



HEALTH & SAFETY

**Directorate for Children
and Young People**

**Health and Safety Policy
The Loyne Specialist School**



Health and Safety Team

Directorate for Children and Young People

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HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: The Loyne Specialist School**
- **Category of School: Special**
- **School Number: 01/131**
- **School Address: Sefton Drive, Lancaster, LA1 2QD**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Community School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

The Headteacher of The Loyne Specialist School will take responsibility for the implementation and management of proper health and safety controls within the school and will, as far as is reasonably practicable:

<ul style="list-style-type: none"> • provide adequate control of the health and safety risks arising from our work activities; 	<ul style="list-style-type: none"> • consult with employees on matters affecting their health and safety and bring to their attention any necessary changes to assist employees in improving safety performance;
<ul style="list-style-type: none"> • provide and maintain safe plant and equipment; 	<ul style="list-style-type: none"> • provide information, instruction and supervision for employees;
<ul style="list-style-type: none"> • ensure all employees are competent to do their tasks and ensure the provision of adequate training; 	<ul style="list-style-type: none"> • prevent accidents and cases of work-related ill health;
<ul style="list-style-type: none"> • maintain safe and healthy working conditions; • ensure safe handling and use of substances; 	<ul style="list-style-type: none"> • comply with appropriate directions given by the county council on health and safety requirements;
<ul style="list-style-type: none"> • review and revise the Health and Safety Policy on an annual basis. 	<ul style="list-style-type: none"> • act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The Governing body of the school will ensure that:

<ul style="list-style-type: none"> • the Local Authority's Health and Safety policies and Codes of Practice are fully implemented and, to ensure compliance, will monitor on a regular basis. 	<ul style="list-style-type: none"> • Health and Safety is a standard agenda item at Governors committee meetings and that there are Governors identified as representatives for health and safety within the Personnel, Buildings and Finance Committee.
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<ul style="list-style-type: none"> the Health and Safety Policies will be brought to the notice of all employees via staff induction folders and staff briefings; 	<ul style="list-style-type: none"> the school has considered its health and safety obligations and has made provision for meeting those obligations;
<ul style="list-style-type: none"> health and safety issues concerning the school are identified and appropriate action taken. 	<ul style="list-style-type: none"> the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
<ul style="list-style-type: none"> the school produces its own Health and Safety policy based on the commended policy from the local authority and the policy is annually reviewed; 	<ul style="list-style-type: none"> regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
<ul style="list-style-type: none"> appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties; 	<ul style="list-style-type: none"> all reasonable facilities and information are provided to officers of the Education and Cultural Services Directorate, inspectors of the Health and Safety Executive and any other health and safety official as appropriate;

Signed:	Signed:
Headteacher	On behalf of the Governing Body
Headteacher's name: Susan Campbell	Chair of Governor's name: Dr Ann-Marie Houghton
Date: February 2017	Proposed Review date: February 2019

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	The Governing Body Susan Campbell (Headteacher)
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Susan Campbell Anna Lazenbury (School Business Manager) Bill Davison (Site Supervisor)
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	Susan Campbell – all aspects Anna Lazenbury – all aspects other than educational visits. Bill Davison/Giles Willis – general premises issues and out of hours. Honor Redfern (Teacher/SLT) - Educational Visits. Preston Fire and Security/Custodian monitoring centre (fire alarm, out of hours) Group Four Security (intruder alarm, out of ours)
Specific Health & Safety Objectives* for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. will be tailored to meet the needs of the school by:	The Governing Body Susan Campbell Anna Lazenbury Honor Redfern - Educational Visits

All employees within the school have a responsibility to:

- Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety to enable the Headteacher/nominated representatives to carry out their own responsibilities successfully.
- To use correctly any equipment provided for their safety and report any defective equipment to the ICT Technician/School Business Manager or Headteacher.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Report any urgent/serious equipment or building maintenance issues to the School Business Manager.
- To record non urgent repairs/maintenance on the Site Supervisor's notice board.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of other persons, and not knowingly place anyone who may be affected by their work activities at risk.
- Report all health and safety concerns to an appropriate person as detailed in in this policy and as per the Health and Safety poster displayed in the Reprographics Room.
- Be familiar with and observe at all times all safety policies and procedures.
- Ensure personal protective clothing and equipment is provided, worn/used and maintained as necessary.
- The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

* Health & Safety Objectives – The overall objective will be to comply with Health and Safety regulations at all times and continually improve Health and Safety at school. Specific objectives for improvement may be identified by the sources outlined above or by the annual Health and Safety audit. Progress towards meeting these objectives will be monitored and reviewed throughout the year to ensure they are achieved.

Health and Safety Risks Arising from Work Activities

The Headteacher and Governing Body at The Loyne Specialist School will ensure that, so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	Susan Campbell Anna Lazenbury Honor Redfern (Educational Visits & sports activities) Amanda Gardner (wheelchairs, moving & handling, transport)
The significant findings of risk assessments will be reported to:	Susan Campbell Anna Lazenbury
Action required to remove/control risks will be approved by:	Susan Campbell

The responsibility for ensuring the action required to reduce risks is implemented is that of:	Susan Campbell Julie McGrath (Deputy Headteacher) Kathryn Veevers (Assistant Headteacher) Anna Lazenbury Honor Redfern (Educational visits & sports activities)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Susan Campbell Julie McGrath Kathryn Veevers Anna Lazenbury Honor Redfern
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. Risk assessments will be undertaken prior to the introduction of a new element of work activity:	Susan Campbell Anna Lazenbury Honor Redfern (Educational visits & sports activities)

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and School Business Manager will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them via staff briefings which are held 3 times per week;
- c) arrange for risk assessments to be completed for all areas of work and review them on an annual basis or when significant changes arise;
- d) as part of the risk assessment process, produce safe systems of work, where necessary, and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health and safety requirements;
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific procedures and documentation and will review annually its arrangements in respect of the applicable topics and activities below.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	CPOMS – electronic in house incident reporting system. Used for pupil and staff incidents. Third party incidents are recorded via the Incident Report Book.
Bodily Fluids (urine; blood; faeces; vomit)	√	LCC Policy - Y drive and School's Portal.
Catering	√	Refer to school kitchen manager
Control of contractors	√	Health and Safety Policy School's Portal – Vetting and Barring policies and procedures. Contractors file in School Office
Display Screen Equipment and eye tests	√	School's Portal Available on request from the School Business Manager for staff that don't have portal access.
Electrical Safety, including Equipment Register	√	School Office – Job Sheets/Service folders Equipment register held on Sims
Emergency Procedures other than Fire e.g. flood, services failure	√	Critical Incident Folder – School Office
Extended school, Lettings and community use	√	Hydro Pool folder – School Office
Fire Safety	√	School Office – Fire Log Book
First Aid	√	Risk assessment – file in staff room/T drive
Gas safety	√	Health and Safety folder – School Office School's Portal.
Hot surfaces, scalds and burns	√	Risk assessment – file in staff room/T drive
Induction	√	Induction folder - Office Drive (O drive). Folders issued to all new staff.
Management and other Health and Safety responsibilities	√	As detailed in this document – School Office Health and Safety folder.
Manual Handling	√	Moving and Handling policy – Y Drive
Minibuses	√	Staff Handbook – Y drive and Schools' Portal Midas training undertaken by staff as appropriate.

Mobile phones – use of	√	Staff Handbook & Communication policy – Y Drive. All new members of staff are also asked to read, understand and sign the Acceptable Use policy which covers the use of mobile, smart phones and the internet.
Needles and needle stick injuries	√	School's Portal (refer to model contamination of bodily fluids policy)
Personal safety including lone working and violence and aggression	√	Risk assessments folder – staffroom/T drive
Play Equipment installations inspections	√	Local Authority – Reports held on O drive
Playgrounds and external areas	√	Y Drive and Playground Risk Assessments carried out by LCC. Reports on O Drive
Premises Management	√	Job Sheets/Serviceing and Fire Log Book files held in School Office. Details about the premises are also held on PAMIS via School's Portal
Pupil moving and handling (Special needs)	√	Induction folders issued to all new staff.
Pregnant employees and nursing mothers	√	School's Portal – Maternity Handbook Pregnancy risk assessment conducted by School Business Manager and retained on individual staff files.
Reporting of H&S concerns/faults	√	Health and Safety Policy
Risk Assessment and hazard identification	√	Risk Assessment file in staffroom
Health and Safety Committee	√	As per identified Governors
Safety Representatives	√	As displayed on the Health and Safety at work poster in the Reprographics Room.
Security of premises	√	Health and Safety file - School Office School's Portal
Slips and trips	√	Risk Assessment file in Staffroom
Stress	√	School's Portal – model policy. Available on request from the School Business Manager. Wellbeing notice board in staffroom
Swimming pools	√	Various files as held in Pool/School Office/X drive
Training	√	Ongoing – various drives on school's network
Transporting and storing chemicals	√	COSHH – As per advice on Health and Safety website via the School's Portal.

Vehicle and pedestrian traffic	√	Risk Assessment held on file - staffroom
Visitor and volunteers safety	√	Health and Safety Policy – school office/Y Drive and Risk Assessments as appropriate to visit held in staffroom Volunteer handbook/Student and Visitor handbook.
Waste storage and disposal	√	School's Portal
Water hygiene (Legionella, lead etc.)	√	Water Management file held in School Office
Work equipment and machinery	√	Risk Assessments – School Office and risk assessment file located in the Staff Room.
Working at height – ladders, access equipment etc.	√	Risk Assessments – risk assessment file located in the staff room.
Workplace Inspection	√	Health and Safety folder held in school office/O drive

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Health and Safety folder in office School's Portal model policy.
Educational Visits	√	EVOLVE system refer to Honor Redfern
Food safety and hygiene	√	Refer to School Kitchen
Outdoor activities	√	Risk assessment folder in Staff Room and EVOLVE website - refer to Honor Redfern
PE Equipment	√	Servicing folder held in School Office
Pupil handling and restraint	√	Pupil Moving and Handling Policy – Y drive
Grounds maintenance	√	Job sheet folder – school office
Pupil movement and flow	√	Supervision by senior staff
School transport	√	Risk Assessment on T drive Wheelchair file – school office
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	Science Policy – Y drive

Smoking	√	Health and Safety Policy & Staff Handbook School's Portal
Special needs of pupils Health & Safety issues	√	Care and Control Policy
Supervision of pupils	√	Job Descriptions/Duty Rotas
Toileting Procedure	√	Intimate Care policy – Y Drive
Wearing of jewellery by Pupils	√	Health and Safety Policy - Y Drive
Wearing of jewellery by staff	√	Health and Safety Policy/Staff Handbook – Y Drive
Work experience	√	Risk Assessments via EBPL (Colette Senar)

NB. All the Loyne School policies are also held electronically on the school's network – Y drive.

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Amanda Gardner (Unison) Bill Davison (Unison) Nick Cooper (NUT)
Consultation with employees is provided via:	Individual staff appraisals, review of documents, class team meetings, staff briefings, circulation of draft documents for consultation.

Safety representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe plant and equipment

All school staff, in particular the School Business Manager and Site Supervisor, will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased. All staff are responsible for ensuring equipment is safe to use. Lancashire County Council are responsible for the servicing of larger pieces of equipment, i.e. hoists, playground equipment and a record is servicing is kept by the School Business Manager.

All fixed electrical appliances are checked every 5 years by an externally appointed company in line with compliance guidance and portable electrical appliances used in school are checked by an externally appointed company annually and labelled as per compliance guidance.

Equipment used in school is always checked for suitability and obtained through approved suppliers. Defective equipment is reported for repair or disposal to Stewart Atkin (ICT Technician). Electrical items that are valued at £50.00 or over are listed by the ICT Technician (in accordance with LCC financial regulations policy) on the Equipment Register. Items valued £50.00 or over that cannot be repaired are put forward to the Personnel, Finance and Buildings Committee for approval prior to disposal.

Responsible for identifying all equipment/plant needing maintenance	All staff
Responsible for ensuring effective maintenance procedures are drawn up	Susan Campbell Anna Lazenbury
Responsible for ensuring that all identified maintenance is carried out	Susan Campbell Anna Lazenbury Bill Davison
Any problems found with equipment should be reported to	Susan Campbell Bill Davison

	Anna Lazenbury Stewart Atkin (Electrical equipment only)
Will check that new equipment meets any required health and safety standards before it is purchased	Susan Campbell Anna Lazenbury Stewart Atkin (Electrical equipment only)

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Reprographics Room
Health and safety advice is available from:	LCC Susan Campbell Anna Lazenbury
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	Susan Campbell Julie McGrath Anna Lazenbury
Health & Safety in shared premises (where applicable)	N/A

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training. Arrangements for training, including arrangements for record keeping, are set out below:

Induction training will be provided for all employees by:	Susan Campbell Colette Senar (HLTA) An induction information file will also be issued to new employees by the School Business Manager.
Job specific training will be provided by:	LCC, external bodies or in house by staff members as identified
Specific jobs requiring special training are:	COSHH, Moving and Handling, Care and Control (Team Teach), MIDAS, Food Hygiene, Child Protection.
Training records are kept at/by:	Anna Lazenbury/Stewart Atkin/Colette Senar/Honor Redfern.
Training will be identified, arranged and monitored by:	Susan Campbell Julie McGrath Kathryn Veevers Anna Lazenbury Colette Senar

Accidents/Incidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.

- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid boxes are available in:	Staff Room, Hall, all classrooms, Library, Common Room, Meeting Room, Workshop 1 and 2, minibuses, people carrier, pool. Medical bum bags are also kept in the chair store for educational visits.
The first aider(s) and appointed person(s) is/are:	Almost all staff are first aiders, a list is kept in Safeguarding File in the school office
All accidents and cases of work-related ill health are to be reported to:	Susan Campbell Julie McGrath Anna Lazenbury
Health surveillance is required for employees doing the following jobs within the school:	Ongoing
Health surveillance will be arranged by:	Susan Campbell Julie McGrath Anna Lazenbury
Health surveillance/records will be kept by/at:	Anna Lazenbury, School Office

There is full time nursing cover at The Loyne Specialist School; however a large number of staff are first aid trained. First aid boxes can be found in classrooms and other areas as detailed above. First aid boxes are checked at least once a month by a designated member of staff, currently Kate Foxcroft, using a check list. They will then notify a member of office staff of any items that need ordering.

Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments every 3 years or in the event of any significant changes. This function is carried out by:	All staff/Anna Lazenbury/Bill Davison/LCC/Health and Safety Committee Anna Lazenbury/Susan Campbell/Julie McGrath/Honor Redfern/Personnel, Buildings and Finance Committee
The persons names are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary	Susan Campbell Julie McGrath Anna Lazenbury
The persons named are responsible for investigating work-related causes of sickness absences.	Susan Campbell Julie McGrath Anna Lazenbury
The persons names are responsible for acting on investigation findings to prevent recurrences.	Susan Campbell Julie McGrath Anna Lazenbury

Emergency procedures - Fire and Evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Susan Campbell Julie McGrath Anna Lazenbury
Escape routes are checked by/every:	Bill Davison - monthly check of means of escape which are recorded on the Fire Log Book held in the School Office. Fire drills test to check escape routes are held each Friday morning
Fire extinguishers are maintained and checked by/every:	Bill Davison monthly and Preston Fire and Security annually.
Alarms are tested by/every:	Bill Davison – every week during term time
Responsibility for ensuring arrangements are in place deal with other emergency situations e.g. bomb threat, flood etc.	Susan Campbell Anna Lazenbury

Further arrangements for Health and Safety

This section deals with additional arrangements for health and safety. Documented fire procedures for school, including the Loyne Hydro Pool are kept in the Health and Safety file in the School Office. Evacuation procedures are also displayed in every classroom, around school and in the pool area.

Administration of medicines

Medicines should be handed directly to the nurse via the passenger assistant. Staff in school do not convey or administer medication, unless by specific arrangement and agreement, which must be approved by the Headteacher. Medicines should not be carried by pupils or be placed in pupils' bags. All medication is administered by medical staff or as agreed by parental consent. For further details Please refer to the Administration of Medicines policy kept in the Safeguarding Policy file in the office.

Contractors on site

Contractors should not be on site during school hours unless absolutely necessary, i.e. emergency repair. All contractors on site (including during school holidays) must report to reception and sign in the on the Inventory electronic system located at reception. They will then be issued with a visitors badge. Contractors on site during the school day must not be left unsupervised.

All contractors are required to obtain permission to carry out work from the School Business Manager/Headteacher and should not arrive on site without a prior appointment being arranged. Contractors carrying out servicing are arranged through the County Property Services Department and they are therefore subject to County stipulations on health and safety

Hazardous substances and COSHH

Guidance in relation to COSHH is available on the School's Portal. Risk assessments relating to chemical used in the Loyne Hydro Pool are located in the Chemical Information folder in the pool office. The Site Supervisor has undergone COSHH training.

Playground safety

Designated staff are responsible for the welfare and safety of pupils whilst in the playground. Pupils should be supervised at all times. It is the responsibility of staff to bring any concerns regarding health and safety to the attention of senior staff. The routine inspection of playground equipment is arranged and carried out by Lancashire County Council on a 6 monthly basis.

Car parking

Staff and visitors are requested to park in the parking spaces provided. Designated areas (as signposted) for home/school transport must be left vacant during drop off and pick up times.

School visits and holidays

Parental agreement is sought for visits out of school. Forms are completed including risk assessment forms and approved by the Headteacher. School follows guidance as issued by DfE for residential visits and seeks approval of the governing body before visits take place. The school mobile phone is taken by the staff in charge undertaking trips and visits and arrangements are made for regular telephone contact for groups on extended educational visits. Personal mobiles may also be taken for emergency contact purposes only. Numbers must be withheld when contacting parents.

Security of premises

All external gates and doors are unlocked each morning and secured each night by the Site Supervisor. The front entrance key padded door to access the building beyond the school office is supervised by the Headteacher or Deputy Headteacher as well as other staff members during periods when the children arrive/leave school. School office staff monitor access in and out of school at all other times via a door release mechanism located under each desk in the main school office. Office staff will only allow visitors access once their identity has been established and they have signed in. All visitors must wear a visitors badge or carry their own photographic ID which must be presented to office staff. All visitors must sign out, and a member of staff in the school office will ensure that there are no pupils nearby before releasing the door to let visitors out.

Staff leaving the premises e.g. during lunch break, must sign out and sign back in on their return.

The Headteacher, School Business Manager and Site Supervisors are responsible for the security of the school premises. The Site Supervisor is responsible for securing the premises and setting the alarm. Should the alarm sound out of school hours Group 4 will attend to the premises and reset the alarm, leaving a service information sheet on departure. Should there be any issues Group 4 will contact the Site Supervisor to attend the call out.

Smoking policy

School has a no smoking policy – smoking is prohibited in the school building, grounds, transport or in the presence of pupils.

Wearing of Jewellery by Pupils

Simple jewellery should not pose a risk to health and safety (body piercing – earrings only), unless a particular risk is identified in the care and control of pupils. For PE / Swimming sessions jewellery should not be worn. NB: Staff should not remove pupils' earrings without written consent from parents.

Display screen equipment

Office based DSE equipment has been located according to DSE regulations. Display screens used in classrooms are located on purpose built trolleys or on computer desks, many of which have adjustable height facility. For the Headteacher, Deputy Headteacher and office staff DSE equipment is in a fixed location.

Personal protective equipment

Protective equipment is provided for staff and pupils where required. Staff are provided with guidelines and protective equipment to be used when changing and toileting pupils.

Reviewed February 2017

Date of Next Review: February 2019

Reviewed by: Susan Campbell (Headteacher)

Anna Lazenbury (School Business Manager)