

# Beeston Hill St Luke's C of E Primary School



## HEALTH AND SAFETY POLICY

January 2020

## Policy Statement

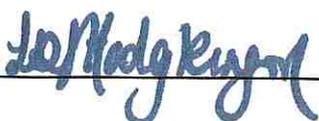
The following statement sets out the health and safety objectives for Beeston Hill St Luke's CofE Primary School.

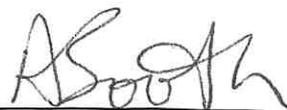
**We aim to ensure best practice in the management of Health & Safety in this school by undertaking the following:**

- We will take all reasonable steps to provide safe and healthy conditions for staff (including agency staff), pupils and others who may be affected by its activities.
- We will take all necessary steps to ensure compliance with all relevant health and safety legislation.
- We will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- We accept that health, safety and wellbeing are an integral part of all its activities and will take steps to manage these effectively.
- We expect all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health, safety and wellbeing and have regard for the health, safety and wellbeing of others.
- We are committed to providing the necessary information, instruction and training to all staff and pupils where applicable.
- We acknowledge and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively.
- We are committed to regular evaluation and review of our health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances.
- We will review this health and safety policy document periodically.
- We will set out full details for the organisation of, and arrangements for, the management of health, safety and wellbeing in the school.

Signed: Chair of Governing Body

Headteacher

Dated  2020

 2020

## Organisation and Responsibilities

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

**The Governing Body** has collective responsibility for ensuring that the Leeds City Council Schools' Health and Safety Policy is adopted and that arrangements are in place for the school to implement it. It is responsible for strategic health and safety planning and for periodic review of health and safety performance.

**Our Management Structure will** consist of a Health & Safety team made up of the following people:

School Manager  
 School Superintendent  
 School Handyman  
 Health & Safety Coordinator

This team will meet annually

**The Headteacher** is responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy.

**Members of the school H&S Team** are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers.

**key Stage Coordinators** are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

### 'Competent person'

The H&S Team has responsibility as the competent person for:-

- 1 advising the Headteacher & Governors the discharge of their legal duties and responsibilities under the Health and Safety at Work etc. Act 1974 and all regulations made there-under, and
- 2 for liaising with Leeds City Council's Health, Safety and Wellbeing Advisers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Officers.

**Leeds City Council's Health, Safety and Wellbeing Advisers** are responsible for providing advice and support on all aspects of health and safety.

## Implementation

**The Governing Body, Headteacher, and H&S Team** will implement the school's Health and Safety Policy by:

- Ensuring adequate resources, in terms of both personnel and finance, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's health and safety policy.
- Ensuring that responsible managers and staff are competent through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all staff (including agency staff) are familiar with, and comply with, the requirements of the school's health and safety policy and that all new staff are inducted into the requirements of the health and safety policy and any school and Leeds City Council guidelines and instructions.
- Ensuring that any contractors and sub-contractors who work in school premises have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
- Ensuring that the H&S Team at least annually to the Full Governing Body on health and safety issues within the school.

**Key Stage Coordinators** will ensure that:

- Any health, safety and wellbeing matters that they cannot deal with directly are brought to the attention of the Headteacher or School Manager.
- Significant hazards within their area are identified with suitable and sufficient risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Staff (including agency staff) and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Equipment and substances are suitable for the purpose they are used.

**Staff:**

All staff are responsible for:

- Complying with the school's health and safety policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with the school's Governing Body, Headteacher and Senior Leadership Team in complying with all relevant statutory provisions.
- Using all work equipment and substances in accordance with the information, instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to the school's Governing Body, Headteacher and/or the School Manager any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

**Specific Duties**

- **The School Manager** has a duty to carry out regular (termly) inspection of the workplace and report any concerns to the Headteacher.
- **The School Superintendent** under the general direction of the Headteacher is responsible for the day to day upkeep of the site and will in consultation with Neil Clark ensure that the boiler plant and equipment are operational and report any problems. She will carry out duties in a safe manner and ensure that equipment and materials are stored according to regulations. She will carry out safety checks as required by the Headteacher. She will ensure that emergency exits are all viable during school use and that all access points to the school are secured out of school hours.
- **Cleaning Staff** have a duty to make sure that materials are locked away after use and stored according to regulations. They must report any defects in the electrical cleaning equipment to the Site Manager. Faulty equipment will be taken out of service immediately.
- **Office Staff** have a duty to ensure that visitor controls are operating correctly, to maintain appropriate registration and attendance records in respect of staff, visitors and pupils and to request/check required documentation from external contractors on site

**Children:**

All children will be responsible for:

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their Teacher/ Headteacher.

## SCHOOL ARRANGEMENTS

### Accidents

1. In reality very few accidents can be attributed exclusively to bad luck; most are preventable. By being vigilant over the occurrence of minor mishaps we can reduce the probability of major injury.
2. A record is to be kept of all injuries to pupils and staff or visitors on the premises (the accident book). Details of the time of the incident, person involved, the nature of the accident, the injury sustained and the treatment given should be entered. All entries must be signed. These records will be periodically examined by the Headteacher.
3. Relevant report forms should be completed in respect of all **significant injuries** and retained in school. Accident report forms are required for completion not only in the event of injury being sustained but also when a hazardous incident occurs or when a significant injury (eg one where a person is referred to hospital, even if specified injury is not diagnosed) is suspected. Parents alerted to injuries that have happened at school need to be asked to inform us if they subsequently take the child to hospital. The Personnel Section at the LA need to be informed in case there is a later claim and in case they need to complete a report for the HSE.
4. When considering the cause of an accident it is useless to rely on memory. Establish what happened by allowing witnesses and/or injured parties to tell the whole story. Questions should be asked to clarify areas of doubt. Beware of jumping to conclusions and bear in mind that some witnesses may be afraid of repercussions and will need reassurance. Careful notes should be taken, with sketches if possible. The effort and time put into an investigation should be proportional to the potential severity of consequences of future reoccurrence. An aide memoire is useful:
  - Where and when did the accident happen?
  - Who was injured and what was the injury?
  - Who saw it happen?
  - What was the injured person doing at the time? Was this normal behaviour?
  - Were protective measures appropriate, understood and being used?
  - Was the person adequately taught or trained to carry out the activity?
  - Was there a defect in equipment or the premises?
  - Was adequate supervision in operation?

### Hazards

The following general points should be borne in mind:

- Working areas and exits should be kept tidy and clear. Children should be encouraged to store clothes or toys where others will not trip over them. 'Corridors' should be free from chairs, bags or other obstructions. Cupboard doors should be closed.
- Children should not be required to move or lift heavy objects. When tables are to be moved by children this must always be closely supervised with two children to a table.
- Any spillages should quickly be cleaned up to avoid dangers associated with wet floors.

### **Fire Precautions/Emergency Evacuation: Emergency Plan**

- The Caretaker will test the fire alarm call point system on a weekly basis . A record of these checks will be kept in the Blue Fire file.
- A fire drill will be held without warning at least once a term. A continuous buz is the signal for this. Everyone should know which exits are to be used from each area but should also be prepared to use alternative exits if normal routes are blocked. All staff and children are to strictly follow these guidelines:
- On hearing the fire alarm they should quickly and quietly file out of the area being careful to leave chairs and tables tidy, the last person to shut the door and switch off lights if this can be done without any delay.
- Line up in silence in the playground while the teacher calls the register by names. Classes will only be allowed back into the building when it has been checked and declared safe.
- All visitors should report to the visitor area on the playground for registration.
- A log of all evacuations will be completed by the caretaker.

Any person on discovering a fire should raise the alarm to initiate evacuation procedures and then request the Office, Headteacher or Caretaker to summon the Fire Brigade immediately. If a child discovers a fire s/he should report it to an adult. Staff should familiarise themselves with the alarm points. Staff should **never** put themselves at risk in attempting to fight a fire. However, minor fires may be quickly extinguished using the hand held extinguisher or hoses where there is no immediate danger. This will be the responsibility of all members of staff who have received fire extinguisher training.

When the building is used in the evenings and out of school hours fire evacuation notices are to be visible in all areas of the School. The person in charge of any group should be made aware of evacuation routes. Exit doors must be kept unlocked while the building is in use. The caretaker will be on site during lettings.

Day to day vigilance is necessary to ensure a high standard of fire prevention awareness. Heat sources and flammable materials should be kept apart. The following should be especially noted:

- Fire doors must be kept closed whenever possible and exit routes must be free from obstruction
- It is in everyone's interest to maintain a litter free environment; loose papers/boxes (eg for craft activities) need to be stored away tidily and kept to a minimum.

No combustible debris should be stacked by the side of the buildings or in the boiler houses.

- The School is designated a no smoking zone and all staff are expected to comply with this policy.
- The accurate marking and availability of registers is most important. All visitors to sign in on arrival.

### **Safety representative/safety and hazard inspections**

2 member of staff have a designated role in supporting good practice in Health and Safety. These people represent Health and Safety interests of colleagues and should be given every co-operation to fulfil Health and Safety responsibilities.

The Health and Safety Representatives will operate in staff interests but it must be remembered that the volunteers do not have any more legal responsibility in this area than other employees.

The Health and Safety Representatives at the School are Amanda Scadden and Neil Clark.

A record is kept of fire alarm call point checks, fire drills, contractors' checks of alarms, emergency lighting and fire-fighting equipment. Records of such checks are kept in the Fire Safety Checks File administered by the School Superintendent.

### **First Aid and Medication**

The appointed person for first aid is the Headteacher who will be responsible for taking charge of the situation in the event of serious illness or injury, for checking that emergency aid is summoned and for ensuring that relatives/parents are contacted. In her absence this responsibility falls to the Deputy Headteacher and then the Health and Safety Representative as part of the Senior Management and Leadership Team. The appointed person will also ensure that reporting procedures are carried out. Trained first aiders available in School are also expected to assist in these responsibilities. Several members of staff have an emergency first aid qualification and further training will be arranged on a periodic basis. A number of support staff are first aiders which is also reviewed regularly to ensure that training is provided periodically. The appointed person is responsible for the upkeep of first aid equipment. No other requisites or medication are to be used. For routine first aid, qualified staff will attend to casualties.

Extreme care must be exercised when dealing with injuries involving blood and body fluids; disposable gloves should always be worn. Where a child has a dressing which is seeping s/he should be referred for attention to the first aider.

Where a serious injury or illness occurs emergency medical aid must be summoned immediately. Great care should be exercised if that patient has to be moved; if any doubt exists over the severity of injuries then it is better not to move the patient. In such cases help should be summoned immediately.

Where a child is taken from School by ambulance it is highly desirable that a responsible adult accompanies the patient. Parents should be contacted at the earliest opportunity but on no account should provision of urgently needed medical treatment be delayed pending the arrival at School of parents. When parents are unable to get to School in time to accompany the ambulance, then a member of staff will be asked to accompany the child.

Where a child suffers a blow to the head or jaw the Headteacher and class teacher need to be informed. It is important that such cases are monitored carefully for any subsequent deterioration. Parents are to be informed of significant injuries/blows to the head before the child leaves School. This is normally done by telephone.

Where a child has a condition (eg diabetes, epilepsy, asthma) it is important that staff who come into contact in a supervisory role have knowledge of this and are aware of relevant precautions and

treatments. Such information will be conveyed through medical alert sheets in the register and verbally by the Headteacher to supply staff, but is to be regarded as confidential. Specific training for such conditions is provided annually for staff within the same year group.

It is extremely important that staff are aware of cases where anaphylactic shock may result eg sting or peanut allergies.

For children who have such allergies and who are likely to require urgent treatment eg through use of an auto-injector (eg epi-pen) clear instructions on procedures will be agreed with staff and parents. All members of staff who are prepared to administer these medicines will be provided with guidance from the School Health Service. Epi-pens should be kept in an easily accessible but secure place for the children and staff who need it. Please refer to the school's policy for Handling and Administering Medicines in school for further guidance.

### **Manual handling**

Many instances of lifting and handling take place every day and carry such a low risk that formal assessment is not required. However, there will be some occasions when lifting and handling tasks can present risks to the people who perform them.

These include:

- Carrying or lifting down of heavy boxes of equipment
- Lifting of children e.g. a disabled child for toileting
- Deliveries from suppliers e.g. heavy photocopier paper
- Lifting by individuals who have medical conditions which may be adversely affected
- Lifting /carrying in an area that may have obstacles or be wet

Wherever staff consider that there may be a risk of an accident or strain occurring as a result of a required manual handling operation, then the manoeuvre should not be attempted and advice sought from the Headteacher.

To reduce the risks to staff, care needs to be exercised whenever heavy objects are stored. They should never be placed on shelving above waist height. When faced with higher level objects, rather than attempt to lift these by oneself, assistance should be sought from the Site Manager or a colleague. Remember also that it is better to bend the knees than the back when lifting objects.

When retrieving objects from above waist height it is prudent to use stepladders. The sack trolley should be used for moving heavy loads around and in receiving deliveries. Wherever possible drivers should be encouraged to unload items and move them to a convenient storage place. The Site Manager, as designated person, will then move the items to their intended destination.

Lifting children can be particularly risky. Children with specific needs should have a personal care plan. Everyone who is involved in the care of the child needs to be aware of the plan which will include details of equipment used to move or support the child, such as a wheelchair, standing frame or mobile hoist. Where lifting equipment is provided e.g. a stair lift or hoist, then training will be provided on correct usage.

**Dangerous substances/materials**

All substances which may be hazardous to health are to be locked away in the cleaning stores or Site Manager's store room. They are covered by the Control of Substances Hazardous to Health Regulations of 1988 (C O S H H ). In School the most obvious substances used which must be locked away are: certain cleaning fluids; reprographic fluids/materials.

All cleaning materials not in use should be locked away in the Cleaning Cupboards.

**Electrical Safety**

This is probably the most dangerous aspect of Health and Safety concerns in schools. Simple common sense and vigilance can reduce the hazards however. Children should be regularly briefed on safety as part of their science work on electricity.

Access to electrical dangers should be prevented. The use of trailing wires should be avoided and switches and sockets need to be kept clear of display. Any damage to sockets/switches or plugs must be reported immediately to the School Manager. Such items will be taken out of use pending repair.

All portable appliances will be checked in accordance with recommended time schedules and listed. Personal equipment may be brought into school provided it PAT tested by Mr Clark before use. This will not be necessary for brand new items. Any faulty appliances are to be taken out of use and put into a secure place. Faulty appliances will be clearly labelled 'unserviceable - do not use'. All Staff have a responsibility to carry out visual checks of any portable appliances before use. Neil Clark will carry out regular electrical testing.

Plug in adaptors are not to be used. Extension leads must be fully uncoiled before use and are to be used as a temporary measure only.

Any repairs to electrical equipment must be done by approved contractors; staff must not undertake such repairs.

Care should be taken not to obstruct electrical heaters with combustible material of any kind.

**Contractors on Site**

The School Manager will make special arrangements with regard to health and safety when contractors need to work on site. Key factors are:

- Safe working practices
- Maintenance of safe exit routes
- Separation of contractors and pupils
- Notification of arrivals by contractors on site each day

A permit to work will be issued by the School Manager to contractors and they will be advised in writing of the school's own safety procedures and alarms.

**School Security**

All visitors to the School are required to report to Reception and 'sign in' on arrival. They will be issued with badges to assist staff in identification. Staff should as a matter of course challenge

visitors eg 'Can I help you?' or 'Have you signed in?' to ascertain the reasons for their visit. Visitors should also sign out on leaving.

Outside doors should be closed when children are in school so that visitors are guided through the main entrance. Care should be taken to check the identity of any unfamiliar adults entering School or collecting children. If in doubt about explanations or you are worried then contact the Headteacher or Office straight away.

Wherever possible, valuable equipment should be removed out of sight at the end of the day. Blinds/curtains should be drawn to hide equipment from sight if placed near windows.

Cash must not be left unattended at any time and the school safe must be used for overnight storage. Deliveries or withdrawals of cash will be carried out at various times in order to ensure no clear pattern emerges. It is advisable to carry a dummy or 'artificial' bag while keeping the actual cash close to the person.

The number of keys to the School is limited to Headteacher, Office Manager and Caretaking Staff .

All valuable items will be security marked in line with recommendations.

Pupils and ex-pupils seen on the premises out of hours should always be politely requested to leave with the explanation that by their presence they are running a risk of incrimination if any damage or crime occurs. They should not be approached antagonistically but if names are known these should be recorded and passed to the Headteacher. CCTV is in operation to assist with this.

The School is protected by a security alarm.

### **Road Safety**

In School matters of road safety are regularly drawn to pupils' attention. This will include times when road safety may be related to curriculum areas (eg a study of visibility in science). Road safety is also considered as part of an overall programme of PSHE.

### **Swimming**

The safety regulations and rules of the Swimming lesson provider should be consulted.

Children need to be aware of the need for strict adherence of rules about safety at the swimming pool. Behaviour which could jeopardise safety standards on the way to the pool, at the pool or coming back from the pool must not be tolerated and needs to be reported to the Headteacher.

### **Physical Education Activities**

Physical activities seem to present the greatest chance of accidents but in fact they do not if apparatus and equipment is correctly sited, used and supervised.

Correct clothing is important for PE activities. Loose clothing or untied long hair can present dangers for apparatus work. For indoor gymnastics children should use bare feet. Outdoor work will require footwear appropriate to the surface. Earrings should be removed prior to physical education lessons; this is not a task for the teacher.

The nature and duration of activities should take into account the weather conditions. In cold conditions the lesson must involve every child in vigorous activity whereas on very hot days care needs to be taken not to expose children to too much sun.

There should be an immediate 'stop' system understood by all and practised regularly. If an accident does occur all activity should first be stopped and the class should be inactive, quiet and safe. Help should be summoned; PE classes should never be left.

PE lessons present situations that require special consideration. Changing needs to be supervised until the last child is ready. Travelling to yards and the field should be supervised and should always be walking, not running. It is important not to have part of the class on the field and part in the changing room.

Equipment such as cones, skittles, posts and poles must be carried correctly.

Before any activity involving bats (particularly cricket / rounders) a reminder should be given about correct handling of the bat and safe fielding positions. Bats should never be swung indiscriminately and must not be thrown or dropped during a game - there are enough bats in stock to avoid sharing. This is particularly relevant for rounders.

### **Supervision**

Over half of all injuries to children at school happen in the playground, the main causes being collisions and slips, trips and falls. Children's play is regularly monitored but it is natural and healthy for them to let off steam. Playground supervision is as follows:

For morning breaks children will be ushered out to play by teachers, once they are satisfied that duty staff are on the yards.

At the end of play the correct procedures must be followed including maintaining silence in the cloakrooms..

At dismissal time staff should maintain a 'presence' around cloakrooms and exits.

It is important that teachers do not leave classes unsupervised; they should ensure that all resources are at hand before the start of the lesson.

### **Educational Visits/Sports Fixtures/Leaving of premises with a party**

We shall follow the recommendations for educational visits as set out in the Leeds LA documentation on Educational Visits and our school policy. This will involve planning visits using the Evolve program.

Any activity which can be termed an out of school activity should have the prior approval of the Headteacher. No children will leave the premises unless they are supervised and parental permission must be obtained in advance; this is a necessity even on short local visits.

The leader is responsible for appointing a deputy and making all those involved in the visit are aware of their role with regard to safety. Pre - visit preparation should include a reconnaissance by the leader if at all possible; this is essential for residential visits. Please refer to the Educational Visits Policy which is kept in the Safeguarding file.

**Environment/Circulation**

When displaying children's work, care should be taken to use stepladders correctly; one's waist should never be higher than the top of the steps. Ladders should be used only on level, firm surfaces and overreaching is to be avoided. It is not safe to climb on chairs and tables. Art work should not cover electrical fittings; this applies particularly to metal foil papers.

Children should not be allowed access to 'danger sites' ie boiler house, outside stores room, waste bin area, kitchen, cleaning storerooms.

Staff should insist on quiet ordered movement around school at all times. Children should be encouraged to be aware of others.

Staff and pupils should be vigilant in keeping corridors and walkways tidy. Objects should not be left on the floor unnecessarily. Children should be encouraged to hang up any coats, bags etc which fall on the floor in cloak rooms, in order to maintain safe and uncluttered exit routes.

The standard of cleaning should be high; if there are issues around cleaning then the Headteacher and/or School Manager should be informed.

**Pupil illness and Infectious Diseases**

If a child becomes unwell during the course of the day our policy is to inform parents by telephone in order that the child may be taken home. This will be dependent upon the condition of the child and the known family circumstances. If the condition appears serious then the child must be accompanied to hospital or emergency aid summoned with the parents being informed at the earliest opportunity. If a child appears unwell at the end of the School day it is important that parents are informed so that the sick child may be collected from school/rather than finding his/her own way home.

Where it is suspected that a child at school is suffering from an infectious disease (eg appearance of rash etc) the Headteacher should be consulted.

Where a child is sent to School suffering from illness the Headteacher should be informed in order that a request may be made to parents to keep the child at home until better. The recommendations for School absence in relation to infectious diseases are taken from 'Communicable Disease Control in Schools'

**Kitchen and Catering**

Responsibility for safety in the kitchen lies with the Catering Manager. The Kitchen Staff need to be particularly mindful of health and safety issues. The highest standards of hygiene must be observed in the preparation and serving of food, while everyone who works in the kitchen should have regard to potential hazards and first aid procedures.

Guidance documents on Health and Safety procedures in the Kitchen are held by the Catering Manager, who is expected to ensure that procedures are followed

**Staff Welfare**

The LA policy on Violence and Aggression at Work provides this definition on the issue:

*Any incident in which an employee is verbally abused, threatened or physically assaulted in circumstances arising out of the course of his/her duties*

Any instances of physical or verbal threats against staff by pupils, parents or members of the public should be reported immediately to the Headteacher.

The following is a list of recommendations in order to help safeguard individuals:

Risk	Action
Working alone in school	Ensure security doors are closed Use a room with a second exit Let friends/relatives know what time you expect to be home
Interviews with potentially aggressive people	Inform others in the team and if necessary have another member of staff present Keep classroom doors partially open Do not argue; leave the room and report to the Headteacher Choose a position near the door that allows easy escape
Administrative staff vetting entry into school	Keep security doors locked Call Headteacher if concerned
Banking duties	Vary times Use a dummy bag Do not resist demands for money with menaces
Alarm call response – key holders	Do not enter without police or before a reasonable time has elapsed Do not physically try to arrest or restrain the intruder
Unauthorised persons in the grounds	<i>In school hours:</i> Be polite in requests for them to leave Ensure you have colleagues present If in doubt call for the police <i>Out of school hours:</i> If individuals or groups refuse to leave, call police Do not put yourself in danger; leave premises, then summon assistance from police

**Monitoring of Safety Procedures**

<b>Inspection Check</b>	<b>Carried out by</b>	<b>Frequency</b>	<b>Recorded</b>
Emergency evacuation	Headteacher / Superintendent	termly	Fire book
Fire alarm bells	Superintendent	Half Termly	Fire book
Fire-fighting appliances & Smoke Alarms	Approved contractors	annually	Blue book
Emergency lighting	Approved contractors	annually	Blue book
Risk assessment	Headteacher and Health and Safety Representative	As required	
School Environment check	Headteacher or nominated Staff or Governor	termly	
Accident book	Headteacher	termly	Accident bk
Portable Electrical Appliances	N Clark	Annually	PAT file
Gas appliances in school and house	Approved contractor	Annually	Blue file
Outside play equipment	Approved contractor	Annually	Blue file
Water systems	N Clark	Annually	Water file
Asbestos	Approved contractor	Annually	EW
Kitchen	Approved contractor	Annually	Blue file
Tree Safety	Approved contractor	Annually	

**Audit and Review**

The principal means used for reviewing the school's health and safety policy will be:

- Annual audits by the H&S team of health and safety management in the school
- Annual reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective.