



engage enrich excel academies

Hounsome Fields Primary School

**HEALTH AND SAFETY POLICY
2024-2025**



Date of Approval

06.12.2024

A&R

Date of Review

Autumn 2 2025

A&R

Health and Safety Policy

The following document is written in compliance with Section 3 of the Health and Safety at Work Act 1974: (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.

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

Legislation:

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

Part 1

Statement of General Policy on Health, Safety and Welfare

It is the policy of Engage Enrich Excel Academies (EEEE) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

The Trust has set a Health and Safety Policy Statement that applies to all schools within the Trust. This policy outlines the Trust's aims in respect of health and safety (H&S) and sets roles and responsibilities.

The policy requires schools to define and implement H&S arrangements that are appropriate for the local school context in Part 3 of the Policy. The Trust delegates the strategic, management and the day-to-day operational responsibility of each school to the Headteacher and the Local Advisory Committee in accordance with the trust scheme of delegation.

The Local Advisory Committee (LAC) & Headteacher of Hounsoms Fields Primary School

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and the same is required of persons that they supervise and take responsibility for.

The Local Advisory Committee & Headteacher will provide as necessary 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

In support of the above, the Local Advisory Committee & 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 finding to be properly incorporated into the school's H&S procedure.

This statement of intent has been rectified as part of the last LAC meeting.

Chair of Governors.....

Headteacher.....

Date:.....

Date:

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

1. The Trust

The academy trust has ultimate responsibility for health and safety matters in each of its schools. The Trust delegates the strategic, management and the day-to-day operational responsibility of each school to the Headteacher and the Local Advisory Committee in accordance with the trust scheme of delegation.

2. The Local Advisory Committee (LAC)

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

2.1 Include Health & Safety targets in the School Development Plan.

Targets may include:

- Provision of facilities for health and safety purposes
- Reductions in accidents/incidents
- Training of Governors/staff, and
- Review of policies and procedures

2.2 Ensure that Health & Safety is an agenda item on the Building and Finance Committee termly meetings, and receive a termly H&S report from the School Business Manager 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

2.3 Facilitate any necessary review of the school's H&S procedures as may become apparent via the strategies above.

3. Headteacher/ Executive 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 in the school. The Headteacher will advise LAC of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to affect the requirements of this policy. In particular the Headteacher will ensure that:

3.1 The contents of this policy are brought to the attention of all relevant persons.

3.2 A process for risk assessments is applied within the school, and that:

- All appropriate risk assessments are completed and reviewed
- Appropriate control measures are implemented

3.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

3.4 Appropriate staffing levels for safe supervision are in place.

3.5 An adequate schedule of inspection and maintenance is in place to ensure a safe working environment and that any place of work is in a safe condition. 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 equipment

3.6 An adequate needs analysis of H&S 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 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.

3.7 Adequate and easily retrievable health and safety training records are available and up to date.

3.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations. The details of the Competent Person are inserted in section 12 Part 2 of the Policy.

3.9 A termly H&S report is provided to the Governors.

3.10 Bradley Carter is the School's Educational Visits Co-ordinator and is trained accordingly.

3.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

3.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

3.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

3.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.

4. Assistant/ Deputy Headteachers

The Duty Assistant/ Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

5. 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:

5.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment, monitored and reviewed accordingly.

5.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.

5.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire

emergency.

5.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

5.5 Within the Senior Leadership Team monitoring system, H&S inspections are carried out in their areas of responsibility within a timescale agreed with the Headteacher, and a report provided to the Headteacher where necessary.

5.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.

5.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.

5.8 New transferred and temporary staff receives appropriate H&S induction training.

5.9 First aid provision is adequate.

5.10 Pupils are given relevant H&S information and instruction.

6. Teaching Staff (Including supply)

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

6.1 Effective and appropriate supervision of the pupils that they are supervising.

6.2 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.

6.4 They know the emergency procedures.

6.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

6.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

6.7 That they report any defective equipment to the relevant person.

6.8 All accidents and incidents are reported and reviewed or investigated.

7. Caretaker/ Facilities Staff

The Caretaker/ facilities staff is responsible to the Headteacher/School Business Manager, and in particular will ensure:

7.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

7.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

7.3 That regular 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 will on occasion be carried out with others such as governors, headteacher and Office Manager).

7.4 That persons they supervise only undertake work for which they are competent.

7.5 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.

7.6 That all staff work in accordance with safe working practices issued by the school.

8. Health and Safety Co-ordinators: Headteacher/ Office Manager

The Health and Safety Coordinators carry out H&S functions, 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:

8.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

8.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.

8.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.

8.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.

8.5 Advising the Headteacher and/or The Trust 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.

8.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

8.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.

8.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

8.9 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.

8.10 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.

9. All Employees (including temporary staff & 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 school management to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

9.1 Participate in the school's risk assessment process and comply with findings.

9.2 Report any defects in the condition of the premises or equipment of which they become aware.

9.3 Report all accidents/Incidents in accordance with the school's procedure.

9.4 Be familiar with the procedure to be followed in the event of a fire/emergency.

9.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.

9.6 To follow all relevant codes of safe working practice and local rules.

9.7 To report any unsafe working practices to their Line Manager.

10. Pupils, parents/carers and visitors

Pupils, parents/carers and visitors are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

11. Contractors

Contractors will agree health and safety practices with Health and Safety Co-ordinator before starting work.

12. Competent Person:

The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations through the central team.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

(Please modify the sections below to detail the local arrangements for your school under each heading as the current description is only suggestive of the information expected. Please add Not Applicable to sections that do not apply to your settings. Please add supporting documents as Appendices to this document as required).

The headings for the H&S arrangements are defined by the Trust Health and Safety Policy. Due to the context of individual schools, it may be appropriate for entire headings to be marked as 'not applicable'

The following procedures and arrangements have been established within *Hounsome Fields Primary School* to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

1. Accident Reporting, Recording & Investigation *(Please amend to reflect arrangement at school)*
A daily accident log of minor injuries and incidents are recorded on the school MIS system and completed by all members of the school staff. Any injury or accident which results in the injured person being taken to a medical facility for treatment must be reported to the Headteacher. The First Aid at Work certificate holder is responsible for submitting these reports. These are then reviewed by the Headteacher, who will investigate the accident where necessary and advise if the incident needs to be lodged with the H&S Executive (RIDDOR). More serious incidents related to both staff and pupils are also recorded online using SCC's OSHENS system (remove if not applicable).

2. Asbestos Management *(Please insert arrangement at school)*
Not Applicable at Hounsome Fields Primary School.

3. Contractors *(Please amend to reflect arrangement at school)*
When a project is identified, a project scope is prepared and contractors are invited to tender quotes as per the project scope. A summary of the quotes is then prepared for the Local Advisory Committee and Headteacher allowing them to make an informed decision, evaluating value for money, H&S awareness and known standard of work from previous works on site or references from other schools. As appropriate, the School Business Manager will request risk assessments and Health & Safety information from the contractors ahead of starting work on site and will ensure contractors have contact details of the Premises Manager as a liaison during the period of works. Contractors will be required to identify a supervisory contact (working on site) who will facilitate daily liaison with the Premises manager and also be contactable and accountable should ad hoc incidents or emergencies arise. Contractors are segregated from the main school areas which are being utilised by staff and pupils (according to the degree of risk) by the hierarchy of controls measures such as barriers, warning signs or by working outside of normal school hours. Mains Isolation arrangements must be clearly identified (water, gas, electricity) and are readily accessible in an emergency. "Hot works" (heating or burning activities that might cause a fire to spread within the building) will be carried out via a "Work Permit" arrangement.

4. Curriculum Safety [including out of school learning activity/study support] *(Please amend to reflect arrangement at school)*

Prior to commencing hazardous activities, teaching staff are required to undertake suitable (written) risk assessments. The teaching staff/coaches/volunteers, etc. must be suitably qualified to teach the activities. A risk assessment examines the hazards and control measures in each operation. The teaching staff must refer to any health and safety publications or curriculum policies adopted by the school which staff must be familiar with.

5 Drugs and medication *(Please amend to reflect arrangement at school)*

All administration of prescribed medicine must be handed in to the school office. Teachers have been instructed not to make arrangements with parents/carers directly. If it is absolutely necessary to administer medicine during the day then the school requires parents to complete a consent form, which must then be handed to a member of the office staff, along with the medication. The medication will be stored away in the main office or if necessary refrigerated. In the case of a requirement to administer controlled drugs, such as Ritalin, these will be kept in a locked cupboard / drawer in the office. A record of any medication administered is kept in a daily record and against the child's individual record. For further details refer to the school's Policy for the Administration of Medicine.

6. Electrical Equipment (fixed & portable) *(Please amend to reflect arrangement at school)*

Portable electrical equipment is defined as equipment that has a lead and plug and which is normally moved around or can easily move from place to place. Damage, poor maintenance or incorrect use of equipment can result in fire, electrical shock and/or burns to the users and in extreme cases death. Staff are instructed to make visual inspections of electrical equipment prior to use. If they find something wrong, they should report the matter to the Caretaker and the equipment should be labelled as faulty and taken out of use to be repaired. Staff are not permitted to bring personal electrical equipment onto the premises for use at work.

Fixed testing is carried out every 5 years. Modifications or repairs to the fixed electrical system are only undertaken by a qualified electrician. Portable Appliances are tested on an annual basis by the caretaker. Records of fixed and portable testing are retained by the school.

7. Fire Precautions & Procedures (and other emergencies) *(Please amend to reflect arrangement at school)*

A fire risk assessment, an annual inspection and maintenance of the fire safety related equipment is undertaken on a yearly basis by an external company. The fire risk assessment report is brought to the attention of the Headteacher, the person responsible for fire safety. The testing of the school fire alarm system is done on a weekly basis by the caretaker and the system is serviced by external company on a quarterly basis. Termly fire drills are arranged by the Headteacher. Fire procedures posters, fire exits and escape routes signs are located around the school and staff are aware of the assembly point. A fire log book details records of staff training, testing of break glass points, testing of emergency lighting and the names of the fire wardens/marshals. All staff complete annual fire safety training. Please refer to the Fire Safety Plan and the Fire Safety Policy for more information (only insert this if your school has Fire Safety plan and policy)

8. First Aid *(Please amend to reflect arrangement at school)*

All staff are trained in basic first aid skills and their training is updated every 3 years. The main first aid kits are kept in the medical room. Medical boxes containing the pupils' inhalers etc. are kept in their classrooms. The receptionist is responsible for maintaining first aid supplies and monitoring first aid boxes. Red cards are used as a means to summon assistance in an emergency. There are containers and hazard bags for disposal of contaminated waste and sharp equipment. All First Aid treatment is recorded.

9. Gas Safety Checks *(Please amend to reflect arrangement at school)*

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. All boilers are checked on an annual basis by Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained. All rooms with gas appliances are checked to ensure they have adequate ventilation. All classrooms are fitted with Carbon monoxide detectors.

10. Glass & Glazing *(Please amend to reflect arrangement at school)*

All glass in doors, door and all replacement glass on the school premises meet the safety standards under regulation 14 of the Workplace regulations 1992. (Health, safety and welfare).

11. Hazardous Substances *(Please amend to reflect arrangement at school)*

Risk assessments will be carried out in all areas of the curriculum where hazards might prevail. Other areas in the school where hazardous substances may feature are cleaning and maintenance. Cleaning staff are made aware of information/regulations regarding COSHH (Control of Substances Hazardous to Health) through COSHH leaflets and posters in the cleaners' room.

12. Housekeeping, cleaning & waste disposal *(Please amend to reflect arrangement at school)*

The premises are cleaned daily by a cleaning contractor. Litter bins are distributed around the grounds of the school. Waste bins are emptied on a daily basis and litter bins are emptied on a weekly basis. Where cleaning (wet floor) takes place, hazards cones or lightweight floor signs are used. Glass and other sharp objects are disposed of. Fallen leaves in autumn (when it is wet) will be cleared regularly by the caretaker so as to reduce the risk of slips. During the winter season, the risk of slips and trips on external walkways increases. e.g., ice or snow. Depending on the volume of

snow, a risk assessment will be carried out by the Headteacher. A path for walking will be cleared (through salting) by the caretaker and hazard signs will be displayed in the vicinity if necessary.

13. Handling & Lifting *(Please amend to reflect arrangement at school)*

Manual handling activities are mainly carried out by the caretaker who has been trained in manual handling tasks. A HSE guidance poster on manual handling can be found in the staffroom.

14. Infection Prevention and Control *(Please amend to reflect arrangement at school)*

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice. We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures.

15. Jewellery *(Please amend to reflect arrangement at school)*

Pupils are only allowed to wear plain stud earrings. Other jewellery should be removed on the day of P.E. lessons in line with the school's guidelines.

16. Lettings/shared use of premises *(Please amend to reflect arrangement at school)*

Hirers using any equipment or facility provided by the school must be familiar with its safe use and, if necessary, briefed accordingly. Fire escape routes and exits are clearly marked for the benefit of users of the school building, particularly during the hours of darkness. Prior to occupation of the building, hirers are briefed by the caretaker about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Hirers are restricted only to the hired areas of the building. Access to other areas of the building are closed by connecting doors.

17. Legionella Management *(Please insert arrangement at school)*

A water risk assessment has been completed annually by [name of individual and/or role]. [Name of individual and/or role] is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. This risk assessment will be reviewed every [frequency] and when significant changes have occurred to the water system and/or building footprint. The risks from legionella are mitigated by the following: [insert examples of controls or checks that are in place, e.g., temperature checks, heating of water, disinfection of showers, etc.]

18. Lift Maintenance *(Please insert arrangement at school)*

19. Lone Working *(Please amend to reflect arrangement at school)*

The Health and Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision' Staff are instructed to arrange either a check in arrangement with a second person, who will seek to contact them if they have not checked in or a minimum of two persons to remain in school (including caretaker) – that they will check in with each other and leave together. Lone workers are also checked to see that they have no medical conditions which make them unsuitable for working alone.

20. Long Term Evacuation Plan (Business Continuity Plan) *(Please amend to reflect arrangement at school)*

The school has drawn up an Emergency Plan which is circulated to all staff. The plan lays out the contacts, appropriate procedures and measures to be taken in the event of an emergency. The plan is updated in response to change and reviewed annually.

21. Maintenance / Inspection of Equipment *(Please amend to reflect arrangement at school)*

The caretaker will regularly check the play equipment and fixed and portable PE apparatus. Details on these checks and maintenance are kept in a Site Log book in the caretaker's office. Annual checks are undertaken by xxx and records maintained.

22. New and Expectant Mothers *(Please amend to reflect arrangement at school)*

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

23. Playground Safety *(Please amend to reflect arrangement at school)*

There are necessary and appropriate levels of supervision for lunch and playtime sessions. Pupil/staff ratios are agreed and endorsed by the School Local Advisory Committee. The supervising adult must be able to witness and respond to pupils leaving the designated play space without permission. Furthermore, the supervising adult must be able to respond to foreseeable incident, at the same time as ensuring that the supervising areas are reasonably maintained. The school's minimum ratio is met, this is the responsibility of the headteacher. These staff received formal, recorded and adequate training regarding their role, including the action to take in an emergency. Regular inspections of the playground and any other areas that may be accessed by pupils are carried out and appropriate action taken to repair any damaged (unsafe or child negotiable) sections. In circumstances where risks remain, supervisors must be advised accordingly, and alternate strategies put in place as necessary to ensure pupil safety.

24. Reporting Defects *(Please insert arrangement at school to report defects)*

Hazards should be reported as soon as possible. For a serious H&S concern (dangerous or life threatening) inform the Headteacher and/or School Business Manager in person immediately. For any other H&S concern, please log this on the caretaker job sheet. This is reviewed by the Caretaker and School Business Manager – and is updated constantly with progress, outcome and completion of the job.

25. Risk Assessments *(Please amend to reflect arrangement at school)*

The Headteacher is responsible for ensuring Risk Assessments are undertaken. There are arrangements in place for periodic review of Risk Assessments. List of all risk assessments is added as appendix.

26. School Trips/ Off-Site Activities *(Please amend to reflect arrangement at school)*

When planning a school trip, the date, venue, composition of the group, parental authorisation, supervisory requirements, costs and payees have to be identified. All Off-Site activities should have the approval of the Headteacher. Off-site activities that take place in a high risk area, or involve a hazardous pursuit, or involve an overnight stay, or involve a journey by sea or air should have the prior approval of the Local Advisory Committee. Risk assessments have to be compiled for each visit by the Educational Visits co-ordinator (EVC). The EVC further organises emergency arrangements and ensures that there is a duty officer for each visit. The EVC also ensures that the party staff understands how to contact the duty officer and other emergency contacts and that portable first aid kits are available to party groups taking part in off-site activities. These kits are checked regularly by a designated member of staff.

27. School Transport *(Please amend to reflect arrangement at school)*

Hired coaches are used to transport pupils on school trips during the day. A parental consent form must be obtained. On other trips where pupils are transported by car, the driver is instructed to fill in a form on transport prior to the trip. A parental consent form must also be obtained. Both forms need to be checked by the Senior Teacher.

28. Site Security/ Access Control *(Please amend to reflect arrangement at school)*

The Caretaker is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The school's fire and intruder systems are monitored by (XXX) and the key holding company (XXXX) provide immediate response out of hours. The alarms are linked to the local police station and fire station. The school also has XXX CCTVs located at strategic points around the school premises.

29. Smoking

The school operates a strict no smoking policy.

30. Staff Consultation

See part 2, organisation and responsibilities for health, safety and welfare of the health & Safety Policy. Line Managers/Head Teacher/Senior Staff ensure that the staff is properly consulted on any matters that may affect their health, safety or welfare whilst at work.

31. Staff Health & Safety Training and Development *(Please amend to reflect arrangement at school)*

A copy of the School's Health and Safety Policy is available online via the school's website. Line managers ensure that all new transferred and temporary staff receives appropriate H&S induction training. They also identified the H&S training needs of current staff and informed the Headteacher accordingly.

32. Staff Well-being / Stress / Occupational Health *(Please amend to reflect arrangement at school)*

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors. The school buys back into the Employee Assistance Programme, which provides 24-hour support for all employees and family members. Staff should also refer to the school's Wellbeing Policy, which illustrates how the school supports staff well-being and mental health. Should staff absences cause the trigger point to be exceeded, then a referral to Occupational Health may be made to support the member of staff. Should other personal or work issues cause concern then a referral to Occupational Health may be made to support the member of staff.

33. Supervision [including out of school learning activity/study support] *(Please amend to reflect arrangement at school)*

Pupils must be supervised at all times by at least one member of the authorised teaching personnel during curriculum time. Pupils are not allowed into the classroom at lunch breaks and break times in the absence of a member of school staff. All staff are required to undergo a Disclosure Barring Service (DBS) check prior to the start of their employment.

34. Swimming Pool *(Please amend to reflect arrangement at school)*

35.. Use of VDU's / Display Screens *(Please amend to reflect arrangement at school)*

The Health and Safety (Display Screen Equipment Regulations) 1992 require employers to assess computer workstations in order to reduce health & safety risks associated with the use of display screen equipment. The school looks at the whole workstation including equipment, furniture and the work environment. Where risks are identified, the school takes steps to reduce them so far as is reasonably practicable. Eye tests are provided and paid for on request (see Staff expense policy).

36. Vehicles on Site *(Please amend to reflect arrangement at school)*

37. Violence to Staff / School Security *(Please amend to reflect arrangement at school)*

Verbal or physical violence are reported to the line managers or members of the Senior Management team for further action. Parent interviews are held in a central area. This reduces the possibility of violence. A poster in the reception area alerts visitors to the message that the school do not tolerate violence of any kind towards its staff.

38. Working at Height *(Please amend to reflect arrangement at school)*

Staff should avoid working at heights unless absolutely necessary. If staff may be working at height in school in the following circumstances:

Teachers/Teaching Assistants using step ladders or other access equipment to put up displays or retrieve resources from a higher level and caretaker accessing the school roof to retrieve items or clear blockages in guttering.

All staff have been instructed not to carry out work (at height) unless they are suitably trained and use approved equipment.