Whittington C.E. Primary School

Health and Safety Policy

To love, to learn, to flourish - together

School Vision

Jesus said: “I chose you and appointed you to bear much fruit, fruit that will last.” John 15:16

We are inspired by Jesus to learn with joy and flourish in love, faith and wisdom. Together, we live and grow well, valuing and respecting our differences and sharing our God given gifts. We aspire to be courageous and responsible, caring for our world and one another today - for a better tomorrow.

Policy adopted: September 2026 Policy review: September 2027

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Statement of Intent

1.1 General Requirements

The Governors of Whittington C.E. Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), 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 cooperate 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.

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

- Raising Concerns – Staff can raise any health and safety issues with the Headteacher or Site Manager.
- Safety Representatives – Staff may appoint Safety Representatives through their trade union or professional association.
- Safety Committee – If requested, a Health & Safety Committee will be set up to meet termly and review safety matters.
- Governor Oversight – A named Governor has responsibility for Health & Safety, and it is reviewed at every governing body meeting.

Together, we ensure the school is a safe and supportive place to work and learn.

1.4 The Role of the Local Authority

The Governors recognise the Statement of General 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, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise 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 Co-ordinator 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 recognise the need to ensure that sufficient funds are reserved for 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 recognise 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; the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992; the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

2. The Orgainsation

2.1 Worcestershire County Council Directorate of Children's Services:

a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Whittington C.E. Primary School (under sections 2 and 3 of the Health and Safety at Work etc. 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 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 The Governing Body, through the headteacher, is responsible for:

a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.

b) 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.

c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.

d) advising the head of WCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.

e) 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.

f) 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.

g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

h) the adoption of safe working practices by staff and pupils, and by contractors on site.

i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 The 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 1999 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, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

e) ensuring that staff receive appropriate health and safety training.

f) carrying out the six-monthly safety audit required by the LA.

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 procedures laid down.

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.

j) emergency procedures, including evacuation in case of fire or bomb threats.

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 any 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 (in accordance with procedures laid down in the LA's Handbook of Safety Information).

2.4 Heads of Faculty / Department / 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 (especially 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).

h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other Teaching and Technician/Support Staff are responsible for:

a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.

b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through the Senior Management Team to the headteacher.

c) co-operating with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The School Business Manager, Cleaner in Charge and Maintenance Worker are responsible for:

a) ensuring that he/she is familiar with and complies with the school safety policy. He/She should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").

b) bringing to the attention of the headteacher 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 (e.g. 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.

g) ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.

h) informing the headteacher of the arrival (or expected arrival) of contractors for maintenance work.

i) informing contractors of any hazards that could affect their health and safety while working in the school.

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 The First Aider / Appointed Person is responsible for maintaining the First Aid box(es) 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. First Aiders and Appointed Persons are detailed in Appendix A.

2.8 Safety Representatives (Appointed by Staff / Trade Unions / Professional Associations) 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.

2.9 Catering Company (currently Red Hen Cookery) is responsible for:

a) ensuring that he/she is familiar with and complies with the school safety policy.

b) ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.

c) ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.

d) bringing to the attention of the headteacher any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. The Arrangements

3.1 Access and Egress

Security

a) all external doors should remain closed but unlocked at all times
b) all visitors must ring the buzzer at the gate and call at the office to announce their purpose on site and be issued with a visitor badge
c) if working in school, all visitors must have their DBS certificate checked, alongside photo ID. This must be recorded on the Single Central Record

Safety – Fire/Bomb

a) all internal fire doors must remain unlocked at all times
b) external fire doors should be locked for reasons of security but must be able to be unlocked quickly in case of an emergency

c) all doors must be free to open and close fully, without any blockage
d) all areas immediately before and after exits/entrances should be unobstructed
e) where applicable, safe routes should be indicated
f) in case of fire/bomb alerts, doors should be closed behind those leaving the building (as far as is practically possible)

Snow and Ice

a) the pedestrian front gate should be cleared and salted
b) a main route from main pedestrian gate to the school entrance should be cleared and salted
c) all steps should be salted and cleared of ice OR those areas should be signed as off limits
d) if, at any time, entrances or exits are unsafe, the area served by those doors must not be used until safety is restored

3.2 Accident Reporting

Persons other than pupils (in accordance to first aid policy)

- For a minor injury, speak to a First Aider (FAW) who will record this on Medical Tracker
- For a significant injury, the designated First Aider will fill in the online reporting forms within 24 hours of being notified of the incident
- For any major injury contact LA's Health & Safety Co-ordinator immediately

Pupils

1. Child is assessed by a first aider.
2. Injury is dealt with and assessed as not giving rise for concern (see above).
3. Accident record form on Medical Tracker, is completed.
4. Bumped head notification is sent to parents via Medical Tracker, with a phone call to the parent if necessary. The child is given a wrist band to wear.
5. First Aider ensures that the class teacher is aware of any injury.
6. Class teacher monitors child for the rest of the day, any concerns reported to first aider.
7. Head or facial injuries, serious cuts or bruising and unusual symptoms, e.g. raised heart rate or breathing, is reported as soon as possible, directly to parent / carer. The incident must be added to Medical Tracker and reported to My Cority if necessary.

All records relating to accidents must allow for the following data to be gathered: date, time, name, sex, age group, occupation of injured party (if applicable), nature of injury, location of accident or dangerous occurrence, description of circumstances. Investigation of any accident will be carried out by the School's First Aiders. Subsequent investigations which may be necessary will be carried out by the headteacher.

3.3 The Arts

Health and safety forms for the arts and D&T are kept electronically alongside the D&T policy. Staff fill in these forms for lessons where there is a hazard. These are saved alongside the D&T policy for reference.

3.4 Blood-borne Diseases

This school will comply with guidelines in the Handbook of Safety Information and Worcestershire County Council file 'Infection Control Guidelines for Schools'.

3.5 Building Repairs and Contractors

This school will comply with guidelines in the Handbook of Safety Information issued by the

LA.

3.6 Cleaning

Where any surface is being cleaned and there is chance of slipping or tripping over cable, warning signs must be put out until the area is dry or free from hazard.

Areas must be left in such a way that easy access to areas for cleaning is permitted and that all loose objects on floors will be put away before the end of the day (this does not include storage boxes).

The County Handbook of Safety Information relating to cleaning safety will be complied with and made available to staff.

3.7 Communications

There are two main routes for communicating concerns about potential or actual risks, faults or damage:

i notify the headteacher or school business manager of the fault or hazard
ii register the area/item of concern in the designated Hazard Book in school

In all cases, a note of the action taken should be made in the Hazard Book and kept in the school office.

3.8 Consultation (Staff / Trade Union Safety Representatives)

The headteacher will undertake, or support, appropriate consultations.

3.9 Design & Technology

At all times, children are expected to observe common safety rules when:

a) using tools, equipment, etc.
b) carrying and passing scissors
c) washing hands prior to food handling
d) near hot surfaces, i.e. glue gun, cooker, etc.

No tool or material must enter their mouth (including fingers whilst cooking).

3.10 Display Screen Equipment (VDU's)

The school will comply with recommendations set out in the Handbook of Safety Information relating to staff and pupils using a VDU for prolonged period of time (20 mins or more)

All staff should be aware of:

i a potential epileptogenic effect from any VDU
ii effective lighting in the room as well as the illumination on the screen
iii postural fatigue from prolonged seating at the computer
iv noise of associated hardware

3.11 Educational Journeys and Visits

a) Before undertaking any school journey or off-site visit, staff should first refer to the Worcestershire County Council 'Off Site Visits, Field Studies and Outdoor Education Guidelines' (saved on R Drive).

b) Any school journey or off-site visit should first be discussed with the Educational Visits Coordinator (currently the headteacher). A risk assessment for such activities must be completed prior to the activity taking place. The risk assessment should be submitted to the EVC for approval. All risk assessments should be stored in the front of the file 'Off Site Visits, Field Studies and Outdoor Education Guidelines'.

c) Parental consent for school journeys and off site visits is sought annually at the beginning of the Autumn Term. No child may undertake a school journey or off-site visit without a current Parental Consent Form. Please consult the school secretary to check status.

d) Before leaving the site the visit leader should have a list of all pupils participating with appropriate emergency telephone numbers. Leaders must leave with the secretary a list of pupils participating, staff/adult helpers, proposed itinerary and possible contact details.

e) Staff should only transport children if they have informed their insurer that they require specific business cover for their vehicles. Staff can only transport pupils who are over 135cm tall as this is the minimum height for children to safely use a seatbelt without a booster seat. If needing to drive a single pupil another adult should be present. Under normal circumstances staff are encouraged not to transport pupils.

f) If a mixed group of children will need to use toilet or changing facilities, then all efforts must be made to ensure that supervision is provided by both male and female staff.

For these purposes "staff" may include ancillary/parent volunteers.

Ideally all accompanying volunteers should hold a current Disclosure and Barring Services (DBS) certificate. However, if this is not practical, then they may accompany the visit at the discretion of the headteacher. These circumstances should be described on the risk assessment for the visit. Any volunteers without a current DBS must be supervised by a member of school staff at all times and must not lead a group/ individuals without being supervised.

3.12 Fire Precautions and Emergency Plans

Fire Alarms

These are tested weekly and records kept of tests in the Cleaner In Charge's office.

Fire Appliances

These are serviced and tested regularly by Chubb with service certificates kept in the school office.

Fire Evacuation and Fire Drills

These will be carried out a minimum of one per term. Records of all tests will be kept in the school office.

Fire Prevention

Staff are responsible for fire prevention in their classrooms. This means that:

a) rubbish must not be left to accumulate
b) fire exits must be kept clear and checks made that doors open easily
c) fire notices must be clearly displayed in each area of the school
d) combustible resources must be stored away from any direct heat source

Fire Risk Assessment
Undertaken on a 6 monthly basis by the headteacher and the Health & Safety Governor as part of the Safety Audit required by the LA.

3.13 First Aid

The school currently has qualified first aiders holding current First Aid at Work Certificates and also Appointed Persons. Apart from very basic immediate care, all other injuries must be directed for the attention on a First Aider. Please refer to the school's First Aid Policy for more detailed guidance.

In all cases of head injuries and bumps, a letter must be sent home to parents, informing them of the injury.

Reporting injuries should be carried out as outlined in the earlier section about accidents.

3.14 Flammable Substances

No flammable substances (aerosol paints, some paints) should be stored in classrooms. Immediately after use, they should be stored in the stock room in a metal container.

3.15 Good Housekeeping

It is the responsibility of all staff to ensure that all areas are kept free of clutter to avoid risks of:

a) items falling
b) items causing falls or obstruction
c) slippage
d) fire
e) other forms of physical injury
f) heavy items must always be stored on the floor. If an item cannot be easily lifted by one person it should not be stored on a high shelf
g) No fire exits must be blocked or propped open
h) No storage of paper or flammable materials other than in designated areas
i) No trip hazards

Specific alerts to health will be kept as an appendix to this policy.

3.16 Hazardous Chemicals

Without exception, arrangements for use of any chemical substance must be checked against COSHH information and notes for guidance in the Handbook of Safety Information.

3.17 Lettings

The school has adopted the LA model Lettings Policy which incorporates Health & Safety issues, a copy of which is maintained in the school office.

The LA policy states:

H1. Health and safety legislation and the requirements of the LA's Health and Safety Policy apply to the School Governing Body and staff at all times, including those when premises are opened up to members of the community. It is essential that every letting is made using the LA's standard terms and conditions, copies of which are printed on the back of the combined application/invoice (Form LA1).

H2. Given the possibility of an accident or injury to any outside user, you will need to consider the following:

- Access to a telephone and a first aid box.
- Whether the hirers and the school are adequately covered by insurance.
- The hirers will need to be made aware of the procedure to follow in the event of fire.
- All accidents and near misses on the premises, whether to hirers or the public, must be reported to the LA using form RIDDOR 3.
- A Public Entertainment Licence is usually necessary for any events involving performances (drama, music or dancing) whether a charge is made or not. Additional requirements may need to be fulfilled (e.g. the provision of emergency lighting and the upgrading of fire exits) and fire risk assessments will need to be presented to the licensing authority or enforcing authority (Fire Brigade).

H3. Risk Assessment - The school must provide copies of risk assessments for any equipment or facilities that are likely to affect the Health and Safety of the hirers. Similarly, hirers must be prepared to present risk assessments appropriate to any equipment and activities being carried out on the school's premises.

3.18 Lone working and personal safety

Full guidance can be found in the Lone Working Policy and lone working procedures must be adhered to at all times. The lone working procedures are part of the school's induction process. Personal safety awareness information is provided and discussed with staff during their induction, and reiterated annually. Risk assessments are carried out and shared with staff.

During working hours, all loner workers leaving their workplace will leave written details with the school office of where they are going and their estimated time of arrival back at the school.

If, in the course of a trip away from the school, a lone worker's plans change significantly, they will contact the school office to inform the school of changes to their schedule.

All lone workers must be in possession of a fully charged mobile phone and other personal safety equipment where necessary.

Lone workers will ensure they have any of their provided personal safety equipment with them prior to lone working and that the equipment is working.

Lone workers will avoid organising meetings where they will be alone with an individual or group. Where this is unavoidable, the lone worker will obtain prior approval from their Headteacher, who will make any arrangements to ensure the staff member's safety. Any appointments of this nature will be recorded.

If a staff member is required to work alone with a child or vulnerable adult, they will follow the procedures outlined in the Child Protection and Safeguarding Policy.

Lone workers will have access to adequate first aid facilities and mobile workers will carry a first aid kit suitable for treating minor injuries.

Under no circumstances should a lone worker compromise their personal safety. If a lone worker feels in danger, they will remove themselves from the situation immediately.

The school operates a 'buddy' system, whereby lone workers will inform the Headteacher if they are on site. The Headteacher will have a 'buddy' with the most senior teacher.

Their role is to:

- Be aware of the schedule and movements of the lone worker.
- Have all necessary contact details of the lone worker.
- Attempt to contact the lone worker if contact is not made as agreed.

Contingency arrangements will be in place for a member of staff to take over the 'buddy' role in case the nominated person becomes unavailable.

Where there is a genuine concern about the whereabouts or safety of a lone worker, the Headteacher will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the Headteacher will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

3.19 Machinery and Plant

Heating plant is currently checked and maintained by Ignis Group Ltd. All cleaning equipment will be checked and maintained as part of the electrical equipment survey (carried out annually). All portable electrical equipment will be checked annually.

3.20 Medicines

a) All medicines must be handed in to the school office. They should be clearly labelled and all instructions for correct dosage must be stated. Parents must give permission in writing for medicines to be administered in school and sign the letter to confirm this.
b) If in doubt about dosage, parents must be contacted.
c) Medicines will be administered by a member of staff.
d) Medicines that are required to be stored in fridge, must be brought into school in a cool pack with a cool block, as the school does not have a medicine fridge.
e) Medicines should be taken home at the end of each day.
f) Pupils suffering from asthma need to follow the following guidelines:
    - KS2 children will be expected to be responsible for their own inhaler and to take it with them when taking part in activities outside of the classroom. The class teacher should ensure that this is observed and may need to take

responsibility for the safekeeping of inhalers in sessions such as games/swimming, etc.
    - KS1 children should hand in their inhaler to the class teacher for safekeeping and easy access.

f) A record will be kept of children with specific medical problems and how they are to be treated. A separate asthma record should also be kept with pupil details.
g) Anaphylactic epi-pens are stored in the relevant classrooms. A register of affected children is on display in the staff-room.

3.21 Monitoring

- SBM does a health and safety check monthly.
- Monthly feedback to headteacher and health and safety governor.
- Health and safety report shared at Resource committee governors meeting and then shared at Full governor body.

Twice a year (March and October) a Health and Safety Audit will be carried out and the findings analysed. The headteacher will report on health and safety issued to the Governing Body or relevant sub-committee.

3.22 Near Misses

See Accident Reporting.

3.23 Physical Education

All staff work to accepted codes of practice in P.E. Outlined below are some general safety issues. For more specific guidelines (e.g. codes of practice within the teaching of a particular sport/activity) refer to Section 5 of the Baalpe Handbook of Safe Practise in Physical Education. This is located in the store cupboard off the School Hall.

The headteacher is responsible for the overall safety administration within the school and is responsible for all areas of the school where physical education activities are taking place.

Each teacher is responsible for:

a) recognising and assessing the degree of potential danger associated with any physical education activity
b) ensuring that the necessary precautions are taken in any activity with which any particular hazard is connected
c) reporting any accident that occurs to a First Aider
d) supervising the storage of outdoor PE equipment in the shed

Children should be encouraged to:

a) ask the safest way of doing an exercise if they are not sure
b) find helpers to support them if they need to feel more safe
c) encourage others to be safety conscious
d) think and take their time before starting any gymnastic activity
e) be responsible for their own and others safety

Handling of indoor apparatus:

a) All pupils must be taught how to lift, carry, erect and dismantle the apparatus carefully and safely

b) Pupils should treat the apparatus with respect and take a responsible attitude to their own and others safety
c) Long pieces of equipment should be carried by two or four pupils
d) Mats must not be dragged. Two or four pupils will be required according to the size of the mat
e) Agility tables, boxes, etc. should be lifted by two or four pupils. Sections of the box should be carried separately and assembled where required
f) All classes in the school should store the apparatus in the same position each time
g) Pupils should be taught to check equipment and then to sit quietly by the apparatus - never on it - until the teacher has checked that all equipment is safe to use

3.24 Playground Safety and Supervision

A minimum of two members of staff will supervise morning break. Lunchtime supervision is the responsibility of the Children's Superintendents.

Details of supervision procedures are found in the Staff Behaviour Policy.

3.25 Pond

The pond gate is always locked and children are never to go into the pond area unattended.

3.26 Portable Electrical Appliance Testing

Undertaken routinely by a qualified contractor with records maintained in the school office.

3.27 Protective Clothing

Staff give consideration of the need for protective clothing to be worn by staff and/or pupils as appropriate.

3.28 Public Performances

When the school hall is used for public performances it is ensured that all fire exits are clear of obstruction and that everyone in the hall is told about procedures for exiting the hall in the event of a fire etc.

3.29 Reporting

Reports on Health & Safety and Risk Assessments are made by the headteacher and Health & Safety Governor to the full Governing Body and Governors' Resources Committee.

3.30 Risk Assessment

Undertaken on a 6 monthly basis by the headteacher and the Health & Safety Governor as part of the Safety Audit required by the LA.

3.31 Safety Inspections

Undertaken on a 6 monthly basis by the headteacher and the Health & Safety Governor as part of the Safety Audit required by the LA.

3.32 Science

Activities in science tend not to be hazardous. If any aspect of a science lesson is judged to be hazardous the teacher would fill in the same risk assessment form as they complete for D&T activities.

3.33 Security

a) All visitors must report to the school office to sign in and collect a badge
b) Parents wishing to collect or return children in school hours must report to the office. Pupils will then be sent for to be taken off site or allowed to return to class. Any adult other than a child's parent should always be challenged about the need for withdrawal. It is expected that parents will have informed the school about the need for withdrawal
c) School policy is that pupils should remain on site during the normal school day. Other sudden arrangements should be viewed with extreme care
d) Any person on site without an official badge must be challenged and directed to the office. To that end, no adults should be on the playgrounds or in school after 9.00a.m. unless they have signed in
e) The school has CCTV monitoring which is used to monitor both playgrounds. The images captured by the cameras are stored for a month then automatically deleted. Only key staff have access to the images and these images are not viewed in public areas to restrict who views these images.

3.34 Stage Lighting

Checked on a 6 monthly basis by the headteacher and the Health & Safety Governor as part of the Safety Audit required by the LA and inspected annually by a qualified contactor. Records maintained in the school office.

3.35 Swimming Pools

The school engages a qualified Swimming Instructor and Lifeguard who is responsible for the teaching of swimming at KS2.

3.36 Training - Induction

This school will encourage staff to become skilled in their particular areas of responsibility and roles. Included in this will be specific training in health and safety issues where appropriate.

Training - Specific

This school will encourage staff to become skilled in their particular areas of responsibility and roles. Included in this will be specific training in health and safety issues where appropriate.

3.37 Vehicles

The school premises can become very busy. Movement of vehicles around the school site should only take place when children are either off site or in classrooms. Contractors should wait before driving on or off site until those clear times.

Vehicles should not be parked on hardcore play areas unless prior arrangements are made with the headteacher. Vehicles should be reversed into parking spaces so that the driver will have a clear view of the space ahead when driving off.

Parents are not permitted to park on school premises at the start and end of school days unless they are involved in transport arrangements or are helping in school, the Den or after school clubs.

3.38 Violent Incident Reporting

Incorporated in Accident Reporting above.

3.39 Work Experience

Health & safety issues are explained to work experience staff who are then accompanied during their visit by a member of staff.

3.40 Working at height

Step ladders are available in each Key Stage by requesting this from the Cleaner In Charge. The Cleaner In Charge will carry out annual inspections of all ladders in school and record his/her findings. Any concerns relating to ladders should be reported to the Cleaner In Charge, who will report this to the School Business Manager.

Staff should carry out a visual check of step ladders before they are used. Any cause for concern should be reported immediately and the ladder is not to be used.

Risk assessments for the use of ladders and those relating to staff, will be displayed on the Health and Safety board in the staff room.

Staff should be accompanied during the use of a step ladder.

Anyone working on roofs must have completed working at height training and hold a valid certificate. Anyone without training cannot access a roof.

Staff working at height must ensure they wear appropriate clothing and footwear.

No pupil should use a step ladder or ladder in this school, and should not have access to the equipment.

Contractors will be asked by the School Business Manager to prove they have received working at height training before working on school roofs.

Appendix A