



WALSH

M E M O R I A L

C.E. (Controlled)

I n f a n t S c h o o l

HEALTH, SAFETY AND WELFARE POLICY

DATE FOR REVIEW: SEPTEMBER 2021



Walsh Memorial CE Infant School



The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Health Safety and Welfare Policy & Arrangements For Walsh Memorial C of E Infant School

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.

Health Safety & Welfare Policy & Arrangements For Walsh Memorial C of 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 Walsh Memorial C of 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 Walsh Memorial C of 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.

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.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasium
- 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
 - 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 The Deputy Head teacher is 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. Deputy Headteacher

The Deputy Headteacher 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.

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. Caretaker

The 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.
- 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.

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.

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.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

10. The Resources Committee [membership to be determined locally]

The school has established a Resources Committee which meets termly. The committee has appointed a H&S Governor, who meets termly with the Health and Safety Co-ordinator, with the purpose to consult with staff on H&S issues, agree

H&S procedures and undertake H&S inspections. Termly inspections are copied to the termly Resources committee. Appointed H&S representatives are:

- 10.1 Headteacher [Suzie Cawson]
- 10.2 Governor Representative [John Dodd]
- 10.3 Health & Safety Co-ordinator [Jane Vinal]
- 10.4 Caretaker (Sue Churchman)

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

The school operates a controlled visitor access with a locked door policy and signing in arrangements. Visitors may only gain access through either the reception or delivery/disabled access entrance. All visitors are to sign in at Reception, giving their car registration number where applicable and stating who they are visiting. An appropriately coloured lanyard will be given to visitors to wear at all times whilst in the building. Visitors will be collected and/or escorted to appointments. Visitors must sign out on leaving.

2. Accident Reporting, Recording & Investigation

All accidents that occur on school premises must be officially recorded. This applies to staff, pupils and visitors. At the time of an accident visitors will be accompanied by a senior member of staff to complete any necessary paperwork.

The Headteacher reports accidents that are considered more serious, e.g where the accident requires a parent to be called and the child taken to A & E, using Surrey County Council's on-line reporting system which automatically includes the appropriate parties. The school also records them in a manual record which is kept in the school office. Bumps and bruises are recorded daily by midday supervision staff and these are reviewed termly by the Health & Safety Co-ordinator and the Senior Midday Supervisor and if it is determined that action needs to be taken to eliminate specific risks, it is.

3. Asbestos

The Headteacher and H&S Co-ordinator are responsible for Asbestos Survey Record, which is kept in the Admin Office. Contractors have sight of the survey prior to starting any work on the premises. Instruction is given to staff not to drill or affix anything to walls without first obtaining approval from Headteacher or H&S Co-ordinator, having checked the survey. Staff should report damage to asbestos materials to the H&S Co-ordinator. In the case of any asbestos disturbance, staff will follow the school's Emergency Plan (a copy of which is in the Headteacher's office),

There is minimal asbestos in the school since the majority has been removed in recent years. The Asbestos Survey will be updated through the school's buy-back arrangements.

4. Contractors

All contractors will be made aware of the Health & Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff & pupils in school. All arrangements to be agreed before work commences and to include Risk Assessments as necessary e.g. for Working at Height etc. These Risk Assessments will be carried out by the contractor and reviewed by the H&S Co-ordinator. Arrangements will be monitored on an ongoing basis. Any concerns or problems should be reported to the H&S Co-ordinator or the caretaker who will be monitoring the contractors.

The H&S Co-ordinator is responsible for exchanging health & safety information, agreeing safe working arrangements, monitoring contractors working methods, carrying out Risk Assessments and arranging regular liaison meetings.

When the school also employs a Project Manager for larger building works the Project Manager is responsible for the tasks normally managed by the H&S Co-ordinator – this is to be part of the SLA with the Project Manager.

5. Covid-19

The school will follow the guidance published by the Government and the Department of Education. The latest information can be accessed at <https://www.gov.uk/coronavirus/education-and-childcare> and <https://www.gov.uk/government/organisations/department-for-education> .

All staff will be provided with a copy of the schools Protective Measures Risk Assessment.

6. Curriculum Safety [including out of school learning activity/study support]

Staff undertake written risk assessments before leading hazardous activities, these are to be reviewed by the Headteacher and will contain all relevant information and qualifications. Health and safety publications adopted by the school must be used and staff must be familiar with them e.g. the Association for Physical Education (afPE) document "Safe Practice in Physical Education, School Sport and Physical Activity" for PE.

7. Drugs & Medications

The Illness and Administration of Medication Policy is held in the Policies folder in the Admin office. This requires that prescribed medicines can only be administered if accompanied by written authorisation and instructions from a child's parent on a form available

from the school office. Medicines will be kept in the medicine storage unit or, in the case of inhalers, in class containers in the main office. Epipens are stored on top of the medicine storage unit for quick access, along with the treatment plan. Medicines that require refrigeration are stored in a closed box on the top shelf of the fridge in the staff room. All medicines must be clearly named and have instructions on dosage attached. Medicines should be taken only under adult supervision; a record will be kept in the school office and will include date, name of child, dose and signature of the administering adult.

Further information can be found in the folder entitled "Pupils' Health and the Administration of Medicines" located in the school office.

Members of staff take part in specific training as needs arise by medical condition.

8. Electrical Equipment [fixed & portable]

Visual inspections of electrical equipment must take place by all users. Examination by a competent person, who also maintains the record of inspection is arranged by the H&S Co-ordinator. Fixed wiring is inspected every 5 years, portable annually or in line with legal requirements. No personal electrical items should be brought in and used in school unless they have been tested and have a valid report from a competent person; the report to be seen by the H&S Co-ordinator before the item is used. Alternatively staff may bring portable items that they will use in school to be included in the annual testing.

Defective equipment must be reported promptly to the H&S Co-ordinator and removed from use until either repaired or discarded.

9. Fire Precautions & Procedures (and other emergencies)

All new staff receive a copy of the fire drill and have to confirm that they have read it by signing in the fire record book. The Headteacher is responsible for ensuring that the fire risk assessment is undertaken & reviewed. Fire Drills will take place termly and where possible the time and circumstances will be varied. The details about arrangements for drills, procedures to be followed, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, treatment of testing of emergency lighting, how to deal with Bomb threats, how to deal with suspicious packages etc. can be found in the Fire Book which is in the main office and the Fire Policy.

10. First Aid

The school has staff trained in First Aid and Paediatric First Aid. First-aid boxes are located in the entrance to Year R/Library and outside the main office. First aid kits are also kept in each classroom. The Senior Midday Supervisor is responsible for checking & restocking them. If there is an incident in school that requires an ambulance to be called then, under instruction from Headteacher or designated deputy, the

office staff would call the ambulance and the Headteacher would accompany the member of staff/child to hospital to cover in the absence of a parent. Training & retraining of first aiders is the responsibility of the Headteacher.

11. Glass & Glazing

All glass in doors and vision panels is safety glass and all replacement glass is to be of safety standard. Termly Health & Safety Inspections include assessment of premises to establish compliance.

12. Hazardous Substances

All staff including the caretaker & cleaner, are to comply with rules on selection and use of substances, hazard data sheets, CLEAPSS Hazards location. Risk assessments are included within the schedule of Risk Assessments and staff will be trained in safe usage if applicable. Hazardous substances will be listed, controlled and kept under lock and key in the Caretaker's Office/cupboard.

13. Health and Safety Advice

The school accesses Health and Safety advice through the H&S Gold package provided to maintained schools through Surrey County Council. Professional advice on all Health and Safety issues is available through training courses, helpdesk support and an extensive information website.

14. Housekeeping, cleaning & waste disposal

The caretaker is responsible for ensuring that the premises are kept clean and for minimising the accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise risks of slips. Glass and other sharp objects are to be disposed of safely. External waste bins are in a locked compound adjacent to the playground. Salt and a snow shifter are available for freezing conditions. The refuse is collected weekly; cardboard and paper is recycled and collected every two weeks. Cartridges are collected as necessary for recycling.

15. Handling & Lifting

Handling/lifting activities should be avoided wherever possible. Where Manual Handling cannot be avoided, Risk Assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff etc. The caretaker has attended a handling and lifting course.

In the future, should the need arise for staff to use physical intervention for a pupil then appropriate training will be provided.

16. Infection Control

The school uses the guidance on infection control in schools and other childcare settings as written by Public Health Agency for Public Health England and freely available online.

17. Jewellery

The School Brochure should be referred to with regard to the wearing of jewellery for children.

18. Lettings/shared use of premises

Health and safety information and policies will be given to all lettings/shared use of premises. This includes restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements and standard operating procedures. Responsibilities at school fetes and other fund raising events are agreed with the Headteacher.

19. Lone Working

Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, and limiting high risk activities are under the control of the Headteacher. Staff working on their own should have a check in arrangement with a second person who will seek to contact them if they have not 'checked-in'. High risk activities will be avoided for Lone Workers.

The caretaker and cleaner have been made aware of best practice and this is to be extended to all staff. A separate Risk Assessment is available.

20. Long Term Evacuation Plan

The school's Emergency Plan includes details of what procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. Details include place of temporary relocation and, items to take e.g. contact numbers, medical items etc. For quick identification a copy is kept in the Headteacher's filing cupboard in a red file labelled Emergency Plan.

21. Maintenance / Inspection of Equipment

The school buys back for Inspections of PE equipment, fire alarm & smoke detection & emergency lighting. The H&S Co-ordinator is responsible for arranging inspections of ladders and steps, extraction systems, and fire extinguishers annually.

22. Monitoring the Policy

All staff receive a copy of the Health and Safety Policy and sign to confirm that they have read and understood it. The Headteacher and H&S Co-ordinator are responsible for ensuring the policy is adhered to.

Workplace inspections are undertaken termly by the H&S Governor and the H&S Co-ordinator. Governors monitor the implementation of this policy by staff and monitor accident reports/trends and complaints through the H & S updates at the termly Resources meetings.

23. Personal Protective Equipment (PPE)

PPE will be provided free of charge where risk assessment determines it to be necessary.

24. Playground Safety

The school maintains a high level of adult to pupil ratio during playtime. There is also a trained member of staff allocated to first-aid each day. Small play equipment is used daily and defective equipment is reported and taken out of use immediately. The larger play equipment such as the trim trail and climbing frame is inspected annually within the PE buyback. General inspection of the school grounds is included in the termly inspections undertaken by the H&S Governor and the H&S Co-ordinator.

25. Reporting Defects

In the first instance, any problems should be reported to the H&S Co-ordinator who will assess the situation and take any interim measures necessary. The H&S Co-ordinator will arrange for remedial action to be undertaken by the caretaker or an outside contractor.

26. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken including special Risk Assessments (such as for staff who are pregnant or who have health problems). Risk Assessments will be monitored and reviewed as agreed on a schedule as approved by the Governing Body.

27. School trips/ Off-Site Activities

Staff carry out a pre-trip visit when planning a school trip. Risk Assessment using the Surrey County Council guidelines is undertaken under the guidance of the Educational Visits Co-ordinator and then sent to the Headteacher for approval. Emergency arrangements, parental authorisation, supervision requirements, first aid provision are all in line with Surrey County Council's guidelines.

28. School Transport

The Headteacher and Deputy Headteacher are authorised drivers and are insured as such to transport pupils when necessary. Booster seats are retained in school for such occasions (located on top of the lockers in the staff room) and the appropriate staff are aware how they should be fitted and adjusted.

29. Smoking

There is a 'No smoking' policy which covers the whole school site (buildings and land)

30. Staff Consultation
Staff can raise issues of concern and make suggestions for health and safety improvements at staff meetings and to the Headteacher/H&S Co-ordinator at any time.

31. Staff Health & Safety Training and Development
New staff are briefed about H&S arrangements during the induction process and minimum health and safety competencies for certain activities are established, (e.g. use of hazard substances, work at height, use of VDU's).

Relevant specific training courses will be made available as required.

32. Staff Well-being / Stress
School and county arrangements are in place for supporting staff. The school's SLA includes staff access to a free Employee Assistance Programme. Details are available from the School Business Manager.

33. Supervision [including out of school learning activity/study support]
Pupils are supervised at all times at school and on school trips (e.g. pupils must not be left unattended). Agreed ratios for school trips are 1 adult to 6 pupils and 1 adult to 4 pupils aged under 5, as per SCC guidelines and all governors, staff and volunteers are required to complete enhanced DBS clearance.

34. Use of VDU's / Display Screen
Staff using VDU's / Display Screens for a significant part of their working day are asked to complete a Display Screen Equipment Workstation Assessment Form.

Training is available for staff who make significant use of VDU's on how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on VDU without break and arrangements for eyesight testing.

35. Vehicles on Site
Only authorised vehicles should be on site except for during the morning drop-off. All vehicles are either parked in the car park or at the front of the school. Management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles and special arrangements for deliveries are all monitored from the school office.

36. Violence to Staff / School Security
External doors should be kept shut at all times to maintain site security.

The school operates a controlled visitor access with a locked door policy and signing in arrangements, details of which are included in point 1 Access Control/Security.

There is zero tolerance to verbal or physical violence. Any such incidents should be reported to the Headteacher, to be dealt with accordingly.

37. Working at Height

Training has been given to the caretaker and cleaner in using steps and ladders and they are the only staff authorised to use such equipment. All other staff must take due care when putting up displays and information and seek assistance/advice where appropriate. On the advice of the LA the school does not lend its ladders to outside organisations and agencies, including contractors. It is the caretaker's responsibility to report any defects to the H&S Co-ordinator and to ensure defective equipment is taken out of use and stored safely until repaired or replaced. It is the responsibility of all staff to ensure that the storerooms where such equipment is kept are always locked to prevent access by pupils during the day.

38. Work Experience

The Headteacher is responsible for the arrangements for assessing potential work placements. The School Business Manager will carry out the induction process and Teaching Assistants will carry out supervision of students on work placement.