



TORFAEN COUNTY BOROUGH COUNCIL

**SCHOOLS HEALTH AND SAFETY POLICY
TEMPLATE**

November 2024

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 George Street Primary School


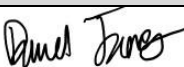
The Governing Body of George Street will strive to achieve the highest standards of health, safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

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 via email by the end of the autumn term.

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis.

Other relevant policies that are in place in the school are Torfaen Educational Visits, Medical Conditions and Managing Medicines, Behaviour, Positive Intervention and Physical Intervention Policy

(insert) Name of Headteacher	(insert) Signature	(insert) Date
Keri Manley (Headteacher)		06.11.24
(insert) Name of Chair of Governors	(insert) Signature	(insert) Date
Dan James		12.11.24

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 Dan James. 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. This will be completed termly through the headteacher report to governors.

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 LA's health and safety policy and procedures 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 is the Headteacher's responsibility but can be delegated to the Caretaker/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:

- 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) (not appointed)
- Representative of employee safety (non trade union rep) (Caretaker/Site Manager)

Machinery/Plant Inspection and Maintenance Reports

All maintenance contracts and inspection of equipment records are supervised by and kept in the Senior Support Officer's 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

All health & safety matters are communicated to staff by verbal communication, daily SLT briefings, email and weekly staff meetings as required. Access to the Health and Safety Policy is via the Senior Support Officer

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 Senior Support Officer prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this template.

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.

- All accidents/incidents involving members of staff, visitors or outside contractors must be reported to the Headteacher/Deputy Headteacher, who will sign the completed report form and, where necessary, carry out an investigation.
- Accident/incident report forms for cleaning and catering staff will be completed by their supervisor.
- Accident/incident report forms are kept in the School Office. The completed form will, where required under the RIDDOR 1995 Regulations, be forwarded to the Chief Education Officer who will determine whether to investigate the accident/incident and decide if a report should be sent to the Health and Safety Executive. A copy will be kept on the school file.
- Pupil accidents should be entered into the Pupil Accident Record Book/File which is kept in the First Aid area. All accidents/incidents involving pupils must be reported to the member of staff in charge of the class (during lessons) or to the Headteacher / Deputy Headteacher/Senior Support Officer (outside of lessons). A qualified first aider should be consulted immediately if there is any doubt as to the welfare of the child. If necessary, an ambulance must be sent for without delay. The member of staff (during lessons) or the Headteacher/Deputy Headteacher (outside lessons) will investigate the accident/incident in the first instance. As a precaution all head injuries must be reported to parents, even if they appear minor. Parents are then free to come and assess their child themselves or allow staff to monitor their child and contact them if necessary.
- Where there is a fatality or major injury, the Head of Forward Planning and Development will be informed immediately by telephone (01633 647338). This is to ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR '95). Except for helping the injured, nothing at the site of the accident will be moved until an examination has been carried out. Dangerous occurrences will also be reported immediately.

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 the Headteacher
- The deputy duty holder in the school is Caretaker/Site Manager
- Other persons nominated to assist the duty holder are: Senior School Support Officer and School Admin Officer
- Person responsible for termly inspection of asbestos containing materials on site: Caretaker/Site Manager
- The Asbestos Management Plan is located: School entrance area
- The Asbestos Register is located: School entrance area

Staff are reminded not to drill or affix anything to the walls without checking with the duty holder 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 the Headteacher.

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

Torfaen's Health & Safety officer will be contacted immediately for advice on any suspected contaminated waste

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: School admin 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 Headteacher 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.

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

Copies of relevant Safety Guidelines are retained in: Senior Support Officer’s Room

Class teachers are also responsible for awareness raising procedures within their areas as specified in the school’s policy. INSET has been provided by the LEA up to the present time. The responsibility for ensuring that health and safety training takes place is that of the Headteacher.

Staff should ensure that:-

- children are supervised at all times;
- protective clothing is worn where required;
- sharp edged tools are stored so that cutting edges cannot be accidentally touched;
- all tools are stored appropriately in storage units;
- files and similar objects should have properly fitted handles;
- hammer heads are checked regularly; and
- tools are only used for their intended purpose

Risk assessments in P.E are undertaken by Sports Co-ordinator.

8. Guidance on the Administration of Prescribed Medicines.

The School’s Guidance on the Administration of Medicines Policy is TCBC’s ‘Guidance on the Administration of Prescribed Medicines or Medical Treatment in Schools.’ This policy is held in the Senior Support Officer’s Room

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.

All members of staff should carry out a visual inspection only of portable electrical equipment, plugs and cables before use. Any visible defects should be reported to the Headteacher immediately. In addition, steps are to be taken promptly to ensure that the piece of equipment is identified as faulty and where possible, isolated to prevent usage until it can be thoroughly inspected to ensure that it is safe to use. Arrangements are also in place to test all portable and fixed electrical appliances on a yearly or three yearly basis respectively.

The use of portable extension cables is discouraged. Where they are used, they should be inspected and tested on an annual basis.

Only fuses recommended by the manufacturer should be fitted to the plugs of electrical equipment.

Any defects with electrical items of equipment are reported to the Headteacher. The items are taken out of use until the item has been repaired or replaced.

10. Fire Safety

The Caretaker/Site Manager is responsible for ensuring the school's fire risk assessment is undertaken and implemented.

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 of the outstanding defects. The person responsible for updating the RAMIS system is Senior Support Officer and Caretaker/Site Manager.

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis These are assessed for points of concern/effectiveness and details kept in the fire log on RAMIS.

Weekly tests on the fire alarm sounder points and monthly emergency lighting flick test are carried out on a rotation basis by Caretaker/Site Manager. 6 Monthly tests 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 by Caretaker/Site Manager.

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

Emergency contact and key holder details are: Keri Manley (Headteacher) 07732424015, Mrs S.Donoghue.07814 984712 (Site Manager) and Gemma Lloyd (Class Teacher) 07891774813.

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 firefighting are: Headteacher and Caretaker/Site Manager.

Details of service isolation points (i.e. gas, water, electricity) water – boiler house, gas – boiler house, electricity – corridor area outside Daffodil classroom

An inventory of flammable substances on site will be kept by Caretaker/Site Manager. A copy of the COSHH Regulations, as they apply to schools, is kept by the Headteacher and the Caretaker has a copy concerning cleaning materials in the cleaning cupboard.

An arson risk assessment is carried out by Caretaker/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:

The school Senior Support Officer will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

Name	Qualification	Date	Expiry Date
Angela Hopkins, MS	Emergency First Aid at Work	02/09/2022	01/09/2025
Rachael Scriven MS	Emergency First Aid at Work	02/09/2022	01/09/2025
Jayne Edwards, MS	Emergency First Aid at Work	02/09/2022	01/09/2025
Tanis Jones, EY	Emergency First Aid at Work	02/09/2022	01/09/2025
Chloe Price, EY	Emergency First Aid at Work	02/09/2022	01/09/2025
Melanie Morgan Y5/6	Emergency First Aid at Work	02/09/2022	01/09/2025
Clare Brooks, Y6	Emergency First Aid at Work	02/09/2022	01/09/2025
Carlene James Y3/4	Emergency First Aid at Work	02/09/2022	01/09/2025
Melissa Preston-Watkins PE	Emergency First Aid at Work	02/09/2022	01/09/2025
Lisa Smith Y3/4	Emergency First Aid at Work	02/09/2022	01/09/2025
Amanda Jones, Forest & coastal school	Emergency First Aid at Work	02/09/2022	01/09/2025
Lynne Fisher Y5	Emergency Paediatric First Aid	26/01/2022	25/01/2025
Carley Preston-Thomas MS and office	Emergency Paediatric First Aid	18/05/2023	17/05/2026

The first aid boxes are located throughout the school and bum bags are taken out on to the Junior and Infant Yards at break time and lunch time. First Aid bum bags are taken on all school trips and sporting activities.

Transport to hospital: Paramedics/ambulances are called when necessary. In other non-emergency cases, parents or carers are required to take their child to hospital. In the event that no parent/carer can be contacted and hospital treatment was required, insured member of staff would take the child to hospital.

Our school nurse is:

Name; Gill Norris; Gill.Norris@wales.nhs.uk

Phone; 01495 768724

Email; Torfaen_SNTeam.abb@wales.nhs.uk

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 need to be replaced, arrangements will be made to replace the glass with safety glass. All glazing has been replaced following the recommendations of the latest Health & Safety Audit.

13. Grounds

The school engages Toplawn to carry out maintenance to the school grounds. Before P.E, games activities, sports day activities are carried out, a visual check of the grounds are carried out by PE Co-ordinator or Caretaker/Site Manager to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc.

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.

Caretaker/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.

15. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is the Headteacher.

Caretaker, cleaning staff and teaching assistants received training arranged by the LA Health & Safety Officer.

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric moving and handling are carried out by the school's ALNCo. This is done on a case by case basis in conjunction with Education Inclusion Services, the LA Health and Safety Officer and the School ALNCo.

Equipment for moving and handling people is subject to inspection on a 6 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 wearing of jewellery is not permitted by children. Earrings in the form of small plain studs are allowed. Watches are also permitted. All jewellery must be removed for P.E. lessons. No other body piercing is permitted.

19. Lettings

Currently there are no lettings at George Street School however further guidance on School Lettings can be found in the School's Lettings Policy.

20. Lifts

NA

21. Lone working

Currently all classrooms have an internal telephone system so that support or assistance can be summoned from other locations in school if required. All staff carry mobile phones. School exits and entrances are secured at the end of the working day and access to the school is only through the main door which is security locked. Where possible staff are not left alone in the building however when this does happen, it usually involves just the Headteacher or Site Manager. They always have access to external communication and arrange to send a message to one another when they have locked the building and leave.

22. Managing Pressure

There is recognition that schools are very busy environments, and that workplace pressure can be evident. Informal support networks exist within the school environment to support work related stress. Staff wellbeing is a significant factor in considering the working day and the pressures being placed upon individuals. The Headteacher and Senior Leadership team are very mindful of this and do proactively ensure support when it is required. Advice is also sought from the LA HR services. However, when circumstances do escalate, in accordance with the Managing Staff Attendance Policy, where an employee believes that ill health has been caused by work, the Headteacher will complete a stress risk assessment with the employee to try and establish the root causes of the pressure and if absent put in additional control measures to support the employees return to school.

A member of staff could be referred to Occupational Health for a medical assessment. Following receipt of that advice the following may occur:

- Reasonable adjustments made to the working environment
- Considering the feasibility of other patterns of work e.g. part time, job share etc

23. New and Expectant Mothers

Risk assessments 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. The school's Senior School Support Officer or Caretaker/Site Manager, to contact Corporate Health & Safety Team on case

by case basis.

25. Outdoor Play Equipment and football posts

Caretaker/Site Manager, carries out visual checks on weekly basis and completes log. Annual inspection organised by TCBC and actions identified in report are carried out.

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 and visits abroad. Visits involving adventurous activities are approved by the LA.

The school has appointed an Education Visits Co-ordinator – Deputy Headteacher

28. School Transport

NA

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

The hiring of transport for school trips is completed by the school's Admin Officer. At present Phil Anslow Bus company is used, with them providing school with all relevant insurance documentation. Self-drive minibuses are booked through Torfaen Depo Minibus Hire. Amanda Jones and Lisa Smith are the school's qualified minibus drivers.

30. Use of Display Screen Equipment

Admin staff complete the workstation assessment via the Torfaen Healthy Working Programme. This is completed annually.

31. Vehicles on site

Traffic management both on and approaching the school site is of particular concern to the governing body. Where members of staff, pupils, parents or other people visit the school site, they must observe low speeds and keep a watchful eye out for children. Parents are asked not to bring vehicles onto school site. Contractors will also be expected to arrive at or leave the site at times other than when children are entering or leaving the school grounds. Car parking is restricted to the designated areas. Vehicle and pedestrian access to the site is kept separate. Regular reminders are sent to parents regarding regulations about car parking restrictions and access to the site.

32. Violence to Staff

Violence against members of staff whether it be by physical force, verbal abuse or gestures is not tolerated and where it occurs, any of the following members of staff must be contacted immediately:-

Headteacher or Deputy Headteacher

The Headteacher will decide whether to report the matter to the police and/or the LA's Senior Health and Safety Officer.

Where staff intend bringing a prosecution against their assailant, both the LA and the school will give them every support.

School will use its right to ban aggressive and abusive parents and carers or other members of the public from the school site where deemed necessary in the interests of health and safety.

33. Hand Arm Vibration

NA

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.

Monthly checks carried out by designated contractor from TCBC.

35. Toilets

Please refer also the school Toilet Policy

Caretaker/Site Manager, makes daily inspections of toilet facilities. Cleaning staff replenish toilet paper, soap etc. when required. Hot air dryers maintained by outside contractor.

36. H & S related Training

The school uses the matrix provided by the LA to identify its training needs in accordance with their guidance.

37. Work Experience

Where students are present on site as part of their teaching practice, they should be informed by their mentor of health and safety and evacuation procedures.

38. Working at Height

Caretaker is allowed to work up to a height of 11 feet. All work above this height is dealt with through Property Services, TCBC, who engaged contractors to carry out the required work.

39. Woodworking equipment

Foundation phase pupils have access to basic woodworking equipment as part of their independent learning. Simple rules govern the use of this equipment and these are discussed with children and displayed in relevant areas. Pupils have access to tools which are suitable for their age. Activity in woodwork areas is supervised as part of enhanced provision.