



CLARENDON PRIMARY SCHOOL
Together we shine



Health, Safety and Wellbeing Policy

Reviewed:	Spr 25
Agreed (FGB):	Spr 25
Next Review Due:	Spr 26

Headteacher:
Mrs V Chatterjee

1. EXAMPLE STATEMENT OF INTENT

The Governing Body of Clarendon Primary School takes the health, safety and wellbeing (HSW) of all those on, working from, using our school site or working off site, seriously.

We have developed this policy to help explain how we manage our responsibilities under the Health and Safety at work etc. Act 1974. The main aim of the policy and its content is to ensure, so far as is reasonably practicable:

- As a Local Authority (LA) controlled school we are following the Council's overarching Health, Safety and Wellbeing (HSW) policy, its ethos and instruction;
- The school environment is a safe place to work from, learn in and visit, without risk to HSW;
- We provide a safe working equipment, procedures and information on significant risks to our staff, children and others who might be affected by what we do;
- We provide training and consult with staff and others on HSW matters;
- We provide a safe means of access to and from the school;
- Robust procedures are in place to manage accidents or emergencies;
- We monitor our safety performance and review and investigate accidents, incidents and near miss events, learning from findings.

This HSW policy is arranged in three distinct sections.

This statement which sets out our commitment to the effective management HSW. This is signed off by the Headteacher and ratified by our Board of Governors. As a LA school this policy sits under the Council's overarching policy and procedures. It supplements that policy in setting out our local HSW management procedures. This policy also records how the school organises its staff to manage HSW and it includes a description of the arrangements for dealing with different areas of risk.

This policy is brought to the attention of, and issued to, all members of staff and other relevant persons by the Headteacher. A reference copy is kept in the staff room and provided as part of the induction pack.

This policy statement and the accompanying organisation and arrangements will be reviewed on every two years.

- This policy statement supplements:
- Health Safety and Wellbeing Policy;
- Educational Visits policy;
- Supporting children with medical conditions policy;
- Behaviour policy;
- First Aid policy.

2. ORGANISING FOR HEALTH AND SAFETY

GOVERNORS

Bolton Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

On a day to day basis the governing body will:

- Ensure that the HSW policy is reviewed, up to date, communicated to all relevant persons and importantly followed by all those on site. Policies are reviewed on a cycle basis and these are shared and approved at Governing Board meetings;
- Take reasonable steps to make sure that the school is following all other HSW policies and procedures by requesting termly reports on staffing, health and safety and buildings updates. Governors also review the site with the Site Manager. Policies are reviewed on a cycle basis and these are shared and approved at Governing Board meetings;
- Confirm that staff and others receive adequate information, instruction and training to enable them to carry out their HSW responsibilities. Governors ensure that training is up to date and

this is shared at with Governors at board meetings and as part of Health & Safety / Safeguarding reports;

- Seek assurance that the school has access to competent HSW advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations;
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required;
- Work in close partnership with the headteacher and senior management team to support sensible health and safety management and to seek assurance as appropriate;
- Review accident, incident and near miss events and where needed seeking clarity on action on reporting, investigation and taken to mitigate risk.

LEAD GOVERNOR

The governor who oversees health safety and wellbeing is Mohassan Mehmood (chair of Personnel, Finance, Premises Committee). He is supported by the Governors on this committee.

HEADTEACHER

The headteacher is responsible for the management of HSW across the school site and all activities. They will:

- Ensure that they are aware of all significant hazards and risks on their school site and ensure these are managed so far as is reasonably practicable.
- Take action immediately when any significant hazard are reported, stop the use of any equipment, machinery or any activity etc. which is considered unsafe until action is taken to manage the risk.
- Report on safety and welfare matters to the Governing Body noting significant hazards and action needed.
- Develop a process to ensure that staff are appropriately trained on health and safety matters.
- Ensure that appropriate funds and resources are allocated to ensure effective health and safety procedures, repairs and maintenance in the school.
- Ensure all HSW policies and procedures are reviewed and communicated to staff and others who might need to be aware of the information.
- Ensure that all staff are provided with suitable, safe and maintained equipment in order to complete their work.
- Ensure that all products brought onto site are safe for use and stored in a safe way.
- Ensure that the school has access to competent HSW advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Ensure that the school premises and external areas are maintained, compliance checks are completed, the building is safe for use and regularly inspected.
- Promote a positive, open health and safety culture in school.
- Complete management checks and other monitoring activities to ensure that policies and procedures are being followed.
- Ensure effective arrangements for monitoring the activities of other building users whilst on site.
- Meet with relevant key staff on a regular basis to ensure that safety activities they are responsible for are being completed (this includes regular meetings with the business manager & site manager, reviewing compliance checks, confirming PEEPs in place, supervision ratios, ensuring RA's are in place and updated).
- Ensure that EVOLVE is used to record and approve school trips and visits and that the school liaises with the LA HSWT and follows their procedures for recording adventurous, overnight or overseas travel.
- Ensure that emergency procedures are in place, regular drills completed and learning points communicated.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

In the headteacher's absence, other members of the Senior Leadership Team assumes the above day-to-day health and safety responsibilities.

THE SCHOOL BUSINESS MANAGER

The school business manager is the HSW lead or focal point in school when the headteacher is not on site & will carry this out in conjunction with the other members of the SLT.

The Business Manager will:

- Be the main focal point for day-to-day HSW matters giving advice or advising on sources of advice;
- Help the headteacher develop, implement and review HSW policies or procedures;
- Complete monitoring and management checks on the facilities manager/site manager/caretaker compliance checks, highlighting or escalating any issues to the head teacher for their action;
- Complete and record HSW inductions;
- Develop and implement a HSW training plan to ensure staff have sufficient HSW training to complete their roles (including Fire Warden and First Aid cover);
- Maintain contact with outside agencies able to offer expert advice;
- Ensure accidents and incidents are reported, investigated, and forwarded onto the Health, Safety and Wellbeing team.

SENIOR MANAGEMENT (SLT)

Within the school will support the Headteacher in their role. They will:

- Ensure risk assessments (for work areas within their discipline) are thorough, suitable and reviewed;
- Ensure their risk assessments are communicated to appropriate staff members;
- Complete inspections of their work areas reporting any issues to the Headteacher;
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher as needed and if they remain unresolved;
- Complete HSW training as requested by their manager ensuring their staff also complete HSW training needed for their role, training matrix must be kept for all staff training;
- Ensure that EVOLVE is used to record and approve school trips and visits and that the school liaises with the LA HSWT and follows their procedures for recording adventurous, overnight, or overseas travel;
- Ensure staff are made aware that they must not bring their own equipment, substances etc. onto the school site for use at any time;
- Provide a good example, guidance and support to staff on health and safety issues;
- Carry out a health and safety induction for all staff starting work in their work area and keep records of that induction;
- Keep up to date with new developments in health, safety and wellbeing issues for schools;
- Assist with investigations into accidents and produce reports / statements as needed.

ALL STAFF WILL

School staff have a duty to take care of pupils in the same way that a prudent parent would.

Staff will:

- Take care of their own health, safety, and wellbeing and that of any other person who may be affected by what they do (or do not do);
- Co-operate with others on health and safety matters, not interfering with, or misusing, anything provided for health, safety or welfare;
- Follow the training they have received when using any work items or systems provided by the employer;
- Develop if tasked to, read and follow the RA in place for their safety and the safety of others who might be affected by the work they do;
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff;
- Follow the accident reporting procedure;
- Not bring any personal items on site to use as work or cleaning equipment, unless agreed with the head / SLT and an assessment has been completed;
- Understand emergency evacuation procedures, and feel confident in implementing them and how to raise any concerns.

THE SITE MANAGER

is responsible for day-to-day maintenance and other buildings / grounds issues. He will:

- Ensure that the HSW tasks outlined in his job description and handed over during induction are completed. This includes daily, weekly, monthly, compliance, observation and monitoring and safety checks: keeping records of findings and actions taken;
- Ensure that external compliance checks and essential building risk assessments are in place, actions taken and recorded, for example Fire Risk Assessments, Legionella risk assessment, Asbestos surveys, glazing surveys, building surveys, electrical testing, gas safe checks. This list is not exhaustive;
- Ensure that any work that has health and safety implications is prioritised, speaking to the headteacher for advice where needed and for action needed;
- Report any HSW concerns to the senior management team immediately;
- Ensure that all work under their control is undertaken in a safe manner: selecting contractors who are competent to complete their roles and keeping records of competency checks undertaken;
- Ensure that they have the skills and competency to complete any work they undertake and seeking the services of external competent ant contractors as needed;
- Ensure that all staff are aware of safe working practices within their work area, especially regarding reporting of hazards;
- Ensure that any unsafe practices cease with immediate effect;
- Investigate any specific health and safety issues, take remedial action and report findings to the head/business manager;
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, records and are made aware of any fragile roofs or other hazards in the areas where they will be working;

THE HEALTH SAFETY WELLBEING TEAM (BOLTON COUNCIL) WILL:

- Act as the school's competent person under the Management of Health and Safety at Work Regulations;
- Provide services to schools as per their Service Level Agreement;
- Collect information on accidents and incidents to report to HSE where necessary;
- Draft and offer template policies, procedures and guidance for health safety and wellbeing.

PUPILS AND PARENTS

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

CONTRACTORS

All contractors who will be working on our site will receive a HSW induction by the Site Manager. They will, as needed, be provided with copies of school relevant risk assessments, reports needed and this HSW policy. Contractors are expected to follow our safe working procedures and should tell us if they have any concerns, may complete work that could create a hazard or if they do not think they can comply with our policies and procedures. We will discuss access / egress, deliveries onto site, safe transport, security, welfare facilities etc. with contractors before work commences.

They must provide a risk assessment and safe systems of work covering any significant risks associated with their work. The Business Manager will request, gather, and review contractor documents before they commence work, dependant on the role they will complete. This may include, insurance cover, DBS checks, Risk assessment for the work, safe systems of work, references for similar work.

OTHERS

Named staff with further responsibilities and who require training include:

- SENDCO or Pastoral staff
- Kitchen manager/staff
- Site staff
- Fire wardens
- First aiders
- Lunchtime supervisions
- Subject coordinators

HEALTH AND SAFETY ARRANGEMENTS FOR CLARENDON PRIMARY SCHOOL

Additional policies referred to in this section can be found online or on the Office Drive. Staff must read and follow these policies.

ACCIDENTS

All accidents, incidents and near miss events which occur on site or off site as part of school activities must be reported. This includes accidents or incidents involving staff, children and others who may be affected by our activities whilst on our site. The Accident Report Form is available from the School Office.

The Business Manager is responsible for investigating accidents/incidents/near miss events and sharing findings or requesting risk assessment reviews. The Business Manager is responsible for sending completed accident forms to the HSWT: They will log the incident and report it to the HSE as a RIDDOR if needed. Relevant staff will receive training to complete accident / incident forms and complete an investigation.

CLASSROOM SAFETY

Staff are responsible for ensuring their classroom and other areas they make use of are kept tidy and safe for use. If there are any significant risks in their classroom or areas of responsibility e.g. workshop equipment, PE equipment, they are responsible for risk assessing and managing the equipment and ensuring it is maintained and used in a safe way.

The teachers must assess the risks in their classrooms and areas of responsibility.

The Site Manager will arrange periodic tests of equipment. The Business Manager will be responsible for arranging any remedial works.

Classrooms with significant risks must be locked when not in use.

Any health and safety concerns or issues must be immediately reported to The Business Manager or Site Manager using the online system or verbally (if appropriate).

CONCERNS

Should staff have health, safety or wellbeing concerns these should be raised in the following way:

- Site/ premises/ equipment concerns should be reported to the Site Manager by using the online system or verbally. The Business Manager will oversee and monitor this.
- Staff, curriculum concerns should be reported to the SLT by email / verbally.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Many schools use different types of hazardous substances, some you might use in your own home, for example bleach. Others are more frequently used just in schools or workplaces e.g. toilet sanitiser, graffiti remover etc. We have a duty to manage all hazardous substances that come onto our site staff must ensure they inform The Business Manager to ensure a full inventory of all items covered under COSHH is kept.

Where non-teaching staff use COSHH substances as part of their work, the Business Manager will obtain the material safety data sheet for each product and complete COSHH risk assessments: these will be circulated to all employees who work with the substances. The Business Manager will develop and keep a full inventory of all items covered under COSHH.

Curriculum COSHH risk assessments are completed The Business Manager, are provided to all staff and communicated to children as part of lesson planning. We have access to CLEAPPs which helps teaching staff complete risk assessments and provides templates to support the risk assessment process. The Business Manager will develop and keep a full inventory of all items covered under COSHH.

Our staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products must be kept in their original containers, with clear labelling, product information. The COSHH products must be safely stored/kept away from pupils unless authorised to use them.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

No other staff can bring COSHH substances onto site at any time.

CRITICAL INCIDENTS

The school has a Critical Incident Pack detailing procedures that are shared to ensure an effective response in the event of a serious incident. This pack is located in the Office Drive and must be read by appropriate staff. Please speak to Vicky Chatterjee if you want to discuss the management of critical incidents.

DISPLAY SCREEN EQUIPMENT

All staff who use computers as a significant part of their normal working day will have a display screen equipment (DSE) assessment. The DSE assessment helps to ensure that users are sitting in the most ergonomic way with their equipment set up to aid good posture. This will be completed by representatives from the Bolton H&S Team.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

ELECTRICAL EQUIPMENT

Staff must not bring personal electrical equipment from home into the school.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances must do so under the supervision of the member of staff who directs them, and a risk assessment must be in place.

Any potential hazards will be reported to the Site Manager immediately.

Portable appliance tests (PAT) and fixed wire tests are arranged by and actions completed by an external provider. We use a competent electrician for these activities.

FIRE

This school has a separate fire evacuation policy and procedure in place, as well as a form to complete if staff, children, or visitors need more help to evacuate the building in an emergency. Please read this document which is called Emergency Evacuation Policy. This document also lists who our Fire Wardens are, who the Incident Controller/s is/are and who can provide support in a fire situation. It also records who completes our fire safety checks and how fire drills will be managed.

Emergency evacuations are practiced at least once a term and reported to Governors. The fire alarm is a loud continuous bell. Fire alarm testing will take place at weekly in the mornings.

New staff will be trained in fire safety every three years and systems are shared regarding Fire Safety procedures at induction.

FIRST AID

This school has a separate first aid and medication in school policy. These detail what support we can provide for anyone who has had an accident or become unwell on site. The policy also lists who our current first aiders are, what training they receive and when, where our first aid boxes are located, what they contain and who maintains them, as well as infection control and waste removal.

GAS SAFETY

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. All rooms with gas appliances are checked to ensure that they have adequate ventilation. The Site Manager and Business Manager keeps the relevant documentation to demonstrate that our school is gas safe.

INDUCTION (HSW)

Anyone who starts work on the school site will receive a HSW induction. This will be provided by the SLT.

INFECTIOUS DISEASES, INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England when responding to infectious diseases and infection control issues.

In the case of infectious diseases, the school will follow recommended exclusion periods outlined by Public Health England.

To maintain infection prevention and control we will encourage staff and pupils to follow good hygiene practice, as outlined below:

- Handwashing
- Coughing and sneezing
- Cleaning of blood and body fluid spillages and clinical waste
- COVID 19 management and other similar issues
- Cleaning
- Laundry
- Animals

INSURANCE PROVIDER AND OCCUPIERS LIABILITY

The school purchases insurance through the RPA this includes employer liability and public liability insurance. If staff have any questions regarding Insurance cover they should speak to the Business Manager in the first instance.

LEGIONELLA

A legionella risk assessment has been completed on 21.12.23 by GMS Services Ltd. Site Manager is responsible for ensuring that the operational controls are completed and recorded in the school's log book. The Headteacher and site manager will ensure recommendations in the legionella assessment are acted upon, recorded within the assessment and reported to the Business Manager.

This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: temperature checks, weekly flushing regime, TMV servicing, heating of water, disinfection of showers, etc all tasks completed by the site team or through SLA with Casserly property management services and recorded where appropriate.

The site manager will report any issues, temperature anomalies to the Business Manager so corrective action can be sourced.

The Site Manager has complete legionella awareness training, and temperature checks are carried out monthly on a schedule by GMS services limited, by trained staff through the SLA with Casserly property management.

LETTINGS

Currently the school does not let any part of the premises.

LONE WORKING

In school some staff might complete lone working with the approval of the headteacher or their line manager. The definition of lone working is a work activity carried out without direct supervision or the support of others.

On this site lone working may include:

- Working on site earlier or later than most staff or opening and locking up alone;
- Home or site visits;
- Weekend working;

- Site manager duties including groundwork;
- Site cleaning duties;
- Working in the school office during term time.

All lone work must be approved and risk assessed: speak to the Headteacher or Business Manager for further advice. Potentially dangerous activities, such as those where there is a risk of falling from height, the use of woodwork equipment etc must not be undertaken when working alone. If there are any doubts about the task to be performed, then the task must be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member must be informed about where the member of staff is and when they are likely to return. The member of staff must ensure the Headteacher has their contact number.

POSITIVE HANDLING

All positive handling activities completed in school where there is a significant risk of injury must be risk assessed. All staff who complete positive handling activities will complete manual / positive handling training every three years. We have a Positive Handling section in the schools Behaviour Policy.

MEDICATION ON SITE

This school has a separate policy and templates for staff to use should we be asked to provide prescribed medication to children. All staff must read and follow this guidance and speak to Mrs Cairns for more information. Office staff complete Administration of medicine in school training. Parents sign a form giving permission for the medicine to be administered and stating the dose required. There is a first aid refrigerator that is only used for medication and ice packs located in the Hygiene Suite.

MISSING SHARP EQUIPMENT (CURRICULUM AND SITE)

Any sharp equipment used by children must be counted out and in by teaching staff. Any missing items must be reported to a member of the SLT. Use of any sharp equipment used as part of the curriculum will be risk assessed and communicated to staff and children by a member of the SLT.

All sharp equipment used by the site team screwdrivers, drills etc. must be stored in the Site Managers office or in the locked outdoor containers. When in use the activity will be risk assessed and consideration given for safe use, and not leaving equipment unattended at any time.

MONITORING (SAFETY PRACTICES)

We will monitor the effectiveness of this policy by:

- The Business Manager and Site Manager will complete a termly visual inspection of different internal / external areas and activities in school. They will identify good practice and areas for improvement. The findings will be discussed at team meetings and highlighted at Governors meetings.
- The Business Manager will review site manager checks every 3 months. To highlight good practice and any areas for improvement.
- Line managers will, as part of their active supervision, observe safety critical aspects of staff roles to identify, discuss and record any good practice and any areas of improvement.
- The Headteacher and Business Manager will endeavor to review and monitor a selection of risk assessments every 6 months to consider whether hazards and controls are suitable, have risk assessments been communicated, are risk assessments up to date.
- The Business Manager will review and monitor a selection of accident forms every 3 months to review quality of completion, if the investigation was appropriate, any trends identified and if action to mitigate further occurrence has been taken.

POLICY REVIEW

This policy will be reviewed by the Headteacher and Business Manager every two years.

At every review, the policy will be approved by the Finance & Premises Sub Committee and ratified at the following Full Governors Meeting.

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. The Headteacher or Business Manager will complete the risk assessments and liaise with line managers to discuss the actions agreed.

Risks and measures could identify for e.g. chickenpox, Rubella slapped cheek disease. Lessons delivered will also be taken in to account – PE lessons etc.

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

The School has a Staff Mental Health & Wellbeing policy, this stipulates all of the measures that are in place to support staff.

OFF-SITE VISITS

All off site visits must be approved by Miss Coldwell and Mrs Chatterjee. We have an educational visits policy which staff must also read and follow.

The school has an educational visits coordinator (EVC) on site. They support staff with developing and risk assessing educational trips and visits. They also discuss any training needed to lead trips and first aid provision. The EVC is Claire Coldwell (DHT).

The school use an online system EVOLVE to manage trips and visits. The EVC provides training to show staff how to use the system.

PE AND PLAY EQUIPMENT

The Headteacher is responsible for ensuring risk assessments are in place for the use of the equipment and for sharing the assessment with relevant staff. Miss Coldwell should demonstrate how equipment must be stored and used before staff are authorised to use it.

The PE subject leaders will complete pre-use observations of the equipment every year. They will report any issues or findings Miss Coldwell. All PE and play equipment is assessed and inspected annually by an external assessor and any remedial work completed as recommended.

PERSONAL PROTECTIVE EQUIPMENT

Where a risk assessment identifies staff must use PPE to complete an activity safely, this will be provided by the school. Where needed, we will show you how to use and store the PPE. Staff are responsible for using any PPE identified in a risk assessment to carry out the activity.

Staff must report any concerns regarding their PPE to the Business Manager, who is responsible for purchasing PPE for school staff. All gloves purchased must be non-latex.

RISK ASSESSMENT

Risk assessments should be carried out for all activities and tasks etc, where significant risks identified. Appropriate controls must be documented, implemented, monitored and managed, and any issues noted must be reported immediately to the Head teacher.

In this school staff are responsible for ensuring certain RA's are completed. This is because they have the knowledge, skills and training to complete them

- School visits (EVOLVE) curriculum, classroom, equipment used for lessons, chemicals used for lessons – The SLT;
- Repairs and maintenance and associated activities, building related, car park, visitors, site activities, site equipment, COSHH, events on school premises, contractors on site (site manager, school business manager – The SLT
- Lone working, DSE, vulnerable or disabled staff/children, young workers, pregnant workers, those returning to work (school business manager – The SLT

Risk assessments must be reviewed in line with the level of risk e.g. every (12/18 months) or sooner if needed, for example following and accident/incident, near miss, changes in equipment, process or legislation.

Risk assessments must be shared with those who need to see the document e.g. staff, contractors or visitors. The person who signs off the risk assessment is responsible for ensuring the content is shared with the appropriate people. Sharing risk assessments can be done at team meetings, during inductions, via email, advertised on your school's website, etc. Records should be kept.

Risk assessments will be saved in the Risk Assessment file which is kept in the electronic (Office) drive; older risk assessments should be archived - The forms for completion of risk assessments are kept in the same folder.

SITE SAFETY & SECURITY

Bolton Council Security and Response, Nigel Childs, Vicky Chatterjee and Claire Stokes are key holders and will respond to an emergency and are responsible for the security of the school site in and out of school hours. Monitoring of CCTV (separate policy) is provided by UIS Security Systems 24/7, 365 days a year; they will contact key holders / Police as required.

SMOKING

Smoking is not permitted anywhere on the school premises.

SUPERVISION RATIOS

Supervision ratios for activities are found on specific RA's for the activity. For example educational trips and visits ratios are found within the educational visit policy. Further information on supervision ratios can be provided by the SLT.

TRANSPORTATION MANAGEMENT (ON SITE AND PICK UP/DROP OFF)

The carpark is for staff use only, this is with the exception of parents who are dropping off / collecting children with additional needs. Deliveries are also frequent throughout the day.

The gates should be closed and the lock on the entrance to the car park slid across to prevent it from opening. When children are walking to the Cabin or Allotment they should always be supervised by a member of staff. There is signage on the gates to advise pedestrians not to access the carpark.

WORK EQUIPMENT AND CLASSROOM EQUIPMENT

Staff who manage work or learning equipment must ensure they have an inventory of the equipment and that it is maintained in line with statutory and manufacturer's guidance.

All equipment that has significant risks when used must have risk assessments in place that are shared with staff and children as needed. Records of statutory checks and action taken must be provided the Business Manager for safe keeping. The Business Manager can provide further information on the purchase, maintenance and risk assessment of equipment on site.

WORKING AT HEIGHT

Work at height must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In this school we have the following equipment

- Step ladders are available, as well as elephant feet for staff completing display work. The ladders are stored in the cupboards off the main corridors. Staff are shown how to use step ladders by Bolton's Health & Safety Team – this is on a three year cycle.
- The site team have a double extension ladder that is stored in the site garage. They have had working at height training and only use the ladders with another member of staff in attendance.

All staff must complete visual pre use checks for work at height equipment, reporting any concerns to the Site Manager who will be responsible for demonstrating this to staff.

Every month the Site Manager will complete a formal inspection of all the ladders and step stools. Any that are unsafe will be taken out of use and removed from site. This inspection is recorded.

- No one should use ladders in school without authorisation.
- Contractors are expected to provide their own ladders/equipment for working at height.
- Staff must not access roofs or work on roofs without suitable training and use of the mansafe system.

VIOLENCE AT WORK

We believe that anyone within the school whether it is a staff or pupil should not tolerate violent or threatening behaviour.

All staff must report any incidents of aggression or violence (or near misses) directed to themselves or others to the headteacher or a member of the SLT immediately. This applies to violence from pupils, visitors or other staff. An accident/incident/near miss form must be completed and the case will be discussed with the headteacher and support agreed.

WELLBEING OF STAFF AND CHILDREN

Occupational Health support is provided through the HR SLA by Optima Health Ltd.

LINKS WITH OTHER SCHOOL POLICIES

This health and safety policy links to the following policies:

First aid

Risk assessment

Supporting pupils with medical conditions

Accessibility plan

Educational / off-site visits