

For With God Nothing is Impossible' Luke 1:37

Church Lench CE First School Health and Safety Policy 2023

CHURCH LENCH FIRST SCHOOL HEALTH AND SAFETY POLICY

Responsibility. Hope. Perseverance. Thankfulness. Compassion

SECTION ONE -THE STATEMENT

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SECTION THREE - THE ARRANGEMENTS

SECTION ONE - THE STATEMENT

General requirements

The Governors of Church Lench School recognise their responsibility under the Health and Safety at Work Act 1974, so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school e.g. pupils, students, visitors and contractors, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for the school.

Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the

establishment of school Safety Committee on which the Staff Safety Representatives, amongst others may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted. The headteacher, office manager and site manager make up the school safety committee.

The Role of the LA

The Governors recognise the Statement of General Policy of Worcestershire County Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Department's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Children's Services or such other persons as may be necessary e.g Place Partnership.

The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them under the LA's "Scheme for the Local Management of Schools".

Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992)

SECTION TWO THE ORGANISATION

The Local Authority

They will have overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under Section 2 and 3 of the Health and Safety at Work Act 1974)

They will have responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under arrangements for the Local Management of Schools.

They will be responsible for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994.

The Governors

Are responsible for the following:-

*ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.

*ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety.

*monitoring the need for non structural maintenance in the school.

*advising **head of property services and WCC** of structural defects that could affect the health and safety of staff, pupils and other persons.

*the safe condition, storage and maintenance of equipment, vehicles and plant at the school and that such equipment can be used safely in the normal running of the school.

*ensuring that the premises, means of access and exit, and any plant or substance on the premises are safe and without risks to health.

*ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

* the adoption of safe working practices by staff and pupils, and by contractors when on site.

acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

The Chair and Health and Safety governor will be the governors with specific responsibility for health and safety matters, and it will be their duty to liaise with the Headteacher over these matters.

Headteacher

The Headteacher will be responsible for the following:-

* implementation of the school safety policy.

* advising the Governing body of the need to review the school safety policy.

* the day to day responsibility for health and safety in the school.

* ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999, in all areas of significant risk.

* ensuring that staff receive appropriate health and safety training.

* carrying out the six-monthly safety audit required by the LA, and annually revising risk assessment.

* ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with and recorded.

* emergency procedures are in place, including evacuation in the case of fire or bomb threats.

* ensuring there are adequate arrangements for the administration of First Aid.

* notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or any other persons and any "near miss" (dangerous occurrence) situations, in accordance with the procedures laid down.

Office Manager

* notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action with support and knowledge of the head teacher.

* ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.

Security Officer/ Office Manager

will be responsible for:-

* ensuring that he/she is familiar with and complies with the school safety policy.

* bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises.

* bringing the school safety policy and risk assessments to the attention of all cleaning operatives in so far as it affects their work, eg. in use and storage of equipment and materials.

* ensuring that all equipment and materials received have adequate health and safety information (Contractor's file of risk assessments /COSHH assessments to be kept in the filing cabinet in the office and in the cleaning cupboard)

* ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by any cleaner. Consideration should be given to working on steps, ladders, using electrical appliances, use of chemicals.

* ensuring that warnings are given when cleaning operations could constitute a hazard to other users of the premises eg slippery floors.

The First Aider

First Aiders will be responsible for maintaining the First Aid equipment in line with the guidance given in the LA's handbook of Safety Information, and for keeping an accurate record of accidents within the school. First Aid equipment will be stored safely and regularly audited for equipment by the security/ office staff.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;

2. co-operate with the Chief Education Officer and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
4. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.
8. To complete a class risk assessment annually.

N.B. Ensure that appropriate documentation is completed following any accident.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school.

SECTION THREE - THE ARRANGEMENTS

Accident, reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Head teacher or Office Manager who will record the information via the WCC accident/ reporting system.

All minor accidents should be reported in the school's accident book. Where necessary, parents/carers or other persons should be notified of the accident.

If the accident is serious, SLT should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Head Teacher and Chair of Governors is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken including any witnesses.

Accident reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil until they reach the age of 21.

Management of Contractors

- The Office Manager and Head Teacher manage the contractors and their relevant qualifications or competencies e.g IOSH Managing Contractor's Certificate.
- Contractors are selected from the OIC handbook provided by Acivico
- The OM and HT meet and greet contractors to exchange information and agree safe working arrangements.
- The HT/ OM are responsible for checking method statements/ risk assessments prior to the commencement of work
- The HT/OM ensure there is adequate segregation between pupils on site and construction workers, provide adequate day to day communication between school and contractors and provide adequate facilities for workmen/ women.

Management of Asbestos with Contractors

- Our asbestos register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out ie putting up shelving.
- Only specific contractors, who are competent are allowed to work with asbestos
- For further guidance please refer to WCC asbestos and OIC handbook for advice, further advice can be sought from scientific services

Contractors and Visitors on site

Arrival on site:

- Contractors will sign in and wear a visitors badge.
- The office manager/ head teacher will inform them of safeguarding regulations and health and safety issues.

Control of Substances hazardous to health (COSHH)- including radiation

- Our site manager maintains the COSHH file which is kept on the office shelf. All COSHH materials have a safety data sheet.
- We carry out risk assessments for tasks which include using any hazardous COSHH products
- All staff are informed of COSHH products and where these are stored in school
- We will label any decanted substances
- Protective equipment will be provided if necessary when handling COSHH products e.g rubber gloves/ face mask
- We have safe storage of our COSHH products
- We use our emergency procedures if any COSHH product is spilt which include warning signs, cones, and evacuation procedures if necessary
- There will; be safe disposal of any COSHH products which include recycling and waste sites.

Defect Reporting Procedures

Staff will report any defect of equipment immediately to the Office Manager or Head Teacher. All defect items are taken away immediately or an out of use label is attached to the item. The item is reported as soon as required and recorded when fixed and in use once again. A report is produced for governors termly.

Display Screen Equipment (DSE)

In accordance with the display screen regulations:

- All staff who are classed as DSE Users including teachers with laptops are trained in there safe use. This will be undertaken by all staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE self- assessments for all staff members using a display screen equipment including laptops have been completed on Flick learning and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The Head Teacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

Electricity at Work

- All hardwired equipment checked every 5 years by property services
- Portable appliances are PAT tested annually by our trained member of staff
- PAT registers are kept in the office
- All defective appliances are removed immediately
- Any defective equipment is removed until fixed and recorded.

Fire Precautions and Emergency Plans

- The Headteacher and office manager are responsible for undertaking and reviewing the fire risk assessment, emergency plans including bomb threats, explosions, floods, intruders, dogs in playground etc.

- Emergency planning. Our critical incident/ emergency plans are in the Headteacher's office and updated with contact details and qualifications e.g first aid.
- All staff are responsible for reporting any defect of fire exits immediately to the Head. Notice of this exit will be communicated with staff and children immediately.
- Fire Evacuation notices are checked during an annual audit with Head and Risk Assessment co-ordinator from Acivico.
- The head is responsible for planning the emergency fire evacuation routines at least once a term and recording these in the fire log book.
- Acivico are responsible for inspecting and maintaining the fire extinguishers annually.
- The Head and Office Manager are responsible for calling the emergency services if required
- All staff will have their own class registers to take outside and any children who have been collected early must be signed out so teacher's are aware of their absence immediately.
- The HT will check the corridors and office, the Office manager will check the office and medical room/ toilet, a TA will check the main toilets, EYFS support staff will check the toilets in Class 1. In the absence of the head, Class 3 teacher would deputise the emergency evacuation. The teacher is EVC trained and nearer the corridor point.
- Regular fire testing is carried out by the Head and office manager. Records are kept in the blue fire safety book. Emergency lighting checks are carried out monthly by the site officer.
- Fire Safe services carry out six monthly inspections and maintenance of the systems.
- Any visitors to the site will be informed of a planned evacuation procedure

First Aid and Medication

- All First Aiders are clearly displayed in the medical room on the noticeboard with certificates and dates of renewal. Paediatric First Aid and First Aid at Work are the qualifications we recognise to be able to practice first aid on pupils and adults. The HT and staff members are responsible for ensuring first aid is in date/ training is required.
- First Aid equipment is kept in the medical room drawers and cupboard with emergency medication in classrooms.
- Our security/site officer is responsible for restocking the first aid kits.
- If an ambulance is required the Head teacher and a first aider will accompany children to hospital if a parent or carer is unavailable.
- We ensure we have 5 first aiders always in school and 6 counting a lunchtime. At least one first aider will always accompany children and staff on a trip.

Medication

- Medication can only be given by a first aider and must be witnessed by another member of staff. This is recorded in the medication book in the medical room.
- Training will be provided for staff when appropriate regarding the use of specialised medical equipment e.g epi pen, inhalers, diabetes training etc
- Medication is stored in a high cupboard and locked. Inhalers in classrooms.
- Anti- biotics are sometimes kept in the staff fridge upstairs clearly named and in a locked box.
- Parent consent forms have to be filled out and signed by the parent. These will also be reviewed annually for any child who is on regular medication.

- Special requirements are noted in the medical room for specific children with an IHCP.

Health and Safety Advice

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety Schools Service Level Agreement

Housekeeping

Every effort is made to keep the working environment clutter free and all access and areas safe. When cleaning is in progress (normally outside school working hours) care is taken to warn the users of the building if floors are wet and slippery.

Information Dissemination Procedure

Information and instructions on health and safety matters are available/ given to teachers/ staff/ pupils/ governors and visitors as follows:

Employees

- All staff will be requested to read the safeguarding staff file once a year with all updated information including the Health and safety policy. Staff must sign to say they have read the documentations. The Head is responsible for keeping this file up to date.
- All staff will be required to undertake specific training if necessary to their role e.g manual handling, first aid, team teach, ladder training, health and safety, EVL/C
- At briefing meetings each week any health and safety issues are always discussed and minuted.

Pupils

It will be the responsibility of the teachers to ensure that pupils are made aware of existing and new health and safety information. This may be during class or assembly time.

Visitors/ Contractors

The office Manager is responsible for informing any visitors about health and safety arrangements including asbestos on site. This is displayed on a laminated sign in the office entrance and visitors must read the guidelines before working on the school site.

Governors

Governors are informed by the Head of any health and safety issues at the FGM or before if required. The Chair of Governors and the Head meet monthly to discuss and health and safety/ safeguarding issues.

Internet Safety

We regularly use the Internet in school because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision and use the LA filtered service. Parents have to authorise permission for children's work or photographs to be published on the school website or in newsletters and other publications.

Lone Working and Personal Safety

- Lone working is limited to the Security Officer, Office Manager, Cleaner and Head Teacher. The lone working policy is requested to be read and signed by staff.

- All staff must ensure that another colleague knows they are in school if they choose to come in and work out of school hours. They must ensure they contact a staff member on arrival and departure.
- A risk assessment is carried out with staff when appropriate.

Maintenance/ Inspection of Equipment

- Electrical equipment will be PAT tested annually by our site manager
- Sport Safe test PE equipment annually
- Fire Safe test fire equipment every six months
- Fire extinguishers tested annually
- Hard wiring is checked every 5 years

Machinery and Plant

Regular inspections will take place on any plant or machinery held in school, and any repairs undertaken as necessary. Guards are in place, eg paper trimmers

Manual handling

Specific members of staff are trained for manual handling every 3 years. These are our lunchtime supervisors and are trained by WCC. The Head with the LTS staff will complete a risk assessment to minimise manual handling tasks.

Monitoring Arrangements

WCC Health and Safety team will carry out a Health and Safety audit with the Head Teacher annually and report back any issues that need to be dealt with. These will be then monitored/ checked after 3 months with the school.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations on working practices and procedures are implemented. The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

- The governing body will request an annual report on Health and Safety accidents/ incidents in the Summer term HT report
- Results of internal/ external health and safety inspections AGM
- Maintenance reports AGM
- Complaints, hazards and defect reports when appropriate
- Reviews of procedures carried out by Headteacher/ Office Manager/ Security Officer AGM

To assist this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA.

Offsite and Educational Visits

Our Off site Visit Manual is kept in the Head Teacher's office. We have an off -site educational visits separate policy which can be accessed on our website. Our Education Visit Co-ordinator is our class 3 teacher. The Head is also trained as an EVC. We use the Evolve off site visit software to inform county of any visits which occur as high risk or residential trips. Our EVC checks all the risk assessments and these then are sent to the Head for approval.

We expect teachers where possible to undertake pre visit checks to inform their risk assessment. All teachers trained as Education Visit Leaders can write their own risk assessments but these must have approval from the EVC and Head Teacher.

All risk assessments are kept by the office manager in the office with contact and emergency numbers. Adequate numbers of staff are planned on our risk assessments and First Aiders must accompany any off site trip with care plans and first aid bags. Parents must give their authorisation for trips. We take out an annual insurance to cover off site visits this is found in the school office. Children must always be accompanied by at least two members of staff off site.

Outdoor Play Equipment

Our outdoor play equipment was installed by reputable companies. ROSPA inspect our outdoor play annually and provide us with a written report and actions to implement. The inspection records are kept in the office by our office/ site manager. Our site manager will carry out daily visual inspections of the outdoor play equipment. We have a risk assessment created by ROSPA of all our outdoor equipment.

PE Equipment

Our PE equipment is inspected annually by Sports Safe who provide a written report and actions for us to implement. Teachers ensure they inspect any equipment before use and report any damage or safety issues to the head teacher or office manager. These will then be arranged to be repaired asap or removed from the hall or shed. We follow the safe use of PE equipment guidance published in 2016.

Personal Protective Equipment

Personal protective equipment will be provided free of charge for employees where it has been identified through risk assessment. The health and safety governor and the head teacher will decide on the equipment necessary and ensure proper use and supervision is carried out.

Pond

We have a school pond which is enclosed by wooden fencing. This is currently out of bounds for all pupils

Risk assessments

The need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999)

Risk assessments are crucial for any hazardous activity and are completed by teaching staff when necessary. They are then seen by the Head Teacher and EVC if off site visits. These are then signed and dated and kept in the office or learning environment. New and expectant mothers will be planned into any risk assessment with specific arrangements if required in accordance with WCC policy and risk assessment Guidance. Children and staff who have care plans will also be named on a risk assessment and arrangements will be specified. Most risk assessments are kept in the school office unless they focus on the learning environment or activity where they are kept by the class teachers. All relevant staff will be asked to read risk assessments and sign to acknowledge they have read and understood arrangements. Every off site visit is risk assessed and kept in the school office.

Security of Premises

All visitors are required to report to the School Office. The side entrances are kept locked during the school day. If any adult working in the school suspects that a person may be trespassing on site, they must inform the Head Teacher immediately (the office manager in her absence). The Head Teacher will warn the intruder that they must leave the school site straight away. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police

Smoking

We have a no smoking site and there are signs around school to ensure smoking is clearly not allowed.

Sports Pitches and Playing Fields

Q Gardens maintains our playing fields by mowing and strimming the grass regularly. Daily inspections are carried out by our play time staff. Sandpits are covered after playtimes to prevent animals fouling in them.

Dogs

Dogs are not permitted on the school grounds and we kindly ask parents to keep them on the other side of our gate on arrival and collection.

Staff Consultation

We always raise any health and safety concerns in our weekly update meetings. If anything comes to light it is always responded to as soon as possible and recorded. Staff feel comfortable to raise concerns and know these will be acted on to ensure health and safety is paramount. Our health and safety law poster is displayed in the staffroom.

Stress and Wellbeing of staff

Staff wellbeing is extremely important at our school and we ensure that all staff must raise concerns to the head teacher or a member of staff they feel comfortable talking to. We can signpost them to our schools advisory service or insurance company where services are available if necessary for support. Occupational Health may also be contacted when staff are returning to work after ill health and risk assessments carried out to ensure staff are supported. We have a staff room where staff can always find peace and quiet or nurse their baby if required.

Swimming Lessons

Swimming lessons take place during the Summer term for Class 2 and 3 pupils. We transport the children to Evesham Leisure Centre by coach. We supervise the children appropriately and ensure there is a First Aider who can administer First Aid on the coach or poolside. We pay for two swimming coaches at the leisure centre and take 3-4 members of our staff to teach lessons. Children are placed in groups according to their swimming ability. There is a life guard present at all times at the pool and we ensure a risk assessment is planned for the term with specific arrangements for certain children if required. This is then uploaded to the Evolve Platform. One of our members of staff is a qualified swimming instructor and lifesaver.

Training and Development

The Head Teacher and Office Manager are responsible for establishing minimum health and safety competencies for certain activities (eg COSHH and manual handling, work at height) via the Flick learning platform. The Head teacher is responsible for all new inductions. The Head Teacher is also responsible for establishing minimum health and safety competencies for certain roles (e.g premises manager, EVC etc) and refresher courses. All certificates are displayed on the Safeguarding board in the library and medical room.

Vehicles on site/ car park arrangements

The Head Teacher and Office Manager are responsible for the management of vehicles on site and will explain rules to the contractors when arriving.

Violence to Staff/ School Security

The school site is secure at all times. Visitors are required to sign it at the office on arrival including parents. All doors are kept locked and two doors have external keypads for staff to use. The school field has a fence around it and is checked daily for any signs of wear and tear so it can be fixed immediately. The school will not tolerate any kind of violence or abuse and will ask visitors to leave if this becomes apparent. We will also notify the police if threats against staff or pupils are received on school grounds. Risk assessments are part of keeping pupils and staff safe at all times and they will be carried out when necessary. However although the risk of terrorism or a bomb/ knife/ gun threat is low we will ensure that staff, pupils, parents and governors are informed of our lockdown procedure which will be delivered to pupils and staff during the autumn term and revisited again in the academic year. Staff must always report any incidents of abuse to the head teacher or chair of governors. Pupils are banned from carrying knives and other weapons on school premises. The use of potentially hazardous implements such as knives in lessons should be closely supervised. Knives should be kept in a secure storage area.

Water Hygiene

We follow WCC Legionnaires and Water Hygiene policy. Our water hygiene log book is kept in the school office and our site manager is responsible for carrying out the water sampling.

Work experience pupils and students

The Head Teacher and the Class 2 teacher are responsible for our work experience pupils and students in school. They will both ensure risk assessments are carried out and supervise and mentor them efficiently.

Working at height

There is a ladder which is kept in a locked cupboard. Training is arranged for working at height to specific members of staff. Our site manager will carry out the required checks and report any concerns to the Head Teacher or Office Manager. Staff are not permitted to use ladders unless they have been trained appropriately by WCC staff. Pupils and contractors are not permitted to use school ladders and if contractors do so this is at their own risk.

Record Keeping

Records are kept as follows:-

- *Accident Book - pupils/teachers (including those accidents that need to be reported to the LA) in Medical Room and Med gate if appropriate
- *Fire Service Drills (in the Head Teacher's office)
- *Electrical Appliance testing kept in office
- *Bullying record in Head Teacher's office
- *Risk assessments school office
- * Water hygiene school office
- *Daily checks playground School Office
- * ROSPA playground checks school office
- * Certificates and training Safeguarding board in library
- *Health and Safety Manual Head Teacher's office
- *PAT testing school office
- *COSHH School office
- *Asbestos record school office

Signed *S Price*

Date October 2023

Review Date: October 2026