

Waterbeach Community Primary School



Health and Safety Policy and Procedures

Date Reviewed: February 2024

Date for Review: February 2025

Statement of General Policy on Health, Safety and Welfare

Waterbeach Community Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all employees, pupils and visitors.

The Senior Leadership Team together with the Governing Body aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Overall accountability for health and safety in the school rests with the Governing Body, led by the Chair of Governors. The Headteacher is responsible for day-to-day implementation of the Health & Safety Policy as the principal employee.

Signed:

Signed:

Date:

Date:

Chair of Governors
John Hall

Headteacher
Neil Lloyd

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to staff and governors as laid out below.

- 1. Governing Body – John Hall (Chair of Governing Body)**
Mark Spedding (Health and Safety Governor)
Will Evans (Health and Safety Governor)
Robert Schumann (Chair of Resources Committee)

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HSW matters at a *local* level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

- 2. Headteacher – Neil Lloyd**

Overall responsibility for the day-to-day management of health and safety in the School rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Health and Safety.
- 2.2 Ensuring that there is a system for monitoring the effectiveness of the HSW arrangements which form this policy.
- 2.3 There are adequate staffing levels for safe supervision.
- 2.4 The responsibility for school maintenance is clearly defined and delegated.
- 2.5 The purchase of equipment and protective clothing where necessary to meet appropriate safety standards.
- 2.6 The repair, maintenance and testing of school equipment.
- 2.7 Ensuring first aid materials and fire equipment is adequate and maintained.
- 2.8 The funding of necessary health and safety training for staff.
- 2.9 The arrangements for securing health and safety assistance from a competent source.
- 2.10 The appointment of a suitable and competent Property Adviser and Premises Manager.
- 2.11 Appropriate health and safety information is provided to Governors.
- 2.12 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- 2.13 Arrange for termly evacuation drills and weekly fire alarm tests etc. with the site officer.

- 2.14 Where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged.
- 2.15 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 2.16 Oversee all arrangements for educational visits and school journeys.
- 2.17 Consult with all staff on any matters which may affect their health or safety whilst at work.

The Headteacher may choose to delegate to other members of staff any of the duties above. The delegation of duties will not relieve the Headteacher of their accountability and from the overall day-to-day responsibility for HSW within the school.

3. Deputy Headteacher – Lynsey Ogilvie

The Headteacher will delegate to the Deputy Headteacher, duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:

- 3.1 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification.
- 3.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- 3.3 Liaise with Site Officer to arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe.
- 3.4 Liaise with the Health & Safety Governor and arrange a termly health & safety walk (alternating internal and external inspections), prepare a report for all governors following each inspection listing actions to be undertaken.
- 3.5 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- 3.6 Ensure that all Team Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- 3.7 In conjunction with the Health & Safety Governor submit to the Full Governing Body an annual report including a summary of accident and ill health statistics for the current year and suggest targets and priorities for the forthcoming year.
- 3.8 Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.
- 3.9 Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate, CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format.
- 3.10 Identify specific staff health and safety training needs and inform the Headteacher accordingly.
- 3.11 Consult with all staff on any matters which may affect their health or safety whilst at work.
- 3.12 Carry out induction training including any specific information and training that may be necessary because of activities which are peculiar to the team area. Maintain records relating to this.
- 3.13 Ensure that levels of first aid provision remain adequate for the activities being undertaken.

4. Team Leaders

All Team Leaders are responsible to the Headteacher (via the Deputy Headteacher) for ensuring the application of this policy to all activities undertaken by their team. They will also have

responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective teams. In particular, staff holding such positions of responsibility will:

- 4.1 Ensure that risk assessments are undertaken within their teams and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 Ensure that appropriate safe working rules and procedures exist within the team and that these are brought to the attention of everyone concerned.
- 4.3 Ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 4.5 Ensure that all staff within the team areas are aware of procedures and roles in case of fire and/or emergency.
- 4.6 Remove from use and inform the Deputy Headteacher/Site officer of any equipment/appliance which has been identified as being unsafe and which is in need of repair.
- 4.7 Ensure that adequate levels of class supervision are available at all times.
- 4.8 Resolve health and safety problems referred by members of staff within their team area. Any problems that cannot be satisfactorily solved within the team area must be referred to the Deputy Headteacher.
- 4.9 Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk.
- 4.10 Ensure that good standards of housekeeping are maintained.

5. Teaching Staff - Including supply teachers

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- 5.1 Ensure effective supervision /risk assessments have been carried out. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered.
- 5.2 Be aware of the school's health and safety policy and any local rules and arrangements which may apply specifically to the area concerned.
- 5.3 Ensure that safety instruction is given to all pupils as needed.
- 5.4 Know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- 5.5 Ensure that pupils follow the school safety rules and that protective equipment is worn where appropriate.
- 5.6 Ensure that all personal protective equipment is suitable and in good condition prior to use.
- 5.7 Report accidents, near misses and defective equipment to Headteacher / Deputy headteacher.
- 5.11 Ensure that an agreed adequate level of supervision is available, and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6. Site Officer – Terry Gilzean

The Site Officer is responsible to the Headteacher via the Deputy Headteacher. Duties include:

- 6.1 Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.
- 6.2 Taking appropriate action when necessary to prevent injury to others.
- 6.3 Participating in the termly health and safety walks paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.
- 6.4 Ensuring that other site maintenance/cleaning staff are adequately supervised.
- 6.6 Identifying any particular health and safety training needs of supervisory staff.
- 6.7 Ensuring that staff are not involved in activities outside limitations.
- 6.8 Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 Ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.
- 6.10 Liaise with and monitor 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.
- 6.11 Facilitate termly evacuation drills and weekly fire alarm tests etc. in communication with the Headteacher.
- 6.12 Advise Education Property (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged.

7. All Employees - Including temporary & volunteers

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and school management:

- 7.1 To participate in the risk assessment process and comply with findings.
- 7.2 To report all defects in the condition of the premises or equipment to which they become aware.
- 7.3 To report accidents, near misses and defective equipment to management.
- 7.4 To be familiar with the procedure to be followed in the event of a fire or other serious emergency.
- 7.5 To make use of all necessary personal protective equipment provided for safety or health reasons.
- 7.7 To follow all relevant codes of safe working practice and local rules.
- 7.8 To report any unsafe working practices to the Team Leader/Deputy Headteacher.

8. Pupils - This section should be drawn to attention of all pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 8.1 Follow all instructions issued by any member of staff in the case of an emergency.
- 8.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g., fire extinguishers, fire alarms etc.
- 8.3 Inform any member of staff of any situation, which may affect their safety.

9 Administrative Team

- 9.1 Oversee all arrangements for educational visits and school journeys.
- 9.2 Ensure that risk assessments are undertaken for school journeys and reviewed as appropriate (led by Headteacher and Deputy Headteacher).

10. Staff Safety Representatives

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

- 10.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 10.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 10.3 To make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees.
- 10.4 To carry out workplace health, safety and welfare inspections.
- 10.5 To attend any safety committee meetings.
- 10.6 To co-operate with their employers in promoting health and safety at work.
- 10.10 Work with the management team to promote health, safety and wellbeing.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of appointed Safety Representatives

- Headteacher – Neil Lloyd
- Site Officer - Terry Gilzean
- Deputy Headteacher - Lynsey Ogilvie
- First Aid Coordinator - Danielle Hamilton
- Health and Safety Governor – Will Evans / Robert Schumann

11. Health and Safety and Wellbeing Committee

The School has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the School's activities. Membership of the Committee comprises of:

- Health and Safety Governor/s
- Deputy Headteacher
- Site Officer

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and illness health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

12. Competent Assistance

The Management of Health and Safety at Work Regulations 1999, Regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that Waterbeach Community Primary School is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

The competent assistance and advice is provided by:
Cambridgeshire County Council

Contact Details:

CCC Team Inbox: health.andsafetyteam@cambridgeshire.gov.uk

Caoimhe Keenan, Health and Safety Business Partner

Email: Caoimhe.Keenan@cambridgeshire.gov.uk

Phone: 01223 715309

Marie Curr, Assistant Health and Safety Advisor

Email: Marie.Curr@cambridgeshire.gov.uk

Phone: 01480 373448

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our 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

Recording

Adult

All accidents should be reported on a logging form kept by the first Aid coordinator.

Accident records should be **kept for a minimum of three years**.

In the case of occupational ill health, records should be kept for 40 years.

Children - All first aid incidents/complaints should be recorded in a treatment book – located in the medical room, at the medical stations or in the first aid boxes/bags. Details of name, date, time, nature of injury/complaint, treatment given/no treatment given, and initials of the first aider/s should be completed. The class teacher must be informed of any injury and any child with a head injury should be given a wrist band as well as a completed incident slip. Significant injuries should also have an incident slip completed. Parents/carers should be informed of any significant injury and all head injuries.

Accident records should be **kept until the child's 21st birthday**.

For both adults and children - if an injury requires further medical treatment by a professional, an 'Incident Form' must be filled in.

All finished treatment books and incident slip books should be given to the First Aid Coordinator for archiving.

Reporting Accidents to CCC/HSE

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Cambridgeshire County Council (CCC) [Incident Reporting – guidance on what to report](#) document. Some incidents are reportable via the CCC [online Incident Reporting Form](#) whilst other (minor) incidents can be logged locally.

The First Aid Coordinator or First Aider must complete form IRF (96) online Reporting Accidents/Incidents form available at www.cambridgeshire.gov.uk/irf96 for all reportable injuries as outlined below.

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The school will report accidents to the Health and Safety team who will then report, as necessary, to the HSE under RIDDOR. The Headteacher is responsible for ensuring these accidents are reported to the Health and Safety team within 5 calendar days.

Involving staff:

- Accidents resulting in death or major injury (including as a result of physical violence)

- Accidents which prevent the injured person from doing their normal work for more than seven working days.

Involving pupils and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital
- Accidents that are more acute than the minor first aid injuries such as bumps and scrapes

If it relates to:

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

Additionally, if an injury is as a result of defective equipment a 'Health and Safety Reporting Form' must be filled in and handed to the First Aid Coordinator. *See Appendix G of the First Aid and Medicine Management Policy - Health and Safety Reporting Form.*

Arrangements for monitoring accidents

The Governing Body will receive reports on the number of staff and pupils treated for first aid, any injuries which required further medical help and details of any injury resulting from defective equipment through the termly Health and Safety Meetings. They will also be informed of staff training, and the nature of any complaints received regarding first aid.

2. Asbestos

Managed by Terry Gilzean – Site Officer

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file which is held in front office. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

The Site Officer is responsible for ensuring that all contractors on site have sight of the asbestos manual noting location of asbestos within the building.

The site is inspected for visual deterioration and the asbestos register is updated 6 monthly and any changes are reported via the online system to Cambridgeshire County Council.

No member of staff should attempt any building repairs or alteration – such as drilling holes without consulting the asbestos manual and checking with Site Officer first.

Any damage to property should be reported to Site Officer or Deputy Headteacher who will in turn report to the Headteacher.

3. Contractors

[Contractor Management Guidance](#)

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Contractors are selected by either quotation procedure or by premises management services.

The Site Officer will communicate with all contractors on site ensuring that they have sight of all

relevant documents (e.g., Health and Safety Policy, risk assessments and 5Cs manual) and will ensure that the contactors abide by safety procedures outlined.

4. Curriculum Safety - including out of school learning activity/study support

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>. Please e-mail the HSW Team if you require the latest login details as these are changed yearly: healthandsafetyteam@cambridgeshire.gov.uk

PE: The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks to help identify the measures to control the risks.

Where appropriate children should be taught about risks and hazards and should be made aware of the health and safety issues around the school.

5. Electrical Equipment - fixed & portable

Electricity Guidance

PAT testing is carried out annually by a competent contractor.

Fixed electrical testing is carried out 5-yearly by a competent contractor.

Personal electrical equipment (that has not been PAT tested) should not be brought into school unless prior permission has been given by the Headteacher.

6. Fire Precautions & Procedures - and other emergencies incl. bomb threats

Refer to the [Fire Safety Policy](#).

Refer to the [Local Emergency Evacuation Procedures \(LEEPS\)](#)

Refer to the Business Continuity plan which includes "Back to Base" strategies.

Fire Safety Guidance

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher and the School's competent Fire Safety Adviser.

Details of service isolation points are located in the main entranceway.

7. Invacuation

Please see procedures for Invacuation.

8. First Aid

Refer to the [First Aid and Medicine Management Policy](#) and appendices.

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

9. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard.

10. Hazardous Substances

[COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site.

Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Headteacher.

All hazardous substances are kept in locked cupboards with signs noting allocation. The Site Officer is responsible for maintaining records of use of all COSHH.

11. Housekeeping, cleaning & waste disposal

The Site Officer has responsibility for ensuring that all waste is disposed of appropriately. Where floors are wet – signs are set up to indicate. Where clinical waste is in existence appropriate disposal contracts should be in place.

12. Handling & Lifting

[Manual Handling Guidance](#)

Staff should not lift items that are heavy, unwieldy or sharp without working with others and ensuring that they take all precautions to lift safely according to manual handling training.

13. Jewellery

No jewellery should be worn in PE and that includes swimming and physical activity. It is also not safe to cover earrings/studs/sleepers with tape.

14. Lettings/shared use of premises

Refer to Lettings Policy.

15. Lone Working

Refer to Lone Working Policy.

16. Maintenance/Inspection of Equipment

All equipment needing inspection is set out on a plan with the Property Advisor. This is checked during regular meetings and paperwork needed is filed accordingly.

17. Personal Protective Equipment (PPE)

PPE is provided as needed.

18. Reporting Defects

All staff are responsible for reporting any health and safety hazard to the Headteacher/Deputy Headteacher or Site Officer by filling in 'Health and Safety Reporting' form and/or 'Near Miss Form'. The Headteacher and Deputy Headteacher decide on the immediate action needed and the longer-term action to reduce/remove further risks.

19. Risk Assessments

The Headteacher will ensure that a risk assessment survey of the premises, methods of work and school activities is reviewed bi-annually. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

20. Safeguarding and Child Protection

Refer to the Safeguarding and Child Protection Policy.

21. School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk

The school uses the Evolve system to check with county that school trips have appropriate processes and risk assessments set up.

22. Smoking

Waterbeach Community Primary school is a smoke free site.
Refer to Smoke Free Policy.

23. Staff / Governor Communication

The Health and Safety Committee meet termly and minutes are recorded.
The minutes are shared with the Governors Resources Committee.
Relevant points are raised with staff and the minutes are made available to them.

24. Staff Health & Safety Training and Development

Health and safety procedures are shared with all new staff as part of their induction training.
Staff are updated on policy and procedure changes as necessary.

25. Staff Well-being / Stress

School and county arrangements in place for supporting staff.

Refer to Well-being Policy.

School has a service level agreement with Heales Medical, which gives access to Occupational Health services.

In school counselling is available.

26. Supervision

Refer to Supervision Procedures.

27. Swimming Pool Operating Procedures

CCC Curriculum Adviser: ian.roberts@cambridgeshire.gov.uk

See separate documents:

NOP – Normal Operation Procedures

EAP – Emergency Action Plan

Swimming Pool Risk Assessment

PWTAG - Pool Water Monitoring and Procedures Guidance from County

Daily water monitoring records

28. Use of VDUs / Display Screens

[DSE Guidance](#)

Risk assessments are carried out for all staff who make significant use of VDUs. Reasonable adjustments are made to reduce the health risks. Daily working patterns should be adjusted so that breaks from using VDUs are given. Short, frequent break e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work. Any defects or health concerns should be reported to the Headteacher, Deputy Headteacher or Office Manager by the user using the 'Health and Safety Reporting Form'.

29. Vehicles on Site

Cars parked in school should only belong to visitors and teaching staff. Vehicles cannot be moved during times when children are arriving at or leaving the school premises. The gates are locked between 8.30 and 9.15. They are also locked between 3.00 and 3.30.

30. Violence to Staff / School Security

[Violence and Aggression in schools guidance](#)

All visitors to the school are asked to sign in and out at the office. We keep doors locked and gates to the playgrounds are locked once the registers are closed. School follows the County Persistent Harassment and Complaints Policy and as a result letters and guidance within are followed.

31. Working at Height

[Working at Height Guidance](#)

All staff are informed that they should not be using ladders taller than one or two steps. Staff are informed that they should not climb on desks or chairs in order to put up displays. The Site Officer undertakes training on ladder use every 5 years and ensures that the ladders are maintained to an acceptable standard.

32. Work Experience

Health and Safety Procedures are shared with all work experience students as part of their induction training, and work experience students are not left unsupervised with children.

33. Monitoring the Policy

Representatives from the Health and Safety Committee carry out inspection walks termly and report their findings to the Governors.

Monitoring of accidents is carried out termly by Governors.

Linked Policies/Documents

- First Aid and Medicine Management Policy
- First Aid Risk-Assessment
- Asthma and Emergency Inhaler Policy
- Supporting Pupils with Medical Conditions
- Premises Hire Policy
- Swimming Pool Normal Operating Procedures (NOP)
- Swimming Pool Emergency Action Plan (EAP)
- Fire Safety Policy & Procedures
- Supervision Procedures
- Invacuation Procedures
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Smoke Free Policy
- Wellbeing Policy