



Christ Church CE (c) Primary School
Health and Safety Policy

Introduction:

The requirement to provide a safe and healthy working environment for all employees, visitors, pupils and contractors is acknowledged, and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.

In compliance with the Health and Safety at Work Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health (this includes the health and safety of persons on school premises or taking part in school activities elsewhere)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- appropriate safe systems of work exist and are maintained
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others
- a healthy working environment is maintained including adequate welfare facilities

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Health and Safety Committee:

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies, to review and monitor performance and to drive forward continuous improvement. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.



Christ Church CE (c) Primary School
Health and Safety Policy

A regular report (at least once a term) is provided at Governors meetings. This report is prepared, in partnership, by the Health and Safety Coordinator and the Governor working with Health and Safety within school. This report provides an update on Strategy & priorities, reports & audits, H&S school culture for both staff & pupils, County Council relationships, 3rd levels checks against regular duties & training and any issues or activities being worked upon. The agenda item will also provide visibility of accident trending & concerns, along with security breaches.

Health, Safety and Welfare Policy – 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?	Comments
Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units Community Schools	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

The Head Teacher must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council’s delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.



Christ Church CE (c) Primary School
Health and Safety Policy

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council’s Health, Safety and Welfare Policy:

Policy-makers	<p>Devise and produce policy on health, safety and welfare at a strategic level.</p> <p>Preserve, develop, promote and maintain the School’s and the Council’s health and safety management system.</p> <p>Ensure that health and safety matters are taken into account when organisational decisions are made.</p>
Planners	<p>Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area</p>
Implementers	<p>Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively</p>
Assisters	<p>Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field</p>
Employees	<p>Irrespective of their position, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.</p>



Christ Church CE (c) Primary School
Health and Safety Policy

	Policy Makers	Planners	Implementers	Assisters	Employees
School Governors					
Head Teacher					
School Leadership team					
Deputy/Assistant Head Teacher					
Health and Safety Co-ordinator					
Teachers					
Managers					
Premises managers					
Teaching assistants/learning support					
Admin staff					
Site supervisor or caretakers					
Council Health and Safety group					
Health and Safety advisor					
Council officers, HR advisor, Occupational health staff					

Current Health and Safety Training, monitoring, ~~and~~ measurements and controls

What	Who	When
Staffordshire H & S briefing	Julie Pilmore	Annual



Christ Church CE (c) Primary School
Health and Safety Policy

	Tracey Brian	
Start of academic year basic H & S training	All staff	Annual
H & S briefings	Julie Pilmore and Tracey Brian	Every term
H & S meetings	Tracey Brian and H& S governor	Every term
H & S reporting and strategy	Full governors	3 x a year
IOSH managing Health and Safety in Schools	Julie Pilmore and Tracey Brian	Every 3 years
Health and Safety Briefings	Julie Pilmore and Tracey Brian	Once a term (3 times a year)
Adherence to specific checks as detailed in 'caretaker folders'	Tracey Brian, Julie Pilmore and H&S governor	Twice yearly
Responsibilities detailed in the 'delegation scheme' are carried out and measured through performance reviews	Julie Pilmore and Leadership Team	Twice yearly
Self-evaluation audit	Tracey Brian	January each year
Re-visit 12 monthly Health and Safety Planner	Tracey Brian	Weekly
Security and Boundary management	Unison Integrated Technology Ltd	Annual
Review of H&S training matrix – requirements and delivered	Tracey Brian, Julie Pilmore, H&S governor	Twice yearly
Health and Safety audit report – County Council	Dean Willetts	Every 3 years
Classroom and common area checks	Pupil Health and Safety team	Daily/Weekly

The Policy makers:

- will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy
- must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management



Christ Church CE (c) Primary School
Health and Safety Policy

- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly
- must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively

As Policy Makers, the Governing Body:

- must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given
- must ensure that sufficient competent persons are in place to advise the school on H&S issues
- will set H&S targets where necessary (with Planners) to improve H&S performance
- is required to monitor that the H&S targets (if applicable) to ensure the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis
- Carry out twice yearly checks on the 'caretaker folders' files to ensure adherence by the caretaker/site supervisor and management by the Business Manager.
(Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor. The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Head Teachers' behalf)
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary
- ensure that the auditing of H&S takes place and that action plans are developed as a result of audit
- the GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues
- the GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

The Planners will:

- be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy
- take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises
- determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process
- delegate duties to other members of staff any or all of the duties associated with the management of health and safety.



Christ Church CE (c) Primary School
Health and Safety Policy

(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.)

As part of their management of health and safety:

- appoint a Premises Manager (see **Implementers** below)
- identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- ensure that these staff receive appropriate H&S training
- ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises
- keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications
- ensure that suitable and sufficient training, instruction and information is provided when required
- set health and safety objectives as part of the school planning process.
- include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly
- advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process
- communicate any health and safety actions outlined in the school planning process to relevant staff and governors
- develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff
- develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy
- seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support
- ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly
- take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team



Christ Church CE (c) Primary School
Health and Safety Policy

- advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this
- consult with staff as necessary on matters of health and safety which may affect them at work

The Implementers will:

- maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- demonstrate commitment to the management of health and safety by:
 - setting a good example to others
 - promoting good practice
 - identifying H&S problems and rectifying them if possible
 - challenging poor H&S performance or attitudes
 - communicating regularly about H&S
- be responsible for and take the lead on implementation of health and safety policies any arrangements which have been developed by the Policy makers and Planners
- understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies
- ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- encourage participation in H&S and ensure that communication about H&S issues takes place
- assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated
- ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas
- ensure that staff in these roles have received appropriate training
- ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary
- supervise work adequately to ensure that good health and safety standards are maintained
- ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas



Christ Church CE (c) Primary School
Health and Safety Policy

- carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future
- avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively
- monitor H&S standards at the local level, by retaining statistics to identify patterns and trends in events
- seek advice from the CC H&S Adviser or other specialist as required
- make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)

In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Premises Managers:

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy.

The Assisters will:

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator:

- is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy
- has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary
- will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- may take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment
- may collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>



Christ Church CE (c) Primary School
Health and Safety Policy

Employees [including temporary & volunteers] irrespective of their position within the County Councils structure:

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Additional areas of responsibility

Pupils/students:

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc
- inform any member of staff of any situation which may affect their safety

Staff Safety Representatives:

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace
- to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work
- to make representations to the Head Teacher via the Deputy Head Teacher on general matters affecting the health, safety and welfare of employees
- to carry out workplace health, safety and welfare inspections
- to attend any safety committee meetings
- to co-operate with employers in promoting health and safety at work



Christ Church CE (c) Primary School
Health and Safety Policy

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Arrangements & Procedures for Health, Safety and Welfare

Christ Church CE (C) School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

The adult supervising them at the time should deal with children's minor accidents. Any serious injuries should be reported to the Registered First Aider and recorded in the school accident book and where appropriate on a County Accident form. The Head teacher should be informed and undertake an investigation if necessary. The Head teacher is responsible for informing the LEA of any serious accidents. Accident trends are looked at by the business manager and discussed with the Health and Safety Governor. These are then presented each Resources meeting across the academic year.

2. Asbestos

The Head Teacher (Julie Pilmore)/ Premises Manager (Tracey Brian, Business manager) are responsible for the Asbestos Register, and its location in the main office. They will ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises and instruct staff not to drill or affix anything to walls without first obtaining approval from the Head Teacher / premises manager and checking the manual. All staff should report damage to asbestos materials to the Head Teacher / Premises Manager. The process follows LA guidance.

3. Contractors

The Head teacher or Business Manager selects contractors. They will conduct the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, be responsible for monitoring contractors working methods. Staff should report concerns to the Head teacher/ Business Manager who will liaise with contract supervisor in Property & Estates.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff must undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g.



Christ Church CE (c) Primary School
Health and Safety Policy

Interactive Whiteboards, Cooking or Science Equipment. Staff should refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"

5. Drugs & Medications

The administration of drugs and medications is covered in the medicines policy. Epipens are located at key places around school for children who may require one. In case of a serious emergency, a spare Epipen is kept in the school office.

6. Electrical Equipment [fixed & portable]

All staff should carry out regular visual inspections of equipment every time they are used. All portable and fixed electrical items are to be inspected every two years by a registered contractor. Laptops are checked every 6 months. The record of inspection is kept in the main office. Personal electrical items should not be brought into school unless they have been subjected to a registered check. Defective equipment will be taken out of use and reported in the hazards and defects book.

Electrical equipment in the school kitchen is checked annually by a registered contractor.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Head teacher and Business Manager are responsible for undertaking & reviewing fire risk assessments on an annual basis. Fire drills take place every half term at different times of the day to allow for evacuation from different area, children should follow the evacuation procedures and class teachers should take out the register and call children's names when assembled on the playground. Fire marshals are:

Julie Pilmore (Head Teacher)
Amy Stonier (Deputy Head Teacher)
Tracey Brian (Business manager)
Julie Deans
Claire Larkins

All staff should keep fire exits /escape routes clear. Escape routes are regularly checked during the health and safety walks. The maintenance of fire extinguishers is carried out by the LA contractors. The fire alarm is checked on a weekly basis.

Fire Risk Assessment is carried out annually by the Head Teacher and Business manager. It is located in the main office risk assessment file. Any associated action planning is documented with it.

8. First Aid

The following staff are trained and appointed as first aid staff, and are:



Christ Church CE (c) Primary School
Health and Safety Policy

Claire Larkins (responsible for the checking & restocking of the first aid boxes)

Julie Deans

Tracey Brian

Anne-Marie Burbridge

Other lunchtime staff and wrap around care staff have had basic first aid training

Some lunchtime staff and wrap around staff have paediatric first aid training

All teaching staff have paediatric first aid training

They will summon an ambulance if needed and accompany children to hospital if necessary, in this instance cover will be provided by those first aiders remaining on site. First aid boxes are located in the office / main reception and for lunch times in the junior corridor. A first aid box is also available in the kitchen for kitchen staff.

The training matrix will identify staff that require updates/retraining. This will be agreed and booked through the Head Teacher and Business manager.

9. Glass & Glazing

All glass in doors, side panels is safety glass. All replacement glass is to be of safety standard. There is regular assessment of the premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard/or damaged.

10. Hazardous Substances (COSHH)

The selection and use of substances is overseen by the Head teacher. Hazard data sheets are kept in the Caretaker files.

11. Health and Safety Advice

The school has obtained competent health and safety advice from the Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LEA, tel: 01785-223121

12. Housekeeping, cleaning & waste disposal

A private contractor keeps the premises clean and has the necessary arrangements for wet floor cleaning to minimise risks of slips. Lichfield District Council monitor the accumulation of rubbish

The caretakers are responsible for snow shifting and gritting and the security/location of external waste bins. They dispose of glass and other sharp objects.

13. Handling & Lifting

All activities involving lifting/handling are subject to risk assessments to identify precautions/ guidelines to minimise manual handling tasks. There is a process of staff



Christ Church CE (c) Primary School
Health and Safety Policy

training in manual handling. Where necessary the appropriate lifting aids will be provided. All staff have the opportunity to discuss improvements in weekly team meetings

14. Jewellery

In the interests of safety jewellery of any kind is discouraged with the exception of watches. If earrings cannot be taken out for P.E. lessons they should be covered with tape or plasters.

15. Lettings/shared use of premises

Please refer to lettings policy and the charging and remissions policy.

16. Lone Working

Staff who work alone in the building must ensure all external doors are secure and they have access to the telephone. If working away from the offices they should take the telephone with them. Any devices issued to staff for their safety should be carried/worn. They should refer to the lone working risk assessment. They should carry out a risk assessment to ensure they are not at risk when undertaking repairs etc. The security policy also covers some aspects of lone working.

17. Maintenance / Inspection of Equipment (including selection of equipment)

The P.E. equipment and fire extinguishers are inspected annually. Fire alarms are checked on a weekly basis by the caretaker.

The outdoor play equipment is checked on an annual basis.

The lift is serviced every three months

18. Monitoring the Policy and results

The Health and Safety check list is completed by Tracey Brian (Business Manager) and checked by the Head Teacher.

The caretaker regularly checks the site.

The caretaker senior lunchtime supervisor and the business manager check the premises on a monthly basis and this is recorded.

19. Poster on Health and Safety Law

Business manager (Tracey Brian) will ensure an up to date poster is sited in the staff room

20. Reporting Defects

Hazards should be reported to the Head teacher or Business Manager and documented in the hazards and defects book. Appropriate interim measures are taken pending rectification e.g removal of item, restricted access to area. The Head teacher/ Business Manager arranges remedial works.



Christ Church CE (c) Primary School
Health and Safety Policy

21. Risk Assessments

The Head teacher is responsible for ensuring RAs are undertaken. She receives support from the Business Manager. Special risk assessments e.g for pregnancy or health problems will be undertaken by the Head teacher once aware of a change in circumstances. RAs are reviewed annually by the Business Manager / staff involved and updated as necessary

22. School Trips/ Off-Site Activities

Please refer to School visit Policy

23. School Transport

The School does not have its own transport. The transport used for trips are local approved firms. There is always at least one member of school staff who will accompany the children on vehicles used.

24. Smoking

Following government guidelines the school and its grounds are a no smoking area

25. Staff Consultation and Communication

~~The premises and sustainability committee meet at least once a term to review any health and safety issues.~~ The Chair of the Premises and Sustainability committee Governor working with Health and Safety within school has regular meetings with the Business Manager and head teacher to consider health and safety. The Governor always has regular meetings with relevant teachers on Health and Safety, ensuring support is being provided where necessary Staff can raise issues of concern and make suggestions for health and safety improvements via hazards and defects log, and TA meeting. Health and Safety is an agenda item at TA, office and staff meetings. Health and safety information can be found in the staff room and the office. Any changes in process are emailed to staff and the files updated accordingly.

26. Stress and staff Well-being

The school follows county guidelines for staff well-being and work life balances. Regular surveys are conducted to measure this.

27. Supervision [including out of school learning activity/study support

Pupils must not be left unattended during curriculum time and all other times when in care of school. The agreed ratio for school trips is 1 to 6 in KS1 and 1 to 8 in KS2 All staff and governors are required to have a DBS check. Parent helpers are checked against list 99

28. Swimming Pool Operating Procedures

Not applicable as the school does not have a pool. When pupils attend swimming lessons at the allocated pool the school ensures there is adequate supervision in changing areas.



Christ Church CE (c) Primary School
Health and Safety Policy

29. Training and Development

New staff are briefed about H&S arrangements by the Head teacher establishing minimum health and safety competencies for certain activities (e.g. use of hazardous substances, work at height, use of VDU's) and certain roles (e.g. premises manager, site supervisor etc)

30. Use of VDU's / Display Screens / DSE

The Head Teacher has been trained on the correct use of computer equipment and will provide advice and changes in practice as needed

31. Vehicles on Site

Other than staff or visitors no one is allowed to park in the school car park. The only exceptions are disabled parents who have specific permission to use the disabled car parking. ~~There are separate pedestrian entrances for the parents and pupils~~ The car park is segregated from pedestrian areas by a fence. Deliveries are avoided at the start and end of the school day when pedestrian traffic is at its highest.

Parents and children are regularly reminded that they should not cycle or use a scooter etc. within the grounds.

32. Violence to Staff / School Security

On the staff car park and main pedestrian entrance (which leads to the school office), there are electric gates in operation. All external doors are fitted with an electronic lock and push button entrance pads. The entrance hall has a push button key lock. Doors remain locked during the school day.

All visitors are asked to sign in and out of the building. Staff must report any incidents of verbal & physical violence to the Head teacher.

34. Working at Height

Only the site supervisor will be permitted to use ladders, he will have attended appropriate LA training. Staff are permitted to use steps they should undertake risk assessments prior to use. Equipment will be inspected regularly by the site supervisor and a record maintained. Pupils are not permitted to use steps or ladders.

35. Water Hygiene

The temperature of the hot water in School is checked on a monthly basis and recorded by an external specialist company. The School is on mains water pressure and so no water for drinking is stored in tanks.

Taps are run after a school holiday before the children return to School. The spray tap in the toilet for disabled use is cleaned on a monthly basis along with the kitchen spray tap. Hertel quarterly conducts these checks and records are kept in the caretaker files.



Christ Church CE (c) Primary School
Health and Safety Policy

36. Pupil Health and Safety team

The Pupil Health and Safety team work alongside the Health and Safety lead teacher, to carry out a number of duties at School and continuously promote a positive to culture towards it. They proactively identify any school needs and work towards resolving them. They regularly meet with the Governor working with Health and Safety within school.