



Galley Common Infant School

Health and Safety Policy

‘Our school is a safe, nurturing, happy place.’
‘Where everyone feels valued and supported to be the best that they can be.’

Date created: November 2025

Review date: November 2026

Introduction

All schools’ employees have a duty to look after their own and others’ health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how Galley Common Infant School will manage occupational health and safety.

1. Statement of Intent

Galley Common Infant School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare, and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff, and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is to prevent occupational accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable Galley Common Infant School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees.
- Having an occupational health and safety management system which sets clear health and safety standards, roles, and responsibilities.
- Identifying significant risks to health, safety, and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks.
- Promoting the principles of sensible and proportionate risk management.
- Having a competent workforce through the provision of information, instruction, training, and supervision.
- Effectively communicating, consulting, and cooperating with employees on all relevant health and safety matters.
- Providing a safe and healthy place to work.
- Providing access to competent health and safety advice, guidance, and support.
- Requiring our contractors to cooperate with us.
- Ensuring resources are available to ensure the successful management and implementation of health, safety, and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees, and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing, and either eliminating, reducing, or managing the risks that arise from activities, processes, or operations through the risk assessment process. Monitor our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed

Name

Headteacher/ Executive Headteacher

Date:

Signed

Name

Chair of Governors / MAC / MAT/ LAC

Date:

2. Organisation

This policy establishes our school's occupational health and safety management system. It describes how we will plan, organise, implement, monitor, review, and audit our health and safety practices. While legal compliance is the minimum standard Galley Common Infant School aims to meet, our health and safety management framework will seek to achieve higher standards and best practices wherever possible, ensuring continuous improvement.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Maintaining awareness and attention on significant health and safety issues.
- Ensuring the school has appointed competent individuals to provide health and safety assistance and advice for implementing measures that meet legal requirements.
- Ensuring decisions comply with health and safety legislation and this policy. Promoting a positive health and safety culture.
- Ensuring that adequate resources are provided to effectively manage health and safety and comply with all relevant statutes.
- Ensuring health and safety matters are considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing, and auditing of health and safety to the Headteacher.

2.3 Headteacher / Executive Headteacher

The Headteacher has been appointed by the Governing Body as the '**Responsible Person**' for health and safety within the school.

The Headteacher / Executive Headteacher is responsible for ensuring effective health and safety in the school. They must make sure all employees understand and are accountable for their health and safety duties. The Headteacher/Executive Headteacher can delegate responsibilities to specific employees but must ensure those employees are competent and understand their duties. The Headteacher/Executive Headteacher will still be accountable for those activities. If the Headteacher/Executive Headteacher delegates operational responsibilities to senior management, they must ensure those individuals are competent and understand their duties. The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Ensure health and safety is adequately and properly considered by all employees within the school. Attend relevant health and safety management or leadership training as needed, and complete any required refresher training, when necessary.
- Present a report to the Governing Body annually on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Monitor and address major risks in the school, ensuring they are thoroughly assessed, controlled, and managed through effective risk management. Ensure that health, safety, welfare, and wellbeing issues are fully considered and addressed when making decisions or planning new projects. Ensure that adequate health and safety communication channels exist within their area of control.
- Ensure that adequate resources are provided to maintain health, safety, and welfare, and manage these resources on a risk priority basis.
- Ensure that procedures *are in place* and effectively implemented to identify and provide the necessary information, instruction, training, and supervision for maintaining health and safety
- Ensure procedures are established for reporting and recording accidents, incidents, and near misses, and that investigations are conducted and appropriate actions are taken to prevent recurrence within the required timeframes. Review and monitor accidents and incident statistics to identify trends and high-risk areas. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement;
- Ensure that senior managers and all employees (including agency staff) are made aware of, understand, and accept their individual health and safety responsibilities, and are adequately trained fulfil these duties.
- Collaborate with staff to monitor and review health and safety targets and priorities in line with the overall school objectives, and ensure that adequate resources are provided to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored, and reviewed at least annually.

- Ensure that the competent health and safety person (headteacher) is consulted, along with employees' representatives, prior to changes in working practices.
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; as well as immediately notified of any involvement by the Health and Safety Executive (HSE). Additionally, if the Governing Body has assigned responsibility to the Headteacher, ensure that they respond promptly to any legal notices received from the HSE or other enforcing bodies.
- Ensure that formal health and safety workplace inspections and audits are undertaken, and appropriate action implemented.
- Ensure consultation takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy.
- Ensure that risk assessments are undertaken and recorded for work activities, processes, and operations. Risk assessments must identify significant risks and establish controls that will eliminate the risk or reduce it to the lowest possible level through, sensible and proportionate risk management. Involve employees in this process and implement necessary controls in accordance with legislative and school policy requirements.
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place.
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress, and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment.
- Ensure arrangements are in place for the health and safety of agency workers (as the host employer) and for volunteers. This includes detailing the responsibilities of both the host employer and the agency.
- Ensure that relevant information, instruction, training, and supervision programmes are in place, maintained and monitored to help ensure all employees are competent.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated as necessary and take appropriate action to prevent a recurrence.
- Monitor the activities of contractors and others in your area and raise any concerns with the appropriate person promptly. Support all employees, including safety representatives, in fulfilling their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document the safety of the work environment and identify necessary actions.
- Ensure that communication channels are in place to keep employees informed and updated on health and safety matters as needed.

- Facilitate cooperation and consultation between organisations and relevant employees' safety representatives, when sharing premises.
- Take appropriate action following external audits and inspections.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy the term 'employees' includes work placement and experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care while at work to ensure that they do not endanger themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or relevant authorities (line manager, senior management) regarding health and safety duties. Follow all relevant arrangements, instructions, control measures, training, procedures (both written and verbal) to protect their own and other's health and safety. Additionally consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety, and welfare (such as safety equipment and/or protective clothing).
- Check that any equipment, plant, or substances used at work are in a safe condition before use. Familiarise themselves with all relevant processes, materials and substances and use them only as advised. Report any defects, loss, or damage to their manager via the defect reporting system.
- Immediately inform their manager of any work situation that might present a serious or imminent danger to themselves or others, or any other issues in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Always behave appropriately in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising, or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases, and dangerous occurrence) and near misses.
- Be familiar with all relevant health and safety policies, procedures, risk assessments and other documentation, applicable to them and their work. Follow all provided induction, information, instruction, and training, whether verbal or written.
- Be aware of the first aid provision at their workplace.
- Understand the fire and emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Participate in health and safety training and development as required.
- Cooperate with health surveillance programmes and other control strategies to protect their health and wellbeing, as required.

- Lead by example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect Galley Common Infant School's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety and that of their peers, teachers, support staff and any other person that may be at school.
- Follow all health and safety instructions given and cooperate with teaching and support staff.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety, and welfare.
- Report any health and safety concerns that they may have, to a teacher or other member of school staff

2.7 Shared site users

Where multiple employers share a workplace, each must cooperate with the others to ensure compliance with health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate and collaborate with the school on health and safety matters.
- Provide information of any new or additional risks or procedures, relating to work activities, which may be new or unusual to those of the school.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards of the school, to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with the school's health and safety arrangements, and ensure they are communicated, to their employees and service users.

The school will ensure that, where not forming part of the shared site, users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Collaborate with shared site users on matters of health and safety.
- The school's health and safety arrangements are made available for dissemination.

3. Arrangements

The following arrangements have been adopted to ensure Galley Common Infant School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	The Governing Body will specifically review progress of health and safety at the termly H&S meeting; this may be included as part of the Headteacher’s report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.	<i>Headteacher</i>
Consultation: Provision of an effective joint consultative process with employees	The school’s Site Health and Safety Committee meet once per term and report back termly to the Governing Body or Headteacher/ Executive Head. The Site Health and Safety Committee consists of a headteacher, Caretaker, a member of admin staff and a member of the Governing Body and reports and consults with all employees, TU Representatives/employee safety representatives and the Governing Body to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.	<i>Headteacher</i>
Consultation: Employees	<p>Employees</p> <ul style="list-style-type: none"> • Staff training is updated on a rolling programme (at least every three years). • Staff are informed of issues relating to Health and Safety as soon as needed. • The Health and Safety Law Poster is located in the staff room. • Staff can raise concerns about Health and Safety at any point via email or our open-door policy. <p>Pupils</p> <p>Pupils are made aware of new and existing Health and Safety issues through assemblies, the curriculum (e.g. Taking Care) and PSHE opportunities</p> <p>Governors</p> <ul style="list-style-type: none"> • The Head Teacher and Clerk ensure Governors are kept informed of any new and existing health and safety information/issues at termly Governor meetings, through the Head Teacher Report, training and agenda items. <p>Trade Unions/Employee Representatives</p>	<i>Headteacher</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> The Head Teacher is responsible for ensuring that Trade Union and Employee Health and Safety Representatives are consulted and informed of new health and safety information for school- in good time. 	
<p>Communication: Establishing adequate channels</p>	<p>Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</p> <ul style="list-style-type: none"> Governing Body Meetings Site Health and Safety Committee Meetings Senior Leadership meetings Provision of information relating to safe systems of work and risk assessments Staff briefings Staff training days Communication of health and safety bulletins/press releases from WES Health and Safety, HSE, Fire Service, etc. Communications with other relevant specialist advisors 	Headteacher
<p>Competencies: Provision of effective health and safety training</p>	<p><i>The Headteacher will annually review health and safety training, in line with the school's health and safety training matrix focusing on mandatory training as a priority.</i></p> <p>The headteacher will share information during inductions with new staff.</p> <p>There is an information sheet available for visitors, agency workers and contractors.</p> <p>The headteacher will establish minimum health and safety competencies.</p> <p>The headteacher will organise refresher training and keep records of training.</p>	Headteacher

Topic	Action/Arrangements	Responsibility of:
Competencies: Risk assessment	Phase leaders, Curriculum Leaders, EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings, ensuring they are recorded, and control measures are implemented. Annual training in risk assessments will be carried out by the EVC (Headteacher).	Headteacher Phase leaders Curriculum Leaders EVC
Competencies: Specialist advice and support	Specialist competent advice and support will be obtained from Warwickshire County Council, as required.	Headteacher
Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance	To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following: Consider: <ul style="list-style-type: none"> • health and safety audit by an external contractor/consultant with an accompanying action plan (frequency dependent on risk) • Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment, • WES Health and Safety has a template 'H&S Action Planner' for use. 	Headteacher Caretaker
Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. Galley Common Infant School recognises that auditing needs to take place at a local level. The auditing process will review and establish whether: <ul style="list-style-type: none"> • Appropriate management arrangements are in place. • Adequate risk control systems/strategies are in place for the associated risks. • Those control strategies are being implemented. 	Headteacher

Topic	Action/Arrangements	Responsibility of:
	Other auditing regimes from external agencies may be undertaken, with or without notice, as appropriate.	
Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	<p>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved.</p> <p>Galley Common Infant School will continually review and update our policies when there are:</p> <ul style="list-style-type: none"> • Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance • Changes in organisational structure, process, activities and/or equipment. • Lessons learnt/actions resulting from the findings of an incident investigation or audit. • Lessons learnt from a national or regional incident. 	Headteacher

Topic	Action/Arrangements	Responsibility of:
<p>Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<p>All accidents and near misses will be reported to either the Admin Officer or the Head Teacher. Appropriate forms will be completed and where necessary copies of these forms will be sent to the LA. Near misses will be considered and where necessary precautions/actions will ensure safety for the future. The school follows the procedures in the Accident, Incident, Near Miss Report, Recording and Investigating Policy. The headteacher is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR). Parents are informed of minor accidents via phone and a First Aid slip is sent home.</p>	<p>Headteacher Admin Officer School Staff</p>
<p>Asbestos management</p>	<p>A summary of any asbestos within the school buildings can be found in the Admin Office and will be issued to all contractors prior to their beginning any work on the site. The school follows the WCC Asbestos Management Policy and Asbestos Management Procedures.</p>	<p>Caretaker</p>
<p>Contractors, selection, and management of</p>	<p>The caretaker is responsible for managing contractors and detailing their qualifications and competency. The headteacher will carry this out in the caretakers absence. A school health and safety procedures leaflet is available in the office for contractors, prior to the start of work. Staff should report concerns about safe working practices of contractors to the headteacher.</p>	<p>Caretaker Headteacher</p>
<p>Control of Substances Hazardous to Health (COSHH) SP up to here checking links.</p>	<p>LA guidance on COSHH will be followed – failure to comply with COSHH constitutes an offence. COSHH files are kept in the caretakers cupboard. Any substance found but not in use will be disposed of correctly. The caretaker will ensure that an audit is carried out annually and a COSHH information sheet will be obtained for any new substances in use. The caretakers cupboard will remain locked at all times when children are on the premises. The school follows the WCC COSHH Policy and COSHH Managers Guide and forms where applicable.</p>	<p>Caretaker</p>
<p>Defect Reporting</p>	<ul style="list-style-type: none"> Any member of the school staff who discovers any defect shall complete a copy of the 'Health and Safety - Defect Report Form'. 	<p>Staff Headteacher</p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • This form, once completed, shall be passed to the school Admin Officer, who will register it on the Defect Report Form Summary Sheet in Health and Safety File - numbering the report form accordingly. • The report form shall then be passed to the Head Teacher who is responsible for ensuring that the defect is rectified. • The Head Teacher will take the necessary steps to:- <ul style="list-style-type: none"> a) have the defect rectified, within a reasonable period of time, and record the details on the defect report form and file it in Health and Safety File 2. b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Including if necessary informing staff and pupils of the hazard and or taking the equipment / area concerned out of use. • If the defect is likely to affect the 'normal' running of the school the Head Teacher, will inform the designated Governor. • Once the defect has been repaired/item taken back into use, the date that this occurs shall be entered on both the Report Form and Summary Sheet. • In order to monitor the action that has been taken and/or any delays in work being carried out, the Summary Sheet shall be checked weekly by the Head Teacher and produced at termly intervals at the Resources Committee, at which recent defects should be identified and outstanding works discussed. • Defect reports are retained for 5 years. 	
Design and Technology	<p>Teachers must:</p> <ul style="list-style-type: none"> • take reasonable, common-sense care for their own health and safety and that of others • ensure children only use potentially hazardous equipment when supervised closely by an adult • refer to guidelines contained in the Health and Safety manuals kept in the school office 	Teachers Headteacher

Topic	Action/Arrangements	Responsibility of:
	<p>Teachers must take particular care when pupils are using:</p> <ul style="list-style-type: none"> • sharp objects such as tools and glass • hot things such as glue guns • equipment powered by mains electricity • animals and plant specimens <p>Cards are supplied for volunteers/helpers re using the tools with the children</p> <p>Staff have compiled a bank of risk assessments covering all areas of our Design Technology work within the school. They are available in the Health and Safety Folders.</p> <ul style="list-style-type: none"> • Staff are aware of and follow the CLEAPSS, Make it Safe Booklets (Primary phase) and D&T Association for guidance. 	
Display screen equipment (DSE)	<ul style="list-style-type: none"> • DSE “defined and non-defined users” are identified if they use DSE frequently in school/out of school hours (Admin, Teachers and IT Coordinator) • DSE users are informed of their entitlements to eye sight tests and help towards glasses for DSE work through training every three years • The Head Teacher is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed etc.? These are filed by the Administrator – Health and Safety Folder (Number 1) • Staff receive training on the safe use of DSE every three years. <p>We follow the WCC Display Screen Equipment Policy and related documentation.</p>	Headteacher
Driving at work: use of personal cars, minibuses and transporting children etc.	<p>We aim to:</p> <ul style="list-style-type: none"> • encourage parents to park in prescribed areas whilst delivering/collecting their children and not to park by the school entrance or where they block visibility for pedestrians and motorists. • discourage parents from driving onto the school premises, i.e. the car park • inform parents as to the safest way of dropping off and picking up children and being aware of the need to be particularly vigilant in the vicinity of the school 	All school staff Parents

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • be considerate towards our neighbours • Staff are aware of the WCC Driving at Work Policy and Driving at Work Guidelines (1-3). <p>We follow the WCC Transporting children and people guide.</p>	
Electricity	<p>Warwickshire County Council is responsible for ensuring hardwire checks are carried out every five years. Portable appliances are tested (PAT) annually PAT registers are kept in the Health and Safety File (Number 1) Staff are expected to conduct pre-use visual checks on electrical items to identify defects. We also follow the WCC Electrical Testing Policy Fixed Electrical Installations and Portable Electrical Equipment guidance.</p>	Caretaker Headteacher
Emergency Planning: dealing with health and safety emergencies – procedures and contacts	<ul style="list-style-type: none"> • The Head Teacher is responsible for undertaking and reviewing emergency plans e.g. bomb threats, explosion, floods, intruders etc. This is reviewed every year. • The school has a Business Continuity Plan. A copy can be found in the safe, the emergency evacuation pack and on the school hard drive. • The school has an EASEE document for procedures and contacts and this is shared annually with staff and Governors. 	Headteacher
Fire safety	<p>Please see Emergency Evacuation Procedures 2025 for further details on:</p> <ul style="list-style-type: none"> - <i>Inspection and maintenance of fire exits and escape routes to ensure they are kept clear at all times.</i> - <i>Checking and updating the Fire Evacuation Notices around the school site</i> - <i>Weekly testing of fire alarms and visual checks of fire extinguishers</i> - <i>Monthly testing of emergency lighting and fire door closure</i> - <i>Yearly inspection and maintenance of fire extinguishers</i> - <i>Six monthly inspections and maintenance of the fire alarm and emergency lighting systems</i> 	Caretaker Headteacher

Topic	Action/Arrangements	Responsibility of:
	<p><i>Specific liaison arrangements in place with other parties on site- Galley Common Childcare (Nursery).</i></p> <ul style="list-style-type: none"> • <i>Undertaking and reviewing the fire risk assessment- Headteacher/Caretaker</i> • <i>Updating the fire evacuation plan- Headteacher</i> • <i>Headteacher will coordinate evacuations and marshals will wear a high visibility vest.</i> 	

First aid, medication and supporting pupils at school with medical conditions

Parents should provide full information about their child’s medical needs, including details on any medication required on the data sheets held by the school as soon as their child begins the Reception year or as soon as any medical condition is diagnosed.

- As a general rule, no medicines will be administered by anyone except for long term asthma sufferers. These children will administer their own medication (see policy for administering medicines).
- On rare occasions, for example if a child is completing a course of prescription medication the Head Teacher may delegate a member of staff, at his/her discretion, agree to administer the medicine. The Head Teacher (or delegated staff member) will sign the medicine record sheet stating that the medicine has been given and the time it was administered. This will be countersigned by another member of staff. The child will be made aware of where the medication is to be stored.
**Medication is kept securely in classrooms where it can be self administered or a staff member will administer. Two signatures are required in the administration of medication. Space in the fridge is available for antibiotics.*
- It is the parents’ responsibility to collect medicines at the end of each term and to safely dispose of medication past its’ expiry date. Parents also need to deliver to and collect any antibiotics from the Head Teacher on a daily basis.
- Inhalers are kept in classrooms. All staff are aware of the location of the inhalers. The Inhaler sheet in the Medicines Folder is completed by the member of staff administering the medication. Where possible, children are encouraged to use the inhalers unaided. Inhalers are taken to PE lessons and on educational visits – stored in a bag carried by a member of staff. See also the Asthma Guidelines
- Epipens, where required, are also stored in the Admin Office. All staff are made aware when a child may require an epipen and training is provided by a professional. In an emergency, any paid member of staff would be able to administer the epipen provided they had been trained in using one.
- The First Aid Needs Assessment is kept in the medication folder and this is reviewed annually. Medication needs are also kept in the class registers.
- First Aider details are displayed in the school – in the entrance hall, hall, staff room and in all classrooms.
- The Head Teacher is responsible for identifying and organising refresher training
- First Aid kits are kept in all classrooms, the hall, staff room and office and the Administrator is responsible for replenishing them

The school also follows the WCC First Aid at Work Policy, Early Years and School Age Health Directory and DfE Supporting pupils in schools with medical conditions.

Headteacher
Admin Officer
First Aiders

Topic	Action/Arrangements	Responsibility of:
Glass and glazing including window restrictors where applicable	School are fully compliant, risk code 1-5 was carried out in 2021 and the film has a 10 year warranty. The glazing survey is kept by WCC and it is updated by WCC	Caretaker
Housekeeping, cleaning, and waste disposal	The caretaker manages the premises to ensure it is kept clean to minimise accumulation of rubbish. Glass and other sharp objects including needles are wrapped securely before being disposed of. The large waste bins are kept at the furthest distance from the school and are secured in a waste shed. Disposal of hazardous waste such as fluorescent tubes are stored in the boiler house until there is a quantity which can be disposed of safely. Computers are collected by a company called Stone, which provides a receipt when the computers have been destroyed.	Caretaker
Infection control	Reference links: Health protection in education and childcare settings – Guidance WCC Connect for Health	Headteacher
Lifting Equipment – Manual Handling	<p>All staff will be encouraged to lift objects correctly and to ensure that for heavier loads they request some support from another colleague. Steps are available if objects need to be lifted from a height but where possible storage is at a suitable height.</p> <p>Manual handling activities include: Lifting and carrying heavy consumables e.g. boxes of paper Moving furniture Using lifting equipment e.g. sack barrow</p> <p>The caretaker, has a copy of the manual handling risk assessment in his file.</p> <p>Key Principles of Manual Handling</p> <ul style="list-style-type: none"> • If possible avoid lifting heavy objects at all, or use a mechanical aid such as a trolley lift, as provided. • Follow instructions given. • Use any equipment provided in accordance with any information, instruction or training provided. 	Headteacher School Staff

Topic	Action/Arrangements	Responsibility of:
	We also follow to WCC Manual Handling Policy and Manual Handling Guidance for Handling Children.	
Lone Working/ Personal Safety	<p>Lone worked is strongly discouraged at Galley Common.</p> <p>The school site is open 6am-6pm, to provide sufficient time for staff to carry out their duties. The school site is often open during school holidays to enable staff to have access during certain times.</p> <p>Where a member of staff is working in the school on their own, all doors should remain locked, a mobile phone should be available at all times and the Head Teacher or Caretaker needs to be informed that the member of staff is on the premises and be given an approximate time of departure.</p> <p><u>Lone Working</u></p> <ul style="list-style-type: none"> • Lone working is discouraged wherever possible due to potential risks involved. • Staff do not work alone on site (except for the Caretaker or Headteacher on occasion). There is a Lone Working policy and risk assessment, which can be found in the staffroom. <p><u>Procedures for Lone Working</u></p> <ul style="list-style-type: none"> • Inform your Manager of your proposed visit • If possible tell somebody at home where you are and about what time you will return. If you are delayed beyond this time let them know • Lock yourself in so nobody can easily enter the building without your knowledge but make sure you know how to get out quickly in the event of fire without using a key • If you are working in an area, which has no alarm, use the zoning facility to keep the alarm system active in the rest of the building. • See the last person off the premises, where possible, and lock the door behind them • Lock the building and reset all alarms before leaving • If anyone tries to enter the building or you see or hear anything suspicious, call the police. • Always be alert when leaving the building in case someone is waiting for you to do so. • Consider means of communication e.g. mobile phone <p>LEAVING AN EMPTY BUILDING</p> <ul style="list-style-type: none"> • Carry out locking up and security checks for the inside of the building wherever possible • Start the locking up process whilst there are still people inside the building, incorporating fire safety procedures • Set all alarms 	<p>Headteacher School staff Caretaker</p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> Always be alert when leaving an empty building in case someone is waiting for you to do so 	
Maintenance/Inspection of Equipment	<ul style="list-style-type: none"> Inspection records, equipment specifications are kept in the school office. The caretaker carries out formal inspections of equipment The caretaker carries out pre-use/daily visual inspections on outdoor play equipment and this is recorded in the caretaker health and safety checks file. Staff receive copies of risk assessments for using outdoor play equipment Daily visual checks of school equipment is carried out by all staff and reported to the headteacher or caretaker if any defects are noted. Any equipment with defects will be removed and either maintained by the caretaker or WCC services, or removed from circulation. 	All staff Caretaker
Moving and Handling People <i>(note this is not related to the use of force and physical intervention in schools – this is covered under Behaviour Policies)</i>	<p>We follow DfE guidelines regarding the use of Physical Intervention as stated in Circular 10/98 and summarised below:</p> <ul style="list-style-type: none"> We do not use any form of corporal punishment. This is forbidden by law. Intervention is acceptable in emergency situations, where a pupil or adult is in physical danger. <u>Any member of staff</u> is allowed to intervene in these circumstances. Examples would include: <ul style="list-style-type: none"> <i>Pupils fighting</i> <i>A pupil running in a corridor in a way in which he or she might have or cause an accident likely to injure themselves or others</i> <i>A pupil leaving the class or school as this is likely to put him or her at risk</i> <i>A pupil behaving in a dangerous way within the classroom</i> <u>A teacher</u> may need to intervene in a situation where a pupil is behaving in a way that is compromising good order and discipline. Examples would include: <ul style="list-style-type: none"> <i>A pupil persistently refusing to obey an instruction to leave the classroom</i> <i>A pupil behaving in a way that is seriously disrupting a lesson</i> If physical intervention is necessary, staff will use the minimum amount of intervention to address the immediate situation. They will always aim to use alternative strategies first. 	Headteacher School Staff

Topic	Action/Arrangements	Responsibility of:
	<p>Intervention will never be used as an alternative to good behaviour management (see Behaviour Policy).</p> <ul style="list-style-type: none"> • Staff will aim to ensure minimum intervention necessary, and to restrain in such a way so that there is minimum risk of injury to the child or the member of staff. • For individual pupils with special needs a separate protocol may need to be established. This will take place with full co-operation and agreement from parents (Positive Handling Plan). • All incidents where physical restraint has been used will be reported to the Head Teacher and recorded in the Physical Interventions (Bound and Numbered) logbook kept in the office. This is available for governors as required. <p>Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</p>	
New and expectant mothers	<ul style="list-style-type: none"> • The school has specific arrangements for new and expectant members of staff as follows: Inform Head Teacher, line manager and co workers Risk Assessments are carried out by the Head Teacher and Expectant member of staff. Any adjustments are made accordingly. <p>We follow the WCC New and Expectant Mothers Policy and Guidance for Managers.</p> <p>Reference links: HSE Information on New and Expectant Mothers HSE Infection risks to new and expectant mothers in the workplace: A brief guide</p>	Headteacher
Offsite and Educational Visits including residential visits and any school-led adventure activities	<p>Galley Common Infant School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks. Evolve advice provides advice and guidance. This can be accessed through our Evolve account. The Headteacher is the Educational Visits Co-ordinator who is trained at least every 3 years. Staff use Evolve to plan school trips which includes the arrangements for emergencies, parental authorisation, supervision, first aid etc Staff are responsible for carrying out risk assessments before visits</p>	Headteacher School Staff

Topic	Action/Arrangements	Responsibility of:
	Reference links: Outdoor Education Advisors Panel (OEAP)	
Outdoor Play Equipment	<ul style="list-style-type: none"> • Inspection records, equipment specifications are kept in the school office. • The caretaker carries out formal inspections of equipment • The caretaker carries out pre-use/daily visual inspections on outdoor play equipment and this is recorded in the caretaker health and safety checks file. • Staff receive copies of risk assessments for using outdoor play equipment • Equipment is inspected termly by Sportsafe. 	Headteacher
Personal Protective Equipment	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) is provided free of charge for employees where it has been identified through a risk assessment. • The Headteacher is the competent person responsible for selecting equipment • The Headteacher is responsible for ensuring its proper use, supervision, correct fit, etc Reference links: HSE Personal protective equipment (PPE) at work	Headteacher
Physical Education	<p>Dress</p> <ul style="list-style-type: none"> • shorts and t-shirt • no jewellery • long hair tied back <p>Footwear</p> <ul style="list-style-type: none"> • Indoor work – bare feet preferably unless a child has a verruca in which case pumps will be worn • At all times children will wear shoes or pumps to walk around the school or go to the toilets • Outdoor work – pumps or trainers <p>Procedure</p> <ul style="list-style-type: none"> • Children will walk into the hall and find a space. • All activities will be short to maintain pace, concentration and enjoyment. 	PE Lead Headteacher School Staff

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • The children will be asked to sit in the “Safe Space” (along the wall by the piano) whilst staff supervise children as they collect and place the apparatus. • Mats will only be used to cushion areas where deliberate landings are expected as suggested in the Safe Practice Document. • Quiet talking, where appropriate, is acceptable but the children will be encouraged to use their bodies rather than their voices. <p><u>Safe Movement of Apparatus</u></p> <p>All children to be taught to crouch in order to lift and lower apparatus.</p> <p><u>Mats:</u> To be removed from the trolley by a member of staff. Four children then hold near to each corner thumbs on top, and then “talk to each other” “ready – lift”. Walk sideways to the correct place and then “ready – down”.</p> <p><u>Benches</u> Six children to carry benches – 2 at each end and 2 in the middle. In the Foundation Stage the member of staff will also hold the middle of the bench.</p> <p><u>Trestles</u> Two children at each end with an adult in the middle.</p> <p><u>Castle</u> A member of staff will assemble the castle.</p> <p><u>A Frames:</u> Two children to carry the small frames; staff will carry the large frames.</p> <p><u>Ladders:</u> Ladders, poles etc. will be transported with one child at each end or by the member of staff.</p> <p>Whilst each type of apparatus is assembled the other children will all remain in the “Safe Space”.</p> <p>Staff will operate a carousel of activities during most lessons, challenging the more confident children. In order to move from one piece of apparatus to the next, staff will request all children to “stop, climb down safely and sit on the floor”. Children must sit on the floor to allow easy use of the apparatus for demonstrations.</p> <p>Any child behaving inappropriately will have a time-out session in order to calm down.</p>	

Topic	Action/Arrangements	Responsibility of:
	<p>Gym sessions should last at least 45 minutes, not including getting changed and dance or games sessions should last for at least 45 minutes.</p> <p>Pre-use visual checks are carried out by staff on PE equipment. All relevant staff have been made aware of Risk Assessments.</p> <p>Also refer to the current AfPE Safe Practice in Physical Education and Sport document.</p>	
Physical intervention	<p>We follow DfE guidelines regarding the use of Physical Intervention as stated in Circular 10/98 and summarised below:</p> <ul style="list-style-type: none"> • Intervention is acceptable in emergency situations, where a pupil or adult is in physical danger. <u>Any member of staff</u> is allowed to intervene in these circumstances. Examples would include: <ul style="list-style-type: none"> <i>Pupils fighting</i> <i>A pupil running in a corridor in a way in which he or she might have or cause an accident likely to injure themselves or others</i> <i>A pupil leaving the class or school as this is likely to put him or her at risk</i> <i>A pupil behaving in a dangerous way within the classroom</i> • <u>A teacher</u> may need to intervene in a situation where a pupil is behaving in a way that is compromising good order and discipline. Examples would include: <ul style="list-style-type: none"> <i>A pupil persistently refusing to obey an instruction to leave the classroom</i> <i>A pupil behaving in a way that is seriously disrupting a lesson</i> • If physical intervention is necessary, staff will use the minimum amount of intervention to address the immediate situation. They will always aim to use alternative strategies first. Intervention will never be used as an alternative to good behaviour management (see Behaviour Policy). • Staff will aim to ensure minimum intervention necessary, and to restrain in such a way so that there is minimum risk of injury to the child or the member of staff. Safer Handling training was delivered to all staff in October 2023 by Defend Solutions Limited 	Headteacher School staff

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> For individual pupils with special needs a separate protocol may need to be established. This will take place with full co-operation and agreement from parents (Positive Handling Plan). All incidents where physical restraint has been used will be reported to the Head Teacher and recorded in the Physical Interventions (Bound and Numbered) logbook kept in the office. This is available for governors as required. <p>Reference links: <u>DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</u></p>	
Public Events	<p>We have public liability insurance, we have risk assessments in place for any events that may include a risk e.g. disco, bouncy castles etc. We ensure a first aider is present at all events. We have regular FOGC meetings where we discuss any H&S issues or potential hazards. We have 6 members of staff who have Food Safety Hygiene certificates for 3 years. WCC Public Events Policy and guidelines. The headteacher will assume responsibility for any emergency evacuation during events, contacting the emergency services at the earliest opportunity. School has a disabled parking space available. The building is single level for access</p> <p>Reference links: <u>HSE Event safety microsite</u></p>	Headteacher
Science	<p>We will follow guidance set out in the current 'Be safe – health and safety in primary school science and technology' booklet – published by The Association for Science Education (ASE). For activities outside of this guides and advice will be followed from CLEAPSS.</p> <p>Reference links: <u>CLEAPSS – Primary Site</u> <u>Association for Science Education (ASE)</u></p>	Teachers Science Leader
Risk Assessments (on – site)	<ul style="list-style-type: none"> The Head Teacher has overall responsibility for Risk assessments for all work activities, processes, and operations at the school. 	Headteacher

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • The Head Teacher is responsible for making staff aware of any Risk Assessments relating to the activities they undertake. • The Head Teacher is risk management trained and EVC trained. Risk assessments carried out by staff are always checked by the HT. • The Head Teacher is responsible for reviewing Risk Assessments when significant changes occur or yearly as a minimum • Risk Assessments are kept in a shared area and hard copies are kept in the Head Teacher's office in the risk assessment file. <p>Also refer to WCC Risk Assessment Policy and Guide</p> <p>Reference links: <u>HSE Risk assessment: A brief guide to controlling risks in the workplace</u></p>	
Security-	<ul style="list-style-type: none"> • Procedures for visitors <ul style="list-style-type: none"> • All visitors to report to reception • All visitors to sign in and out the visitor book • All visitors are to wear an identity badge • When necessary DBS certificates should be produced and logged on the DBS register • All visitors are advised about the Fire evacuation procedures, mobile telephone procedures and no smoking on site procedures. • All contractors are issued with a Health and safety information for visitors and contractors leaflet on arrival <p>Full Lockdown Alert to staff: 'Full lockdown' Immediate action:</p> <ul style="list-style-type: none"> • All pupils return to classroom, or other agreed location • External doors locked. Classroom doors locked (where a member of staff with key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner) • Register taken -the office will contact each class in turn for an attendance report 	Office Admin Team Headteacher

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Staff and pupils remain in lock down until it has been lifted by a senior member of staff /emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. <p>Communication between parents and the school School lockdown procedures, especially arrangements for communicating with parents, are shared with parents either by newsletter or via the school website. Parents should be given enough information about what will happen so that they:</p> <ul style="list-style-type: none"> • Are reassured that the school understands their concern for their child’s welfare, • and that it is doing everything possible to ensure his/her safety • Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers • Do not come to the school. They could interfere with emergency provider’s access to the school and may even put themselves and others in danger • Wait for the school to contact them about when it is safe for them to come get their children, and where this will be from <p>UNTIL A NEW ALERT SYSTEM IS IN PLACE ACROSS SCHOOL- WALKIE TALKIES WILL BE THE MAIN ALERT SYSTEM.</p> <p>Emergency Evacuation</p> <p>During the school day:</p> <ul style="list-style-type: none"> • Staff to follow the procedure for Fire Evacuation • Children would then be taken to the grounds of St. Peter’s Church or into the Village Hall if access could be arranged • Both the Head and the Admin Officer to have mobile phones • Contact numbers are kept with the registers which are taken out of the building as part of the Fire Evacuation Procedures. Parents/carers would be alerted and arrangements made for children to be collected. Local radio stations could also be contacted in order to alert parents/carers • Staff would remain with any children who were not collected • Member of the School Leadership and Management Team to contact Chair of Governors and LA <p>Out of School Hours:</p> <p>The most Senior member of staff available, usually the Head Teacher, will:</p>	

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Inform the School Leadership Team and the Chair of Governors who would then inform the other Governors • Inform the Area Education Officer, currently Mr Timothy Howram at the LA Premises, WES ICT, as necessary • Inform other staff members to stay away until further notice following our Emergency Closure Plan telephone system • Make arrangements to notify parents/carers (local radio, message at the school gate if safe, etc) • Arrange for the removal of documents and valuables if the site cannot be made secure • Start to organise provision of minimum facilities required to provide a basic service through liaison with the LA and emergency services • Refer to Section E of the Education Handbook • Inform staff of alternative location <p>Inform Health and Safety Officer of any new working arrangements</p>	
Smoking	Smoking or vaping is not permitted anywhere on site.	Headteacher
Work-related stress and mental wellbeing	<p>Please see ‘Management of Work-Related Stress/Wellbeing Policy.’</p> <ul style="list-style-type: none"> • The Headteacher is the Mental Health Lead. Mrs Newman and Mrs Gordon are mental health first aid trained. • Staff have a supervision meeting termly with a member of the leadership team. This is the named person they can speak to. • Staff have access to the Employee Assistance Programme <p>Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</p>	Headteacher
Trees	<ul style="list-style-type: none"> • Leaf visual inspections are carried out by Countrywide Gardening Services on a regular basis. 	Caretaker

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> Monitoring arrangements are in place for trees on site. The Caretaker visually checks condition of trees especially after adverse or severe weather (damaged/broken branches, etc.) 	
<p>Traffic management On-site vehicle movements</p>	<p>Staff and visitors are responsible for the management of their own vehicles on site. The car park is specifically for staff members. We have a larger gate to allow larger vehicles to enter and exit the site The gate is shut from 9am until 3:05pm every day to ensure site security. Staff and visitors are asked to close the gate if they leave the site during the school day.</p>	Headteacher
<p>Violence and aggression,</p>	<p>All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff.</p> <ul style="list-style-type: none"> Staff are encouraged to report all incidents of verbal and physical violence and aggression and this is logged by the Head Teacher. The school provides “Right to Respect” guidelines for parents in the school prospectus and a copy of this is on display in the entrance hall. <p>We follow the WCC Personal Safety and Working Safely Guidance Reference links: HSE Violence and Aggression at Work HSE Violence at work</p>	Headteacher
<p>Visitors</p>	<p>Procedures for visitors</p> <ul style="list-style-type: none"> All visitors to report to reception All visitors to sign in and out the visitor book All visitors are to wear an identity badge When necessary DBS certificates should be produced and logged on the DBS register <p>All visitors are advised about the Fire evacuation procedures, mobile telephone procedures and no smoking on site procedures.</p> <p>All contractors are issued with a Health and safety information for visitors and contractors leaflet on arrival School Performances: We repeat performances so that there is a reduced number of adults at performances. Adults are given tickets so that a register can be kept of all those who attend.</p>	<p>Headteacher Office Admin Team</p>

Topic	Action/Arrangements	Responsibility of:
	<p>An adult register is taken at each performance.</p> <p>At each performance a senior teacher, usually the Head Teacher, will remind parents of fire regulations, exits and assembly points and use of photography/video equipment.</p> <p>Fire exits are kept clear at all times during the performance.</p>	
<p>Water Hygiene (Legionella) and Water Systems</p>	<p>The water hygiene risk assessment and log book is kept in the Water Hygiene logbook outside the Headteacher's office. This is downloaded from AtlasWeb after the bi-annual assessments</p> <p>WCC are responsible for planning and carrying out the recommended remedial works from the risk assessment.</p> <p>WCC is responsible for carrying out planned preventative moving including the water hygiene sampling and flushing.</p> <p>The school purchases water hygiene surveys through WES Property Risk Services.</p> <p>The Caretaker and Head Teacher monitors the log book to ensure that all planned preventative maintenance is being undertaken and if needed action taken i.e. if temperatures fall outside of safe measures.</p> <p>We also follow the WCC Legionella and Water Hygiene Policy and Procedures.</p> <p>Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders</p>	<p>Caretaker</p>
<p>Welfare facilities and wellbeing of staff and pupils</p>	<p>In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing:</p> <ul style="list-style-type: none"> • toilets and hand basins, with soap and towels or a hand-dryer. • drinking water. • Spare clothing available to pupils • somewhere to rest and eat meals. • To ensure a healthy working environment, will we ensure there is: 	<p>Headteacher</p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> ○ good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system. ○ a reasonable working temperature. ○ lighting suitable for the work being carried out. ○ enough room space and suitable workstations and seating <ul style="list-style-type: none"> ● Sun safety procedures in place for exceptionally hot days <p>Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</p>	
Work Experience	<p>For schools providing placements The Head Teacher, manages work experience placements and undertakes inductions. The Head Teacher carries out specific risk assessments for work experience students and this is shared at the induction meeting. An induction information is shared with new members of staff which include important documents such as, the Health and Safety Policy and the Emergency Evacuation Procedures. The WCC Managers Guide to Work Experience is also shared with work experience students.</p> <p>Reference links: HSE Work Experience</p>	Headteacher
Work at Height	<p>Ladders are only used by members of staff with the exception of the emergency evacuation ladders situated in Classes 1, 2 and 3. If children were required to use these ladders in the case of an emergency, a member of staff will stand at the bottom of the ladder and help the children as they climb the ladder to leave the classroom via the window.</p> <p>Ladders used by staff – there is a working at height risk assessment which all staff need to read and follow.</p> <ul style="list-style-type: none"> ● Ladders are kept in Class 5, Foundation Stage, the staffroom, cleaner’s cupboard, Maths cupboard and class 3. The tall ladder is kept in the large blue metal container. ● Inspection records are kept in the Health and Safety Folder (Number 1) 	Headteacher School staff

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Staff have working at height training every three years. This is delivered by the Head Teacher. • Staff are expected to only use access equipment provided by the school. • Staff are expected to carry out pre-use visual checks on equipment and report any defects. • Access equipment is restricted - Pupils do not use access equipment. Contractors are asked to provide their own equipment (where possible). Staff do not use access equipment if lone working. <p>The school follows the WCC Work at Height Policy and related guides.</p> <p>Reference links:</p> <p>The Ladder Association</p> <p>HSE Working at height: A brief guide</p> <p>HSE Safe use of ladders and stepladders: A brief guide</p> <p>HSE Working at Height Guide</p>	