

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

Health and Safety Policy with arrangements

1 THE STATEMENT

1.1 General Requirements

The Governors of Broadwas CE Primary School recognise their responsibility under the Health and Safety at Work etc. Act 1974 (HSW Act), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/Ratified by:	Signature	Date
Chair of Governors		29.01.2020
Health and Safety Governor	Mark SMITH (Until Appointment Made) 	29.01.2020
Headteacher	Karen SMITH 	29.01.2020

Next review date: Summer term 2021

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

1.4 The Role of the Local Authority

The Governors recognize the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognize that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognize the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999 as amended 2006,
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- the Manual Handling Operations Regulations 1992 as amended,

- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002.

1.7 Acknowledging Responsibility

A copy of this Statement (not the whole policy) will be posted in the staff room.

A copy of this statement will be included in the Staff Handbook. The whole policy is available in the school office. Staff will be required to sign to say that they have read the policy. This includes part-time staff and volunteers and Governors.

2 THE ORGANISATION

2.1 The Governing Body:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Broadwas CE Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

The Governing Body, through the Headteacher, is also responsible for:

- d) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- e) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- f) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- g) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- h) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- i) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- j) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- k) the adoption of safe working practices by staff and pupils, and by contractors on site.
- l) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

All records in this regard are held by the School Secretary.

2.2 The School Safety Officer (Headteacher) is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002. The Headteacher is responsible for risk assessments in relation to all school activities, including those that take place away from the school premises.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out a six-monthly safety audit.

- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action. **(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)**
- j) Emergency procedures, including evacuation in case of fire or bomb threats.

A full fire drill, including an evacuation exercise is carried out at least once during a school term.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.3 Other School Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) ensuring that where conditions apply, all pupils or other people under their control receive instruction and are provided with appropriate training to enable them to operate in a safe and efficient manner.
- c) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person. (Reports should be verbal, or in the form of a brief note, to the Headteacher and recorded in the school improvements book located in the school entrance area. This is administered by the School Secretary).
- d) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.
- b) bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a faculty / departmental / subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances). Actions in relation to COSHH are administered by the School Secretary, who is also responsible for the register.

The First Aider / Appointed Person is responsible for:

Maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

First Aid boxes are restocked following any usage and with the School Secretary being the person having responsibility.

2.5 The Sites and Buildings Manager is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
 - b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
 - c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
 - d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
 - e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
 - f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
 - h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
 - i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
 - j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

2.7 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

THE ARRANGEMENTS

3.1 Arrangements List

- 3.1.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
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3.1.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The school premises are cleaned daily by a contractor who ensures that all areas are kept clean and free of rubbish. Care is taken to minimise risks of slips on wet floors by use of warning signs/cones.

Glass is disposed of in the recycling bins outside school. Other sharp objects are wrapped carefully and placed in the rubbish bin outside school.

Snow clearance is arranged when necessary and is carried out as part of a maintenance contract. In case of ice, grit is used on pathways to minimise risk of slipping. When the playground is icy, children take their break inside.

Leaves are cleared from pathways as part of a maintenance contract when necessary.

External waste bins are located on the school car park away from school buildings.

Hazardous waste such as fluorescent tubes and computers are disposed of at council waste and recycling facilities as part of a maintenance contract.

3.1.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Headteacher who will be responsible for recording the information via the WCC County Council accident/incident reporting system.

All minor accidents should be recorded in the schools own minor accident book. Where necessary, parents or other persons should be notified of the accident.

If the accident is serious, the Headteacher should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil until they reach the age of 21.

All records are kept in a locked cabinet, inside the lockable School Secretary office.

3.1.3 Contractors (Management of)

The Headteacher is responsible for the management of contractors on site and ensure that they are appropriately qualified.

Contractors are selected by the Full Governing Body. Where possible, estimates are sought from companies on the Property Services list of approved contractors. Otherwise recommendations are taken from other local schools and testimonials are sought.

Contractors are briefed on Health and Safety arrangements by the Headteacher and report to the Headteacher during the work.

The Headteacher is responsible for checking method statements and risk assessments prior to commencement of work.

Where possible, work is carried out outside of school terms. Where this is not possible care is taken to ensure the safety of pupils at all times. All staff are made aware that contractors are on site and pupils are kept away from areas where contractors are working.

3.1.4 Contractors (Management of Asbestos)

The Asbestos Register is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.

It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.

Only specific contractors from the Property Resources list are allowed to work with asbestos.

The School Secretary maintains the register.

3.1.5 Contractors and Visitors on Site

All visitors and contractors sign in the visitors' book on arrival and are issued with a Visitor's Badge which they wear whilst they are on school premises. Visitors sign out when leaving and return the badge to the school office.

Written information about Health and Safety is provided on the reverse of the visitor's badge.

3.1.6 Control of substances hazardous to health (COSHH)

Less hazardous alternative substances are purchased and used wherever possible. All COSHH products are stored in the locked cleaning store cupboard. The key to the cupboard is kept in the school office. All COSHH materials stored in school have a safety data sheet. These are all stored in COSHH files which are maintained by the Headteacher and kept in the school office and in the cleaning store cupboard. Risk assessments should be carried out for tasks using the most hazardous substances as per the WCC COSHH Policy. Products should remain in original containers where possible and substances should never be decanted into other empty product containers which could cause potential confusion and product misuse.

Items coming onto the school premises are checked by the School Secretary and if appropriate are entered onto the COSHH register.

3.1.7 Defect reporting procedures set

The arrangements for reporting defects on a day-to-day basis are out in this section.

Staff should report the defect to the School Administrator/Headteacher who keeps a record of the report, makes arrangements for it to be rectified and monitors that this is done.

A report is produced for governors at termly intervals. The report is discussed at governors' meeting where recent defects should be identified and outstanding works discussed.

3.1.8 Display screen equipment (DSE)

All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.

DSE Self assessments for all staff members - using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.

The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

All staff that use VDU equipment as part of their work (including work undertaken at thome) are aware that they should have a rest period from the device of 5 minutes in every 30 minutes. Staff should be also aware that they may be entitled as a VDU user to a free eye test.

Electricity at work

All hardwired equipment is checked every five years. Records of the check are kept on the school's electronic calendar. The Headteacher is responsible for ensuring that these checks are carried out.

Portable appliances (including the microwave oven) are tested annually by an external contractor. Testing includes equipment belonging to staff which is used in school.

Electronic copies of PAT registers are kept by the school administrator. Defective items are removed or arrangements are made for their repair.

Where it is necessary to use extension leads and cables, these will always be fully unwound prior to use.

3.1.9 Fire Precautions and Emergency Plans

A review of the full Fire Risk Assessment is undertaken annually by an competent person and whenever any significant changes take place to the building or environment.

The school has well-rehearsed procedures to use in the event of fire or other emergencies such as bomb alerts. Fire drills are held at least termly.

The assembly area(s) are chosen so that no harm can come to the people assembled (ie. well away from the building) and not where it is likely to impede or obstruct the emergency services.

Notices detailing the action to be taken in the event of fire and specifying the assembly area to be used are displayed prominently in each room or indoor area, as well as on general notice boards.

The Headteacher is responsible for inspection and maintenance of fire exits/escape routes and updating the Fire Evacuation Notices.

Fire equipment is visually checked monthly by the School Administrator and Headteacher monthly. All equipment is checked annually by a qualified contractor.

The School Administrator or Headteacher will call the emergency services and the evacuation will be coordinated by the Headteacher who will be responsible for taking registers and checking the building. In the absence of the Headteacher, the designated acting head would take responsibility.

Fire alarms are tested weekly and emergency lights are tested monthly by the School Administrator. Records are kept in the school office.

Six-monthly inspections of the fire alarms are undertaken by a qualified contractor.

Newly appointed staff will be provided with adequate Fire Safety Training as part of their school induction and refresher training will be provided if employees are exposed to new or increased risks

3.1.10 First Aid and Medication

Detailed information about first aid and medication are given in the school's First Aid Policy and Medicines Policy.

3.1.11 Health and Safety Advice

Health and Safety Advice is available from the Headteacher or School Administrator in the first instance. Advice can also be obtained from the Local Authority.

3.1.12 Information dissemination procedure

Information and instructions on health and safety matters are available to staff, pupils, governors and visitors as follows:

Employees - Health and Safety Information is included in the Staff Handbook and forms part of staff induction. New information is disseminated at weekly staff meetings where it is a standing item on the agenda and is minuted. Staff sign to state they have received, read and understood the Health and Safety Policy. The Health and Safety Policy is available in the School Office and in the Staff Room. The Headteacher is responsible for updating the Staff Handbook annually.

Pupils - Teachers make sure pupils are made aware of relevant Health and Safety information in lessons or in assemblies.

Visitors / contractors - Visitors and contractors are issued with a pass with a summary of Health and Safety information. Contractors are given the Asbestos Register to read and sign.

Governors - Governors are informed of Health and Safety information at every meeting of the Full Governing Body where it is a standing item on the agenda.

Trade unions - Where elected, trade union health and safety representatives will be informed of new health and safety information in regular meetings.

3.1.13 Lone working and Personal Safety

The school's Lone Working Policy provides advice and information for staff working alone in school.

3.1.14 Maintenance / Inspection of equipment

PE equipment and outdoor play equipment is inspected annually.

Smoke, fire and intruder alarms are inspected twice a year by a qualified contractor. Fire extinguishers are inspected annually. The boiler is serviced twice a year.

Electrical equipment (including the microwave oven) is also inspected – see section 3.10 above.

3.1.15 Manual handling

Staff are very rarely required to participate in manual handling operations – usually lifting.

Staff are made aware of Manual Handling guidelines and given training where necessary.

3.1.17 Monitoring Arrangements

The Governing Body recognizes the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

A termly Health and Safety inspection is carried out by the Governor with responsibility for Health and Safety with the Headteacher or School Administrator. Health and Safety is a standing item on the agenda of all Full Governing Body meetings

A periodic inspection is conducted by a representative of the Local Authority under the Service Level Agreement.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.1.18 Offsite and Educational Visits

Detailed guidance about Offsite Visits is available in the Local Authority's Educational Visits Coordinator CD on the school server.

The School's Educational Visits Coordinator is the Headteacher.

Where an Educational Visit involves an overnight stay or is over 50 miles from school, the visit is recorded and authorized on the Local Authority's EVOLVE system. Written risk assessments are carried out before each visit and are signed by the EVC.

Permission is sought from parents or carers for all visits.

The school has an insurance policy in place for school visits.

3.1.19 Outdoor Play Equipment

Outdoor play equipment is inspected annually by the Local Authority under the Health and Safety Service Level Agreement.

Records of inspections are kept in the school office.

Regular visual inspections are carried out by teachers and the Headteacher.

A written risk assessment has been carried out and an electronic copy is on the school server.

3.1.20 PE equipment

Indoor PE equipment is inspected annually by Sport Fix. Regular checks are made by staff before the equipment is used. The school has a PE policy which details further Health and Safety information specific to teaching this area of the curriculum.

3.1.21 Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided free of charge for any employee where it has been identified as required through risk assessment.

Where provided, the equipment will be regularly checked and properly maintained.

3.1.22 Pond

No children will enter the pond area without a member of staff. The gate should be kept bolted at all other times.

Where children do use the pond, staff will ensure good hygiene and supervise all children in washing their hands afterwards.

A risk assessment of use of the pond has been carried out and is kept on the school server.

The pond is maintained by the school's maintenance contractor on instructions from the Headteacher.

3.1.23 Risk Assessments

As required in Regulation 3 in The Management of Health and Safety at Work Regulations 1999, Risk assessments are undertaken for all activities which present significant foreseeable hazards.

The Headteacher ensures that risk assessments are undertaken where necessary and that they are brought to the attention of staff. Risk assessments are accessible on the school server. Such risk assessments are reviewed annually.

The Local Authority's guidelines for Arrangements for New and Expectant Mothers are followed.

Risk assessments should be signed and dated by the risk assessor as well as the responsible person.

A risk assessment is carried out for every educational visit.

3.1.24 Smoking

The site is a 'NO SMOKING SITE'. Signage is displayed on all main external doors used by the public/staff.

3.1.25 Sports pitches / playing fields

The grassed area of school is maintained under a grounds maintenance contract, as is the adjacent field (Berryfields) which is used occasionally for sport. Visual inspections are carried out by staff prior to using the area.

3.1.26 Staff Consultation / Trade Unions

The Governors of Broadwas CE Primary School recognise their responsibility under the Health and Safety at Work Act 1974 (HSW Act).

Health and Safety matters are discussed at each weekly staff meeting, where staff can raise concerns or make suggestions. Where elected, trades union health and safety representatives are invited to participate in these meetings and are consulted on all issues relating to health and safety at work.

The health and safety law poster is displayed in the staff room.

3.1.27 Stress and Staff Wellbeing

Issues relating to stress are covered in the schools 'Stress Management Policy'.

3.1.28 Swimming lessons (Public Pool)

Swimming lessons take place in the public swimming pool at Lower Wick in Worcester.

Children are supervised by a qualified swimming coach and two members of school staff.

Life saving and first aid is provided by staff at the swimming pool.

Normal operating and emergency operating procedures are in place.

3.1.29 Training and Development related to Health and Safety

The Headteacher is responsible for establishing minimum health and safety competencies for certain activities (e.g use of hazardous substances, manual handling) and for briefing new staff.

Training records are kept in the school office.

3.1.30 Vehicles on Site/car park arrangements

Staff, parents and visitors make use of a car park adjacent to school which is owned by the Parish Council. The school makes a contribution to the cost of its upkeep.

A risk assessment has been carried out and is on the school server.

3.1.31 Violence to Staff / School Security

All external gates are kept locked between 9am and 3.10pm. Visitors must come to the main entrance, sign in and wear a visitor's badge.

Staff must report any incidents of verbal or physical violence and a report is made annually to the Full Governing Body of any such incidents.

3.1.32 Water Hygiene

The school follows the Local Authority's guidelines on Water Hygiene.

The water hygiene log book is maintained by staff under the cleaning contract, who carry out water sampling, and this is kept in the school office.

Legionella testing is carried out weekly and a record of all tests kept in the School office.

3.1.33 Work experience pupils/Trainee Teacher Students

The Headteacher gives an induction to any work experience pupils in school. Such pupils are supervised by the teacher in whose classroom they are working.

3.1.34 Working at Height

Staff are instructed not to work at height in school, including the use of ladders.

Contractors in school are required to use their own steps and ladders.

This policy was reviewed and approved by the Governing Body on 29th January 2020.