Policy Title	**HEALTH & SAFETY POLICY**
Committee responsible	Resources & Finance
Last reviewed	April 2026
Next review due	April 2027
Who is governed by this policy	All staff, pupils and visitors to the school
Available on website	**YES**

HEALTH & SAFETY POLICY

1. Statement of Intent Declaration

The Governing Body:

- Acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.
- Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.
- The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

2. Health & Safety Duties

To achieve the objectives laid down above, the Governing Body accept the following duties:

- To participate in and / or arrange for inspection of the school premises on a rolling basis in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report will be considered by the Governing Body who will determine any follow-up inspection as required.
- To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks.
- To ensure contractors work safely, the Governing Body will follow the guidance issued by the Local Authority.
- To ensure that any defect in the premises etc, when reported, is rectified and / or action taken to prevent persons being affected by that defect.
- To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the Headteacher or members of the Governing Body.
- To ensure all staff receive health and safety training, commencing with induction training and followed by the training necessary for any particular health and safety duties associated with their role. This training will be refreshed at intervals to maintain the necessary level of competency.
- To ensure that all staff will consider the activities they undertake or supervise, to identify significant hazards. Risk assessments will be undertaken for all significant hazards, and safe methods of working developed and communicated to all necessary staff. The allocation of health and safety duties will ensure that all significant hazards are owned and managed.
- To ensure that an item entitled 'health and safety etc' is regularly included on the agenda at meetings of the Governing Body.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in the Appendices to this document, as follows:

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APPENDIX 1
Organisation, Responsibilities & Monitoring

A. Organisation of the Health & Safety System in Warnham School

The Co-Chairs of the Governing Body are **Mrs Hilary Farquhar** and **Mrs Marlene Fleming.**
The Governor with nominated responsibility for Health and Safety is **Mr Ian Gurling.**
The responsibility for day-to-day oversight of the Governors responsibility is vested in the **Headteacher**.
The Headteacher will be assisted by the **Senior Leadership Team** (SLT) and **School Business Manager.**
Staff interests are represented by **Mrs Clare Moss**.
Child interests are recognised by the **Headteacher**.

B. Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with Health & Safety Regulations.

The Headteacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Headteacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with Health & Safety Regulations.

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Headteacher or governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health and safety advisers is sought on health and safety matters in order to comply with Health & Safety Regulations.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

C. Particular responsibilities for the management of safety / welfare matters are:

Accessibility (Disability Discrimination Act)	Head
Asbestos Monitoring & Control	Head / SBM / Caretaker
Cleaning / caretaking duties	SBM / Caretaker
Contractors on site	Head / SBM / Caretaker
Control of substances hazardous to health	SBM / Caretaker
Display screen equipment	SBM
Drama / theatre arts	SLT / Caretaker
Electricity at work regulations	Head / SBM / Caretaker
Emergency Procedures	Head
Epidemic / Pandemic – procedures	Head
Fire safety	Head
First Aid – supporting pupils' medical needs	SBM
Food safety	SBM

Glazing	SBM / Caretaker
Health and Safety in the School Improvement Plan	Head
Hiring premises	SBM
Induction of staff	Head / SLT / SBM
Infection Control	Head / SBM
Manual handling	SBM / Caretaker
Off-site activities	Head / SBM
Physical education	Head
Premises maintenance	SBM / Caretaker
Reporting / recording incidents	Head / SBM
Risk education	Head / SBM
Science curriculum	Head
School security	Head / SBM / Caretaker
Staff, pupil and visitor welfare	Head / SBM
Technology Curriculum	Head
Training / INSET	Head

D. Particular arrangements including monitoring procedures

The Governing Body has adopted the Education Authority's Health and Safety Information System and will follow the Authority's policies and codes of practice, wherever appropriate and practicable. This will include the timely dissemination of health and safety information to pupils, parents, staff, visitors and other stakeholders, together with arrangements for management and operational health and safety training.

Risk assessments will be undertaken regularly and recorded and made accessible by governors as directed by Resources & Finance committee. Safe systems of work, codes of practice or safety rules will be recorded in writing and communicated.

The Governing Body will:

- appoint a Health and Safety representative, to be reviewed annually
- receive regular reports on Health and Safety and institute regular inspection and monitoring of the premises
- undertake in the light of operational practice, regular reviews of new laws and new policy / directives of the Education Authority
- ensure that arrangements are in place to constantly monitor operational practice and procedure, analyse accident and incident reports and identify any increase or trends in particular types of accident
- ensure preparation of an annual action plan to address deficiencies in health and safety.

E. Monitoring and Review of the Policy

The Governing Body will receive reports at each termly meeting on Health and Safety and will institute regular inspection and monitoring of the premises.

Regular review of procedure will be undertaken in the light of operational practice, new laws and new policy / directives of the LEA. The operational practice and procedure are constantly monitored by the Headteacher / Local safety officer.

Accident and incident report forms will be analysed. This may help identify any increase or trends in particular types of accident.

APPENDIX 2
Health & Safety Arrangements

Day to Day Supervision

The classrooms are supervised from 8.30am.

School starts at 8.55am and the office staff will phone any families not accounted for by 09.30am to check their child is safe.

At playtimes there are two members of staff on duty.

At lunchtimes a team of Midday Meals Supervisors supervise the children.

At the end of the day, Reception children are only allowed to leave their classrooms when the member of staff can see a known adult. KS1 and KS2 children are taken onto the playground by the teacher and are only released to a known adult.

School Trips

The legal ratio for supervision of school trips is:

Reception class – 1 adult to 4 children
Children aged under 8 – 1 adult to 6 children
Children aged between 8 and 12 – 1 adult to 10-15 children

Forest Schools – Years R to 3 – 1 adult to 6 children
Years 4 to 6 – 1 adult to 15 children

However, we aim for lower ratios whenever possible.

A qualified first aider will be on every trip.

FIRE PROCEDURES

Fire Evacuation Procedures

This plan is written to cater for an initial evacuation over a short period of time. If the evacuation appears likely to involve a period of more than one hour, or in the event of adverse weather conditions, children and staff will be evacuated to St Margaret's church.

Staff Instructions

- The following procedures will be carried out by all staff in the event of an evacuation of Warnham CE Primary School.
- It is essential that all staff are fully aware of their roles and responsibilities within this plan. All new and temporary staff will have this plan brought to their attention.
- Any amendments will be passed on to all plan users.
- The first person aware of the fire must activate the fire alarm and, where safe to do so, advise the office staff of the location within the school.
- Where possible, all doors in each room evacuated should be shut.
- On no account should any person re-enter the premises, having exited.

Office Staff Instructions

Office staff will ring 999, (on office phone if safe to do so, otherwise using a mobile when outside), giving details of:

- School location
- Contact telephone number
- Nature of problem
- Location of problem within school

Leave the building by the safest and quickest route, taking the following to the assembly point:

- The red clipboard showing class absences
- Children in / out during school day information
- Visitors book
- Regular volunteers clipboard
- Office Emergency Box (which contains the key to the Parish Room and school mobile)
- Emergency medication (auto-injectors and asthma inhalers)

Designated person in charge (Headteacher or SLT) instructions

- The senior teacher will be responsible for carrying out all office staff responsibilities, at times when the office is not staffed.
- If safe to do so, the senior teacher will organise a 'sweep' of all areas not designated to a teacher, including toilets and cloakrooms.
- Whilst 'sweeping' the building, there may be an opportunity to assess or even tackle the fire using appropriate fire safety equipment. **This should only be attempted if the individual is confident of their ability in the use of equipment.**
- Having completed the sweep, the senior teacher will attend the assembly point.
- They will then collate class evacuee figures, numbers missing and any areas as yet not swept for the emergency services.

- The senior teacher will then consider the access required for the emergency services and whether the children need to be moved. They will also identify themselves to the senior fire officer attending for liaison and information purposes.

Class Teachers and Teaching Assistants

- The primary responsibility of teachers and teaching assistants is the welfare and evacuation of their pupils. They will lead their class out of the building by the nearest external exit to the assembly point (school field), ensuring they have checked under tables, behind doors and in cupboards as required.
- On reaching the field they will line up with their pupils and make a head count, advising the office staff of their total number of children.

Fire Drills

Fire drills will be carried out termly, of which only the Headteacher and / or premises officer will receive prior warning.

Fire Alarm System Testing

It will be the responsibility of the Headteacher to arrange fire alarm tests in conjunction with the premises officer. Arrangements will be made to advise all persons within the building of these equipment tests prior to activation. The premises officer will test the alarm weekly.

Training Register

Under the provisions laid down in the Fire Precautions (Workplace) Regulations Act 1997 (amended December 1999), there are various legal requirements which must be adhered to. These include:

- Staff must be instructed and trained to ensure an understanding of fire precautions and the actions to be taken in the event of a fire.
- A record of training (fire drills) will be kept in the main office.

ACCIDENTS AND INCIDENTS

In health and safety an accident is an event that causes ill health or injury and possibly damage to property or the environment. An incident is an event that nearly causes ill health, injury, damage to property or the environment (so it can be called a 'near miss'). Never ignore a near miss; it gives important information on how to prevent a similar event happening again. If ignored, the consequences could be much worse next time.

We report accidents and incidents as it is an important way of monitoring health and safety performance and identifying trends so that resources can be targeted towards tackling specific areas of concern. The law says that employers have to report serious accidents and incidents.

There are two levels of reporting and recording accidents and incidents: using your local accident and incident book, and reporting to West Sussex Services for Schools.

Reporting accidents and incidents

All accidents and incidents, even minor ones, are recorded in our local accident and incident book kept in the office. Staff are advised to record:

- the name of the person involved in the accident or incident
- his or her status (for instance, employee, pupil, service user)
- their address if they are not an employee
- the injury and part of the body affected
- the treatment given
- the time and date it happened
- enough notes on the cause of injury so that adequate risk assessments can be carried out.

What to do if a bomb threat is received

- Keep calm.
- Try to get as much information as possible.
- Dial 1471 after the call to try and get the caller number.
- Report the details to the Headteacher or SLT, and the police immediately.
- If you think there really is a bomb, ask everyone to leave immediately. If you think it is a hoax, search to make sure before deciding to evacuate.
- It is initially your decision whether to evacuate. The police will not attempt to influence the decision unless there is evidence to suggest that the call is genuine.
- You are also responsible for searching the premises as you are most familiar with it. The police may become involved but only if you don't have enough staff to do the search.
- Organise the search to look for anything that should not be there, something that is out of place that nobody can recognise or explain – each teacher to search his / her own room. You must be very thorough. Check the whole of the floor area, the furniture and the fittings right up to the ceiling. Don't forget cloakrooms, passageways and stairways, and remember to include the car park and other areas around the property.

The police will not normally search the school for us. They probably won't know the layout and the places where a bomb could be hidden, and they will not know what should or shouldn't be in any particular space. However they will give advice on searching, evacuating and going back in. If a suspicious package is found, it must not be touched and the police should be called immediately. They will take control. Clear people away from the area close by and wait for the police.

If the building has been evacuated before carrying out a search, the Headteacher must make sure a search is carried out before everyone can go back in. If a time has been given for an explosion but

nothing happens, the Headteacher must wait at least one hour before considering whether it is safe for people to go back.

Action on finding a package

- No mobiles within 25 metres of package.
- Evacuate to distance of minimum 100 metres if lunchbox, 200 metres if briefcase, 400 metres if car.
- Draw picture of item and map to show location and route to scene. Mark route with tape or toilet roll on ground.
- Open and lock back any doors leading from outside to suspicious package.
- Ensure person who found item is available for questioning by Army bomb disposal on arrival.

SAFEGUARDING & CHILD PROTECTION

We have a named person responsible for child protection in the school. This is normally the Headteacher, but s/he may delegate this responsibility in some circumstances.

If any teacher suspects that a child in their class may be the victim of abuse, they will immediately inform the named person about their concerns. Our Safeguarding and Child Protection Policy can be viewed at
Safeguarding-Child-Protection-Policy-W25.pdf (warnhamschool.org.uk)

The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in the school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

THE SCHOOL HEALTH SERVICE

The Child Health Bureau gives advice on health issues to children, parents, teachers, education welfare officers and local authorities. It provides the equivalent of an occupational health service for children. The main contact is likely to be the named school nurse, employed by the local NHS trust. Every school has a named school nurse who visits regularly.

Parents and guardians will be asked to give written consent before their child is seen by anyone from the School Health Service. Children may be seen at any time if they, or a parent or teacher ask. Children with certain chronic conditions are kept under regular review.

The named school nurse will carry out hearing, height and weight tests. If they decide your child needs treatment, your child will be given a letter to take home to you.

Some immunisations, such as for flu, are arranged at school. Occasionally the Department of Health introduces mass child immunisations. We will co-operate with the School Health Service when arranging these programmes and services. Interviews by doctors and nurses with children and their parents will be private. Hearing tests will be done in a reasonably quiet environment and somewhere where the child will not be disturbed. We will provide suitable facilities for any children with significant disabilities. We will also ensure there is a satisfactory place for children to be looked after when they are unwell, either in Reception or the Headteacher's office.

Health Education

Health education and promotion is important and it is integrated into our curriculum and the school environment. The School Health Service and health staff from the local NHS Trust help with this. The telephone number for the school nurse is in the office.

Controlling Infection

Children with infectious diseases must not be at school. They should only return when they feel well and must stay away longer if there is still a risk of infection. The recommended periods children should stay away from school once they feel well is available here:
Guidance on infection control in schools poster.pdf (hscni.net)

In most cases we only need to make sure the child stays away while they are infectious.

If we are unsure whether a child with an infectious disease should be attending school, or are concerned because someone in the child's household has one, we will contact the Health Protection Agency on 0845 894 2944 for advice.

Who to contact about infectious diseases

The school will contact the Health Protection Agency if an abnormal number of children are absent from school with a suspected or confirmed disease, suggesting a community outbreak.

The school will contact the local environmental health officer and the area education officer if there is an outbreak of food poisoning or diarrhoea. The Health and Safety Group can be contacted on 0845 345 0055.

The law says some diseases have to be reported to the public Health Department. If a person has a notifiable disease, their doctor is responsible for doing this.

SECURITY POLICY

1. Statement of Intent

The Governing Body of Warnham CE Primary School recognises the need to ensure the safety of every pupil, member of school staff (permanent and temporary) and visitors to our school. We also recognise the importance of protecting the school buildings and contents.

The Governing Body recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil the obligation.

This policy will not only apply to those working on the school premises but to those engaged in off-site activities, sporting events and home visits.

The Governing body wish to make it clear that, whatever form and for whatever reasons, **VIOLENCE IS UNACCEPTABLE**. We have a Zero Tolerance Policy which can be viewed at Zero-Tolerance-policy-W24.pdf (warnhamschool.org.uk)

We are committed to reducing the risk of violence and improving security on the school site by the implementation of this policy. We are also committed to taking all reasonable cost-effective measures to protect the building and its contents against the intruder and arsonist. Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, codes of practice, physical measures and legal guidance.

Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work. The Governing Body will be fully supportive to any members of staff or pupils who have been subject to violence at work. The effectiveness of this policy depends on people to implement it and make it work successfully. This involves every member of the school working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements is encouraged to pass on that information to the school.

2. Arrangements

Visitor / Access Control

Access to the school site is controlled by keypads and intercoms on the external gate and front door. All visitors ring and wait to be admitted by the main reception / admin staff.

- The main reception point will be staffed from 8.30am – 4.00pm Monday – Friday.

Access to the school for deliveries; the driver must report to the office before entering the gates leading on to the playground. The main gates are padlocked at weekends and holidays and CCTV is in use.

- All visitors must report to the main reception on arrival.
- A register / record of all visitors to the school is maintained (with the exception of the peak am/pm reception and collection periods). All visitors wear an official visitor's identification badge.
- Visitors are escorted to their destination in school by the office staff.
- Fire exits must not be locked during the school day.
- Any visitor without an official identification badge should be challenged politely by a member of staff, informed of the correct procedures and escorted to the main reception desk.
- The Headteacher and office staff are responsible for implementing these arrangements.

Interview Procedures

- Consideration will be given to the risk posed during interviews with parents / next of kin.
- Staff should inform the Headteacher if they have an interview with a parent even if they do not believe there is a risk.
- Teachers see parents in their classrooms.
- Parents should report to reception and sign in before the interview.

Interviews with the potential for conflict or a violent situation should**:**

- use staffroom or Headteacher's office.
- be planned in advance by appointment.
- a member of the Senior Leadership Team should be available or at least two other staff.
- make sure the room used for interview procedures is free from any item that could be used as a weapon.

During an interview

- stay calm, speak slowly so as not to be drawn into a heated argument.
- avoid aggressive body language such as hands on hips, wagging fingers or looking down on an aggressor.
- call for help or refer to the Senior Management member.
- try to ensure the interviewee is not between you and the door.

3. Lone working

Staff should try not to work alone on the premises, but we appreciate that there may be occasions when this is unavoidable.

Staff working on their own will:

- inform the Headteacher or SLT
- make themselves aware of the essential contact numbers (in the office)
- inform family and friends of intentions to work late and expected time of completion
- ensure they have a mobile phone with them
- lock all external doors to buildings to prevent unauthorised entry
- inform other members of staff working late when they leave

4. Security of school site

- All members of staff should ensure their vehicles are secured and locked properly. Valuables should not be left in cars.
- Any bicycles on the school premises shall be securely locked.
- Members of staff are responsible for shutting and securing windows and external doors of their own classrooms at the end of the day.
- In the event of staff working late, beyond the end of the normal working day, the last person to leave the establishment should set the alarms and shut access points in accordance with the following procedure.

5. Securing the school premises

- Ensure that all personnel, public and visitors have vacated the premises before securing it.
- Ensure that all windows and doors are closed and lights switched off.
- Set the alarm system as per instructions.
- Do not re-enter the premises once the alarm system has been activated.
- Deactivate the alarm system before entering the premises.
- If unable to secure the building notify the appointed person (this will normally be the Headteacher).
- Do not inform an unauthorised person of the establishment's security arrangements.

When a building appears to have been unlawfully entered

- Notify the police immediately.
- Notify the Head of the establishment or other appointed/nominated person.
- Do NOT enter the building until assistance has arrived.
- Where you consider it safe to do so make an external tour to observe the premises.
- Do NOT subject yourself to any personal risk of danger.
- Do NOT touch any items, light switches etc. and prevent any entry to affected areas until police arrive.

6. Consultations with staff, pupils and parents

Any members of staff, pupils or parents who have concerns with respect to security are encouraged to contact the school to pass on and / or discuss these issues. Confidentiality will be assured in such matters.

7. Incident reporting / recording

To gauge the effectiveness of security arrangements and assist the monitoring and review processes, any incidents relating to security of school premises and violence to persons will be noted in the security section of the Health and Safety Log held in the main office. In addition to this, WSCC reporting forms HSW2 and VAW1 should be completed if necessary.

8. Signage

Clear and unambiguous signs are placed at appropriate locations to indicate WSCC property, direction to main reception, restricted points and staff only areas.

9. Risk Assessment

Risk assessments will be undertaken to identify any hazards and the appropriate control measures required.

The risk assessments will be reviewed at least once a year or upon significant change of circumstances.

To further aid identification of security risk, a risk management security analysis will be undertaken on an annual basis.

10. Staff Induction

All new staff will be made aware of this Health & Safety Policy.

11. Information for pupils and parents

Good security will involve the commitment and co-operation of all persons who use the school site. Pupils and parents should feel part of this process. Class teachers will brief pupils on arrangements and changes to them.

12. Training

The Headteacher is responsible for identifying and arranging any training requirements as indicated by risk assessment. All staff will receive training in ‘recognition and diffusion of aggression techniques’ and the correct procedure for challenging unknown / unauthorised visitors on site.

13. Security contacts

An up to date list of contact numbers will be maintained and held by the main office staff. This will be distributed to the Headteacher / SLT and other members of staff as appropriate.

14. Cash handling

The School Business Manager (SBM) is responsible for ensuring that cash is kept safe on the premises and is banked in a timely manner.

All sums of cash and cheques are locked in the school safe until banking. Large amounts of cash are not allowed to accumulate in the safe or remain on the premises over holiday periods.

Whenever possible, parents pay for school trips and activities on line through the Parent mail system, avoiding the need for handling small amounts of cash through the school office.

Cash and cheques are paid into the post office or bank as appropriate by a member of the office staff. This is completed infrequently enough as to arouse no suspicion.

15. General

Secrecy of cash movements is essential. We restrict this knowledge to the smallest number of people necessary for its safe handling. Close attention is given to security of cash within the premises, particularly at times and places of departure or arrival.

The object of security is not only to reduce the risk of theft, but also to minimise the risk of personal injury to the cash carrier or other employees.

We acknowledge that security is an attitude of mind. Insufficient attention to a scene, which may have been purposefully arranged, will enable an ambush situation to occur before evasive action can be taken. Regular Risk Assessments are carried out across the school.

APPENDIX 3
Specific Arrangements / Occupational Hazards

Accident and Incident Reporting
All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally, major injuries and direct visits to hospital are also reported to WSCC using the online system.

The Headteacher is responsible for reporting accidents. The Headteacher will monitor accidents and incidents in order to identify trends and report to the governing body. The H&S Governor will inspect the Accident Book periodically.

Administering medicines
The school's Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is the School Business Manager. A copy of the policy is available from the school office and on the school website.

Asbestos
The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. The Headteacher is responsible for asbestos management.

Control of Substances Hazardous to Health (COSHH)
All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The School Business Manager is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

Contractors
Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses WSCC approved contractors whenever possible. Contractors are regularly monitored whilst on site. The Headteacher is responsible for the management of contractors.

Curriculum Safety
The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety arrangements, which are regularly reviewed and communicated to the relevant staff.

Display Screen Equipment (DSE)
Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the School Business Manager to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist.

DSE user risk assessments will be reviewed periodically by the School Business Manager, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment will be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Electricity
All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school. Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks. A 5 yearly check of the fixed electrical installation is completed and records kept. Electrical safety is managed by the School Business Manager.

Emergency Provision / Business Continuity
The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the Headteacher.

Fire Safety
The Headteacher is the designated person for fire safety within the establishment. The Headteacher will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Personal emergency evacuation plans (PEEP) are developed for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan is prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan includes the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the school)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training in the form of regular fire drills
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises

First Aid
The lead First Aider is the School Business Manager. The list of trained First Aiders is available on the Health and Safety noticeboard in the staffroom. The School Business Manager monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover before and after school clubs and all staff members are aware of the arrangements in place.

The School Business Manager is the designated person for ensuring the first aid kits are kept fully stocked and items are within date.

Food Safety
The Food Safety lead is the School Business Manager. They will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must cordon off a spillage, clear up immediately and the floor surface left clean and dry before being opened up to pupils again. All incidents are to be reported to the food safety lead.

Glazing
The school holds an up to date Glazing Survey and regularly monitors glazing as part of its premises inspection. The School Business Manager is responsible for glazing management.

Gas Safety
The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The School Business Manager is responsible for gas safety.

Induction
All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist. Staff will also complete the eLearning Health and Safety Induction and records will be kept. The Headteacher and School Business Manager are responsible for the induction of staff.

Infection Control
The school seeks to manage the spread of infection to prevent ill health from disease i.e. coronavirus, norovirus, hepatitis etc. The school follows the exclusion periods for all infectious diseases set by UK Health Security Agency (UKHSA) and these are communicated to parents. Risk assessments are completed for infection control and specific diseases and communicated to staff. These risk assessments are supported by infection control procedures i.e. hand washing, increased hygiene and cleaning protocols and, where identified by risk assessment, personal protective equipment (PPE) is worn by staff. Where the school is aware of a risk of transmission of an infectious disease, specific arrangements are in place for the administration of first aid to a potentially infectious pupil, visitor or member of staff. As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online accident reporting system and onto the Health and Safety Executive (HSE) by the WSCC.

Lone Working
Lone working is discouraged, however where employees are required to work alone, reference should be made to the Lone Working risk assessment.

Play equipment
External and internal play and PE equipment is serviced by WSCC. PE equipment is checked prior to every use by the teaching staff and any defects are reported immediately to the office. The playground supervisors regularly monitor external play equipment and defects are reported immediately to the office. Faulty equipment is immediately decommissioned.

Premises maintenance
The internal and external premises will be inspected at regular intervals by the Caretaker. Resulting issues are reported to the Headteacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Caretaker using the defects log. The Caretaker will sign and date completed actions in the log.

Monitoring, audit and review
The Governing Body will receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure will be undertaken in the light of operational practice, new laws and new policy / directives of the Local Authority. The operational practice and procedure will be constantly monitored by the Headteacher / local safety officer. The Governing Body will ensure preparation of an annual action plan to address deficiencies in health and safety arising from the Headteachers' annual report.

Moving and Handling of Pupils and the Manual Handling of Inanimate Loads
Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, the Governing Body will ensure that suitably competent staff are delegated to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

The School Business Manager is responsible for developing and reviewing moving and manual handling risk assessment.

New and expectant mothers
Any staff member who becomes pregnant is to inform the Headteacher of this and an appropriate risk assessment is to be undertaken, following appropriate guidance contained within the Health and Safety A-Z on WSSfS. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Off-site activities
All off-site activities are risk assessed. The school's systems are audited by WSCC Outdoor Education Advisor. The Headteacher and School Business Manager are joint Educational Visit Co-ordinators (EVC) for the school.

Risk Assessments
Risk assessments are a legal requirement under health and safety law and the Headteacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant event.

Staff welfare / stress
The Governing Body considers staff welfare of paramount importance and seeks to promote a work / life balance amongst their staff. The Headteacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Health Assured and Occupational Health.

Training
The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the Headteacher and School Business Manager.

Violence and Aggression
The Headteacher ensures that violence at work is included on the Site Security risk assessment. The Headteacher also ensures that appropriate behaviour management plans are implemented for children with known behaviour issues. Appropriate training must be undertaken to manage violence and aggression. Training records and reviews of risk assessments are clearly recorded and kept within retention schedules.

Water quality
The Caretaker is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A water quality risk assessment is produced and reviewed annually.

Working at height
All staff complete Working at Height training as part of their induction and it also forms part of the annual safeguarding review. Ladders, stools, steps and other access equipment are regularly inspected and maintained by the Caretaker.