



Martley C.E. Primary School

Health and Safety Policy

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Developer/Developer's Role	Lucy Cox – Headteacher
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Our Christian Values

Our Core Christian values are the 5 C's - **Commitment, Creativity, Compassion, Co-operation and Courage**. They permeate our curriculum and are taught through our collective worship, within our curriculum and as part of our personal development programme.

Our vision is that everyone will know that they are loved by God. We nurture all children and adults so that they flourish as individuals and make the best of their God-given talents, through embracing our diverse world.

'Every good action and every perfect gift is from God. These good gifts come down from the creator of the sun, moon and stars. God does not change like their shifting shadows'.

James 1:17

International Children's Bible

We also support and follow the vision of the Diocese of Worcester Multi-Academy Trust (DoWMAT) of which we are a member school:

'To Love, To Learn, To Serve' sums up the DoWMAT's vision for those who come together to create the MAT, enabling all to flourish both as individuals and in community with each other; living life in all its fullness (John 10:10).

Equality and Diversity Statement

At Martley CE Primary School and Pre-School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

This policy is to be read in conjunction with the DoWMAT Health and Safety at Work Policy which can be found by following [this link](#).

Aims:

To create a safe and healthy environment for all members of the school community and visitors.

To make children, staff and parents aware of health and safety issues and minimize hazards and risks to help everyone stay safe.

To ensure everyone takes responsibility for identifying, reporting and/or dealing with accidents, hazards and faulty equipment.

To promote a culture of concern, care and consideration for self and for others.

To increase knowledge of actions to take in certain situations and have robust procedures in place for emergencies.

1. The Statement

1.1 General Requirements:

The Local Academy Board of Martley CE Primary School and Pre-School recognise their responsibility under the Health and Safety at Work etc. Act, so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognize the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations.

The LAB delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Governors recognize the Health and Safety at Work Policy created by the Academy Trust, DoWMAT, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

1.4 Local Management of Schools and Delegated Funding

The DoWMAT Trustees fully accept our responsibility as the employer for the health, safety and welfare of the staff and students in each of our academies. As such, the Board is fully committed to ensuring each DoWMAT workplace is one where all can undertake their roles and responsibilities safely; free from work related injury or ill health. This includes all employees, pupils within our academies, sub-contractors, partners, public and others who may be affected by our work activities. Good health and safety management will be an integral part of the way that we operate and will be considered across all work activities and services delivered.

The Governors recognize the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.5 Risk Assessment

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations,
- the Control of Substances Hazardous to Health (COSHH) Regulations,
- the Manual Handling Operations Regulations as amended,
- the Provision and Use of Work Equipment Regulations
- the Display Screen Equipment Regulations

1.6 Acknowledging Responsibility

This whole statement has been signed and dated by the Chair of Governors and the Headteacher.

A copy of the Statement is available from the school office.

A copy of this statement and the whole policy is available to and brought to the attention of every employee (both teaching and non-teaching). This is a legal requirement. The whole policy is available on the school website and a hard copy is displayed on the staff notice board in the staff room.

2. The Organisation

Persons involved in health and safety within Martley CE Primary School and Pre-School:

- Worcestershire County Council (as a maintained school)
- The Governing Body of Martley CE Primary School and Pre-School
- The Headteacher – Mrs Lucy Cox
- All teaching, non-teaching and support staff
- Cleaning contractors (A&E Cleaning)

2.1 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services (as Martley CE Primary School and Pre-School is a Voluntarily Controlled school)

a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Martley CE Primary School and Pre-School (under sections 2 and 3 of the Health and Safety at Work Act 1974).

b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.

c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.

b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.

c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.

d) advising the Head of Property Services (through Place Partnership) of structural defects that could adversely affect the health and safety of staff, pupils and other persons.

e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.

f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.

g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

h) the adoption of safe working practices by staff and pupils, and by contractors on site.

i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations. (This is delegated to the school office but overseen by headteacher)
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Place Partnership Ltd. Liaison Officer in the first instance.)

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their subject area.

- b) bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety/risk assessment policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed.

2.5 Other Teaching Staff, Teaching Assistants are responsible for:

- ensuring that they are familiar with and comply with the school safety policy.
- reporting any defects or problems affecting the health and safety of themselves, the pupils, other staff or any other person, to the Headteacher.
- co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.6 The Cleaning Contractor is responsible for:

- a) Ensuring that all staff are familiar with and comply with the school safety policy and all other relevant health and safety regulations.
- b) Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises.
- c) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- d) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing)).

- e) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors).

2.7 The School Office staff are responsible for:

- Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).
- Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of any completed risk assessments).

2.8 Gas and electricity

- installation and servicing certificates are kept in the school office
- Appliances are checked through service agreements with the LA. Reports are forwarded to school.

3 The Arrangements

3.1 Access and Egress, Housekeeping, Cleaning and Waste Disposal

The Headteacher is responsible for ensuring that ice, snow, leaves etc. are cleared in a timely and safe manner. In the event of snow and ice the first priority must be to clear all paths leading to entrances to the school, ensuring that all staff and pupils can access school safely. (**See Adverse Weather Policy**)

Cleaning is carried out at the end of the school day and appropriate signage is utilised. Internal waste and recycling bins are emptied daily and the external waste and recycling bins are emptied by Malvern Hills District Council. Any WEE products are collected by a registered company.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the School Office (Miss Owen, Mrs Lewis) who will record the information via the WCC County Council accident/incident reporting system (RIDDOR)

All accidents (except the most minor) should be recorded in the school's own accident book which is kept in the school office.

In the case of a head bump, the first aider will send an advisory text to parents/carers and issue a note, the child will be issued with a 'head bump' letter. The returned receipt should be forwarded to the school office.

If the accident is serious, the headteacher should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.3 Contractors (Management of)

All contractors for large projects are managed by WCC. Smaller jobs are the responsibility of the school and contractors are selected using guidance from Property Services. Contractors liaise with the Headteacher and the School Office when in school. They always wear identification badges and where possible work is carried out outside of school working hours. All builders and contractors must be offered the asbestos register and sign to indicate they have been offered this document when signing into school.

3.4 Contractors (Management of Asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors, who are competent (see OIC Handbook) are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy and OIC Handbook for advice, further advice can be sought from Scientific Services.

3.5 Contractors and Visitors on Site

The School Office will ensure that visitors and contractors are informed of any health and safety arrangements. All **visitors** are given a lanyard containing necessary health and safety information including fire procedures and first aid information. This is explained by the office staff. If necessary, visitor and contractors will be given access to the Asbestos Register.

3.6 Control of substances hazardous to health (COSHH)

Regulations state that all staff using hazardous chemicals know how to handle them safely and that a risk assessment is undertaken before any hazardous substances or chemicals are used. Risk assessments are written by the Headteacher. They should include the handling and storage of substances, provision and instruction on the use of specific personal protective equipment, safe storage and transportation, emergency procedures for cleaning spillages/escape including emergency evacuation procedures disposal procedures for waste, unwanted or spilt substances. The cleaning contractors (Lewis Cleansing) carry out COSHH assessments of all cleaning materials used.

3.7 Defect reporting procedures

Any defects should be reported to the school office and are recorded in a defects/repairs folder. All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed. The headteacher monitors that the defect has been rectified.

A report is produced for governors at termly intervals. The report is discussed at committee level where recent defects should be identified and outstanding works discussed.

3.8 Display screen equipment (DSE)

All staff including teachers with laptops have a duty to report any issues to the headteacher. The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be appropriately reported and resolved.

3.9 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the school office/Headteacher immediately.

Hardwired equipment is checked every 5 years via Property Resources. Portable appliances are tested (PAT) by an external company every year.

Defective electrical equipment should be reported immediately and labelled 'out of use'.

All relevant documentation is kept in the school office.

3.10 P.E. Equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that the equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the school office/Headteacher immediately. Equipment is checked annually by Sportsafe.

3.11 Fire Precautions and Emergency Plans

- Fire alarms are tested weekly and this is recorded in the fire log by the office Admin Team.
- All staff have a duty to maintain a safe working environment and have completed 'In the Line of Fire' (Schools) online training.
- Fire appliances are tested annually by an approved contractor.
- Fire drills are carried out twice termly on different days and at different times of day. These are recorded and outcomes reviewed and remedial actions taken.
- In the event of a fire the alarm is sounded and the fire brigade called by the school office. Designated staff check the building on exit and a roll call is taken at the assembly point in the main playground. Nobody is allowed to re-enter the building until given the all clear by the fire brigade.

Procedures for fire drills and fire alarms

- Upon hearing the fire alarm all persons (child and adult) should exit the building using the designated fire escape routes that are available in each room and assemble on the playground at the Assembly Point. Each room has an exit clearly marked with a green sign.
- Fire Registers are taken by the class teachers, the registers are then be checked and missing persons reported to the headteacher/senior teacher.
NB: NOBODY is to re-enter the building.
- Headteacher will check KS2 toilets (office staff if the Headteacher is off premises), fire wardens to check KS1 toilets.

3.12 First Aid and Medication

Martley CE Primary School and Pre-School ensures we have more than the required number of first aid trained staff. This ensures that all school trips can be accompanied by at least one first aider and that the school remains with appropriate cover.

Records of first aid training are kept in the school office and office staff are responsible for ensuring that these are kept up to date and qualifications renewed as necessary.

First aids kits are kept in the first aid cupboard located in our Brain Box room. Pre School keep their own on within Pre School as this is a separate building.

Office staff are responsible for restocking these kits. Should it be necessary to summon an ambulance it will be called by the School Office. If a parent or guardian is not available the child/children would be accompanied to the hospital by a First Aider or the Headteacher.

Medication

School has First Aiders who are able to administer prescribed medication eg antibiotics if necessary. Parents must complete a sheet detailing medications and dosage etc. All relevant paperwork is kept in the school office.

If medicines are administered, this is recorded and witnessed.

Parents are welcome to come and administer medicine to their children if they so wish.

Care plans are written for those children with special medical conditions. For those children with asthma, inhalers are kept with the children in their classrooms. Inhalers are taken on all off site visits and held by the visit leader who supervises their use if necessary. Information regarding all pupils with medical conditions are kept in the staff room and in pre-school, they are kept in the office.

3.13 Health and Safety Advice

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

3.14 Information Dissemination Process

Employees and students/volunteers:

Each year in September, all members of staff are made aware of all relevant Health and Safety and associated policies.

A handbook is also available for students, visitors and volunteers who work in school. Any new information is disseminated throughout the year via staff meetings and training and will be added to the staff noticeboard. All new members of staff receive Health and Safety information as part of the induction process.

All relevant documentation is held by the school office in the Policy File which staff can access at all times. The Health and Safety policy is also available via our school website and all documents are stored electronically on the school intranet. Health and Safety arrangements, including all the related Health and Safety Policies and staff handbooks are reviewed annually.

The review is carried out by the Headteacher and the governor responsible for Health and Safety using the Health and Safety audit and inspection workbook and other guidance issued by WCC.

Pupils:

The Headteacher and teaching staff are responsible for ensuring pupils are aware of existing and new Health and Safety information. This will be delivered either in assemblies or via class teachers in the classroom. It will also include sessions such as Bikeability, Road Safety and First Aid when appropriate. Pupils are also made aware of Health & Safety information through PSHEC lessons.

Visitors / contractors:

The School Office Staff will ensure that visitors and contractors are informed of any health and safety arrangements by drawing their attention to the information on the reverse of their visitor badges. If necessary, visitor and contractors will be given access to the Asbestos Register.

Governors:

Health and Safety is a standing agenda item at FGB meetings. The Headteacher or the governor responsible for health and safety will inform governors of any existing or new health and safety information at this time.

3.15 Lettings/Shared use of premises/Extended Services

Currently there are no lettings arranged using school premises.

The premises are used by the PTFA for events such as the annual Summer & Christmas Fayres and other fundraising activities throughout the year. All events are attended by the Headteacher and teachers who are responsible for opening and locking up school. The PTFA hold its own insurance and carries out risk assessments for all of its events. The Headteacher is responsible for checking and ensuring risk assessments are in place.

3.16 Lone working and Personal Safety

WCC provide guidance on Lone Working and it is recommended that lone working should be avoided. However in a small school this is often unavoidable. For example:

- Members of staff working alone at the end of the day
- Members of staff working in school in the holidays or at weekends
- Members of staff opening and closing the building
- A member of staff traveling in a car

We recognise that lone working is inadvisable but if it is unavoidable then staff should follow the guidance below to minimise associated risks:

- Keyholders to notify other keyholders of what time they expect to arrive / return.
- Some form of effective communication should always be carried (mobile phones)
- Always ensure access is available to a first-aid kit.
- When working alone in the school always ensure the doors remain securely closed.
- Do not work at heights on ladders
- Never attend an alarm call alone. If no one is available to accompany, wait until the police arrive before leaving your vehicle.

A risk assessment has been written giving guidance about lone working in school and issued to all members of staff. It is stored in paper form in the school office and in electronic form on the school intranet.

3.17 Maintenance and Inspection of Equipment

- P.E. equipment is inspected annually by SportsSafe – records kept in school office
- All P.E. equipment must be visually checked by staff prior to P.E. sessions
- ‘Outdoor wooded teaching areas’ - the teacher leading the outdoor activity will check the current weather and the weather forecast – strong winds and severe weather will negate the activity. They will also check boundaries and gates are secure and in good repair and to check the state of repair of resources and equipment. A visual inspection of the area for potential dangers such as sharp twigs, thorns and nettles will also be made. Pupils are fully instructed how to behave safely within the wooded areas.

- **Outdoor Play Equipment**

Our outdoor play equipment is checked annually by Sportsafe.

- **Playing Field/Ball Pen**

The field is maintained by a regular contractor employed by the school and visual inspections are carried out by staff prior to commencing activities and any debris and animal faeces safely removed.

Visual inspections of the Ball Pen are also undertaken by staff to ensure the surface is clear of debris and is safe to use.

3.18 Pond

The pond is located in the forest school – it is currently fenced off from the gardens and environmental areas. The pond is used for science lessons and for other curriculum areas and access is supervised by a member of staff at all times.

3.19 Offsite and Educational Visits

- The school has a minimum of two trained Educational Visits Co-ordinators (EVC)
- The EVC authorises all visit risk/benefit assessments prior to visits going ahead.
- Staff are required to undertake pre-visit checks as necessary.
- Teachers are required to complete risk/benefit assessments and store them on the school intranet/staff share. These are monitored by the Head of School/EVC
- Teaching staff and the majority of teaching assistants have attended Visit Leader training

3.20 Risk Assessments

Martley CE Primary School and Pre-School recognises that there is a need to undertake risk/benefit assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999). The Headteacher is responsible for ensuring risk assessments are undertaken and ensuring they are available to all members of staff. They are reviewed on an annual basis or sooner if necessary.

From time to time specific risk assessments are written eg for new and expectant mothers, care plans for special medical conditions or building work being carried out in school. All risk assessments are saved in electronic form on staff share but are printed and authorised in paper form prior to visits going ahead. An individual risk assessment is written for every offsite visit.

3.21 Smoking

The site is a 'NO SMOKING SITE', signage is displayed.

3.22 Stress and Staff Wellbeing

The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demands placed on them. This makes an important distinction between 'pressure', which can be a positive state if managed correctly and 'stress' which can be detrimental to health.

In order to manage stress levels staff are provided with adequate and achievable roles and tasks that are within their capabilities. The Headteacher is the Mental Health Lead.

A staff room is provided for staff to have a break and all staff are actively encouraged to make use of it. Any member of staff experiencing difficulties should report their concerns to the headteacher. Staff can they be signposted towards appropriate support and medical advice if needed. School have a wellbeing package through our school absence.

Where possible staff are encouraged to develop new skills and CPD is the entitlement of all employees.

To help maintain a work life balance staff meetings are planned, when possible, to finish by 5.00 pm. Planning is not required to be handed in for scrutiny, staff are not compelled to run after school clubs.

3.23 Swimming lessons (Public Pool)

- Currently we use Lower Wick Swimming Pool
- Trained life guards and a swimming instructor will be present during all sessions.
- Some members of staff who accompany the pupils will have completed first aid training.
- Lifesaving equipment will be available at the pool.
- Normal operating and emergency operating procedures are in place and the pupils are made aware of these during their first session.
- Pupils are accompanied at all times to minimise risk from members of the public

3.24 Training and Development related to Health and Safety

The Headteacher is responsible for Health & Safety Training and the induction of new staff. More specialist training eg for First Aid, manual handling, COSHH is undertaken with specialised providers as necessary.

3.25 Violence to staff and school security

- Access is restricted by the use of a security door, school staff are issued with a security fob to gain access.
- All staff, visitors, volunteers, and governors where colour coded lanyards and id badges to signify their particular role.

- No pupils or staff may exit via the main doors without being ‘buzzed’ out by the office or through a member of staff wearing a security lanyard.
- All staff are required to report all incidents of verbal or physical violence.
- Risk assessments are carried out for any individual circumstances which may pose a risk of violence.

3.26 Water Hygiene

The Control of Substances Hazardous to Health Regulations 2005 relate to the risks from hazardous micro-organisms, including legionella and chemicals such as biocides and chlorine. Under these Regulations Risk Assessments and the adoption of appropriate precautions are required to be made.

- The water hygiene log book is kept in the school office
- The School Office carries out water hygiene sampling and records and shares their findings with the headteacher.

3.27 Work Experience Pupils

Work experience pupils are given an induction, a health and safety briefing and a safeguarding leaflet by the headteacher or a senior teacher. These pupils are always monitored and supervised by a member of staff.

3.28 Working at Height

Under no circumstances should staff or pupils climb on chairs, tables or other items of furniture. Foot stools and stepladders are available for use and are annually inspected by the headteacher.

3.29 Vehicles on Site/car park arrangements

Car parking is a concern at Martley CE Primary School and Pre-School as there is limited space for parking. There is road side parking available but some of this is on the main road. Double yellow lines are in place on all local junctions and zig-zag lines are directly outside the school entrance.

Drivers must, when parking cars near the school, have consideration for the safety of pedestrians, other road users and the local community. School regularly reminds stakeholders about taking due care and attention when parking and driving near the school and reinforces this message regularly.