

School Health and Safety Policy (Last updated October 2012)

School name:	Alwyn Infant & Nursery School, Maidenhead, Berkshire.
---------------------	--

The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities. As the employer, the Local Authority has final responsibility for Health and Safety in school.
2. In particular, the Governing Body in conjunction with the LEA will ensure, so far as it is reasonably practicable:-
 - (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
 - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled; and,
 - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
5. The Headteacher and all the staff will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
7. The school undertakes to monitor and review its systems and control measures to ensure they are effective.
8. This policy is complementary to the LEA's Directorate Health and Safety Policy, and ultimately the Corporate Health and Safety Policy. This Policy is the school's local arrangements for implementing the Council's policy.
9. This policy statement supersedes any previously issued.

Chair of Governing Body Buildings Committee:

Signature:

Date:

Responsibilities for implementing the policy

1. The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:-

1. make arrangements to ensure the school has a written health and safety policy
2. have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work)
3. delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out
4. ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them
5. ensure a governor attends appropriate health and safety briefings provided by the LEA or the School
6. have health and safety on the agenda at Governing Body meetings as appropriate.
7. ensure that health and safety performance is measured
8. ensure that the school's Health and Safety Policy is reviewed every three years.
9. ensure the Headteacher, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the LEA in terms of local management of premises related issues in their role as the Responsible Person for Building Health and Safety (RPBS).

The Governing Body will provide (in co-operation with the LEA where responsibilities for premises and plant are shared):-

1. a safe environment for pupils, staff, visitors and other users of the premises
2. plant, equipment and systems that are safe
3. safe arrangements for transportation, storage and use of articles and substances
4. safe and healthy conditions that take account of
 - statutory requirements
 - Approved Codes of Practice
 - DCSF or LEA guidance
5. adequate information, instruction, training and supervision
6. provision of all necessary safety and protective equipment.

2. The Headteacher

The Headteacher, as the officer in charge of the day to day management of the school, will carry out the duties detailed below. In her absence the Senior Management Team will carry out these functions. The Headteacher will:

1. pursue the objectives of the Governing Body and the LEA with respect to health and safety.
2. ensure this Policy is communicated adequately to all relevant persons
3. ensure health and safety is an agenda item in staff meetings.
4. ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk.
5. ensure their duties as the Responsible Person for Building Health and Safety (RPBS) for local management of premises related issues including asbestos, fire safety, legionella and glazing are carried out to the best of their ability in accordance with the LEA's standards, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required.
6. ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties
7. ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work
8. co-operate with accredited Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe.
9. receive written reports from the LEA's Health and Safety Team, or any other appropriate Health and Safety professionals, concerning health and safety issues/possible hazards and to respond within a reasonable period of time to the points made.
10. ensure appropriate consultation arrangements are in place with staff / Safety Representatives and if a safety committee/group is requested by two or more Safety Representatives work with them to set one up and maintain it.
11. ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept.
12. ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the

Headteacher. Copies of all reports must be sent to the Borough Health and Safety Team in accordance with the LEA's procedures. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE).

13. ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated
14. ensure that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment). Also to ensure that materials and equipment purchased are safe and without risk when properly used.
15. ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept.
16. include health and safety performance of the school (and, as appropriate, any specific health and safety items) in the annual report to the Governing Body.
17. ensure arrangements are in place to monitor premises and activities health and safety performance.
18. keep abreast of the changes in the Government's and LA's Health and Safety policies and procedures e.g. as advised and included within relevant Schools Bulletins and pass on the information to the staff concerned.

3. The H&S Co-ordinator

The School H&S Co-ordinator is:	Headteacher
---------------------------------	-------------

She is responsible for:

1. Co-ordinating and managing the risk assessment process for the school
2. Co-ordinating the termly general workplace health, safety and fire safety inspections
3. Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school
4. Keeping records of all health and safety activities
5. (Advising the Headteacher of situations/ activities which are potentially hazardous to the health and safety of staff, pupils or others)
6. Ensuring staff are adequately instructed in health, safety and welfare matters in connection with the school and its activities
7. Ensuring unsafe conditions that have been reported are dealt with to agreed timescales.

4. The Deputy Responsible Person(s) For Building Health & Safety

The role of Deputy RPBS, will be nominated by the Headteacher (as the RPBS) to deputise for and support them in the local management of premises related issues i.e. asbestos, fire safety, legionella and glazing in accordance with the LA's and LEA's policy and standards. Nominated Deputy RPBS's must be competent to carry out their role and attend any specific training provided.

The School Deputy H&S Co-ordinator is:	Site Controller
--	-----------------

5. The Class Teachers

Class teachers have responsibility to:

1. Ensure effective supervision of their pupils and to be familiar with the school's emergency procedures (fire, first aid etc) and to carry them out when the need arises
2. Follow health and safety procedures applicable to their area of work
3. Give clear health and safety instructions and warnings to pupils as often as necessary
4. Ensure the use of personal protective equipment and guards where necessary
5. Integrate all relevant aspects of safety into the teaching process
6. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks
7. Report all accidents / incidents / dangerous occurrences and defects to the Headteacher

6. All Staff

Apart from any specific responsibilities that may have been delegated to them, in conjunction with the responsibilities identified for staff within the LA's and LEA's Health and Safety Policies, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
2. Follow all instructions on health and safety issued by the LA/LEA, School or any other person designated as having responsibility for a relevant aspect of health and safety
3. Act in accordance with any specific health and safety training received
4. Report all accidents/ incidents and near misses in accordance with current procedure
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities
6. Inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities
7. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements
8. Exercise good standards of housekeeping
9. Know (and where necessary follow) the emergency procedures i.e. for fire, first aid etc

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

7. Hirers, contractors and others

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher and School Business Manager will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards set by the LA/LEA in connection with their proposed activities. They must also comply with all safety directions given to them by the School/ Governing Body (including emergency procedures) and, will not, without prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Take any action which may physically affect the fabric of the building
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any person using the premises or staff/pupils at the school

All contractors / others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school in order to ensure the safety of all persons who may be using the premises or may be affected by their activities.

8. Pupils

Pupils (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Follow the health and safety rules of the school and in particular instructions given by staff in an emergency

They must not misuse, neglect or interfere with things provided for their health and safety.

Monitoring the Effectiveness of the Policy / Health and Safety Advice

The implementation of this policy will be monitored by regular inspection and review by the Headteacher and members of the Buildings Committee. In addition members of the Health and Safety Team from the LA will carry out an annual audit of the school. The Team are also available for advice. They can be contacted on 01628 796994, 796918 or 685814.

Procedures and Arrangements

The following procedures and arrangements have been established within the school in compliance with the school's Health and Safety Policy and to eliminate / reduce health and safety risks and to comply with legal requirements. Procedures and Arrangements are filed in the Health and Safety file located in the Headteacher's office.

1) Accident/incident reporting

All staff are required to ensure that all accidents/incidents and near misses are reported. The person designated as responsible for recording accidents and ensuring the RBWM Health and Safety Team are made aware is the Headteacher. The accident/ incident report form is fully completed and a copy sent to the RBWM H&S Team. The Headteacher will also ensure the reporting of more serious accidents/ incidents to the Health and Safety Executive (HSE) where required in accordance with the RBWM Accident Reporting procedure.

(Appendix 1: Procedures for Reporting and Recording Accidents)

2) Asbestos (management of)

An Asbestos Survey of the school has been undertaken and the School and Building Services both hold copies of the Asbestos Survey. The School's Asbestos Survey is located in the Bursar's office.

The person responsible for ensuring that the Asbestos Survey is regularly reviewed and updated in the event of any changes is the Site Controller.

The Headteacher (RPBS), supported by the Site Controller (Deputy RPBS), is responsible for ensuring that arrangements are in place prior to any work being carried out by School staff /contractors/ others, which might affect the fabric of the building (including drilling holes in walls/ ceilings etc). The Asbestos Survey must be referred to before any work is carried out. If the area is clear of asbestos, an Asbestos Permit to Work Form must be signed by the RPBS or Deputy and the Contractor, before any work takes place. If according to the Asbestos Survey there may be asbestos present then permission will not be given to carry out any work and it will be referred to Building Services.

Where asbestos has been identified within the Asbestos Survey the Site Controller will also carry out regular checks to ensure no damage has occurred.

Any damage to asbestos, or substances suspected to be asbestos, will be reported by the school immediately to Building Services on 01628 796476 and the area will cordoned off/locked immediately until it has been made safe or verified as safe by a competent person

3) Contractors

The Headteacher and Site Controller have attended CDM (Construction - Design & Management) training.

Three contractors are selected to give quotes. Contractors selected are those used in the past by the school or recommended by other schools. The school will also consider contractors used regularly by the Borough. The Headteacher, Business Manager and Site Controller will discuss the merits of all quotes and select the quote that is felt most closely meets the needs of the school.

Once selected a CDM notification will be completed and the advice of Building Services is obtained if required / necessary. A method statement is requested from the contractor. The Method statement is then used to carry out a risk assessment to establish any areas of concern for Health and Safety.

The contractor will be contacted prior to commencement of work if there are any concerns highlighted. On arrival the contractor is advised on H&S issues in the school.

The Site controller is responsible for monitoring / liaising with contractors and is the first contact if staff have any concerns regarding the work.

During school hours all contractors will be accompanied by the site controller or another member of staff at all times.

4) Display Screen Equipment

The school follows the RBWM DSE (Display Screen Equipment) Guide.

The school Administrative Officer, the school Business Manager and the Headteacher complete a DSE risk assessment and are aware that they are entitled to regular eye tests which the school will fund.

Staff should verbally report any concerns to the Headteacher.

[\(Appendix 2: Procedures for Display Screen Equipment Assessment and DSE Risk assessment Form\)](#)

5) Electrical Equipment

All portable electrical equipment is visually checked by the Site Controller for any obvious defects. Any faults found by other staff are reported to the Site Controller. If any sort of fault is picked up (whether noticed by staff or identified when the contractor comes to do the PAT testing) equipment should be taken out of use straight away until either the equipment has been repaired, or been deemed unfit and disposed of.

If a simple repair is needed then the Site Controller will carry out the work (only if it does not require a qualified person to do so). If the fault requires an electrician, the equipment is removed until the repair is done.

Equipment requiring an annual PAT has this inspection carried out annually by a competent person arranged by Building Services and a record is kept on file in the Bursar's Office. The school cleaning contractor undertakes this procedure with their own equipment. The Site Controller checks these are up to date.

Staff are **not** allowed to bring in their own electrical equipment to school.

The school's fixed wiring is examined every 5 years by a competent person arranged by Building Services.

6) Fire Procedures

The Site Controller keeps a Fire Risk Assessment folder in the School Office.

This folder contains:

- The House Keeping Fire Risk Assessment.
- *Weekly* Call Point tests (carried out by the Site Controller).
- Fire drill records.
- PEEPS. Personal Emergency Evacuation Plan – for those children who have a special need which might make it difficult to leave the school quickly and safely in an emergency situation.
- Fire extinguisher certificates (inspections carried out annually by an RBWM appointed contractor)
- Fire alarm, emergency lighting and smoke sensor service record sheets (inspections carried out on a three monthly basis by an RBWM appointed contractor).

Fire drills are carried out each term and a record is kept of any problems that may have occurred and the time it took for a complete evacuation.

All teachers, staff and pupils leave the premises by their nearest fire exit, making their way to the assembly point on Courthouse School playground. Any pupil with special needs is assisted by their designated helper. The School Receptionist collects the registers, taking them to the Assembly Point. The Headteacher and other assigned staff will then do a 'sweep' of the premises to check the building is empty. All pupils and staff will be accounted for before they are permitted back into the building. The same procedure would be followed in the case of a real evacuation except staff and pupils would wait at the assembly point for further instructions from the Head Teacher/Fire Department.

Fire exits are monitored each day by the Deputy RPBS to ensure they are clear and staff are regularly reminded too.

(Appendix 3: Fire Safety Requirements and Guidance and Emergency Procedures for Evacuating the School)

7) Emergency Procedures

These procedures are the same as for Fire Procedures. The school will be evacuated according to the 'Emergency Procedures for Evacuating the School' documentation.

(Appendix 8: Emergency Situations/Closures of School Procedure & Codewords
HPA recommended management of Swine Flu)

8) First Aid

All staff have 'appointed person' training as part of a three year rolling programme. One member of staff is a qualified first aider. They have completed a 4 day course and passed the exam.

A first aid box is located in the cloakroom closest to the playground. All first aid trained members of staff are responsible for administering first aid. The qualified first aider is responsible for checking and re-stocking the first aid box. All members of staff are encouraged to summon an ambulance, if appropriate; however in practice it is the Headteacher or Administrative Officer. Any member of staff would be able to accompany a child to hospital in an ambulance; however it is most likely to be the Headteacher or a member of the senior management team. Before and after school clubs and school trips are all attended by a member of staff and the above statement remains appropriate.

All significant injuries are recorded in appropriate first aid record books.

(Appendix 4: First Aid Requirements and Guidance)

9) Control of substances hazardous to health

Substances that require a COSHH assessment are only used if necessary on the School Site. Any substances brought onto site by our cleaning company will be recorded in their own COSHH file which is kept in the Cleaners Cupboard.

Any substances the School itself uses that need a COSHH assessment will be recorded in the School COSHH file which is kept in the School Office. A data sheet for the substance will be obtained by the Site Controller. This will be either from the manufacturer's website or by post/fax. The Site Controller will then complete and add to this Data Sheet a COSHH assessment form.

Any Toxic or Flammable substances are kept under lock and key in an appropriate container. The Site Controller has the necessary protective equipment when handling these substances.

Protective gloves for other staff can be found with the First Aid boxes or in the cleaner's cupboard.

(Appendix 9: RBWM Procedures for Control of Substances Hazardous to Health)

10) Lettings/ shared use of premises/ use of premises outside school hours

Requests for lettings are discussed by the Headteacher, Business Manager and Site Controller to establish whether they would interfere with the normal activities of the school. If it is felt that the school can accommodate the request a lettings form is completed.

Prior to the first letting, the lessee is advised of health and safety issues and emergency arrangements. They are also advised of the facilities available and areas that are restricted for use. The lessee is also advised that first aid provision is not available from the school out of hours and that they should therefore ensure they have a first aider present. A certificate of public liability insurance cover is requested, otherwise cover is requested through the Borough.

11) Lone Working / work outside of normal school hours

Teachers, teaching support staff and office staff are not allowed to work alone in the school in or outside normal school hours. Cleaners are not allowed unaccompanied on the school premises. The Site Controller and the Headteacher are sometimes required be on their own on the school premises. They are not to enter the school if they feel it is not safe and are to immediately contact the police.

(Appendix 10: Lone Worker Risk Assessment)

12) Managing medicines / drugs

Parents will fill in a medicine permission form for any prescribed drugs to be administered to a child during the school day by a member of staff. Non-prescribed medicine is never given to a child. A parent/carer may come into school to administer the medicine themselves. All staff receive regular first aid training updates. Inhalers are kept in classrooms out of the reach of the children. Epi-pens are kept in the main school office in a well-marked box on a high shelf. Parents/carers are asked to inform the school of any medical conditions their children may have. Children with allergies/serious medical conditions have a medical alert poster situated in: the school office, their classroom, the dining room and their records. These are updated at least yearly. (See medicines in school policy)

13) Maintenance and inspection of equipment

The School has a PAT test carried out annually on all electrical equipment with a mains plug. The school kiln is serviced annually. Main electrical switchboards and wiring are inspected every 5 years. This is arranged by RBWM. These records are kept in the Bursars office.

Visual checks are made on a regular basis by the Site Controller or reported to him by staff.

Updated October 2012

Boilers and Air Conditioning are serviced annually. Fire Extinguishers are serviced every 6 months and the Fire Alarm/Emergency Light System is serviced every 3 months. The Site Controller carries out weekly Fire Call Point tests. All of these records are kept in the Fire Records File in the School Office.

Under current Legionella Guidance from RBWM the Site Controller carries out flush tests on all infrequently used taps/ showers. A monthly temperature check is carried out by a contracted company.

P.E. equipment and outside play equipment is annually serviced by a competent company. The Headteacher and Site Controller have attended Legionella training from RBWM.

14) Manual handling and lifting

Any activities involving heavy lifting/handling will be referred through the Headteacher. The Head will inform the Site Controller of the activity. He will then assess the situation and carry out a Risk Assessment if necessary to complete the task.

The school has access to a trolley if required.

All staff can access the Health & Safety file which contains RBWM's 'Manual Handling' notes.

(Appendix 5: Procedure for Manual Handling Assessment)

15) Occupational Health and Work Related Stress

The Borough Human Resources department, through the independent Occupational Health Service they employ, screen new employees prior to them joining the school.

Long term sickness, short term sickness and ill health are jointly managed between the school, the Human Resources Advisory Team and their independent Occupational Health advisors. Occupational Health advice is accessed via the borough HR department. RBWM also provides an independent advice, information and counselling service for all staff called Care First. It also provides advice to school leaders about members of staff and will give advice to an intermediary.

16) Outdoor Play Equipment

Outside play equipment is annually inspected and serviced by a competent contractor. Records are kept in the Bursars office. The Site Controller also carries out periodic checks for general 'wear and tear'. Any faults/hazards noticed by staff are reported to the Site Controller. He or the contractor will repair the equipment.

Children using the outdoor play equipment are supervised by a member of staff. Children are told not to use the equipment outside of school hours and a notice tells parents/carers not to use the equipment.

17) PE Equipment

Staff are responsible for using the PE equipment appropriately and supervising children while they use it.

The Site Controller carries out regular visual checks of the P.E. equipment. Any faults found by him or other staff are repaired/dealt with by the Site Controller or a qualified company. If the equipment cannot be repaired immediately it is removed or labelled as 'Do Not Use'.

The equipment has an annual service by a qualified inspector. Service records and repairs are kept in the Contracts file in the Bursar's office.

18) Personal Protective Equipment (PPE)

The Site Controller keeps all necessary protective equipment in his office. Protective gloves can be found at all First Aid stations.

(Appendix 11: Personal Protective Equipment Risk Assessment)

19) Risk Assessments

The Headteacher and Site Controller are responsible for general risk assessments throughout the school. The Year Group Team Leaders are responsible for school trip and visit risk assessments.

The Site Controller carries out general risk assessments throughout the School for Health and Safety reasons. Any projects taken on by the school itself will have a risk assessment prepared by the Site Controller or appropriate member of staff and reviewed by the Headteacher.

(Appendix 6: Procedures for Carrying Out Risk Assessment)

20) Safety Committee

There is no safety committee. However, preparation, implementation and monitoring of the Health and Safety Policy are delegated by the Governing Body to the Buildings Committee.

21) School Transport

The school has no transport of its own. Parents/carers are not asked to transport children other than their own to school events/activities. Coaches / minibuses are booked when appropriate.

We are currently aware of 3 appropriate coach companies, known either from previous use or recommendation by other schools. A faxed request is sent to each company asking for a quote for each trip. Our conditions of booking require seat belts to be fitted as standard on all seats. The most suitable company is booked and confirmation received from the relevant company for checking.

The day before the trip, the company is telephoned to check all arrangements are still in place.

No vehicles will be allowed to move on the school playground if children are present. Grounds maintenance vehicles will only move when the children are inside the school buildings. Children will be supervised by staff when visitors' vehicles drive into and out of the playground e.g. fire engine.

22) Security

The site-controller is responsible for locking and unlocking the doors and gates around the school premises. The car park gates and doors around the school are unlocked, for staff to enter the school, at 7.30 a.m. The gates are unlocked, for the parents/carers/children to enter the school at 8.40 a.m. and locked at 9.10 a.m. Morning nursery gates are opened at 12.00 noon and locked at 12.20 p.m. This is to allow morning nursery children to be collected from school. School gates are unlocked at 3.05 p.m. for the end of the school day and locked again at 3.30 p.m. All doors are also locked at this time apart for the main access points, for members of staff. All doors enable immediate opening, with push bars, at all school times should emergency evacuation be required.

There are 24 external security cameras, with appropriate night lighting, around the outside of the school and one internal security camera in the foyer.

There is a buzzer system at the front door so visitors can only gain access to the school when they have been looked at on the screen, in the main office or the Headteacher's office.

All visitors sign in and out of the school.

23) Site maintenance

Under the Headteacher's supervision the Site Controller is responsible for the upkeep and maintenance of the school site and buildings. Defects/hazards (including trip and slip hazards) will often be noted in his regular Risk Assessments. Any defects/hazards noticed by staff are reported verbally or in writing (posted on the Site Controllers notice board). For work that the Site Controller is not qualified to carry out (i.e. electrical work) see section 32.

24) Glazing

A Glazing survey was carried out by RBWM in 2005. A copy of this Assessment is kept in the Site Controllers office and at the Town Hall. If any glazing needs replacing or additional building work is undertaken then Building Services is informed and the Assessment will be amended. Where there are any changes in use to the building the school will complete a glazing risk assessment.

25) Legionella

The Site Controller has the Operational Lead Role. The 'Water Hygiene Risk Assessment and Log Book' is kept in the School Office. Weekly run-offs/flushing through on infrequently used taps/showers are carried out by the Site Controller. The monthly temperature checks and six monthly tank inspections are carried out by an RBWM appointed contractor. All records are kept on file in the School Office.

Both the Head Teacher and Site Controller have attended training sessions provided by RBWM.

26) No smoking

No smoking is allowed in the school or on the premises

27) Staff training

Appropriate Health and Safety training, including competence in carrying out Risk Assessments, is attended by appropriate members of staff.

28) Swimming

There is adequate supervision of children on the coach to and from the Magnet Leisure Centre. Registers are taken by the teacher on leaving school and at the Magnet. Children wear seat belts and do not sit on the middle seat at the back, the front seats or by the emergency exit. Teachers carry medical forms, a first aid kit and mobile phones. Teachers and TAs are First Aid trained.

At the pool, children are supervised while changing. They then have lessons with qualified swimming instructors. Teachers, TAs & volunteers supervise at the poolside and escort children to the toilet if required. They encourage swimming from the poolside and ensure that children listen and do not run. The pool is closed to the public at this time.

29) Visitors and visits

All visitors sign in and out of the school premises. The asbestos file is pointed out to all contractors.

All visitors who work with the children are subjected to a '99' check and/or a CRB check. All workers are accompanied by the site-controller whenever children are on the premises. Emergency Procedures for Evacuating the School are in the school foyer and pointed out to visitors.

A risk assessment is completed for all school trips, by the team leader. They are kept on the school server. Each teacher also completes a staff competence form.

30) Working at height

The current HSE 'Working at Height' documents can be found in the School Health & Safety File and can be accessed by any member of staff.

The School has a stepladder. If it is used another member of staff will 'foot' the ladder. Nobody works at first storey height in the school except contractors. Any project using high level access equipment will have a Risk Assessment drawn up before any work commences.

31) Violence

The Health and Safety Executive defines violence at work as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work". Verbal abuse and threats are also included in this definition. Maintaining the safety and well-being of all staff is a priority for the school which will not tolerate any form of violent or abusive behaviour towards any employee and will take a very serious view of instances where staff have been treated in this way.

Acts of violence or abuse which are racially and/or sexually motivated will also be reported on the Council's Equal Opportunities Monitoring Incident Reporting Form.

Staff will report all cases of violence or abusive behaviour to the Headteacher. Some injuries resulting from acts of aggression may be reportable to the Health and Safety Executive. Victims may need to talk through their experience as soon as possible after the event and the Headteacher will ensure this option is provided by herself in the first instance or by another source if necessary.

In serious cases the police will be contacted.

If an employee wishes to press charges, he/she may, through their Headteacher and/or the Health and Safety Team, seek the advice of the Borough Secretary and the Council's legal services to support and/or protect the member of staff concerned. Legal services staff are also available to answer any questions in respect of the incident that has occurred.

Where the Headteacher believes that there is a risk of further violent or abusive behaviour from a parent/carer/visitor in school, the Borough Secretary, in agreement with the relevant Director will exclude/ban such persons from that or all public buildings in the Council's occupation.

Detailed records will be kept of all incidents, including verbal abuse and threats.

(Appendix 7: Policy and Guidance on Violence at Work)

32) Monitoring

Records of all inspections of the site, plant and equipment are kept in the appropriate files and on the computer in the Bursar's office e.g. service reports for plant are kept in the Service Contracts File.

Inspections relating to both Fire Protection and monthly water temperature checks are kept on file in the School Office.

Service reports etc. are regularly monitored by the Site Controller to check they are up to date. Most inspections are carried out by Borough appointed contractors so they also monitor the inspections.

33) Caretaking and cleaning

Cleaning is carried out by a contracted cleaning company. All cleaners are trained by the cleaning company. The Site Controller oversees the cleaners and informs them of any requirements pertaining to the school. Under the Headteacher's supervision the Site Controller is responsible for the daily upkeep of the school building and interiors. Any repairs needed that are beyond his abilities or he is not qualified to do are either carried out by a qualified tradesman or referred to Building Services. All works are reviewed beforehand and the appropriate procedures are followed i.e. CDM, method statement, asbestos file reviewed etc.