St Andrew's CE School and Nursery
HEALTH and SAFETY POLICY
With ARRANGEMENTS

1. THE STATEMENT

1.1 General Requirements

The Governors of St Andrew's CE School and Nursery recognise their responsibility under the Health and Safety at Work etc. 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, 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 management of the school in the carrying out of 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.

Agreed/Ratifed by:	**Signature**	**Date**
Chair of Governors	K Karalus	September 2026
Head teacher	J Turvey	September 2026

Next review date: 1st September 2026

1.2 Staff Responsibilities

Staff have a responsibility under the Health and Safety at Work etc. Act (1974) to take care of their own, and others', health and safety, within the limitations of the training, instructions and equipment provided for them.

1.3 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 a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of 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.

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 Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under statutory and school policies including:

- the Management of Health and Safety at Work Regulations 1999 amended 2006,
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- the Manual Handling Operations Regulations 1992 as amended,
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002.

1.7 Acknowledging Responsibility

This policy will be made available in the Staff Induction Handbook, on Staff Share and by hard copy on the staffroom notice board. Staff will be required to sign to acknowledge they

have read and understood the Health & Safety policy during induction and at the start of each academic year as part of the confirmation of compliance.

2. THE ORGANISATION

2.1 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services

a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at St Andrew's CE School and Nursery (under sections 2 and 3 of the Health and Safety at Work Act 1974).

b) has responsibility for undertaking all client's duties in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 (section 4) unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body where appropriate.

2.2 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

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

b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.

c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.

d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.

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

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

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

h) the adoption of safe working practices by staff and pupils, and by contractors on site.

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

2.3 Head Teacher's Responsibilities

The Headteacher is responsible for:

a) The implementation of the school health and safety policy.

b) Advising the Governing Body of the need to review the school health and safety policy.

c) The day-to-day responsibility for health and safety in the school.

d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

e) Ensuring that staff receive appropriate health and safety training.

f) Carrying out the annual safety audit required by WCC.

g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.

h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.

i) 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.

j) Emergency procedures, including evacuation in case of fire or bomb threats.

k) The school maintains Lockdown and Invacuation procedures which it reviews and is practised periodically.

l) Ensuring that adequate provision is made for the administration of First Aid.

l) 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.

m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.

n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

o) Following current UK Health Security Agency (UKHSA) guidance and Department for Education advice regarding communicable and notifiable diseases

2.4 Phase Leaders / Subject Co-ordinators are responsible for:

a) all matters of health and safety in their department or subject area.

b) bringing to the notice of the Headteacher or School Business Manager any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area.

c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.

d) producing subject or department risk assessments as necessary.

e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).

f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.

g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).

h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Teaching and Support Staff are responsible for:

a) ensuring that they are familiar with and comply with the school safety policy.

b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person to the Headteacher or School Business Manager.

c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.6 The caretaker and cleaner in charge are responsible for:

a) Ensuring that they are familiar with and comply with the school safety policy.

b) Bringing to the attention of the Headteacher or School Business Manager any problems or defects affecting the health and safety of any person on the school premises.

c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).

d) Ensuring that any staff under their direct control receive adequate training and instruction in the use of any equipment or materials that they are expected to use.

e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).

f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. This includes working at heights on steps and ladders, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work.

g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).

h) Informing the Headteacher or School Business Manager of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).

i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).

j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

2.7 The Lead First Aider is responsible for:

Maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

a) Carry out termly inspections of the premises and submit a written report to the headteacher.

b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.

c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.

d) Represent the staff / union membership on school safety committees.

e) Receive such training as may be necessary for them to perform their duties.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- To ensure premises are kept clean and to minimise the accumulation of rubbish the school will be cleaned, and bins emptied daily.
- To minimize the risks of slips, yellow wet floor signs will be used to alert passers-by of a hazard when cleaning floors or spillages.
- Glass and other sharp objects will be disposed of in a sharps' bin which are kept securely at school. This will be exchanged for an empty one a regular basis.
- Procedures for snow clearing and icy conditions are in place.
- Leaves and stones will be cleared off pathways by the school caretaker each morning.
- External waste bins will be emptied regularly by Grundon, skips will be stored away from the School building in the secure carpark.
- Hazardous waste, such as fluorescent tubes and computers, will be stored in a safe place and collected by an approved contractor when storage is approaching capacity.

3.2Accident reporting, recording and investigation

- All serious accidents that occur on the site should be notified to The School Business Manager who will record the information via the WCC online accident/incident reporting system.
- All minor accidents should be recorded in the school's MIS. Where necessary, parents / guardians or other persons should be notified of the accident.
- If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for conducting an investigation following the accident. Any necessary action will be taken and, where possible, details will be recorded for an accident investigation. If members of the public are involved, names and addresses will be taken (including any witnesses).
- Accident Reports and investigation records will be kept for 3 years, if the accident involves a member of staff, or, if the accident involves a pupil, until they reach the age of 21.

3.3 Contractors (Management of)

- The School Business Manager is the appointed responsible person to manage contractors with the support of commissioned professional consultants.
- Contractors are appointed by the School with the support of professional property consultants.
- Contractors working in regulated areas during school hours will be appropriately supervised unless enhanced DBS clearance has been verified
- Method statements and risk assessments will be checked by the School Business Manager prior to commencement of work.
- Concerns about contractors should be reported immediately to the Headteacher or School Business Manager.
- Where possible contractors will work out of school hours. If work has to take place during the school day, staff will be advised or the presence of contractors on-site and pupils will be prevented from entering the affected areas.

3.4 Contractors (Management of Asbestos)

- The School's Asbestos Register will be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- Any area not covered in the register may need further investigation which will be conducted in accordance with HSE guidelines.
- For further details refer to the Asbestos Management Plan.

3.5 Contractors and Visitors on Site

- Contractors will be required to sign in and wear a visitors' badge; office staff will ensure contractors are aware of fire evacuation and accident procedures. All visits should be pre-arranged.
- The Headteacher or Admin staff will provide contractors with the Asbestos Register and a 'blue card' code of conduct reminder and inform them of any Health & Safety issues.

3.6 Control of substances hazardous to health (COSHH) –including radiation

- The School Business Manager ensures risk assessments are carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.
- Substances must be selected following manufacturers' and suppliers' guidelines; wherever possible less hazardous, alternative substances should be purchased and used.
- The School Business Manager is responsible for maintaining their COSHH file which includes safety data sheets for all their COSHH materials; copies are kept in the Cleaners cupboards located in both buildings.
- The School Business Manager and Cleaner in charge are responsible for the safe storage and labelling of all their COSHH products, including decanted products.

- The School Business Manager and cleaner in charge are responsible for the provision and instruction on the use of specific Personal Protective Equipment, and safe storage, transportation and disposal procedures of their hazardous waste substances.
- The School Business Manager places orders for teaching resources and additional hygiene products; ensuring COSHH records are uploaded to the shared drive and staff are aware of correct procedures.

- In the instance of an emergency spillage, a member of staff must ensure the area remains out of bounds until it can be cordoned off with signs or tape. Clean up must commence in line with COSHH guidance. If the spillage/escape requires an emergency evacuation the School's Emergency Evacuation Plan will be implemented.

3.7 Defect reporting procedures

- All defective items should be taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed. Staff must report the defect to the Office and record this in the Maintenance folder. The School Business Manager will arrange for the handyman or appropriate contractor to repair or replace the item.
- A report is produced for governors at half termly intervals. The report is discussed at full governors' and finance sub-committee meetings where recent defects will be identified and outstanding works discussed.

3.8 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 their safe use. This will be undertaken by all relevant 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 and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- The School Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.9 Electricity at work

- The School Business Manager ensures that all hardwired equipment is checked every 5 years by an external competent contractor.
- Portable appliances testing (PAT) will be carried out bi-annually by an approved contractor; records are kept in the Property Folder in the office.
- All staff / hirers / donated equipment should be PAT tested before use.
- All defective items will be removed or repaired.
- After being moved, a visual inspection of portable appliances must be carried out before its use.

3.10 Fire Precautions and Emergency Plans

- The Headteacher is responsible for undertaking and reviewing the fire risk assessment and all emergency plans.
- A Critical Incident Plan is in place; copies are on Staff Share and in the emergency evacuation pack in the office.
- Emergency evacuation drills will be carried out at least termly. For full procedures refer to the Evacuation Plan, on Staff Share, in the office or on the staff notice board.
- The School Business Manager is responsible for regular inspection and maintenance of fire exits/escape routes, the testing of fire alarms (weekly) and emergency lighting (monthly) and keeping records in the fire precautions manual kept in the office.
- The School Business Manager is responsible for checking and updating the Fire Evacuation Notices.
- The School Business Manager is responsible for ensuring regular inspections and maintenance of fire extinguishers and the alarm system are carried out by an approved contractor twice a year.
- All staff must complete an online Fire Awareness Course, to be refreshed every three years, Fire Wardens are appointed, and training given, to be refreshed as required.
- sensitive installations are in locked cupboards or cabinets within secure areas to protect them from malicious damage or hoax threats. Visitors must not be given unsupervised access; The Cleaner in charge and caretaker are responsible for ensuring the School is secure at the end of the day.

3.11 First Aid and Medication

First Aid

- First aider details will be displayed in the office and at appropriate points around the school.
- Sufficient staff across the school will be 'First Aid with Pediatric' trained to ensure cover in the event of absence; refresher courses will be undertaken every three years.
- Staff are responsible for ensuring their own qualification remains up-to-date and advising the School Business Manager when training courses are required.
- Full details of first aid procedures are set out in the School's First Aid Policy, which is shared with all staff and included in induction packs.

Medication

- Refer to the Administration of Medication Policy.

3.12 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety portal.2

3.13 Information dissemination procedure

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

Employees

- Staff are informed about all of the existing information held through an induction handbook, sharing policies and documents on Staff Share and at staff meetings.
- Staff are required to sign to state they have received, read and understood the information.
- SLT and the Communications Officer update the staff handbook when new policies and procedures are introduced, updates are posted on Staff Share and staff advised by email.
- Health and Safety is a standing item at team briefings which are minuted.

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information, through lessons and assemblies.

Visitors / contractors

- The School Business Manager shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).
- This information will be communicated on the sign In entry screen.

Governors

- The Headteacher will ensure that governors are informed of any existing and new health and safety information verbally at a weekly meeting with the Chair of Governors and through a written report to Full Governing Body meetings each half term.

Trade unions

- The Headteacher will ensure that the Trade Union health and safety representative is informed of new health and safety information.

3.14 Lettings/Shared use of premises/Extended Services

- The Headteacher is responsible for discussing and agreeing health and safety arrangements; first aid provision is the responsibility of the Hirer
- Written lettings agreements signed by the hirer are required; the school will hold a copy.
- Hirers will provide their own equipment unless the use of school equipment is agreed by the Headteacher.
- Fire and emergency arrangements will be shared with the Hirer upon booking.
- The Headteacher is responsible for agreeing to and overseeing school fetes and other fundraising events.
- The Headteacher is responsible for applying for a Premises License or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003.
- The Headteacher is responsible for checking risk assessments

- The Hirer is offered WCC insurance as an optional extra to the booking or required to provide evidence of their own policy.

3.15 Lifting equipment (including lifts and hoists)

- The BMA hoist is serviced annually by an approved contractor; staff will be trained in its use when the need arises.
- The lift in the KS2 building is serviced twice a year by an approved contractor; staff have been trained in its use by the installation company.
- The School will undertake individual risk assessments and care plans for pupils with SEND, medical needs or mobility difficulties.

3.16 Lone working and Personal Safety

- The School follows the WCC Guidance for All: Lone working.
- Lone Working - contact headteacher to arrange.
- Personal safety awareness information is updated annually and discussed with staff during induction, and staff meetings/briefings.
- Staff who work alone are to take responsibility for their own safety by having a mobile phone with them and informing a third party of their whereabouts and planned time of leaving the premises.
- Risk assessments are carried out and shared with staff on School Share.

3.17 Maintenance/Inspection of equipment

- Records of equipment requiring periodic inspection, examination or testing are held in the property folder in the office. The School Business Manager ensures checks are carried out as appropriate by approved contractors.
- SCHOOL BUSINESS MANAGER is responsible for ensuring ladders and steps are visually inspected annually.

3.18 Manual handling

- Designated staff have received manual handling training and this is refreshed every three years and as part of the induction process. Training in the use of the BMA hoist will be given when the need arises. Fire Evacuation chairs are in place at the top of each KS2 stairwell; staff have been trained in their use by the supplier.

- The Headteacher will carry out individual risk assessments where needed to identify precautions to minimise manual handling tasks when staff members are supporting individual pupils.

3.19 Monitoring Arrangements

- health and safety inspections will be carried out by the WCC Health & Safety school team upon request and annually by the Management Team and Governors, or more regularly as required.

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

  The governors will call for annual/termly reports on accidents / incidents;

  - results of internal or external health and safety inspections;
  - maintenance reports;
  - complaints, hazards and defects reports; and
  - reviews of any procedures carried out by the Head Teacher.

- The governors and Head Teacher will ensure that all reasonable inspection of facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.20 Offsite and Educational Visits

- Hayley Taylor and Hannah Lewis are the school's Educational Visits Co-ordinators (EVC)
- The School uses EVOLVE offsite visit software system by Visit Leaders to set up visit requirements and forward this information onto the school EVC.
- The EVC, via EVOLVE, monitors requests for visits and responds accordingly.
- The Headteacher sanctions visits once the Visit leader and EVC have completed the necessary arrangments and checks.
- Full details of risk and Health & Safety procedures are set out in the School's Offsite Visit Policy is available on School Share.

3.21 Outdoor Play Equipment

- The inspection records and equipment specifications for the MUGA and Playtrail are kept in the Property Folder in the office.
- Inspections are carried out annually by an approved contractor.
- Checks are carried out monthly by a qualified member of staff.
- Daily visual inspections will be carried out by the Playtime Lead and recorded on the sheet in the Playtime box.
- The Headteacher has carried out a Risk Assessment for the use of equipment.
- A Risk Assessment has been carried out by the Forest Lead and the area is checked before use. Safety checks on trees and branches are carried out by the Grounds contractor annually or as required.

3.22 PE equipment

- Equipment is checked annually by an approved contractor.
- All PE activities are supervised by a qualified teacher or sports coach.
- All PE activities are risk assessed prior to completion.

3.23 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment; SCHOOL BUSINESS MANAGER or Subject Leads will select, ensure proper use and periodically check and maintain the equipment.

3.24 Risk Assessments

- risk assessments must be undertaken 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); records are kept in School Share.
- The Headteacher, School Business Manager, Governors and Teachers are responsible for ensuring risk assessments are undertaken.
- The Headteacher will assess arrangements for new and expectant mothers, and care plans for those who have health problems, in line with WCC guidance.
- All staff have a responsibility to ensure a risk assessment is in place prior to undertaking an activity which poses potential harm.
- The Headteacher reviews risk assessments at least annually.
- All risk assessments are shared with the relevant staff they effect.
- Every off-site visit will be risk assessed.

3.25 Smoking

- St Andrew's CE School and Nursery and Nursery is a 'NO SMOKING/NO VAPING SITE'.
- Signage is displayed on the main entrance used by the public.

3.26 Sports pitches / playing fields

- School grounds are maintained by Smartcut.
- The nominated Playtime Leader will carry out daily visual inspections.
- Sandpits must be covered when not in use to protect against contamination.

3.27 Staff Consultation / Trade Unions

Refer to general policy statement at beginning of health and safety policy

- Health & Safety is a standing item at all FGB and staff meetings.
- Staff can raise issues of concern and make suggestions for health and safety improvements at team briefings or directly to the Headteacher at any time.
- The Headteacher will inform and consult "in good time" with trade union health and safety representatives on:
    - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
    - Appointment of competent persons on site who will to comply with health and safety requirements
    - Risks to employee's health and safety and preventative measures

- Planning and organising of health and safety training
- Introduction of new technology and health and safety consequences

- Trade Union health and safety information is displayed in the staff room
- Health and safety law posters are situated in the office and the staff room.

3.28 Stress and Staff Wellbeing

- Anyone experiencing workplace stress should, in the first instance, talk to their line manager who will support them to manage their workload in accordance with Stress Management Policy and risk assessments.
- Management will endeavor to reduce stress by giving clear advanced warning of deadlines.
- WCC policies and procedures are followed to manage stress and staff wellbeing.
- Unions will also provide support and advice for their members, as will the School's Absence Insurance company for teachers.
- If required, individual stress risk assessments will be carried out and referred to the Occupation Health Service if appropriate.
- Expectant mothers and those with health problems should inform the Headteacher as soon as possible to enable a risk assessment to be carried out.
- staff and meeting rooms are available for use during breaks.

3.29 Swimming lessons (Public Pool)

- swimming lessons take place at the Evesham Leisure Centre.
- Sessions are supervised by two trained instructors, one lifeguard, and a minimum of two School staff
- The Leisure Centre ensures their staff are fully qualified and trained in life saving and first aid.
- The Leisure Centre provides and is responsible for life saving equipment and emergency procedures.

3.30 Training and Development related to Health and Safety

- The Headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The Headteacher is responsible for new staff inductions and briefings
- The Headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. School Business Manager, Senior Leadership, Phase and Subject Leads).
- training records are kept in the office and on the secure drive and Scholarpack.
- The Headteacher is responsible for ensuring staff undertake refresher training.

3.31 Vehicles on Site/car park arrangements

- The Headteacher is responsible for management of vehicles on site as set out in the

Site Safety Policy and risk assessments.

- Only authorised vehicles may park on School grounds at their own risk.
- The carpark gates will be closed between 8.30am and 3.30pm.
- Pedestrians are directed to use the main entrance path for access and driveway for egress, to enable a one-way system; this is managed by at least two members of staff.

3.37 Violence to Staff / School Security

- Access and egress to the playground and classrooms for pupils and parents will be through the main double gate outside the office, open from 8.45am - 9am and 2.45pm – 3.15pm; this is manned by staff in the morning and in the afternoon whenever possible.
- All gates to the playing areas remain locked during the school day; all access is controlled by the office staff.
- Visitors must report to the office, provide their proof of ID and DBS check as appropriate; they will be required to sign in and wear a visitors' badge.
- Positive Physical Intervention training is given to key identified staff supporting pupils who are at risk of harming themselves.
- Staff should report all incidents of verbal & physical violence to the Headteacher
- Risk assessment are carried out for hazardous circumstances when identified.
- CCTV is installed to support school and staff security; refer to CCTV policy.

3.38 Water Hygiene

The School follows the WCC Legionnaires and Water Hygiene Policy

- The water hygiene log book is kept in the office.
- Water hygiene sampling is carried out by an approved contractor on behalf of WCC.
- The SCHOOL BUSINESS MANAGER Contracts Ltd ensures all taps and showers are run regularly.

3.39 Work experience pupils

- The Assistant Head organises work experience and student teacher placements and provides appropriate inductions in conjunction with their school/college.
- The Assistant Head will carry out appropriate risk assessments.
- Monitoring and supervision will be undertaken by their assigned class teacher and the Assistant Head.

3.40 Working at Height

- Small steps are provided in each classroom, an 'elephant foot' is kept in the office, taller ladders are kept in the Cleaners' outside store.
- An approved contractor will carry out annual inspections, as arranged by the School Business Manager and record these in the Maintenance folder.

- Staff will visually carry out pre-use checks before use. They must take any defective equipment out of action and advise the office.
- The Headteacher will carry out risk assessments and ensure staff awareness.
- Only staff who have received working at height training should use ladders greater than 4 steps.
- Staff using the equipment should wear appropriate clothing / footwear.
- Pupils must not be allowed to use steps or ladders.
- Contractors are required to bring their own ladders.

Responsible Person	Print Name	Signature	Date
Chair of Governors			
Head Teacher			

Review Date_____