



TORFAEN COUNTY BOROUGH COUNCIL

**SCHOOLS HEALTH AND SAFETY POLICY
TEMPLATE**

Reviewed: May 2025

Introduction

1. The Health & Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer who is required to have a written health and safety policy.
2. This document provides a customisable template to assist schools in producing a written health and safety policy.
3. The model policy template is based upon Torfaen County Borough Council's [Corporate Health, Safety and Wellbeing policy](#) and other corporate procedures and arrangements which are relevant to schools where Torfaen is the employer. For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
4. For voluntary-aided schools, the employer is usually the governing body. It is for the governing body of these schools to determine whether to adopt the LA's Health, Safety and Wellbeing Policy and other associated procedures and arrangements. If not, voluntary-aided schools, need to make sure they have alternative arrangements in place that fit their individual circumstances.
5. Areas which will require customisation are highlighted in red, further customisation will be required for those schools where the Local Authority (LA) is not the employer.
6. It is recommended that the School's Health and Safety Policy Template should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.
7. The organisation and arrangements which support the Health and Safety Policy Template (day to day management of health & safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

Part 1 – Statement of Intent for Penygarn Community Primary School

The Governing Body of *Penygarn Community Primary School* will strive to achieve the highest standards of health, safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school’s organisation and arrangements for managing risk. Details of specific control measures are addressed in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff by:

- Displaying on the staff room noticeboard
- Displaying on the noticeboard in the main reception area
- Saving on the server
- Keeping a master copy in the policy file
- Publishing on the school website
- Induction meeting for new members of staff

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis by the Full Governing Body.

Other relevant policies that are in place in the school are:

- Educational Visits
- Administering Medicines
- Behaviour and Discipline
- Positive Handling
- Lone Working
- Working at Height

(insert) Name of Headteacher	(insert) Signature	(insert) Date
Lindsay Smith		02/09/2025
(insert) Name of Chair of Governors	(insert) Signature	(insert) Date
Sarah Hirons		02/09/2025

Part 2 - Organisation and Responsibility

Overall responsibility for health and safety in schools' rests with the employer. Who the employer is, depends upon the type of school.

Type of school	Who is the employer	Governance
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Torfaen County Borough Council as the local authority	Governors of schools in this category have an obligation to ensure that the Torfaen Corporate HS & Wellbeing Policy and all other corporate procedures and arrangements are implemented in their entirety. These schools are expected to develop their local arrangements in accordance with these.
Voluntary Aided (VA) Schools	The governing body	These schools are advised to formally adopt the Corporate H S & Wellbeing Policy and other corporate policies and arrangements. If they do not adopt them they must develop their own which must be agreed by the local authority. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.

Key Health & Safety Roles & Responsibilities.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

School Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards. A Link Governor with Responsibility for Health and Safety has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is Leanne Cornelius. The Health and safety governor will:

- Liaise between the headteacher and the governing body in respect of health and safety matters
- Carry out an annual check of health and safety management arrangements in the school using the corporate template. (Governor Health and Safety Checklist)

The Governing Body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing Body will seek specialist advice on health and safety from the Local Authority Health and Safety Advisor.

Headteacher

Overall accountability for the day to day management of health and safety in accordance with the rests with the Headteacher. Certain tasks will be delegated as set out in the arrangements section of this policy.

The Headteacher is responsible for:

- Co-operating with the LA and Governing Body to enable the health and safety policy and procedures to be developed, implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all employees and others which are required to implement it
Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing Body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds or other measures.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to TCBC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Ensuring that the Principal Officer for Forward Planning is notified and consulted with regards any works to be undertaken or change of use of premises Torfaen County Borough Council own or occupy via the Landlord's consent process,
- Ensuring that all construction contractors engaged (including data cabling, security and carpets) are registered to one of the SSIP (Safety Schemes In Procurement) member schemes.
- Cooperating with the requirements, guidance or directions issued by the Authority relating to matters concerning health and safety,
- Ensuring that sufficient assessments are conducted for significant risks arising from the school premises and activities,
- Acting as the Premises Responsible Person, in liaison with Property Services and the Corporate Health and Safety team
- Nominating a person to assist in discharging their premises manager duties as set out in Corporate Health and Safety Policy and ensuring that they are trained to the corporate standard,
- Ensuring that health and safety is a core element at management meetings
- Ensuring that employees have access to the "Health and Safety Law – What you should know" poster or the associated leaflet.
- Ensuring jointly with the Service Area Health and Safety Advisor that managers identify the training needs of their staff and ensure training needs are met on a risk prioritised basis.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

Site Safety

The task of overseeing health and safety on the site has been delegated by the head to Mr Dean Stait – Primary School Site Manager.

Person competent to undertake H & S risk assessments

The person/s that has/have been trained to the corporate standard to carry out risk assessments are:

- Mr D Stait – Site Manager
- Mr L Jones – Deputy Headteacher

Employee Safety Representative

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. The following are the representatives for the school:

- Employee safety representative (trade union rep) – Mrs K Arnold
- Representative of employee safety (non trade union rep) – Mr D Stait, Site Manager

Machinery/Plant Inspection and Maintenance Reports

All duty of care reports are actioned through the SLA agreement with Property Services. Maintenance reports are kept in the Duty of Care file in the Senior School Support Officers Office.

Responsibilities of employees

The Health and Safety at work Act etc. 1974 requires all employees to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and arrangements at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects on the condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Staff Consultation and Communication

- Staff briefings
- Staff meetings including admin and Midday Supervisor meetings
- Memo
- E-mail

- Training days

Part 3 - Arrangements and Procedures

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to a reasonably practicable level and to comply with the Authority's arrangements for managing health, safety and wellbeing and associated documentation.

1. Performance Monitoring

The Headteacher will provide an annual report to the Governing Body outlining H & S performance.

2. Induction

All new employees will receive health and safety induction by the Headteacher/Deputy Headteacher prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this template.

[Reference to Corporate Induction Booklet](#)

3. Accident Reporting and Investigation

All accidents should be investigated and reported in line with the Corporate Arrangements on [Accident Reporting and Investigation](#).

The arrangements stipulate separate processes for work related and non-work-related incidents in school.

- As soon as possible after an accident/near miss, the details should be reported to the nominated person: Mrs T Wills, Senior School Support Officer or Mrs E Williams, Lead First Aider.
- All accidents are then investigated and reported in line with the Corporate arrangements on Accident Reporting and Investigation.

4. Asbestos

The School (if built prior to 2000) has an Asbestos Management Plan and an Asbestos Register in place which outlines how asbestos containing materials will be managed in line with the Corporate Arrangements for Managing Asbestos

- The Asbestos duty holder in the school is Mrs L Smith - Headteacher
- The deputy duty holder in the school is Mrs T Wills – Senior School Support Officer
- Other persons nominated to assist the duty holder are: Mr D Stait – Site Manager
- Person responsible for termly inspection of asbestos containing materials on site: Mr D Stait – Site Manager
- The Asbestos Management Plan is located: within the back office of the main Reception office.
- The Asbestos Register is located by the Sign in App in a red file in the main reception area.

Staff are reminded not to drill or affix anything to the walls without checking with the dutyholder that it is safe in terms of asbestos to do so. This will also include the insertion of drawing pins into the wall.

Any concerns in relation to the management of asbestos at the school must be reported to Mrs T Wills, Senior School Support Officer, who will then contact Mr R Hoblyn, Asbestos Management Surveyor in Property Services.

All staff will be made aware of the emergency procedure in respect of the inadvertent disturbance of asbestos, which can be found in the asbestos management plan and register.

5. Contaminated Waste

Contracts, which are reviewed annually are in place for the collection and disposal of any bodily fluid waste. These are overseen by Mrs T Wills, Senior School Support Officer.

6. Contractor Management

Any school planning to:

- carry out any work on the structure of the building
- install any cabling
- change the use of an area of the building work

must apply for [Landlord's Consent](#) from the Local Authority prior to commencing any work. The local authority will respond setting out any requirements to enable the work to take place.

No contractor is allowed to commence work on the fabric of the school building unless they have been issued with a daily authorisation to work form. One of the requirements is that they have received asbestos awareness training and have viewed the asbestos register and are able to determine that there is no asbestos present or presumed in the area that may be disturbed by the work.

The person authorised to issue the daily authorisation form is:

- Mr D Stait, Site Manager
- Mrs T Wills, Senior School Support Officer
- Miss S Evans, School Support Assistant
- Mrs K Samuel, School Support Officer
- Mrs L Cornelius, School Support Officer

Contractors engaged by the LA to carry out building maintenance and repairs, and servicing under Duty of Care arrangements will have already been vetted by Property Services to ensure:-

- They are qualified and have the necessary competences to carry out the work in question
- They are financially viable
- They have asbestos awareness training
- They are affiliated to a company registered through S.S.I.P
- They have been subject to Disclosure and Barring Service checks
- They have been issued with permits to carry out "hot work" on the site, if appropriate.

When engaging our own contractors to carry out work, the Head Teacher will ensure that details of the proposed works are submitted to the LA for approval via the LA Landlord Consent procedure. The works will be carried out in line with any advice received from the LA.

All contractors carrying out work on the fabric of the building MUST:-

- Sign in at reception
- Be affiliated to a company registered with S.S.I.P
- Have received asbestos awareness training

- Be shown and read the Asbestos Register and sign the Daily Authorisation to Work Form

7. Curriculum Safety

C.L.E.A.P.S.S provide information that can be used to inform the risk assessments in high risk areas such as Science and Design and Technology.

i. Science

The Science policy is in place and Mr L Jones is responsible for its development and implementation.

Individual teachers are responsible for carrying out risk assessments for curriculum safety.

ii. D & T

The D & T policy is in place and Mr L Jones is responsible for its development and implementation.

Individual teachers are responsible for carrying our risk assessments for curriculum safety.

iii. PE

The guidance on “Safe Practice in Physical Education and Sport” is used to inform the risk assessments in PE.

The PE policy is in place and Miss G Otterstead is responsible for its development and implementation.

Individual teachers are responsible for carrying our risk assessments for curriculum safety.

8. Guidance on the Administration of Prescribed Medicines.

- For guidance on the Administration of Prescribed Medicines staff should follow the separate policy – Administration of Medicines.
- The Administration of Medicines Policy is in place and Mr M Ledville-Smith is responsible for its development and implementation.

9. Electrical Equipment

The school has entered into the LA’S Duty of Care Contract for the 5 yearly testing of the electrical ring main.

Items of portable electrical equipment are tested on an annual basis by arrangement through the LA under the Duty of Care arrangements.

Visual checks of items of portable electrical equipment and its associated cabling are carried out before the appliance is used.

Any defects with electrical items of equipment are reported to Mrs T Wills, Senior School Support Officer. The items are taken out of use until the item has been repaired or replaced.

10. Fire Safety

The head teacher is responsible for ensuring the school’s fire risk assessment is undertaken and implemented as documented in the Arrangements for Fire Safety in Torfaen County Borough Council [FireSafetywithinCouncilPremises.pdf \(torfaen.gov.uk\)](#)

A fire risk assessment of the school premises has been carried out by Risk Monitor. The assessment is reviewed every 3 years by Risk Monitor (earlier if the school is extended, refurbished or remodelled).

The school uses R.A.M.I.S to record the actions it has taken to address the issues that were raised in the initial fire risk assessment and to keep an action plan out the outstanding defects. The person responsible for updating the RAMIS system is Mr T Wills, Senior School Support Officer.

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis and recorded on RAMIS.

Weekly tests on the fire alarm sounder points and weekly emergency lighting flick test are carried out on a rotation basis by Mr D Stait, Premises Manager.

6 Monthly tests on the fire alarm system and annual checks on the emergency lighting system are carried out by a competent engineer engaged by the Property Services team.

The fire fighting equipment is tested annually by a competent engineer engaged by the Property Services team.

Details of the above are all recorded electronically on R.A.M.I.S.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are:

- Mr D Stait, Site Manager (07837022817)
- Mrs H Orchard, relief caretaker (07526607147)

The safe evacuation of persons is an absolute priority.

Personal Emergency Evacuation Plans (PEEP's) are carried out on pupils, members of staff or visitors that have an on-going disability – ie physical, visual or hearing impairment – and also in situations where there may be a temporary medical condition in which a person would have difficulty exiting a building quickly – eg people with a broken leg - and measures are put in place to ensure they can evacuate the premises safely.

Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment, if they have been trained to do so (– ie they have attended Fire Warden training within the last 3 years). Persons trained in practical fire fighting are:

- Mr D Stait
- Mrs H Carrett
- Mrs L Cornelius
- Miss S Evans
- Mrs S Evans
- Mrs R Groves
- Mrs C Hall
- Mrs S Hardwick
- Mrs J Hern
- Mrs C Hunt
- Miss L Jones
- Mr S Li

- Mrs L McDonough
- Mrs B Morris
- Mrs N Peddle
- Mrs K Price
- Mr R Ryan
- Mrs K Samuel
- Miss E Williams
- Mrs L Williams
- Mrs T Wills
- Miss T Wood

Details of service isolation points (i.e. gas, water, electricity)

- Gas – main boiler house near front entrance
- Electric – electric meter cupboard next to boiler house
- Water – bus shelter at the front of school. Also stop cock in Water Voles behind the panel.

An inventory of flammable substances on site will be kept by Mr D Stait, Site Manager

An arson risk assessment is carried out by Mr D Stait, Site Manager, in accordance with [corporate arson risk assessment template](#)

11. First Aiders

A first aid risk assessment has been undertaken to determine first aid provision. The first aiders for this school are:

- Mrs J Challenger, MDS
- Mrs H Carrett, LSA L3
- Mrs S Evans, LSA L2 – Year 1
- Mrs R Groves, LSA L2 - Reception
- Mrs C Hall, LSA L2 - Nursery
- Miss S Hardwick, LSA L2 – Grasshoppers
- Mrs J Hern, LSA L2 – Year 2
- Mrs C Hunt, LSA L2 - Reception
- Miss L Jones, LSA L3/HLTA
- Mrs C Lloyd, MDS
- Mrs J Morgan, MDS
- Mrs L McDonough, LSA L3 – Year 5
- Mrs N Peddle, LSA L2 – Grasshoppers
- Mrs K Price, LSA L2
- Mr R Ryan, LSA L2 – Grasshoppers
- Miss E Williams, LSA L4
- Mrs L Williams
- Miss T Wood – LSA L2 – Year 2

Mrs T Wills and Mrs L Cornelius will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

The first aid boxes are located in the Medical Room, on each landing and in the main office.

A named first aider accompanies all school trips and visits, away sport matches etc.

Transport to hospital – where possible parents or next of kin to transport injured child/staff, but if necessary two members of staff would accompany, or an ambulance would be called.

A&E department The Grange University Hospital, Llanfrechfa, Cwmbran – 01633 493100

A&E department Nevill Hall Hospital, Abergavenny - 01873 73273

A&E department Royal Gwent Hospital, Newport - 01633 234234

School Nurse – 01495 792375

12. Glass and Glazing

The LA has carried out a survey of the glazed areas assessed to be in vulnerable/critical areas. Safety film has been applied to any areas deemed to be in a critical area. When the glazing in critical areas needs to be replaced, arrangements will be made to replace the glass with safety glass.

Penygarn Community Primary School will contact Property Services if school requires any broken windows to be replaced or repaired.

13. Grounds

The school engages Mr S Carter, Groundcare Landscaping and Maintenance to carry out maintenance to the school grounds. We also have enlisted 'Morris of Usk' landscaping company. Before P.E, games activities, sports day activities are carried out, a visual check of the grounds are carried out by Mr D Stait, site manager or the teachers in charge of the event to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc.

Mr D Stait undertakes a weekly check of all school grounds.

14. Hazardous Substances

Substances hazardous to health may be chemical, biological, dust or any other substance classified as toxic, harmful, irritant, corrosive, oxidising, dangerous to the environment as identified on the product safety data sheet. It also includes dust, fume and vapour arising from any products used or produced via a process.

Mr D Stait, Site manager will ensure that:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the hazardous substance.
- suitable personal protective equipment (PPE) has been identified and available for use for both employees and pupils where required by the assessment.

The individual subject policies are in place and the subject leaders are responsible for the development and implementation.

Individual teachers are responsible for carrying out risk assessments for curriculum safety.

15. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is Mr D Stait, Site Manager.

- Relevant training undertaken and refreshed as necessary
- Appropriate equipment provided
- Annual equipment checks in place

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric moving and handling are carried out by Torfaen Health and Safety Officer in conjunction with the ALNCO.

Equipment for moving and handling people is subject to inspection on a six-monthly basis by a competent contractor.

17. Health Surveillance

Health surveillance is carried out by occupational health where required by a risk assessment of the work activity in accordance with the appropriate Regulations.

18. Jewellery

The only jewellery permitted in school is small stud earrings and a sensible watch.

Earrings must be covered up during PE lessons.

The information is communicated through the school prospectus and the school website. Teachers remind pupils verbally if inappropriate jewellery is worn.

19. Lettings

There are currently no lettings on site.

20. Lifts

We currently have two lifts on site.

If there is a problem with the lift, Mr D Stait, Site Manager, Mrs L Smith, Headteacher and Mrs T Wills, Senior School Support Officer have been trained in manually operating the lift. The key and panel key are kept in the main office. The lift is serviced annually by Property Services - SLA agreement.

21. Lone working

A Lone Working policy is in place for members of staff working alone – i.e. Site Manager and Senior School Support Officer who work outside of term time.

22. Managing Pressure

Arrangements for assessing and managing work-related stress:

- Annual performance management reviews
- Open door policy
- Information on staff noticeboard
- Well-being support
- Supply Insurance cover for all nominated staff members

23. New and Expectant Mothers

Risk assessment are carried out on members of staff that declare that they are pregnant.

24. Noise

The Corporate Health and Safety Team carry out noise assessments in accordance with the Noise at Work Regulations 2005 when requested in relation to noisy activities. They will provide a report on whether controls are adequate and make recommendations.

25. Outdoor Play Equipment and football posts

The outdoor play equipment and football/rugby posts are inspected on a monthly basis by Mr D Stait, Site Manager. This is logged on his monthly check sheets. Once a year the play equipment is inspected by an outside contractor. Any faults are reported to the school and actioned by the Site Manager or Property Services.

26. Smoking

Smoking, including electrical cigarettes and vaping, is prohibited on the school site including its perimeter.

27. School Visits/Off Site Activities

The school adheres to the current LA's Educational Visits Policy and uses the EVOLVE system – to approve visits and alert the LA of residential, visits abroad and visits involving adventurous activities.

The school has appointed an Education Visits Co-ordinator – Mr L Jones, Deputy Headteacher

All staff have access to EVOLVE.

28. School Transport

There are currently no vehicles managed by the school.

29. Transport (Hiring transport for School Trips, Swimming Lessons, etc

Quotes are received from local coach companies i.e. Edwards Coaches, Jenson Travel, Phil Anslow, Log Cabin to transport children on school trips and weekly swimming lessons to Pontypool Active Living Centre. All bus companies must have fitted seat belts and adequate school ensures correct ratio of staff to children.

30. Use of Display Screen Equipment

The online DSE assessments are completed when require by DSE users.

31. Vehicles on site

The school gates are manned by Mr D Stait, Site Manager at the start of school and again at the end of school periodically to limit traffic. Parents are not allowed to enter the school grounds at these busy times. Barriers have been installed for children's safety and to stop any unauthorised vehicles from driving on to the school grounds.

The gates are padlocked that lead to the school canteen and the school does not accept deliveries to the Canteen between 8.30 am and 9.15 am.

The school operates a one-way system in the top car park, which allows for the successful drop off of Crownbridge pupils who arrive in minibuses and taxis, at the main entrance.

32. Violence to Staff

School does not tolerate any verbal abuse or violence to staff. Parents who show this behaviour will be banned from school premises.

Parents are reminded regularly via the school website and newsletters.

Mrs K Samuel, School Support Officer has attended training on dealing with difficult people which has been relayed back to the other school support assistants.

33. Hand Arm Vibration

The Corporate Health and Safety team carry out assessments for hand/arm vibration in accordance with the Control of Vibration at Work Regulations 2005.

They will provide a report outlining if any hand tools, machinery and equipment on the site produces hand/arm vibration, suggest suitable control measures to prevent staff using the equipment from experiencing health issues associated with vibrating machinery and equipment, and make recommendations that staff using the vibration machinery and equipment receive training.

34. Legionella control

Where water tanks are present, they are inspected on an annual basis by arrangements with the Duty of Care Contract arranged through the LA.

Temperature checks are carried out on a monthly basis by an outside contractor.

Flushing out little used outlets i.e. toilets, sinks, Crownbridge shower is carried out weekly and after every school holiday by the Mr D Stait, Site Manager in accordance with the council's policy on Legionella Control.

35. Toilets

All washing facilities are checked daily to ensure hot water, soap and toilet paper is available. Any issues are reported to Mr D Stait, Site Manager and escalated to Property Services if needed.

Pyramid hygiene service the hand-dryers and air fresheners in the toilets on a monthly basis.

36. H & S related Training

An annual audit is completed for identifying training needs and ensuring staff are trained and competent.

Mrs T Wills, Senior School Support Officer keeps a record of all Health and Safety training and books refreshers and training courses for new staff as required.

37. Work Experience

An identified member of staff, Miss C Williams oversees the arrangements for assessing and managing risk to any persons on work experience. All the necessary checks such as DBS etc are put in place before if needed. All work experience/volunteers are given a handbook on arrival with

all information on the school displayed. Relevant forms such as emergency contact details, code of conduct and acceptability use policy are all completed before the start date also.

38. Working at Height

A working at height policy, complete with risk assessment is in place.

Contractors within the SLA agreement service the roof on an annual basis.

Mr D Stait inspects all ladders twice a year.

39. Woodworking equipment

Not applicable at this time.

40. The written procedures within the school also include:

- Guidelines for pupils with Medical needs
- Guidelines for use of Asthma drugs in school
- Guidelines for dealing with sick children
- Guidelines on first aid arrangements
- Guidelines on Fire Evacuation procedures
- Guidelines on organisation of school visits
- Guidelines for safety maintenance and checking procedures
- Guidelines on close down procedures
- Guidelines for the supervision of children not collected at the end of the day
- Guidelines for taking children swimming
- Guidelines for crisis management