



Health Safety and Welfare Policy & Arrangements For Christ Church CE Infant School

Date of this review: Summer 2018

Date of next review: Summer 2019

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.

Throughout this Model Policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

In Foundation and Voluntary Aided Schools the Governing Body is the employer and must provide a Health and Safety Policy. These schools are welcome to adopt and follow the Surrey County council guidance

Health Safety & Welfare Policy & Arrangements For

Christ Church C.E Infant School

Part 1: Statement of General Policy on
Health, Safety and Welfare

Part 2: Organisation and Responsibilities for
Health, Safety and Welfare

Part 3: Arrangements and Procedures for
Health, Safety and Welfare

Part 1: Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of Christ Church C.E. Infant School:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
 - Act in accordance with the general health H&S policy of Surrey County Council.
 - Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition.
 - A safe working environment.
 - Safe systems of work.
 - Safe plant and equipment.
 - Safe access and egress to all areas of the school.
 - The safety of articles and substances for use at work and in school.
 - Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the school's H&S procedures.

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Christ Church C.E. Infant School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - Revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

Health and Safety Policy

2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (*as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school*).
 - Appropriate control measures are implemented, and that
 - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - Swimming pool.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid

Health and Safety Policy

- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. School Business Manager/Senior Teacher

School Business Manager/Senior Teacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

Health and Safety Policy

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Site Supervisors/Caretakers

The Site Supervisor/Caretaker is responsible to the Headteacher/Bursar, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.

Health and Safety Policy

- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

Health and Safety Policy

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

Health and Safety Policy

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

See Annex 1 for names of Trade Union appointed Safety Representatives (if any)

10. Health and Safety Team

The school has established a team H&S Team within its Governing Body which meets termly. The main purpose of the Team is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S Committee are copied to Governors for termly Governing Body meetings.

Annex 2

Membership of the H&S Team

Part 3: Arrangements and Procedures for Health, Safety and Welfare

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

- 1. Access Control/Security**
Arrangements for processing visitors, protecting the site, emergency procedures following a security alert. Door: control, school's expectations of staff.
- 2. Accident Reporting, Recording & Investigation**
*All accidents should be recorded into the school accident record book. Serious accidents that result in death, major injuries or absence from work for more than three days should be reported to the Head teacher. She is responsible for investigating the accident, reporting it to Surrey CC and reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
All Surrey schools can access an SCC provided on-line accident/ Incident reporting system via the school office staff.*
- 3. Asbestos**
The Head teacher together with the H&S committee is responsible for maintaining the Asbestos Survey Record, which is located in the School Business Manager's office. The Head Teacher will ensure that contractors and others such as site supervisors etc. have sight of the survey prior to starting any work on the premises. All staff must not drill or affix anything to walls without first obtaining approval from Head Teacher and checking the survey. Any disturbance of asbestos should be reported to the Caretaker and the Head Teacher who will contact DHP for advice.
- 4. Contractors**
All contractors will be selected by the Resources Committee usually through the school surveyors DHP. The Head Teacher with the Chair of Governors is responsible for ensuring that contractors are inducted and arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, etc. are agreed. The Caretaker is responsible for monitoring contractors working methods on a day to day basis and should report any concerns to the Head Teacher.
- 5. Curriculum Safety** [including out of school learning activity/study support]
Teaching staff should undertake suitable (written) risk assessments prior to commencing hazardous activities including any off site visits. Karen Shine is the off site visits co-ordinator who is responsible for ensuring that all H&S regulations are met. All teaching staff should be familiar with the health and safety requirements for subjects such as P.E., science and design technology. e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.

6. Drugs & Medications

Parental requests for medicines to be administered must be made to the office and a form must be completed and signed. All staff receive appropriate training to enable them to administer emergency medication for conditions such as a severe nut allergy. All medicines will be stored securely in the school office and records of administration are kept in the office along with the folder entitled "Pupils' Health and the Administration of Medicines" No medicines will be administered to any child without parental permission.

7. Electrical Equipment

Annual PAT will be undertaken by the Caretaker who has received appropriate training. The five yearly fixed electrical inspections will be carried out by approved contractors and arrangements for inspection will be made by the School Business Manager who will maintain records of inspection. The Caretaker will undertake and record weekly visual inspections. All staff are responsible for reporting defective equipment directly to the School Business Manager and will not bring personal items into school without prior consultation and authorisation from the School Business Manager.

8. Fire Precautions & Procedures (and other emergencies)

The Head Teacher and Governors are responsible for undertaking & reviewing fire risk assessments. A fire drill will be carried out each term and recorded in the fire book by the Head Teacher. Teachers and Teaching Assistants are responsible for the safe evacuation of their respective classes escorting pupils to the designated assembly point on the school field. Office staff, Lynn Oliver or Leza Sack, are responsible for calling the fire service. Maintenance of fire extinguishers will be carried out annually by approved contractors and arrangements for inspections will be made by the School Business Manager through DHP. The Caretaker will undertake weekly testing of the fire alarms, emergency lighting and ensure that all fire exits are kept clear and accessible. All staff will receive training on fire safety in the workplace as part of their induction into school and as part of ongoing whole school training.

9. First Aid

All staff are qualified to deliver first aid. Mrs Oliver leads/supervises serious incidents and also holds a Paediatric certification along with Michelle Jones and Alison Bates, Teaching Assistants in the Reception Class.

The first aid box is located in the lobby next to the school office and it is checked and restocked by the office staff.

Office staff are responsible for calling an ambulance and may be asked to accompany a child to hospital in an emergency.

First Aid training for all staff is part of a rolling programme and should be received every three years.

10. Glass & Glazing

All glass in doors and side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance is part of the H&S committee's responsibility.

11. Hazardous Substances

All hazardous substances including cleaning substances should be risk assessed, labelled clearly and kept well out of reach of children. Hazardous substances will be used in accordance with guidelines following appropriate training where required.

12. Health and Safety Advice

The school can obtain competent health and safety advice from Surrey C.C. Health & Safety Advisors and Babcock 4S.

13. Housekeeping, cleaning & waste disposal

It is the responsibility of the Caretaker under the direction and management of the School Business Manager to ensure that the school premises are kept clean, to minimise accumulation of rubbish, to make appropriate arrangements for wet floor cleaning to minimise risks of slips, to ensure that glass and other sharp objects are disposed of safely, to ensure arrangements for snow shifting are in place and oversee the security/location of external waste bins. The school employs a cleaner to undertake the cleaning of most areas of the school excluding the offices, staff room, staff toilets and library which are the Caretaker's responsibility. Standards of cleaning should be overseen by the Caretaker and the School Business Manager.

14. Handling & Lifting

Any activities involving heavy lifting should be suitably risk assessed and approved by the School Business Manager. The School Caretaker has some equipment to enable him to move furniture, boxes etc. and has attended training in Manual Handling. Staff should not lift or carry pupils without appropriate training, unless the health and safety of a pupil is at serious and immediate risk.

15. Jewellery

Pupils are not allowed to wear jewellery at school unless they have permission from the Head Teacher following a parental request. Pupils who have pierced ears are allowed to wear small studs but these must not be worn on P.E. days. Staff must not remove earrings from a child. In exceptional circumstances masking tape can be used to cover the earrings for P.E. lessons but parents should be asked to ensure that they are removed for future lessons.

16. Lettings/shared use of premises

Any lettings/shared use of premises must be in accordance with the school lettings policy. Exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting and public entertainment license requirements should be agreed with the School Business Manager prior to the letting.

17. Lone Working

Staff are not encouraged to work alone in the school. The Caretaker is on site until 6pm each evening during term time and should ensure that all staff have vacated the school before he locks up. During school holidays staff should make arrangements to ensure that they are in school with at least one other person. If any member of staff chooses to be on site alone they must take responsibility for their own safety and should have a made a

contact arrangement prior to coming on site with a family member for example. Working at height activities are not permitted when lone working. All teaching staff have a key to enable them to access the school at any time.

18. Long Term Evacuation Plan

The school has an Emergency Planning Policy which provides details of all emergency arrangements and protocols.

19. Maintenance / Inspection of Equipment

The School Business Manager is responsible for ensuring that all inspections and checks of equipment in school are undertaken. The school employs DHP to provide details of what needs to be checked and when. The School Caretaker also has a timetable of regular checks that he carries out and these are recorded in a maintenance log within the DHP file.

20. Monitoring the Policy

The head Teacher and Governors are responsible for monitoring the policy. A health and safety inspection is held each term and a report is included in the full governor meeting each term.

21. Personal Protective Equipment (PPE)

Gloves are available for First Aiders who are dealing with injuries involving blood. High visibility vests are worn when walking groups of children off the premises. The School Caretaker will wear goggles and gloves as necessary when working with chemicals at the swimming pool.

When a risk assessment identifies the need for protective equipment this will be provided by the school.

22. Playground Safety

A teacher and teaching assistant are on duty each morning break. Four midday supervisors are on duty at lunchtime.

Play equipment is checked during termly Health and Safety inspections and the Caretaker carries out weekly visual inspections. Teachers on duty check areas before use e.g. adventure playground and trim trail in wet weather.

All staff are made aware of the 'red cross' emergency communication system. Red crosses with their location indicated on them may be sent to the office if emergency aid is required.

23. Reporting Defects

All staff have a responsibility to report any defects that they become aware of to the Head Teacher. The School Business Manager should take suitable precautions to ensure that any risk is minimised, whilst arrangements for repair and/or removal of the item are made.

24. Risk Assessments

The Head Teacher and Leadership Team are responsible for ensuring that appropriate risk assessments are made and that they are reviewed periodically.

25. School Trips/ Off-Site Activities

The School Business Manager is the school Educational Visits Co-ordinator and she is responsible for ensuring that Surrey guidelines are fully complied with when any off site visit is planned.

The Head Teacher will deputise in periods of absence.

26. School Transport

Parental permission is obtained for every off site visit that involves travel by car, mini-bus or coach. Where staff cars are used to transport pupils, details of insurance and MOT certificates are checked prior to the journey and parents are requested to provide car seats.

27. Smoking

No smoking is permitted within the school buildings or grounds.

28. Staff Consultation

Health and Safety meetings are held termly and a tour of the school site is carried out. Staff can raise concerns and make suggestions for health and safety improvements with the Head Teacher.

29. Staff Health & Safety Training and Development

Any new staff are briefed about H&S arrangements as part of the induction process by the Head Teacher or senior staff. Staff training for Health and Safety such as fire safety awareness and first aid will be provided as part of the training and development programme. The Caretaker will be required to attend additional training such as how to maintain the swimming pool.

30. Staff Well-being / Stress

The school advertises the Surrey Employee Assistance Scheme and all staff are given contact details as part of the induction process.

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

Pupils are always supervised during a curriculum time by a member of staff. Teachers and HLTAs may take a class alone, or two teaching assistants may take a class. Children are not permitted to be inside a classroom or building without adult supervision. At least 2 adults are on duty for playtime and four at lunch time. Parents, who have been DBS checked, may accompany walks in the local area and on school trips. Teachers are responsible for ensuring adequate ratios of adults to pupils on trips off site.

32. Swimming Pool Operating Procedures

The heated outdoor swimming pool is in use during the summer term every year. The enclosure is kept locked at all times when it is not in use and a high fence ensures that no-one can gain access when the school is closed. There are clear rules established for the use of the pool and these are clearly displayed in the pool area and are known by all staff and parents who use the pool at any time. The rules comply with the guidance in the "Safe Practice in Physical Education and School Sport"

The Caretaker is responsible for the maintenance of the pool and approved training is undertaken regularly to enable him to carry out his responsibilities safely.

A qualified swimming instructor is employed by the school to lead swimming lessons. A comprehensive risk assessment is in place and it is reviewed annually.

Any adults who assist pupils to change are DBS checked.

Emergency evacuation procedures are displayed at the pool side and are clearly explained by the swimming instructor.

The pool is available for letting subject to the school lettings policy. The rules and risk assessments are shared with anyone who lets the pool, see annex 4.

First aid equipment is stored in the pool shed and any injuries are recorded in the school accident log in the office.

A life-saving safety hook is readily available alongside the pool for emergency use.

The 'Pool Safety Operating Procedure (PSOP)' document is in place and incorporates the Normal Operating Procedure, Emergency Action Plan and Risk Assessment and is reviewed annually.

33. Use of VDU's / Display Screens

Staff using VDUs for a prolonged period of time should take regular short breaks. Health concerns linked to use of VDUs should be reported to the School Business Manager. Termly health and safety inspections will include office equipment.

34. Vehicles on Site

There is a speed restriction of 5 mph for all vehicles on the school site. The car park is divided from the playground by a fence and a gate that is kept closed at all times whilst the school is in session. Maintenance vehicles are only allowed through the gate when pupils are not in the playground. Delivery vehicles park on the road side during school hours.

There is a disabled parking space available in the car park.

35. Violence to Staff / School Security

All visitors are required to sign in when entering the school premises and to wear a sticker. The classroom block doors should be kept shut and locked during school hours and staff are required to wear key fobs. Blue class door is accessed by key fob. The front door is opened by a 4 digit code. Staff are requested not to pass this code on to others and to take care not to let children know the code. Entrance through the main entrance is by key fob for staff and visitors may be admitted by office staff.

Staff are requested to report all incidents of verbal and physical violence immediately to the Head Teacher or to a senior teacher/School Business Manager in her absence.

36. Working at Height

There is a step ladder and a safety step available for staff to use if they need to work at height to put up a display of work etc. The Caretaker must only undertake work at height if he has completed appropriate training. Any contractor who is on site will have a risk assessment in place to minimise risks. No pupil should ever be allowed to work at height.

37. Work Experience

All work experience students are made aware of the school Health and Safety policy including the arrangements for fire drills and child protection policies as part of an induction meeting with the Head Teacher or other senior member of staff. A risk assessment is completed by the school prior to any placement.

Health and Safety Policy

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

Annex 2

Membership of the H&S Committee

10.1 School Business Manager: Karen Shine

10.2 Governor Representative: Andrew Tyley, other members of the Resources Committee

10.6 Site Supervisor Jon Elkins

Annex 3

Swimming Terms and Conditions

See attached