying out the assessments of workstations, using a self-assessment approach, supported by management and also Acton Jennings LLP as required;
- the provision of suitable work equipment;
- the provision of information and training for our 'users';
- the provision of 'eye and eyesight testing' for those users, and by the provision of spectacles where
- these are required solely and specifically for DSE work; and by
- making arrangements for regular breaks for employees working with DSE, as determined with the user/s.

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

Netherleigh and Rossefield School does have 'users' of Display Screen Equipment (DSE) workstations.

Arrangements are in place for workers to have breaks / changes of activity and for eye tests / the provision of special spectacles.

We are also aware of our duty of care to school pupils who are taught computer skills.

Arrangements are also in hand for suitable and sufficient DSE risk assessments to be conducted and reviewed accordingly.

DSE: Review of Assessment

The DSE assessment or relevant parts of it should be reviewed in the light of changes to the display screen worker population, or changes in individual capability and where there has been some significant change to the workstation, such as:

- a major change to the software used
- a major change to the hardware (screen, keyboard, input devices etc)
- a major change in workstation furniture
- a substantial increase in the amount of time required to be spent using DSE
- a substantial change in other task requirements (e.g. more speed or accuracy)
- the workstation is relocated
- the lighting is significantly modified.

Assessments would also need to be reviewed if research findings indicated a significant new risk, or showed that a recognised hazard should be re-evaluated.

Additionally, arrangements are in place for DSE 'users' to be provided with eye and eyesight tests and examinations and the provision of special spectacles if required.

8.10 Electrical Equipment / Systems: Checks, Inspections, Repairs and Testing Hazards

The three main hazards are contact with live parts, fire and explosion.

We shall therefore assess the risks from the use of electricity in our work activities, and use suitable precautions to ensure control those risks.

Maintenance

We appreciate that all electrical equipment, wiring installations, generators or battery sets, and everything connected to them, must be maintained to prevent danger. This means that we need to carry out checks, inspections, repairs and testing as necessary.

Any persons carrying out electrical work on behalf of this School will be competent to it safely. Should we use the services of an outside contractor, we will ensure that they belong to an accredited body, such as the National Inspection Council for Electrical Installation Contracting (NICEIC)

Arrangements are in place for the on-going visual inspections of electrical equipment and electrical testing will be put in place by the Headmaster – Mr Richard McIntosh, who has appointed a competent contractor, i.e. MHE Electrics (Mick Habbergam of Halifax.)

In this way, the School believe it will be fulfilling its legal obligation to 'maintain' electrical equipment / systems as required by law.

Inspections of Plugs, Cables, Leads and Portable Electrical Appliances

This is a defined responsibility of all employees.

However, all employees are required to be vigilant with regard to portable electrical equipment and report any defects observed. The objective of this exercise is to look for any loose connections and related faults.

Note. Any defects / faults or electrical uncertainties, must be brought to the immediate attention of: Mr. Richard McIntosh without delay. All repairs shall be attended to by a competent person.

Any electrical defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

8.11 Fire Policy and Workplace Safety

Netherleigh and Rossefield School will strive to achieve a fire safe working environment for the protection of employees, visitors, and any other persons who may be affected, through the implementation of the relevant fire Regulations, i.e. the Regulatory Reform (Fire Safety) Order 2005, which came into force on 01 October 2006. School management have the ultimate responsibilities for fire safety planning / assessments and for fire precautions in the event of a fire emergency. This applies to all of the Company premises.

The School shall aim to:

- identify through proper assessment the risk to persons from fire and also dangerous substances;
- evaluate the level of risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;
- record any significant findings and inform employees and all other relevant persons of any risks identified;
- strive to ensure a safe place of work with effective and maintained means of escape in the event of a fire;
- inform, instruct and train relevant people as to the actions they must take in the event of a fire occurring.

Periodically, the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate in the prevailing circumstances.

Employees

Employees are required under Article 23 of the Order to take reasonable care of their own, and the safety of other persons, who may be affected by their actions. Employees are required to co-operate with their employer, or other manager appointed, in order for the Company to fulfil its legal duties under this legislation.

The School believes in the achievement of a fire safe workplace through the co-operations of the management and employees, and encourages the active involvement of its workforce to achieve a safe workplace.

School management at the respective premises, have the ultimate responsibilities for fire safety planning / risk assessments, and for fire precautions in the event of a fire emergency. This applies to all of the School premises.

Responsibilities

Mr. Richard McIntosh has overall responsibility for fire safety standards and safe arrangements within the School premises.

The fire assembly point has been established as being in the playground area.

Working areas must be kept tidy and all escape routes / fire exits un-obstructed. This matter will be the responsibility of all employees.

A competent person examines fire-fighting equipment on an annual basis. The Company attending to this matter is Chubb Fire.

A fire alarm system is in operation which has smoke / heat sensors and can also be automatically activated. The alarm emits a siren warning sound when activated.

All fire documentation is kept with Mr. Richard McIntosh.
Fire risk assessments shall be carried out and implemented by Chubb Fire in conjunction with the School's management.

All fire related documentation is kept with Mr. Richard McIntosh

Note. Fire hazards must be reported without any delay. In the first instance, employees should report to Mr. Richard McIntosh or Mrs. Brushett if Mr McIntosh is not available at the time.

Fire Wardens for the School have been nominated and these persons are:

- Mrs J Brushett – in The Ridge Building
- Mr R McIntosh – in the Main School Building

8.12 Health and Safety Law: What Employees Should Know

This part of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Health, safety and welfare at work are protected by law. As an employer, this Company has a duty to protect employees and to keep them informed about health and safety in the workplace/s. We have a clear duty under the law to ensure, so far as reasonably practicable, the health, safety and welfare at work of employees. We are also clear about our obligations to provide employees with all relevant information concerning these important matters. Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their immediate supervisor in the first instance.

In General, These Duties Include-

- making the workplace safe and without risks to health.
- ensuring that plant and machinery are safe and those safe systems of work are set and followed.
- ensuring that articles and substances are moved, stored and used safely.
- providing adequate welfare facilities.
- providing sufficient information, instruction, training and supervision necessary for health and safety.

In Particular, As an Employer, The Company Must Also-

- assess the risks to their employee's health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- if there are 5 or more employees, record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- if there are 5 or more employees, draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees;
- appoint someone competent to assist with health and safety responsibilities, and consult employees, or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;
- provide adequate first- aid facilities;
- make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;

- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substance hazardous to health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- ensure that the appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority;
- consult employees about matters affecting their health and safety.

As an Employer the Company Has Duties To-

- take precautions against fire.
- provide adequate means of escape and
- suitable means for fighting fire.

All Employees Have Legal Duties. These Include-

Taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;

- co-operating with their employer on health and safety;
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for their health, safety or welfare.

If an employee thinks there is a health and safety problem in their workplace, they should first discuss it with Mrs J Brushett in her capacity as the Health and Safety Officer.

If a problem appears to persist and there is a risk of injury and an employee still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact the approved contractor without delay.

The 'Health and Safety Law What You Should Know' poster is displayed in the staff room.

Health and safety advice is available from:

- H M Inspector of Factories (Leeds)
- the local authority Environmental Health Officer
- Advisors from the Employment Medical Advisory Service
- the local Fire Officer
- the Employers' Liability Insurance Surveyor; and
- Acton Jennings LLP as the external competent person.

The effective supervision of young workers / trainees will be arranged / undertaken / monitored by a nominated member of staff - (there are no young workers at this time).

8.13 Health and Safety Risks Arising from Work Activities

Risk Assessments

The Company is aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings following workplaces inspections / assessments will be recorded. The information based on those findings will be made available to employees. Assessments will be reviewed over time as appropriate.

We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others, thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

Any employee, who discovers a hazardous / defective condition relating to their workplace / a work activity, should report to Mrs Brushett or Mr McIntosh, so that the appropriate action can be taken.

Information and Training

Where necessary, employees at any level will be provided with:

- specific and / or general health and safety training
- training in the risk assessment procedure; and
- training in any new work activity controls.

Inspections of Workplaces, the Identification of Hazards and The Control of Workplace Risks, including slips and trips

The objectives of our workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks. This exercise covers the internal working environment and also the external parts of the School. With regard to the latter, we are aware of the need to ensure that the flag stones and stone steps are in good order to minimise the risk of slips, trips and falls of persons. We also add grit to icy surfaces in winter (R McIntosh).

Mrs. J. Brushett, assisted by classroom teachers the will undertake risk assessments.

The findings of the risk assessments will be reported to Mr. Richard McIntosh

Action required to remove / control risks will be approved by the external contractor.

The person responsible for ensuring that the required action is implemented will be Mr. Richard McIntosh

Assessments will be reviewed every year, or when the work activity changes in a significant manner, whichever is the soonest.

Note. Risk Assessments. The risk assessments referred to above detail the workplace precautions / control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, all employees must ensure that the required control measures are in place and that safe systems of work are followed at all times.

8.14 Health and Safety Training Policy

It is the School policy to provide training to employees, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees, pupils, and any others who may be affected by work activities. The Company will continuously assess the health and safety training needs of employees and record the training provided.

Section 2 of the Health and Safety at Work etc. Act 1974, imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

Induction Training

Induction training will be provided for all new employees by Mr. Richard McIntosh.

Job Specific Training

Job specific training will be provided by Mr. Richard McIntosh as and when required.

General Health and Safety

The Schools senior management team shall ensure that there is suitable training of staff in health and safety in the workplace including risk assessment.

8.15 Manual Handling

Duties of an Employer

Netherleigh and Rossefield School is aware of the duties an employer has by virtue of the Manual Handling Operations Regulations 1992.

The key duties placed upon the School as an employer are to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- reduce the risk of injury from hazardous manual handling, as far as reasonable practicable.

Duties of Our Employees

We are aware that our employees have duties too. Essentially these are to:

- follow the appropriate systems of work laid down for their safety;
- make proper use of the equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to ensure that their activities do not put others at risk of injury.

Avoiding Manual Handling

- Checks will be made to determine if manual handling needs to be carried out at all.
- Where physical handling cannot be avoided we shall ensure that safe systems of working are used, e.g. use of team lifting. Loads that are too heavy or unwieldy will be handed over to the services of a commercial contractor.

Making The Assessment

- The assessment is the employer's responsibility.
- Selected employees can help to carry out these assessments.

Reducing The Risk of Injury

It is our aim to reduce the risk of injury, i.e. to the lowest level 'reasonably practicable'. This means, therefore, reducing the risk until the cost of any further precautions – in time, trouble or costs – would be far too great in proportion to the benefits.

Training Requirements

We recognise the importance of training in relation to manual handling operations at work.

Training will need to cover:

- how to recognise harmful manual handling;
- appropriate systems of work;
- good handling technique (see below)

Good Handling Technique

Listed below are some important points that persons involved with manual handling should be aware of:

- to stop and think to plan the lift;
- the correct position of the feet;
- to adopt a good posture;
- getting a firm grip;
- keeping close to the load;
- to lift the load smoothly;
- moving the feet so as not to twist the trunk;
- putting down the load and then adjusting its position.

8.16 Monitoring Health and Safety

To be confident that Netherleigh and Rossefield School safe working practices are being followed and to check the working conditions within the Company premises, we will undertake an analysis of relevant matters listed in the Health & Safety Policy.

The persons responsible for carrying out health & safety monitoring are:

- Mr. Richard McIntosh
- Acton Jennings LLP acting in an advisory capacity on

Monitoring reports will be submitted to Mr. Richard McIntosh.

8.17 Occupational Health: Work – Related Stress

Section 2 of the Health and Safety at Work Act 1974, requires employers to ensure the health and safety of employees at work, so far as is reasonably practicable. 'Health' includes mental as well as physical health, but in some cases the two can be closely connected.

There are two health and safety problems to be dealt with: first, the ill health of staff who suffers from stress owing to pressure of work; and, secondly, the reduced ability of these persons to work safely and reliably because of that stress.

Causes

Common Causes from Private Life Include:

- bereavement
- divorce
- moving house.

Causes of stress at work include:

- too much work
- too little work
- insufficient control over the work
- boring repetitive work
- uncertainty of job security
- poorly designed workplaces.

The threat, or actual occurrence of abuse (whether physical violence, aggression or verbal abuse) is another common cause of stress.

Symptoms

There are recognisable symptoms associated with stress. It is important for these to be detected by managers.

The symptoms include:

- poor time keeping
- frequent sickness absence
- behavioural changes, including tendencies towards aggression, irritability and withdrawal
- reduction in concentration and ability to make decisions
- increased lethargy
- changes in appearance and habits
- increased dependency on caffeine, cigarettes, alcohol, drugs etc.;
- spontaneous crying
- disturbed sleep.

Generally, these will develop over a period of time so it is important them to be recognised and dealt with quickly and effectively.

It is also possible for groups of employees to develop symptoms of stress; these are usually associated with particular problems in the workplace, or with work practices. Increased sickness absence can be an indicator of this, as well as a reduction in the standard and/or volume of work done.

Support for employees suffering from stress can include counselling as well as training for staff to recognise and control stress within their own limits. Equally important is for management to be able to identify and remedy the causes of stress in their workplace. This may require some additional training.

Stress is still a condition that people are reluctant to admit to, so that the job of identifying and controlling it has to be done by the employer.

8.18 Violence and Aggression at Work

As a responsible employer, the School recognises its legal duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

The Health and Safety Executive (HSE) has defined work related violence as:

‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’.

Netherleigh & Rossefield School intends to establish a working environment in which all adults and young people can feel safe and secure. This clearly means not being subjected to any form of threat, verbal or physical abuse.

Procedural Arrangements

Following an incident of violence, the Headmaster is responsible for deciding whether there is a requirement to report the incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All incidents are fully recorded by staff and reviewed by the Headmaster.

General and specific risk assessments are undertaken and reviewed regularly within staff meetings and supervision.

All employees have a responsibility to report any concerns they may have relating to possible violence and aggression to their manager, so that preventive action can be taken where possible.

8.19 Safe Plant and Work Equipment

When intending to purchase new or second-hand plant and work equipment, we will ensure that it meets health and safety standards prior to buying it.

The following person/s within this School responsible for identifying all work equipment / plant that requires maintenance is that of Mr. Richard McIntosh, assisted by Mrs. Brushett.

The following person/s within this Company responsible for checking that new plant and work equipment meets current health & safety standards prior to purchase is that of Mr. Richard McIntosh, assisted by Mrs. Brushett

Any problems / defects found in relation to plant and work equipment should be reported to Mr. Richard McIntosh / Mrs. Brushett

Vehicles Policy - Driving Company Vehicles

- Employees must not drive any vehicle unless he / she have the relevant licence for that vehicle.
- Driving offences must be immediately reported to the Headmaster.
- A visual check must be made daily prior to use.
- Under no circumstances should the vehicle be left unlocked when unattended.
- Speed limitations must be adhered to.
- Due care and attention must be taken at all times to prevent damage to the vehicle, employees and the public.

- Seatbelts must be worn when the vehicle is in motion.
- Oil and water levels are to be checked regularly
- A copy of driver's licenses is kept on personnel files. It is the driver's responsibility to inform management of any changes to their license details.
- Drivers must not use their mobile 'phone whilst in transit unless the vehicle is equipped with hands-free technology.
- When the vehicle is left unattended care must be taken to ensure no valuables are left on view.
- The Company will ensure that all vehicles have current tax and 'MOT' certificates and are regularly serviced.
- Any defects must be reported immediately.

On-Site Vehicle Movements

The presence of vehicles with the curtilage of the School premises is restricted to the odd visiting contractor (ad hoc), and also to the routine delivery of hot food to the School on a daily basis. We are extremely vigilant to ensure that there are no persons in the vicinity of locations where vehicles might be present.

8.20 Health and Safety Rules: All Employees

Accidents and Occupational Health

All employees must:

- Notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.
- Report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.
- Seek medical treatment from the trained first aider/s, for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510.
- Report to their supervisor any medical condition which could affect their well being as well as the health of other persons.
- Co-operate with their employer to enable implementation of occupational health and medical programmes.

Controls for Hazardous Substances

Note. Technical information concerning the health risks and controls for potentially hazardous substances employees may have to use, will be made available for all employees.

Electrical Safety

All employees must:

- Keep electrical equipment, plugs and leads in a good state of repair.
- Report all faults without delay to their immediate supervisor.
- Not attempt to carry out any repairs on electrical equipment unless qualified to do so.

Fire Precautions and Emergency Situations

All employees must:

- Store highly flammable and flammable liquids in the correct manner.
- Not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment.
- Obey Company and site rules on smoking restrictions at work.
- Report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- Follow the laid down emergency procedures including fire safety arrangements.
- Stop work and any running machinery and proceed to a place of safety in the event of being exposed to serious and imminent danger.
- Never leave stock or other equipment about the premises in any way which might cause a hazard.
- Make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- In the event of a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building.

Lifting Equipment

All employees must:

- Ensure that you are authorised and competent to use the lifting equipment safely.
- Always make sure that lifting accessories are in a safe condition and properly stored when not in use.
- Always ensure that lifting operations are planned before attempting them and ensure that the area is clear of personnel and obstructions.
- Always leave lifting equipment in a safe condition and properly parked to avoid injury risks.

Manual Handling

All employees must:

- Always adopt and carry out the best possible means of lifting.
- Receive assistance if they have doubt as to whether they are able to move the article or substance safely.
- Take extra care when moving objects up and down stairs or through doorways.
- Make sure they have clear vision when carrying bulky / large objects.
- Use mechanical lifting aids and devices provided.
- Report any defective handling equipment, and ensure equipment is not used until repaired.
- Wear protective clothing when carrying dangerous substances.
- Never sit or climb on any mobile equipment.

Personal Protective Equipment (PPE) and Clothing

Employees must:

- Use all PPE provided in the correct manner, including respiratory protection, safety harnesses and rescue equipment.
- Store and maintain the PPE provided in accordance with training and instructions.
- Report any defects, damage, loss etc. to the PPE provided.
- Always wear safety footwear at work and eye protection when required.

Signs and Notices

Employees must

Observe and act upon any signs or notices displayed within the working environment.

Employees will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. *'No Entry'*
- Mandatory signs, e.g. *'Wear Eye Protection'*
- Warning and hazard signs, e.g. *'Danger- Work in Progress'*
- Safe condition signs, e.g. *'Fire Exit'*
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The HSE placard *'Health and Safety Law - What you should know'*.

Systems of Safe Working

Employees must:

- Report to their immediate supervisor any defect, fault, damage or malfunction associated with the work equipment provided, and submit a formal defect report sheet where appropriate.
- Make proper use of any guarding arrangement designed to protect a danger zone.
- Observe all laid down systems for safe working or other safe operating procedures.
- Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.
- Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.
- Keep long hair tied back when using machinery.
- Ensure that loose clothing is kept fastened and away from machinery.

Employees must not:

- Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.
- Clean any item of work equipment which is in motion, which could give rise to danger.
- Leave work equipment unattended whilst in motion.
- When less than 18 years of age (a 'young person' for the purpose of health and safety law), shall not operate any dangerous work equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk.
- Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Note. Technical information concerning the machinery you might have to use is kept with Mr. Richard McIntosh

Transport

Employees must not:

- Drive or operate vehicles whilst unfit or unwell.
- Convey waste materials without proper 'Duty of Care' notification.
- Overload vehicles.
- Use vehicles for any unauthorised purposes.
- Drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.
- Operate moving mechanical plant, unless properly trained and authorised to do so.

Employees must:

- Carry out daily checks on their vehicles prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals.
- Use reversing hazard warning horns where fitted.
- Be aware of, understand and always follow the current requirements of the Highway Code.

Stock

Employees must:

- Stack goods evenly with heavier items at the bottom and lighter goods on top.
- Use proper ladder access to reach higher storage levels in safety.

Working Practices

Access

- Clear access ways must be maintained at all times.
- No designed fire exit door or fire pathway is to be blocked or otherwise obstructed.

Storage

- Stock should not be stacked in such a manner that it will necessitate persons to over - stretch.

Waste Disposal

- Waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard.
- Bins should not be over - filled.
- Bins should be emptied into the skip provided.
- Any waste which is defined as controlled waste must be placed in the appropriate container for disposal by waste carriers.
- Waste materials e.g. paper /rag wipes, contaminated with flammable liquid or similar solution must be deposited immediately after use within the designated fire resistant waste bin which, in turn, must be effectively lidded or otherwise suitably enclosed.

Work Environment

Employees must:

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and water courses.
- Maintain high standards of housekeeping throughout the school premises.
- Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.
- Clean up any spillages without delay, following the correct procedure.
- Keep their working environment, associated stairways, landings and passageways, clear of obstructions and in a clean and tidy condition.
- Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.

Notify their immediate supervisor of any hazardous situation, without delay.