



Carlton VC Church of England Primary School

Health & Safety Policy 2025-26

'I am the vine, you are the branches; those that abide in me and I in them will bear much fruit' (John 15:5)

Approved by: Jo Bevis
Staff
Governors

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Written by: Jo Bevis

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Section A - Statement of Intent

School Name	Carlton C of E Primary School
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Introduction

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the school.

In order to create a strong and positive health and safety culture within the School, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff and pupils will play their part in its implementation.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace.

Bedford Borough LA has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The Governing Body will ensure, so far as is reasonable practicable, that employees, pupils and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The School's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.
- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, pupils and visitors.

Section B – Organisation

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

Mrs Elly Coppenhall is named governor for Health and Safety.

The Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence **Jasmine Notaro** assumes the above day-to-day health and safety responsibilities.

1The School Health and Safety Co-Ordinator is MRS JO BEVIS (HEADTEACHER)

She is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted / HSE.
- e) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- f) Carrying out any other functions devolved to her by the Governing Body.
- g) Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
- h) Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes Senior Teacher, Subject Leaders, Office Manager, Site Agent. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher / School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are recorded and investigated appropriately.
- h) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education, Managing Contractors, Working at Height, Asbestos, Legionella, and attend training where appropriate to enable them to do this.
- i) Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid, accident/ incident reporting and other emergencies, and to carry them out, , applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Subject Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher.
- j) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education,

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- a) Comply with the School's Health and Safety Policy and procedures at all times.
- b) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- c) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- d) Act in accordance with any specific H&S training received.
- e) Report all accidents and near misses in accordance with current procedure.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with the Enforcement Officers of the Health and Safety Executive.
- l) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- m) Use all work equipment and substances in accordance with instruction, training and information received.

- n) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- o) Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Pupils

Part of our Behaviour Policy is to 'Be Safe' All pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Section C - Procedures and Arrangements

All Bedford Borough Council documents referred to in the Procedures and Arrangements section are available to download at [www.bedford.gov.uk/education and learning/secure area for schools/health and safety/manual](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools/health%20and%20safety/manual)

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Accident Reporting, Recording and Investigation

Also see BBC Health and Safety Manual – A01 Accident and Incident Reporting and Investigation

- All staff are required to ensure that all accidents, incidents and near misses are reported to the Office Manager, Mrs. Lynne Pinfold (AssessNet online accident system Administrator), who will enter details on to AssessNet online reporting system and reported to the Health & Safety Executive if required.
- Serious accidents must be reported to the Head Teacher and to the relevant Class teacher, if a pupil is involved. All accidents must be recorded in the "Incident Book" located in the office, with information gained from the person on the scene of the accident.
- The attention of parents is sought immediately if the accident is serious, but when of a minor nature the parent is informed via Class Dojo or at the end of the school day as appropriate. If a child has a bang on the Head parents will receive a notice from Class Dojo.

Asbestos

Please see BBC Health and Safety Procedure for Asbestos in Asbestos Log, Circular BBSIC/10/35 (Sept 2010), Bedford Borough Council's Asbestos Management Plan, BBC Manual for Site Agents and Caretakers

The Headteacher is responsible for the Asbestos Log Book, located in school office. The Asbestos management Plan is in the log book. Office staff or Site Agent ensures contractors have sight of and complete the log book prior to starting any work on the premises. Staff not to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Headteacher/checking manual. Staff should report damage to asbestos materials to the Headteacher.

Certificate of Asbestos Management in Schools held by Mrs Jo Bevis and Baz Simpson.

Audit

Annual audit of procedures and reporting to Governors; rolling LA audit.

Behaviour Management/Bullying

See Behaviour Policy

Catering

School meals are provided by LA contractor. They are cooked off site and transported to the school. Kitchen Staff ensure food is kept at the correct temperature.

Caretaking and Cleaning

Refer to *BBC Manual for Site Agents and Caretakers*, [www.bedford.gov.uk/ education and learning/ secure area for schools](http://www.bedford.gov.uk/education-and-learning/secure-area-for-schools). See also *Hazardous Substances* section of this document for information on *Control of Substances Hazardous to Health (COSHH)*.

The site agent is responsible for overseeing cleaning and general maintenance of the school.

Cleaning is undertaken by Tatry Cleaning Services - 3 hours per day

Cleaning of the school premises should, wherever possible, be performed after school sessions. Care must be taken that members of staff still on the premises and occasional visitors are not put at risk.

The site agent must ensure the safety of all plugs and cables.

Procurement of cleaning materials from ICP Cleaning / Herts Supplies to ensure same brand/ products purchased consistently to match COSHH risk assessments.

Contractors/Grounds Maintenance

See *BBC Health & Safety Manual – C02 Managing Contractors*.

Office manager is responsible for liaising with contractors re health and safety matters.

Contractors must report to the school office and be escorted to the relevant part of the building by a member of staff. Wherever possible they must leave any dangerous jobs, especially those involving tower scaffolding etc. until the pupils have departed the premises. If work is carried out in school by Contractors, the Asbestos Log **must** be signed. Attention is also drawn to the need for their vehicles to be driven slowly onto the premises bearing in mind the proximity of the playground. No vehicles are to cross the playground during break times until a member of staff has evacuated pupils from the playing areas. Similar instructions must be given to the driver of the tractor mower.

Covid – see risk assessment for details.

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

Curriculum Safety

See Risk Assessment File in school office/ staff server.

Science lessons at the primary school are less hazardous than their counterparts in secondary school. Nevertheless, any activities involving heating, candles etc. will need the utmost care. Refer to CLEAPPS Guidance for additional advice on food and science technology.

Animals kept in the classroom need close attention to ensure hygiene standards are maintained. Wild mammals and birds - alive or dead - must not be taken into school.

Teachers of Art and Design lessons must satisfy themselves of the careful use being made by pupils of adhesives and potentially dangerous tools, including portable power tools, saws, scissors and drills. Suitable eye protection must be worn when using power tools.

Plugs and portable electrical equipment are periodically checked by the Site Agent and annually by a reputable electrical contractor. Refer to DATA (Design & Technology Association) for Design & Technology and British Standard 4163.

Refer to BBC guidance and Safe Practice in Physical Education and School Sport (Association for Physical Education – www.afPE.org.uk)

The pond is surrounded by fencing, with a locked gate; the key is kept in the office. Children will only be allowed near the pond when in the company of a member of staff.

Emergency procedures: If a child falls in the pond during school time, a member of staff will deal with the emergency and notify the parents.

Display Screen Equipment (DSE)

See *BBC Health & Safety Manual – D01 Display Screen Equipment, DSE01 Self-assessment form*
Office manager is responsible for ensuring DSE self-assessments are completed by users and reviewed.

Any health concerns associated with DSE should be reported to the Headteacher.

Ensure chairs and desks are correct height and that chairs are comfortable, with back rest support. Ensure adequate lighting, avoiding glare.

Ensure regular breaks from computer work.

Provision of guidance information for DSE users: HSE guide Working With VDU's/ available at www.hse.gov.uk

Educational Visits and Journeys

Refer to current *BBC Educational Visits and Journeys Policy*.

The Headteacher is the educational visits and journeys co-ordinator and must approve all visits and journeys. A risk assessment must be undertaken for all visits and journeys. We follow the BBC Educational Visits Guidance (EVOLVE). Guidance information is available in the school office and on the school server.

Electrical Equipment (fixed and portable)

See *BBC Health & Safety Manual – E01 Electrical Safety*.

Inspection and testing of portable electrical equipment is undertaken annually and fixed electrical installations every 5 years by competent, qualified electrician – records kept in property log. Any defective equipment should be reported to the school office. Any personal items brought into school must be checked by office staff prior to use.

Fire Precautions and Emergency Procedures

See *Fire Risk Assessment in School Office- updated annually and as required*

The Headteacher is the responsible person, undertaking and reviewing the fire risk assessment and emergency plan annually. Regular checks of equipment, procedures and exits by the Site Agent

and equipment monitored annually by Chubb Security (See BBC Maintenance Log)

All fire exits clearly signed.

Fire evacuation procedures should be practiced termly – some when the Playgroup and Toddler Group are present on Friday mornings. Everyone on the premises should take part. The attention of Toddler Group members is drawn to the fact that it is essential to keep the main foyer free of pushchairs so that an easy evacuation route is available. Different scenarios and times of day should also be covered.

The previous Site Agent was a Retained Fire fighter and he has instructed staff on fire-fighting procedures. The Headteacher has attended the 2 day Fire Risk Assessment Training. Office Manager has attended Fire Warden Training.

Any faults or fire hazards should be reported to the Headteacher

In event of fire the office staff will call the emergency services on 999.

First Aid

See *BBC Health & Safety Manual – F03 First Aid*

A list of first aiders is kept in the school office, along with their training dates. Staff are retrained every 3 years.

Thirteen members of staff have current Paediatric First Aid Certificates and twelve members of staff hold current Poolside Resuscitation Certifications.

Office manager is responsible for organising training and retraining of first aider/ training records.

When accidents arise, the member of staff nearest the scene will immediately assess the situation, and decide what action needs to be taken, calling for a First Aider as appropriate. If the accident is minor, there are sufficient facilities and first aid materials available on site to remedy matters.

If, in the opinion of the First Aider, the victim needs specialist help, then a doctor or an ambulance should be summoned as soon as possible, by Office staff or other staff member as appropriate, and the parents notified. A member of staff would meet and guide the ambulance. In the meantime, the first aid expert would offer as much help as feasible. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.

On some occasions the parent is advised to take the child to their doctor or Casualty.

The First Aid Box is Located in the Resource Room next to the Office and contains sufficient First Aid materials for the treatment of minor accidents. These comprise materials that the L.A./First Aid Trainers deem appropriate for a school to stock. The school secretary is responsible for checking and restocking.

A defibrillator is located I yellow box outside Village Hall entrance and within the school in the stationery cupboard by the photocopier.

Notification to parents of any Head injury by appropriate letter

Grounds Maintenance

See also Contractors & Hazardous Substances sections of this document for information on Managing Contractors and the Control of Substances Hazardous to Health (COSHH).

- Name of person(s)/ company responsible: Reliance Ground Services
- Office Manager is responsible for managing Grounds Maintenance Contractor
- Annual contract in place for grounds maintenance on school site
- Copy of contractor's health and safety policy held by school

Hazardous Substances

See BBC Health & Safety Manual – C03 COSHH Guidance, CA01 COSHH Assessment Template.

For the use and control of substances hazardous to health we have:-

Storage of such substances clearly labelled, locked in the Site Agent's cupboard, which is not accessible to children.

The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.

COSHH data sheets are in the site agents' cupboard.

Site Agent (overseen by Office Manager) will be responsible for undertaking COSHH risk assessments.

Site agent attended COSHH training - 2017

(See BCC Health & Safety Manual - Section R; Manual for Site Agents and Caretakers - Section T, for selection and use of substances, hazard data sheets, risk assessments, staff training in use, selection and use of protective equipment, storage arrangements. In Science and Design and Technology CLEAPSS guidance will be applicable.)

Inclusion

Planning and assessment will be undertaken for SEND pupils, making reasonable adjustments in respect of access under Disability Discrimination Act to enable them to participate safely in all

aspects of the curriculum. Staff are suitably informed and trained to be able to support include pupils safely and effectively- using outside agencies for advice/ training as required. (See SEND Policy, Inclusion Statement, Disability Equality Scheme and Access Plan)

Legionella

- Name of person responsible for legionella management on site: Mrs Jo Bevis
- Arrangements e.g. risk assessment, implementation of actions: Designated Person Mr Barrie Simpson
- Frequency of temperature checks: Monthly
- Record Keeping: Records are kept in legionella folder – Site agent responsible for writing, Headteacher for checking and monitoring
- Training: Mr Simpson attended LA training 2019; Mrs Pinfold trained online 2019 Jo Bevis 2024.

Lettings/shared use of premises/use of Premises Outside School Hours

The building is shared with the Community, so the School Governors are not directly responsible for the letting of the premises. Nevertheless, the Governors are concerned for the welfare of every person making occasional use of the building.

A member of staff is on site during after school clubs.

Lone Working

See *BBC Health & Safety Manual – L02 Lone Working Policy and Guidance, (Work Instruction) SWI06 Lone Working*

See Lone Worker Policy

Managing Medicines & Drugs

The school secretary is trained in administering medicines. All staff received epi-pen training and other training as required.

Details, including photographs of children with specific allergies/medical needs on wall in office and appropriate classroom / kitchen – covered over with sheet of paper

Parents must sign a medical indemnity form if their child is to be given medicines during the day.

Medicines will be administered by office staff / classroom staff if office staff not available.

Medicines will be stored in the office or in the fridge, in the staff room as appropriate. Epi-pens and asthma inhalers are stored in the Office.

See also Supporting Pupils with Medical Needs Policy.

Maintenance and Inspection of Equipment

See Maintenance schedule in Property Log. LA annual condition survey used together with school H&S inspections to inform maintenance programme. Site & buildings action plan included in school development plan.

Manual Handling and Lifting

Site agent trained in manual handling, must decide whether more than one person is required. Heavy loads should be broken down into manageable weights. Use of sack barrow where possible.

(See *BBC Health & Safety Manual. & HSE manual handling guidance*)

Occupational Health

Buy-back HR services from Bedford Borough Council and are able to buy back the Borough Council's Occupational Health Service when necessary:

PE Equipment/ Outdoor Play Equipment

The school is fortunate in having a large, well-equipped hall for gymnastics and P.E. This equipment is inspected annually by a contractor approved by the L.A. and by the class teacher prior to every use.

Measures must be taken to ensure that the floor is not too slippery and suitable footwear must be worn if pupils choose not to work bare-footed. The wearing of socks, stockings and footed tights without footwear is not permitted. The large moveable P.E. equipment is kept in a locked cupboard when not in use, low benches stored at edge of hall.

Close supervision and appropriate rules are in place during lessons.

The school environs are spacious and allow the playing of most outdoor games when the weather and playing conditions are suitable.

The climbing apparatus sited on the big field is only to be used under adult supervision. This equipment is checked annually by a Contractor, half termly by Site agent, and before use by staff. (File is kept in Office)

Any hazards must be reported to the Office Manager who will inform Headteacher and arrange for repairs/ maintenance as appropriate.

Personal Protective Equipment

See individual risk assessments – file in school office/school server. Gloves worn for gardening; goggles worn as appropriate; PPE used when changing nappies.

Risk Assessments (RA)

See BBC Health and Safety Manual – R01 Risk Assessment Guidance, RA01 Risk Assessment Template, PA01 New and Expectant Mothers Assessment Template, D01 Display Screen Equipment Guidance, DSE01 DSE Assessment Template, C03 COSHH Guidance, CA03 COSHH Assessment Template, FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template M01 Manual Handling Guidance, MA01 Manual Handling Risk Assessment Template.

The Headteacher is responsible for ensuring RAs are undertaken and reviewed and that all staff are aware of them and adhere to them.

The Headteacher will undertake specific risk assessments for staff e.g. staff who are pregnant or who have health problems.

The Headteacher is responsible for ensuring specific pupil risk assessments are undertaken where appropriate e.g. SEN

Risk assessments are reviewed annually and as required, these are available upon request from the office.

Headteacher Jo Bevis has completed EVC training 2023.

School Transport

Only reputable coach companies used, coaches all have seat belts. Staff accompany pupils on all coach journeys at appropriate adult: pupil ratio.

Security/Violence

Site Agent responsible for securing school site. Alarm is fitted linked to monitoring station, who call key holders/police) See BBC School Security guidelines, audit of school security and action plan, also Lone worker policy. Violence/ aggression is not tolerated in any form and any incidents must be reported to the Headteacher – accident/behaviour log completed as appropriate

See Insurance and Risk “School Security” guidance (contact Insurance Team for copy)

Site Maintenance

See also *BBC Manual for Site Agents and Caretakers* (available at [www.bedford.gov.uk/education and learning/ secure area for schools](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools)).

Site Agent is responsible for upkeep and maintenance of school buildings and site, any hazards should be reported to him and the Headteacher. Working at height should not take place when working alone on site. See lone worker policy and BCC Manual for Site Agents and Caretakers & H&S Manual.

Slips, trips and falls

Hazards minimised by daily walk round by site agent; termly checks by health and safety committee.

Staff Training & Development

New staff are advised of health and safety arrangements by the Headteacher, as part of induction and all staff are reminded and updated annually and as required. Headteacher has completed Health and Safety Training for Headteachers. Following H&S training all relevant staff are updated at staff meeting.

Stress

(BBC Personnel Handbook).

Headteacher is responsible for monitoring work/life balance and stress levels of staff, and Chair of Governors for monitoring Headteacher. Staff are advised of where they can get advice/support.

Swimming

Risk assessment undertaken by Headteacher annually prior to commencement of swimming.

The school's Learner Pool is in close proximity to the school and is popular during term time and holiday time. Never less than 2 adults must be present, one of whom should remain at the pool side; a maximum of 20 children are allowed in the pool at any one time. Swimming must not take place in water of a temperature of less than 55 deg F (13 deg C) for swimmers and 60 deg F (16 deg C) for non-swimmers. No child is allowed to enter the pool until instructed to do so by an adult in charge, and not until the solar cover has been completely removed. No diving or jumping is allowed from the pool side. Similar strict rules must also apply for after school use of the pool by the P.T.F.A.

(See Pool risk assessments/rules)

Courses in Poolside resuscitation must be organised each summer to prepare parents for after school swimming supervision. Any teachers without a First Aid Qualification will also undertake this training.

Office manager and site agent test and monitor pool and water; regular microbiological testing by approved company each summer.

Appointed Swimming Pool Operator Andrew Southam Swimming Pool Contractors.

Lynne Pinfold (Office Manager) oversees contractors.

One of the 2 parents on duty each day must be trained in resuscitation procedures and a mobile phone must be available for use in case of emergency.

First Aid box in pool changing room.

Vehicle Movements on Site

Parents not allowed to drive into school car park at pick up / drop off times. Parents reminded of safety issues of car park for children. Regular reminders via newsletters and texts; offenders are identified and spoken to.

Visitors

Visitors to the school need to ring the bell for admittance. Staff must check their identity, explain safeguarding and accompany them to the correct area. Visitors need to sign in and out in the Visitors Book and wear identifying visitor lanyard. All supply teachers will be given a 'Supply Teachers Information Sheet'. After school sessions- staff must ensure that they are signed in .

Work Experience

Students are closely monitored by the Headteacher and relevant class teacher. Risk assessments and control measures are completed prior to the placement and covered with student at induction.

Working at Height

Site agent ladder trained. Low step ladder used; two members of staff present when using.

Section D – Arrangements of Monitoring and Evaluating the Policy

The policy will be reviewed annually and as required as a result of ongoing monitoring and evaluation of the effectiveness of the policy.

Appendix 1 School Organisational Chart

