



Health and Safety Policy

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1. Introduction

Windlesham School places the greatest importance on Health & Safety matters and undertakes to conduct its operations in such a way as to ensure the Health & Safety of all its pupils, staff, visitors, and the general public.

To this end, the school will endeavour to create and develop a working environment in which there is an awareness of the vital importance of Health & Safety, and which encourages all staff to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

A policy document covering the organisation and arrangements for meeting the needs of the school is available from the Bursar. Risk assessments relating to specific areas of the school are available from the Site Manager.

We work to ensure that all staff will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare. The following documents form part of this Policy:

- Health & Safety Policy Statement
- Health & Safety Responsibilities for Governors, the Head Teacher and other staff
- Health & Safety Methods and Procedure Statements

2. Review

The Health & Safety Policy is reviewed annually by the Governing Body.

Health & Safety matters are also formally reviewed at meetings of the Health & Safety Committee comprising of the Bursar, Headteacher, Site Manager and Health and Safety Coordinator. The Head Teacher reports the key issues to each Full Governing Body meeting.

3. Windlesham School Health & Safety Statement

The Governors and Headteacher are fully aware of their responsibilities under The Health & Safety at Work Act 1974 and other Health & Safety legislation relevant to the school's operation. To meet these responsibilities, they regard Health & Safety of all people at Windlesham School of paramount importance and give it the highest priority.

The objective of the Health & Safety Policy is to minimise risks to Health & Safety of the Staff, Pupils and others affected by the school's activities, by identifying and then controlling hazards.

The Head Teacher, assisted by the Health & Safety Co-Ordinator, will provide a positive lead in organising Health & Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

Accident prevention is essential for the smooth and efficient running of the school requiring full cooperation between all concerned.

Staff are under a legal obligation to co-operate fully in Health & Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health & Safety Rules, Regulations and Requirements, and report any hazardous conditions to the Health & Safety Co-Ordinator, the Head of Finance & Operations, the Site Manager or the Head Teacher.

4. Health & Safety Responsibilities

The individual responsible for the day-to-day administration of Health & Safety in the School is the Health & Safety Co-Ordinator, but overall final responsibility lies with the Headteacher and the Governing Body. They will ensure so far as is reasonably practicable, that the school's policy, as set out in this document, on Health & Safety at work is effectively implemented.

In the absence of the Health & Safety Co-Ordinator, the responsibilities for Health & Safety will be assumed by the Bursar, Head Teacher or the Site Manager.

The Health & Safety Policy is reviewed annually by the Governing Body. Health & Safety matters are also reported by the Head Teacher to meetings of the Full Governing Body.

4.1 Governors' Responsibilities

- To ensure that there is an effective policy for Health & Safety within the School and to be responsible for ensuring the establishment and effectiveness of that policy
- To annually discuss the effectiveness of the policy with the Headteacher and ensure that any necessary changes are made
- To ensure that adequate staff, funds, and material are provided to meet the requirements of the Health & Safety at Work Act 1974 and subsequent Health & Safety legislation

4.2 Headteacher's Responsibilities

- To ensure that there is an effective Policy for Health & Safety within the School and to be directly responsible for the establishment and effectiveness of that programme
- To periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made
- To ensure that adequate staff, funds, and material are provided to meet the requirements of the Health & Safety at Work Act 1974 and subsequent Health & Safety legislation
- To ensure that responsibilities are properly assigned and accepted at all levels
- To ensure compliance with all aspects of the School's Code of Safe Conduct
- To ensure that all areas of the school are inspected, from a Health & Safety point of view, at the start of each term
- To meet with the Health & Safety Co-Ordinator at least fortnightly to review Health and Safety issues and act where appropriate

- To ensure that all staff have adequate training for the tasks that they are required to perform
- To ensure that all staff have read and understood the Health & Safety Policy
- To report on Health and Safety at each meeting of the School's Governing Body

4.3 Health & Safety Co-ordinator's Responsibilities

The Health and Safety Co-ordinator will:

- Ensure that Risk Assessments are undertaken as necessary across the school either in person or by another appropriately trained staff member.
- Review Risk Assessments and ensure any necessary remedial action is undertaken on a timely basis
 - Ensure that on joining the school all new staff are fully familiar with Health & Safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes
 - Lead **weekly** Health & Safety committee meetings, ensuring minutes of these meetings are captured.
 - Investigate potential hazards and dangerous occurrences. Investigate complaints from staff relating to Health & Safety and make representation to the Headteacher on these matters
 - Assist in investigating all accidents and dangerous occurrences and their causes recommending corrective action as necessary
 - Maintain a system to record, track and respond appropriately to Health and Safety Incidents involving the school including a **monthly inspection of accident reports**
 - Make representations to the Headteacher on matters affecting health, safety and welfare, making recommendations as necessary
 - Follow up notifiable accidents, occurrences and diseases
 - Regularly inspect equipment to ensure that it is safe and being operated correctly
 - Monitor the effectiveness of the implementation of the Health & Safety Policy
 - Support the site manager in effective management of all aspects Health and Safety and fire matters
 - Play an active part in staff training
- In conjunction with the Headteacher and Bursar, ensure that there is sufficient material and publicity for the Health & Safety Programme
- Maintain the School's Fire Safety provision in accordance with the School's Fire Risk Assessment undertaking appropriate training and running all necessary drills and checks
- Ensure a fire risk assessment is carried out annually alongside an internal termly check
- **Carry out annual off-site evacuation fire evacuation practice sessions with the whole school**
- **Carry out termly on-site evacuation fire evacuation practice sessions with the whole school**
- In conjunction with the School's First Aid Co-ordinators ensure that the School's First Aid provision is effective and meets with current HSE advice
- Inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Bursar
- Ensure that all areas of the school are inspected from a Health & Safety point of view with the Site Manager at the start of each term and with the Governor responsible for Health and Safety annually
- Undertake assessments under 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health & Safety at Work Regulations' and other Regulations appropriate, calling in experts in specific fields as necessary
- Oversee swimming pool safety ensuring that all staff and other adult users of the school swimming pool are familiar with and understand the Pool Normal Operating Procedures (NOP'S)

- Ensure relevant H & S training is maintained and up to date, including any annual H & S training for whole school delivery
- Report to governors on H & S matters for each termly meeting
- Produce an annual audit report following a H & S walk inspection assisted by the Premises manager, H & S governor and Bursar
- Ensure H & S is an agenda item at each staff meeting / briefing
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors and pupils.
- Monitor relevant logs currently stored in SharePoint Teaching Admin/Health & Safety Premises Checks

4.4 Site Manager's Responsibilities

- Inspect all new plant, buildings, and equipment for potential hazards, in conjunction with the bursar
- Ensure that all areas of the school are inspected from a Health & Safety point of view with the Site Manager at the start of each term and with the Governor responsible for Health and Safety annually
- Undertake assessments under 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health & Safety at Work Regulations' and other Regulations appropriate, calling in experts in specific fields as necessary
- Oversee swimming pool safety ensuring that all staff and other adult users of the school swimming pool are familiar with and understand the Pool Normal Operating Procedures

4.5 Bursar's Responsibilities

The Bursar will:

- Fully familiarise themselves with the Health & Safety Policy and the Statutory Instruments and regulations as issued from time to time
- Be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under their control
- Ensure that staff have adequate training, have read and understood the Health & Safety Policy and have received induction training where appropriate
- Ensure in conjunction with the Health and Safety Co-Ordinator that all new plant, buildings, and equipment are inspected for potential hazards, as necessary
- Ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept
- Ensure, in conjunction with the Health and Safety Co-Ordinator and Headteacher, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible
- Ensure that any piece of equipment found to be defective is immobilised until such time as a repair can be affected
- Be responsible for the control of Contractors within the grounds and premises, and ensure that they are familiar with the Health & Safety Policy, and have the relevant insurance etc in place where appropriate
- Ensure that all areas of the school are inspected, from a Health & Safety point of view, once per term
- Ensure that the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.

4.6 The Health & Safety Committee's Responsibility is to set up and implement all necessary procedures so that Windlesham School complies with legal requirements which ensure the health and safety of all its staff, pupils, and parents. This will include the writing/re-writing of the School's Health and Safety Policy and Code of Safe Conduct, the School's Fire Safety Policy, the Swimming Pool Normal Operating Procedures and the maintenance of safety records, accident investigations, assessments, and inspections. They will familiarise themselves with all relevant Health & Safety legislation, undertake all necessary training and take expert advice if required.

The school has a Health & Safety Committee which meets on a regular basis and its purpose is to carry out the following:

- To promote Health & Safety throughout the School
- To receive reports from the Health & Safety Co-Ordinator on the effectiveness of the implementation of the Health & Safety Policy
- To consider and introduce additional Safety Rules that may be required from time to time
- To ensure that current Health & Safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- To carry out any inspection of the school that may be required
- To consider what material, publicity or training should be used to help promote Health & Safety throughout the School
- To investigate any special hazards and to recommend action to be taken
- To consider any communication received from the Health & Safety Executive and recommend action to be taken as appropriate.

The Health & Safety Committee will be responsible for co-ordinating the implementation of the Health & Safety Policy and will keep under review measures taken to ensure the Health & Safety of staff with the objective of promoting co-operation between the management and staff.

The Health & Safety committee will meet once every half term:

- Review reports and statistics on accidents with a view to recommending corrective action
- examine safety audits, inspections and assessments
- consider legislation, reports and information to determine necessary action
- keep a watch on the effectiveness of policies, systems of work, training and communication.

4.7 Staff Responsibilities

Staff have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the school on matters of health, safety and welfare. They must familiarise themselves with, and comply with the Health & Safety Policy, School procedures and rules. Staff will:

- Ensure that all safe methods and procedures, where appropriate, are always followed
- Ensure that all classroom/work areas and equipment are safe before they are used by any person
- Ensure that working areas are kept clean and safe
- Ensure that protective equipment, where appropriate, is always used

- Ensure that any hazardous or dangerous conditions or situations are reported to the Health & Safety Co-Ordinator, Head of Finance & Operations or Headmaster without delay
- Report all accidents, damage, hazardous or dangerous conditions or situations to the Health & Safety Co-Ordinator, Head of Finance & Operations or Headmaster without delay
- Co-operate with and participate in the recording and investigation of all accidents and conduct of assessments and inspections
- Ensure the maintenance of good housekeeping standards
- Review the safe operation of all work equipment
- Within their working areas, regularly inspect the workplace regarding the suitability of equipment provided for the Health & Safety of staff, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances
- Carry out Risk Assessments where required and pass a record of their findings to the Health and Safety Co-Ordinator
- Wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate
- Familiarise themselves with First Aid and Fire procedures
- Comply with the School's Code of Safe Conduct
- Close all external gates to stop intruders while children are on site.

5. Health and Safety Methods and Procedure Statements

5.1 Code of Safe Conduct

- Conform to the 'Health & Safety Policy', all Health & Safety rules and signs, fire precautions and emergency procedures
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these
- Report all accidents, near misses, potential hazards, and damage immediately
- If personal protective equipment or clothing is provided, it must be used and properly looked after
- Do not interfere with or misuse anything provided for the Health & Safety of staff
- Do not act in a way that could endanger yourself or others; do not play practical jokes
- Do not run, especially on stairs or steps. Use handrails; never read while walking
- Keep your work area tidy and clear of obstructions; do not leave things lying around
- Clean up any spilt liquids, tracked in rain etc. immediately
- In the event of you being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back GET ASSISTANCE if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder or steps, ensuring that it is in good condition
- Electrical equipment is regularly checked and is normally safe when properly used, BUT:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it

- never attempt electrical repairs unless authorised
- always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
- always switch off equipment if not in use.
- Never stand on a chair or table when putting up displays.
- Information on any specific hazards and precautions (e.g., COSHH, DSE) will be issued as appropriate and is available from the Health & Safety Co-Ordinator. Training in dealing with hazards will be conducted as appropriate.

6. Training

On joining the school, as part of their induction process, all staff will be informed of the general Health & Safety aspects of their employment and of any specific information appropriate to them.

All staff will be informed about, and trained in, Health & Safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting Health & Safety, and otherwise will be adapted and repeated periodically where appropriate.

Training and guidance will be given either by reference to this Health & Safety Policy Document or by other means as deemed appropriate.

The Site Manager, and any Premises, Ancillary and Ground Staff will be given training, as necessary, and appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health & Safety are both regarded as being of paramount importance and all staff will be required to read the Health & Safety Policy Document.

Health & Safety training will be given to staff as and when deemed necessary by the committee, but at least annually and when there are significant changes to legislation.

6.1 Playground Safety

Staff have a duty rota to ensure that adequate supervision is always available. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the school grounds that has become unsafe, they report it to the Site Manager to designate it 'out of bounds' and ensure that it is not used until it is declared safe, following remedial work.

The Playground areas for the Nursery and Reception are enclosed to ensure the safety of the younger children. Staff make daily checks in these areas to ensure the environment and resources (both inside and outside) are safe (eg socket covers on, outside area checked for animal faeces and rubbish).

6.2 Fire

The school has a full Fire Procedure in place and Fire Drills are carried out each term. A full Fire Alarm system is in place with some areas covered by automatic detectors to always ensure early warning. Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the school.

6.3 Off site Activities, Trips and Visits

The school operates a separate School Trips Procedure.

6.4 First Aid and Medicine Control

A separate First Aid Policy is in place.

6.5 Security of Site

The school has taken all reasonable steps to prevent unauthorised entry to its premises.

All buildings are locked at night when not in use and buildings are protected by intruder alarms. Entry to the School is secured throughout the school day for pupil's safety using a keypad locking system at the two entrances. Visitors are required to contact the School Office to identify themselves before being permitted to gain access to the school. A badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether they should be on the premises.

6.6 Machinery and Plant

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health & Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- Inspection of Guards and Mechanical Equipment by Site Manager and Teaching Staff before use
- Annual Checks on Electrical Equipment
- Annual Service of Fire Extinguishers
- Annual Service of Heating and Ventilating Equipment
- Five yearly checks on Fixed Wiring Installations
- Annual checks on Fire Alarms (with weekly tests by Site Manager)
- Quarterly service of lift

6.7 Swimming Pool

The school swimming pool is subject to a separate set of Pool Normal Operating Procedures.

6.8 Reporting Procedures - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health & Safety Executive (HSE) by the HSE Approved Method if the following occurs:

- I. Fatal Injury to Staff, Pupils or any other people in an accident on the premises
- II. Major Injury to Staff, Pupils or any other people in an accident on the premises - The Major Injury as listed in the HSE Regulations
- III. Dangerous Occurrences listed in the HSE Regulations.

b) Reporting

- I. A report will be sent to the HSE of any notifiable incident covered by I), II) and III) above
- II. A report will be sent to the HSE for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days
- III. A report will be sent to the HSE in the case of ill health listed in the Regulations

- IV. When reporting of accidents to pupils, HSE will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and staff c) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME: DATE: PLACE: PEOPLE INVOLVED: DESCRIPTION OF EVENT

7. Hazardous Substances

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- 1) Listing of Substances being used to establish whether they come under COSHH Regulations 2)

Carry out COSHH Assessment having regard to the following points:

- a) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control
- b) Control Measures to be adopted
- c) Maintenance of the Control Measures
- d) Monitor the situation to establish that the measures are effective.
- e) Undertake Health Surveillance where relevant
- f) Carry out Instruction and Training to ensure the following are understood:
 - I. Use of the substances, their handling, storage and disposal
 - II. Emergency Procedures
 - III. Methods of Control
 - IV. Use of Personal Protective Equipment
 - V. Record all information on relevant assessment form.

This type of assessment would be carried out by the Health & Safety Co-Ordinator with assistance from other personnel as required.

8. Display Screen Equipment

The school, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations
- If there is a 'user' carry out an analysis of the Workstation to assess risks to Health & Safety - Work Station includes
 - Display Screen Equipment, ancillaries, chairs, desks, and immediate surrounding environment
- Implement any requirements established following the risk assessment above
- Encourage users to take regular breaks from screen activities or changes in activities after extended time, approximately 50 minutes.
- Provide eye and eyesight tests for the 'user' or any person about to become a user

- Train the user or any person about to become a 'user' on the Health & Safety aspects concerned with the use of the Workstation

Precautions:

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark
- Avoid wearing light coloured clothing which can reflect light on to the screen
- Look into the distance periodically – at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

9. Risk Assessments

Risk Assessments will be carried out on all new activities at School in line with the requirements of The Management of Health & Safety at Work Regulations 1999.

The Assessment will establish the following:

1. The Hazards associated with a particular activity
2. The Potential Frequency and Severity of an accident
3. The Control Measures being employed to minimise the risk of an accident occurring
4. Any Further Action to be taken to adequately control the hazard.

These Assessments will be carried out by the Health & Safety Co-Ordinator or School Staff as appropriate (for example, when activities or equipment are reorganised or modified) and are reviewed annually. Please refer to the Risk Assessment Policy for further details.

10. Manual Handling

The school is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

1. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
2. Where activities involving risk cannot be avoided, they will be subject to an assessment.
3. The risk of injury will be reduced as far as reasonably possible:
 - a) assistance from other personnel
 - b) use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

11. Work at Height

The school is aware of the requirement to control work at height to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

To ensure that the school complies with these regulations, the following will be considered:

1. Work at Height will be properly planned and organised
2. Those involved in Work at Height will be properly trained and competent
3. A Risk Assessment will be carried out to establish the correct access equipment
4. Equipment for Work at Height will be properly inspected and maintained

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The school will further comply with the Work at Height Regulations by taking account of the following:

1. Avoiding Work at Height if reasonable to do so
2. Using work equipment or other measures to prevent falls where Work at Height cannot be avoided
3. Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall

12. Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all Health & Safety requirements whilst on the school's premises.

13. Control of Contractors

The school is aware of its obligations under The Health & Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

To meet these obligations, The School exercises control over major contractors in the following way:

- 1) Identification of suitable bidders. The following items will be considered:

II) Adequacy of Health & Safety Policy

III) Control Structure

IV) Safe Systems of Work in Operation

Training Standards

- 2) Apart from normal site hazards the following will also be considered:

- a) Identification of hazards in the specification. The Contractor will be required demonstrate that these hazards have been adequately considered

- b) Special Hazards applicable - e.g. Asbestos
- c) Safe Access to/egress from the site
- d) Confined Space Entry
- e) Chemical Storage
- f) Occupational Health Risks including Noise

3) Acceptance by contractor of School safety rules for the site. A full list of Site Rules would be prepared and made available for contractors.

4) Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

14. Stress

The school is aware of the potential for stress to affect staff and has a Policy to address this issue.

15. Occupational Health

It is the school's policy to protect its staff as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs
- Establishing and maintaining appropriate standards for health and hygiene relevant to each staff
- Identifying possible health hazards within the working environment
- Advising on the prevention of occupationally induced health problems with a view to improving staff health and performance
- Providing an efficient first aid service
- Ensuring that occupational health provisions are within, and assist, School Health & Safety policies and that they comply with all relevant legal and statutory obligations

16. Dealing with a Health & Safety Emergency

The school is aware that an unexpected Health & Safety Emergency can cause major disruption to its activities and can also affect the school's image and standing within the community if the situation is not handled in an appropriate way.

To meet this potential eventuality and to ensure that the School and its Staff are as prepared as it is possible to be, the school has devised an Emergency Management Plan.

The Emergency Management Plan details action that various members of Staff need to take to ensure that the emergency is dealt with in an appropriate and professional way to allow things to return to normal as soon as possible.

17. Monitoring Policy

The Health & Safety Policy will be reviewed annually by the Governing Body as well as on an on-going basis by the Headteacher and Health & Safety Committee.

There will be an inspection of the school and full review at least every twelve months by a representative of the Governing Body to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

18. Smoking

This is a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues.

Smoking on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.

Staff discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

19. Alcohol and Other Substances

When working directly with children, staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

20. Asbestos

In line with the requirements of the Control of Asbestos Regulations 2012, the school has carried out a survey of the premises to establish whether any Asbestos is present and if so where it is located, recording steps that need to be taken either to remove or control the Asbestos.

21. Slips and Trips

The school is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The school is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

To address these issues, the school adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for staff and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist.

