



Great Bookham School

Health, Safety and Welfare policy

REVIEW DATE:

SPRING 2023

NEXT REVIEW DATE:

SPRING 2024

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Health, Safety and Welfare Policy

Great Bookham School

Part 1:

Statement of general policy on health, safety, and welfare

The Local Governing Body and Headteacher of Great Bookham School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health, safety and welfare policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The Local Governing Body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health, safety and welfare legislation, and will so far as is reasonably practicable ensure:
 - The maintenance of safe plant and safe methods of work without risks to health.
 - The safe use, handling, storage and transport of articles and substances
 - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
 - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors.
 - Adequate facilities and arrangements for welfare are provided.
 - A positive health, safety and welfare culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the Local Governing Body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health, safety and welfare procedures.

During the Coronavirus pandemic, the school responded to the huge resulting challenges. Should the situation re-occur, the school is committed to doing everything we can to support our staff: this shall include, but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working.



Mr G Shand Chair of Governors



Miss J Allen Headteacher

Part 2:

Organisation and responsibilities for health, safety, and welfare

The following health, safety and welfare organisational structure, and roles and responsibilities are approved by the Local Governing Body and Headteacher.

The Local Governing Body

Responsibility for the health, safety and welfare of pupils lies with the Local Governing Body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health, safety and welfare policy of the school and monitors its successful implementation.

The Local Governing Body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health, safety and welfare policy.

1. The Local Governing Body will specifically:
 - Include health, safety and welfare targets in the school development plan.
Targets may include:
 - Provision of facility for health, safety and welfare purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff
 - Revision of policy/procedure
2. Nominate a health, safety and welfare governor as the link between the Local Governing Body and the wider school community, who will stay up to date with school health, safety and welfare initiatives and inform the Local Governing Body accordingly.
3. Ensure that health, safety and welfare is an agenda item on full Local Governing Body termly meetings and receive a termly health, safety and welfare report from the Headteacher currently. This report should include information on:
 - Progress of the health, safety and welfare targets in the SDP.
 - Accident/incident analysis.
 - Relevant health, safety and welfare information received.
 - Suggestions on future health, safety and welfare initiatives.
4. Facilitate any necessary review of the school's health, safety and welfare policy and procedure as may become apparent through the strategies above.
5. The Local Governing Body will take all reasonable measures to ensure that:
 - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
 - They will make adequate provision for maintenance of the school premises and equipment.

Headteacher

As senior manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of health, safety and welfare. They will advise governors of any health, safety and welfare issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health, safety and welfare arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and 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 pools, water features and safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g. gymnasium, kiln, polytunnel
8. An adequate needs analysis of health, safety and welfare training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher health, safety and welfare awareness
 - Health, safety and welfare induction training (for all new and temporary staff, including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health, safety and welfare coordinator
 - Manual handling
 - Working at height
9. Any further specific health, safety and welfare training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health, safety and welfare training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health, safety and welfare advice as required by the Management of Health, safety and welfare at Work Regulations 1999.
12. A termly health, safety and welfare report is provided to governors.
13. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
14. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
15. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
16. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
17. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

A school health, safety and welfare committee is established in accordance with the school policy. The Headteacher may delegate functions to other staff (e.g. a health, safety and welfare coordinator), who may be tasked with the health, safety and welfare 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.

Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

Managers

1. 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. Line managers will ensure that:
 - 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.
 - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
 - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
 - Any equipment/appliance which has been identified as being unsafe is removed from service.
 - Health, safety and welfare inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
 - The health, safety and welfare training needs of staff are identified and the Headteacher informed accordingly.
 - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
 - New transferred and temporary staff, including agency workers, receive appropriate health, safety and welfare induction training.
 - First aid provision is adequate.
 - Pupils are given relevant health, safety and welfare information and instruction.

Teaching staff (including supply)

Teaching staff are responsible for the health, safety and welfare of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health, safety and welfare policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.

8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Site manager/caretaker

The site manager/caretaker is responsible to the Headteacher/Trust Business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health, safety and welfare 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 inspections may be carried out with others such as governors, health, safety and welfare coordinator, etc.
4. That persons they supervise only undertake work for which they are competent.
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. That all staff work in accordance with safe working practices issued by the school.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health, safety and welfare policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

Health, safety and welfare co-ordinator

1. The Headteacher may appoint or nominate a health, safety and welfare coordinator to carry out specific functions which may include:
 - Having an overview of the school's health, safety and welfare policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
 - Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
 - Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
 - Arranging termly evacuation drills and weekly fire alarm tests etc.
 - Advising the Headteacher and/or the Trust of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
 - Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
 - Coordinating regular health, safety and welfare inspections, ensuring all areas of the establishment and all activities are covered.
 - Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
 - 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, safety and welfare of staff and others are kept to a minimum.
 - 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, safety and welfare advice.
 - Carry out health, safety and welfare functions in school and maintain an overview of the health, safety and welfare organisation and management of the school, and report to the Headteacher accordingly.

All employees (including temporary and 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 health, safety and welfare responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

Safety representatives

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

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health, safety and welfare inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health, safety and welfare representatives request in writing that you set up a health, safety and welfare committee, you must do so within three months of the request.

Names of appointed safety representatives (if applicable)

Name	Union	Area Covered

Health, safety and welfare committee (membership to be determined locally)

The Trust has established a Local Governing Body which meets termly. Health & safety issues and procedures are discussed at these meetings. H & S within the school is also discussed at staff meetings and all staff are encouraged to report and discuss any H & S issues with the Headteacher.

Health, safety and welfare is also a standing item on all staff meeting agendas.

Part 3:

Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health, safety and welfare within the school by staff. The arrangements and procedures have been established within our school to eliminate or reduce health, safety and welfare risks to an acceptable level, and to comply with minimum legal requirements. Arrangements that are detailed in existing policies are referenced under the relevant section.

1. Accident and near miss reporting, recording and investigation

The Headteacher will log an incident. All accidents are reported in the appropriate logbook located in the school office or online accident/incident reports are made through OSHENS (surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required.

2. Asbestos

The Headteacher is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site, this is kept in the school office. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Headteacher monitors items identified in the register.

3. Contractors

The Headteacher is responsible for the induction of contractors, arrangements to exchange health, safety and welfare information and agree safe working arrangements, risk assessments, frequency of liaison meetings, how staff should report concerns and who.

4. Control of safe handling and use of hazardous substances

Rules on selection and use of substances within the school including laboratories in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals", hazard data sheets, CLEAPSS Hazards location, risk assessments, staff training in safe use, selection and use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of Radiation Protection Supervisor RPS (high schools only), name of Radiation Protection Advisor (RPA). As well as curriculum, include caretakers, cleaning staff, etc. who use hazardous substances. Include details of COSHH assessments to be reviewed on an annual basis or when work activity changes, whichever is soonest.

Location of hazardous chemicals:

Hazards	Location	Description (Type/quantity)	Mitigation measures (if applicable)
Flammable materials	Junior Stock cupboard	Paper store	Locked cupboard
Toxic Cleaning materials	Cleaners cupboard	General Cleaning products	Locked cupboard in Main hall

Cleaning Staff are trained by the external employer. All cleaning equipment is stored in a lockable cupboard in the junior hall.

5. Curriculum safety

All teaching staff will be familiar with the school's health, safety and welfare policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities. Detail staff qualification requirements to teach certain activities, refer to any health, safety and welfare publications adopted by the school which staff must be familiar with e.g. the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity": www.afpe.org.uk

6. Display screen equipment

Training requirements for staff who make significant use of Display Screen Equipment (DSE) to include how to report defects with workstations, how to report health concerns and who to, advice on maximum time to be spent on DSE without a break, arrangements for eyesight testing. HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices.

7. Electrical equipment

The Caretaker oversees the maintenance and inspection schedule for all electrical equipment at the school. The Caretaker is PAT trained and has a schedule to check all portable appliances annually. PAT testing should be carried out in line with the SCC or PAT policy and all items must be stickered. Fixed wiring every 5 years. All faults are reported to the Headteacher by a written report, and through examination by a competent person, who maintains the record of inspection. Defective equipment is reported to the SCC property help desk or a nominated contractor and put out of use until an inspection and repair is carried out. Personal electrical items are not permitted in the school without the Headteacher's approval. Mobile phone usage is covered with the school acceptable use policy. All fairy lights in school must be PAT tested.

8. Emergency procedures

Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

9. Fire precautions and procedures

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. The fire book is located in the school office.

10. First aid

See the school's First Aid policy.

A list of trained staff is posted in the school medical room.

11. Glass and glazing

All glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard, assessment of premises to establish compliance. All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard.

Routine part of termly health, safety and welfare inspection of the premises includes review of glass status (i.e., chipping, cracking etc).

12. Health, safety and welfare advice

Competent health, safety and welfare advice is available from SCC's Strategic Risk Management team for maintained schools. Academies and free schools can obtain packages of support, if required.

13. Housekeeping, cleaning, and waste disposal

An external contractor, Solo, was appointed by SCC following a tender process. They are responsible for cleaning classrooms. Office and staff room spaces, plus the halls, are cleaned by the caretaker. Solo has a "deep clean" schedule throughout the year than is overseen by SCC.

The Headteacher manages the caretaker to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

14. Infection control (COVID-19)

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes. Details the procedures in place to minimise spread of infection and arrangements if an outbreak occurs. Please see Appendix A attached.

15. Jewellery

Staff - See code of conduct on appropriate dress in the work place.

Pupils – The GBS uniform requirements state that children with pierced ears should wear plain studs only and must be able to remove them by themselves for PE lessons or not wear them on PE days. The only other acceptable item of jewellery is a watch.

16. Lettings/shared use of premises

See Lettings policy.

All external lettings are managed by the school office and monitored by the Caretaker.

17. Lone working

Staff are advised that lone working is not allowed. On occasions when the Caretaker is lone working due to essential work to be undertaken, a member of SLT and a friend or family member will be informed about where he is and when he is likely to finish. The Caretaker will ensure that they are medically fit to work alone. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

18. Long term evacuation plan

See Emergency plan

19. Maintenance of equipment

The school has a service level agreement to cover the periodic inspection, examination, testing of PE ladders and steps, kiln, all extraction systems, PE equipment, kitchen equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

The Caretaker oversees the checks and what records must be kept. All equipment is serviced annually by qualified experts.

20. Management of medicines

See First Aid policy.

21. Manual handling

The Caretaker risk assesses jobs on a case by case basis with the Health and Safety co-ordinator to identify all activities involving lifting/handling. Risk assessments are completed as necessary to identify precautions to minimise manual handling tasks. Teachers are appropriately training in handling of children as per MAPA techniques. Details of training in manual handling and use of lifting aids are detailed in the staff records. Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks are detailed in the relevant policy, e.g. Physical Education, and are discussed during new staff induction.

22. Personal Protective Equipment (PPE)

Staff should raise requests for PPE with their line manager and discuss the appropriate risk assessment.

The school follows the PPE at Work Regulations 1992 to ensure that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE to be provided free of charge where risk assessment determines it to be necessary. PPE is stored in a safe, secure, and clean environment.

23. Playground and field safety

Pupil/staff ratios are taken into account when designing supervision rotas for the playground. Emergency procedures are well-known by all staff. Playground equipment is regularly checked for safety and regular inspections of boundaries and grounds are undertaken.

24. Risk assessments

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Please see Appendix B attached for a list of assessments that support these arrangements.

25. School trips/ off-site activities

Staff are required to discuss any education visits with the Education Visits co-ordinator, who will obtain any approvals necessary.

All external visits and trips are overseen by the school Educational Visits co-ordinator using the EVOLVE website reporting arrangement.

26. Site security/ visitors

The School Office oversees the arrangements for processing visitors to the school site.

Sign in and out records kept in school office. All visitors required to wear visitor lanyards. All visitors to be made aware of the school's fire arrangements in the event of a fire, and made aware of the school's emergency procedures, including evacuation points. All visitors to the school are required to report, in the first instance, to the school office. Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.

Caretaker oversees the protection of the site and school alarm.

Emergency procedures following a security alert are included in the school Emergency Plan.

27. Smoking

GBS has a strict no smoking policy that covers all buildings and grounds. The policy includes vaping and any other non-tobacco related "smoking".

28. Staff consultation

All staff are encouraged to make suggestions for health and safety improvements or raise any concerns to their Line Manager or Headteacher at any time.

29. Staff health, safety and welfare training

New staff are briefed about H&S arrangements by the Deputy Headteacher, establishing minimum H&S competencies for certain activities. All staff receive regular fire safety and lockdown training and drills are recorded in the Fire & Safety maintenance log book.

30. Staff well-being/stress

The Headteacher actively promotes a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety and wellbeing of all staff members. It is a standing agenda item for the Local Governing Body meetings.

31. Vehicles on site

Vehicles on site may only park in designated areas. The School Office team makes special arrangements for deliveries as necessary.

32. Violence/school security

All persons entering the school must complete the sign in book and will be presented with visitor's badge. Upon leaving the school, visitors must sign out and return the badge. All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure.

33. Water management (Legionella)

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.

34. Working at height

Work at height should be avoided wherever indicated by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required. All other staff have working at height instruction during induction training. If considerable working at height is required, specially trained contractors are used.

35. Work experience

The Headteacher will ensure work experience students receive appropriate induction which will include reading the following policies and documents:

- Safeguarding and Child Protection policy
- Behaviour policy
- Anti-Bullying Policy
- Staff Code of Conduct
- DFE Keeping Children Safe in Education Part 1 annexes B and G
- Whistleblowing Policy

Appendices

Appendix A – COVID-19

Any of the above working arrangements/guidance will be amended as necessary and relevant, in-line with current Government advice, regulations, amended or new Acts of Parliament, in relation to COVID-19.

Likewise, and as above, new guidance by Public Health England (PHE) and the Health and Safety Executive will be adhered to in relation to PPE, office, or personal hygiene.

Appendix B - Risk assessments and guidance

List of risk assessments, policies, and procedures to complement this policy

COSHH

Manual handling

Violence at work

PE Gymnastics

Stress

Adverse weather

Animals in schools

Breakfast club and After School club

Contractors on site

Lone working

New and expectant Mothers

Oak processionary moth

Events

Playground

Pond features

Site assessment

Temporary mobility difficulties

Traffic management

Caretaking duties

Working at height

Forest school

Electric Heaters

Individual risk assessment prepared for each off-site trip and visits

Kiln guidance

Physical Intervention Policy