

# **George Carey Church of England Primary School**

## **Health and Safety Policy**



**June 2017**

## ***Rationale***

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant, be aware of possible risks and work to minimise these risks. Children and adults should be encouraged to follow safe practices and share any concerns they may have swiftly and in appropriate ways. We also need to ensure that our working practices, procedures and policies are safe and in line with current legislation related to health and safety of school sites.

We must be mindful to keep a balance between the security, safety and maintenance of the site whilst ensuring a comfortable and welcoming learning environment that is appropriately accessible to our key stakeholders. This policy aims to address the above and identify individual and group responsibilities within this process.

This policy should be considered in conjunction with the school's policies on safeguarding, administration of medicines and whistleblowing as well as the staff handbook and the Critical Incident Plan.

## ***Aims***

- To provide a safe, secure and healthy working environment for all stakeholders
- For everyone at the school to take responsibility for the health, safety and welfare of others

## ***Informing staff of this policy***

This health and safety policy is kept in the school office and a copy is also available in the staff room as well as on the staff policy drive on the ICT system. All members of staff are issued with the policy and required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New members of staff receive health and safety information as part of the induction policy.

It is the responsibility of staff who work with children to ensure that pupils are made aware of existing and new health and safety information.

## ***Responsibilities***

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. With this in mind, the following lists are a guide to the particular responsibilities that individuals have.

### ***Responsibilities of all staff***

#### **All staff must:**

- Dress appropriately for work in line with the guidelines in the staff handbook.
- Keep good standards of personal hygiene and cleanliness.
- They must start work on time and be ready and fit to do their duties. If they are unfit for work, they should inform the appropriate person in line with the guidance in the staff handbook.
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Be vigilant around the school premises at all times and be mindful of potential dangers and feel confident in their ability to challenge health and safety breaches.
- Be aware of school procedures relating to health and safety and how to implement them where needed to avoid hazards and to contribute to their own safety and health at work.
- Follow the relevant risk assessments related to their roles and responsibilities.
- Close outside doors behind them and windows in order to minimise the risk of unauthorised entry to the building.
- Challenge unidentified people they see on the school site if they think they may be there without authorisation.
- Understand their responsibilities and act appropriately in emergency situations including emergency evacuations and fire drills.
- Act according to school policies if administering medicines or dealing with accidents and illness.
- Report faulty equipment or unsafe areas of the school site straight away to the Site Manager, or to the Head of School Business Management if the Site Manager is unavailable.
- Organise trips and events (if their job requires them to) in line with the procedures set out in the staff handbook.
- Report near misses in terms of accidents and critical situations to the appropriate senior manager.
- Set a good example to the children in their care and supervise pupils ensuring that they know about emergency procedures and safety measures and what to do if an emergency occurs.
- Report any safeguarding concerns to the appropriate body in line with the school's policy on safeguarding.

- Co-operate with other employees and the safety representative in promoting health and safety measures
- Take an active and regular part in training and other professional development with regard to health and safety at the request of their line manager.

### ***Responsibilities of school managers***

#### **Those responsible for others should ensure that:**

- Hazardous activities are identified and complete a risk assessment in order to minimise the identified risks, including informing others of the necessary control measures. Risk assessments must be kept up to date and shared with the Head of School Business Management.
- Members of their team are complying with health and safety regulations and the schools risk assessments.
- Draw the attention of the Headteacher, Deputy Headteacher or Head of Safeguarding if appropriate, to any breach of procedure amongst their team which cannot be dealt with.
- Ensure that supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- The Headteacher or school Site Manager is informed if any difficulties occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and to children
- They keep an overview of the parts of the premises for which they are responsible
- They keep up-to-date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- All donated equipment is safe for use, if necessary seeking specialist advice
- They implement existing policies and follow advice and instructions

### ***Responsibilities of the Site Manager***

#### **The Site Manager Must:**

- Complete appropriate daily, weekly, monthly and annual checks appropriate to role and outlined within the job description in order to ensure that the school site is safe and secure and that equipment is in good working order.
- Complete a weekly check on emergency alarms at the school to ensure that they are in working order.
- Control the distribution and allocation of keys allocated and accessible to members of staff and keep a key log which is accessible to the Headteacher, the Head of Safeguarding and the Head of Business Management.
- Open and close fire doors as necessary to ensure the safety of site users.

- Manage entry and exit to the building for children and the community in line with instructions from senior leaders at the school.
- Keep clear lines of communication open in order to promote a safe environment at school.
- Ensure that fire and evacuation equipment is in place and in a good working condition in case of an emergency.
- Inform the Head of Business Management of any concerns relating to health and safety at the school as well as report on any major works undertaken.
- Wear the appropriate safety clothing and equipment relevant to the job they are doing, and follow the appropriate guidelines when working at height.
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items.
- Complete and review regularly, risk assessments relevant to the health and safety of all site users in terms of the usage and development of the school site. With this in mind, to regularly review health and safety at the school to ensure that potential risks are minimised.
- Arrange annual inspections in line with the requirements of the job description for the site manager.
- Complete a weekly flush of water outlets that are used rarely in order to guard against legionella.
- Ensure that COSHH (Control of Substances Hazardous to Health) are stored appropriately according to regulations.
- Respond appropriately and in a timely manner to requests for repairs and concerns about the condition of items within the school's demise. With this in mind, to keep an on-going record of staff concerns related to the school site and actions taken to address any issues.
- Ensure that any contractor completing work on the site has the appropriate authorisation and qualification to do so. Also to supervise contractors who do not have a relevant DBS in order to safeguard children.
- Supervise and direct cleaning staff, and act as the quality control of these staff so that the school site is clean, healthy and safe.
- Ensure that procedures are in place to ensure the safety of contractors and hirers

## ***Responsibilities of the Head of Business Management***

### **The Head of Business Management must:**

- Report to the Senior Leadership Team and school governors on all matters relating to the health and safety of the school site.
- Line-manage the Site Manager to ensure that health and safety procedures are being followed and that these procedures are regularly updated and reviewed.
- Ensure access to this policy and other health and safety information as legally required and ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- Keep a record of all risk assessments at the school and ensure that the relevant staff keep the risk assessments up to date in order to ensure the ongoing maximum safety for all site users.
- Ensure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation. They must also provide feedback reports to senior leaders and the governing body.
- Ensure that the Site Manager completes appropriate logs and records of incidents are completed and acted upon.
- Ensure that there are sufficient staff trained as Fire Wardens and also key staff trained in the use of evacuation chairs, deployed in appropriate places across the school.
- Work closely with the Headteacher and the governor responsible for health and safety to ensure that the health and safety at the school site is monitored and that progress is evaluated.
- Ensure policies and employees are updated as to new legislation and guidance.
- Ensure that employees have adequate training and information to enable them to act upon health and safety recommendations.
- Put into practice and monitor the procedures described in associated policies i.e. the Critical Incident Plan, fire and emergency evacuation procedures, reporting of defects.
- Induct new staff and volunteers in the key aspects of health and safety at the school site and inform them of their responsibilities in terms of their role, and school procedures on lone working.

## ***Responsibilities of the Headteacher***

### **The Headteacher must:**

- Line-manage the Head of Business Management and the Head of Safeguarding to ensure that the school's provision and procedures are regularly reviewed in order to keep all site users safe.
- Work with the SLT and school governors to review the safety and security of the school building
- Work with other senior leaders to ensure that the behaviour of children is safe and that they move around the building in a safe and orderly manner.
- Undertake risk assessments and review them as and when required during the normal course of duties as a Headteacher.
- Take the overview to ensure that staff and pupils comply with agreed procedures
- To ensure that reports/audits are provided by the relevant managers to the governing body and follow-up any necessary actions.
- Ensure that all serious accidents are reported to the local authority and / or Ofsted as appropriate.

## ***Responsibilities of the governing body***

### **The governing body must:**

- Ensure that a representative of the governors is responsible for scrutiny and challenge in all aspects of health and safety provision at the school and this is reported back to other governors regularly.
- Maintain the high profile of health and safety as a key issue through committee meetings and other evaluative work including visits, learning walks and meetings with individuals.
- Ensure that policies relating to health and safety are in place, updated regularly and are on our school's website.
- Approve as appropriate policies in relation to health and safety at the school in line with best practice and national guidance and legislation.
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

## ***Health and safety related to visitors to the school site***

Robust signing in procedures are in place and this is overseen by the School Office Manager. Regular visitors and other users of the school will be required to observe the safety rules of the school. All contractors and visitors entering the premises are required to sign in and wear a visitors' badge.

The School Office Manager will ensure that visitors are informed of health and safety matters and fire procedures which may affect them during their visit. School office staff, in liaison with the Site Manager, the Head of Business Management and the Head of Safeguarding, must check that all visitors have the appropriate documentation and permission to perform their duties. There is a school visitor policy which outlines arrangements for guests who do not have DBS checks in place, and these individuals should be supervised around the school site as appropriate.

The visitors and guest speaker policy will be followed and implemented appropriately and this will be directed by the school office. If a visitor, hirer or guest speaker refuses to agree to support the aims and core values of the school, the school office must refuse the visitor the right to enter the premises.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our room hire agreement and in discussion with the school Head of Business Management.

### ***Defects***

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Site Manager or Head of Business Management. If they cannot be contacted, then any member of the Senior Leadership Team should be informed.
- The Head of Business Management or member of the senior leadership team, in consultation with the Headteacher will take steps to have the defect rectified, i.e. by notifying the Site Manager, contacting property services via the hotline, school technical services or other competent contractor
- Details of the defect will be reported in the Site Manager's works book (held in the main office), signed and dated
- Any member of staff discarding a faulty item or electrical item must advise the Head of Business Management for the item to be removed from asset register if appropriate.
- The contents of the defect book will be checked weekly by the Site Manager.

### ***Accident reporting***

All serious accidents that occur on the site should be recorded on an accident form and the details forwarded immediately or as soon as is possible to the local authority. All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident.

Where there is a serious accident, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.



## ***Electricity***

Our school has an external company carry out the annual Portable Appliances Testing. Registers are kept by the Head of Business Management itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the Head of Business Management. All defective items are removed or repaired. The site manager will undertake a visual check of electrical appliances, sockets, cables weekly and arrange for any remedial work/isolation if dangerous.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Incorrectly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports blocked.
- The appliance being used for the purpose it was designed for

## ***COSHH (Control of Substances Hazardous to Health)***

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the Site Manager's office which includes records and data relating to the use of hazardous substances. All COSHH materials also have a data sheet which is kept in the Site Manager's office.

All staff are reminded annually of COSHH materials. Personal Protective Equipment is issued as required by the role of the employee such as gloves, aprons, eye protection.

## ***Access equipment***

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

## ***Manual handling***

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, and music equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an effect on their physical health and well-being.

### ***Educational visits***

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.

Heads of School responsible for phase teams as well as the school's Head of Business Management will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits need approval from the LA and governing body.

Further details are included in our 'educational visits policy'.

### ***PE equipment***

The PE equipment is inspected annually. The Site Manager is responsible for overseeing this inspection and for keeping a weekly check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

Outdoor play equipment is checked by the Site Manager and the equipment is inspected annually by an external playground inspector/company

### ***Fire Safety***

Fire drills are held termly and will on occasion include:

- The blocking of an exit
- The removal of a child to test effectiveness of register checks
- Lunchtime drills

### Responsibilities during fire drill

Headteacher/ Deputy Headteacher or designated staff in charge on school day	Supervision of evacuation Evaluation of procedures Training and guidance
Site Manager	Note the time and location of initial alarm – Note time of all clear
Teachers (teaching assistants / mid-day supervisors)	Roll call
Office Manager	Calling of fire brigade Registers Checking visitors

### Responsibilities for class teachers (or teaching assistant/ mid-day supervisor if class teacher not onsite)

During the **first day of school** all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

**Fire exit to be used** – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

**Assembly point** – is on the astro turf area standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

**Action on discovering a fire** – Adults and children inform someone immediately and should never try to put a fire out themselves.

**Keeping gangways clear** – children should be reminded about hanging coats and bags out of the way and correctly on their pegs and should pick them up if they fall down.

**Reporting** – registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the headteacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see Critical Incident Plan. This also provides information about the notification of staff, parents and LA in the event of school closure.

### Tests and checks

Daily The Site Manager	<b>On arrival</b> Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working
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	Site walk to check for safety and security  <b>On leaving</b> Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed
Weekly The Site Manager	Test fire alarm systems and record in caretaker's log Test one alarm each week on a rota
Monthly The Site Manager	Check extinguishers are in the correct place. Assembly points are identified and labelled. Check that fire notices are displayed in each room.
Termly Head of Business Management	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Six monthly The Site Manager	Check emergency lighting and record in log
Annually The Site Manager	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers

### ***Lone working / remote working and personal security***

The school does not agree that staff should be expected to work alone in the building or on a visit to an offsite location.

Where staff are working remotely and are not in close contact with other colleagues, communication systems should be agreed between all parties to ensure that regular contact is maintained. Staff working far apart within the school building need to communicate via the walkie-talkie every hour. If no contact is received, the other member of staff must check that they are well and free from harm. In the event of any serious incident or accident jeopardising the health and wellbeing of the member of staff, emergency services must be contacted as appropriate.

In the case of a fire during remote working arrangements, each member of staff must exit the building and ensure their own safety prior to checking that the other members of staff are out. The muster point located at the front of the Rivergate Centre in the between the school entrance and the local shops. Emergency services must be called as soon as possible.

### ***Key holders managing lettings***

- As far as possible only open up the part of the building which has been hired
- For locking up, return to the building before the hirers leave
- Check the areas for any hidden intruders before the hirers leave

### **Leaving an empty building**

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there is still staff inside the building
- Set all alarms if appropriate
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

### ***In the event of trespassers (Please refer also to the school emergency plan)***

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office / reception where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

**If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.**

### ***In the event of a break in on site***

Remember personal safety is far more important than the protection of property.

- Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation
- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress
- Use the lockdown system in place at the school

### ***In the event of an abusive parent or other member of the public***

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. All parental meetings should be attended by at least 2 members of staff.

Should someone become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred, an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

### ***In the event of it being suspected that a pupil is carrying a weapon***

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

### **Reporting Incidents**

Use an incident form to report all incidents, however, minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

### ***First Aid***

A list of staff who currently hold a paediatric first aid qualification is kept in the school office. A 'First Aid trained' member of staff should be present at the school during all working hours. There should also be at least one first aid trained member of staff who will accompany any educational visit or activity off site.

### **EQUIPMENT**

The first aid box is kept in the school office. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervision of an out-of-school visit there is a first aid satchel available – staff must ensure that this is taken on a trip.

The school's safeguarding team ensure that first aid boxes are checked regularly and replenished appropriately.

## **PROCEDURES**

In case of concern about the health of an individual the following precautions should be followed:

- the child is sent to a qualified first aider
- the injury/ concern is checked and an assessment made of the level of treatment needed
- a decision will be communicated to appropriate staff as necessary
- parents are informed when necessary

### **Levels of action include:**

- Treatment on school premises for minor ailments/ accidents – Minor Accident Book
- Treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident – Minor Accident Book
- Parents contacted immediately – Accident Book – LA informed if sufficiently serious
- If parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed
- If a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed

### **In each case every attempt should be made to:**

- Check the injury to the best of our ability
- Keep accurate records of the injury, events leading up to the injury and actions subsequently
- Err on the side of caution
- Consider the needs of the child as central to all actions
- Inform the relevant people in the case of more serious incidents. This includes:
  - the Headteacher
  - the safeguarding team
  - the parents
  - the LA

## ***Medication***

Arrangements for the administration of medication are overseen by the Safeguarding Team. The school will take reasonable steps to store medicines and make them reasonably available to children. There are, however, no legal or contractual requirements for

teachers to administer medication. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible, first aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available. Where, regular, demanding needs are required to be met, special arrangements may be made via the physical disability service.

The following points should be noted where children are administering their own medicine:

- There should be written instructions on the medicine container or from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose
- Medicines should be kept in the office stockroom. The only exception is where children need the medication with them as with inhalers.
- Periodic checks should be made to ensure that no medicines have been left in the cupboard beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school.
- All medicines should be clearly labelled with the child's name on both the outer and inner containers where appropriate.
- Children should not remove their medicines from the offices when doses are being taken
- Two members of staff should observe a child taking their medicine and sign to record that this has taken place

Where a first aider has volunteered to administer medicine:

- Signed consent should be obtained from parents
- All medication given should be documented
- Two members of staff should sign to say they have given the dose

### ***Smoking***

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy, which covers the whole school site. This also includes the use of E cigarettes.

### ***Photographs and videos***

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.



**All parents:**

- Will be asked for permission for the taking of photographs by the media.
- Will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children. Parents must be reminded not to share images or videos of school performances on social media.
- Will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school parents will be informed of school policy and permission requested for use of pictures within the establishment.

Annually parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

Should the situation arise parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

### ***Communication and Consultation***

This policy is an on-going agenda item on the Health and safety sub-committee of the governing body. It is also a standing agenda item on all staff team meetings. It also forms part of the induction procedure for staff when they join the school.

The policy is held on the school website and is also available to staff in the main office.

### ***Health and safety monitoring arrangements***

The governors will call for annual reports on:

- Accidents/ incidents
- Results of internal or external health and safety inspections
- Complaints
- Summary of 'walk about' information from health and safety link Governors

### ***Policy review***

This policy will be reviewed and amended annually, or sooner if health and safety legislation is changed or if there is a major change to the school site or practices.

Signed.....

Signed.....

Chair of Governors    Date.....

Headteacher    Date.....