



## Health and Safety Policy

**Adopted by the Local Governing Board: Spring 2018**

**Review: Spring 2020**

**Responsible body:** The Good Shepherd Trust (GST)

The Good Shepherd Trust employer responsibility:

The overall responsibility for health and safety at Waverley Abbey C of E Junior School is held by the Good Shepherd Trust who will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements and arrangements
- Periodically monitor and review local health and safety arrangements
- Ensure adequate training for all responsible staff

### Statement of general policy on health and safety

The GST Board and Local Governing Boards

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, pupils and visitors.
- Require all managers, in the school community, to act in accordance with the Local Governing Board policy and procedures and require same of persons that they supervise and take responsibility for.
- The Local Governing Board and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, to ensure compliance with all relevant health and safety legislation and will as far as is reasonably practicable ensure:
  - A school/workplace in a safe condition.
  - A safe working environment.
  - Safe systems of work.
  - Safe plant and equipment.
  - Safe access and egress to all areas of the school.
  - Safe handling, storage and use of substances.
  - Sufficient instruction and training supervision
  - Comply with statutory requirements as a minimum standard of safety

In support of the above, the Local Governing Board and Headteacher will ensure an adequate process for all necessary risk assessments to be carried out and communicated to all relevant persons and for the significant finding to be properly incorporated into the school's health and safety procedures.

## **The Local Governing Board (LGB)**

The LGB agrees and monitors the successful implementation of the health and safety policy. The LGB further ensures via the school's delegated budget that sufficient and appropriate resources are allocated to implement its health and safety policies. The LGB specifically:

- Ensures the inclusion of health and safety targets in the School Development Plan where applicable.
- Has a nominated LGB member link for health and safety - see autumn LGB minutes for annual appointment - as a link between the LGB and the wider school community, who stays up to date with school health and safety initiatives and informs the LGB accordingly.
- Has H&S as an agenda item for LGB meetings each term and receives a termly report from the Headteacher which is reported to the LGB. This report includes information on:
  - Accident/incident analysis
  - Relevant health and safety information received from GST or its advisers.
  - Progress of any health and safety targets in the SDP where applicable
  - Suggestion on future health and safety initiatives.

The LGB facilitates any necessary reviews of the school's health and safety policy and procedure as may become apparent via the strategies above.

## **Headteacher**

As Senior Manager for the premises and of all on & off-site school related activities, the Headteacher is responsible for the day to day management of health and safety. The Headteacher advises GST/LGB of any health and safety issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher ensures that:

- The contents of this policy are brought to the attention of all relevant persons.
- A process for risk assessments is applied within the school.
  - All appropriate areas/activities are covered
  - Appropriate control measures are implemented, and that
  - Assessments are monitored and reviewed as necessary.
- There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Appropriate staffing levels for safe supervision are in place.
- An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building.
  - Play equipment.
  - Gym equipment.
  - Fire appliances.
  - Boiler/heating systems.
  - Portable electrical appliances.
  - Water systems.
  - Swimming pool.

- First Aid/medical facility and equipment.
- Premises staff equipment.

An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Training includes:

- Headteacher health and safety awareness
  - Health and safety Induction training for all new and temporary staff
  - Emergency/Fire Training for the whole school community.
  - First Aid
  - Risk Assessment
  - Health and Safety Coordinator
  - Lifting and Handling
  - Working at Heights,
  - Fire Risk Assessment
  - Premises Manager training and any further specific health and safety training identified by the training needs analysis as being necessary and appropriate.
- Adequate and easily retrievable health and safety training records are available and up to date.
  - The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the management of health and safety regulations.
  - A school's Educational Visits Co-ordinator is appointed and trained accordingly.
  - Contractors including catering, cleaning and grounds staff and other authorised visitors to the school are appropriately managed and monitored.
  - Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
  - Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly. Records must be kept
  - The fire risk assessment is updated every year and/or whenever significant changes or building works might affect the means of escape.
  - The school has appointed a Health and Safety Co-Ordinator who is the SBM.
  - The Deputy Headteacher is suitably instructed to take day to day responsibility for health and safety in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff e.g. a Health and Safety Coordinator who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **Deputy Headteacher**

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

### **Health and Safety Advisor**

The school buys back annually into the Health and Safety SLA (Babcock 4S), and Strategic Risk Management (Surrey County Council) SLA for advice, policy and guidance.

### **Health and Safety Co Ordinator**

The School Business Manager is the Health and Safety Co Ordinator.

The Health and safety Coordinator carries out health and safety functions and maintains an overview of the health and safety organisation and management of the school and reports to the

Headteacher accordingly. Specific functions of the Health and safety Coordinator include:

- Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
- Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
- Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arranging for termly evacuation drills and weekly fire alarm tests etc.
- Advising the Headteacher and/or GST of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered. This includes a termly health and safety walk with a member of the LGB appointed annually at the first meeting of the autumn term
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors including catering, cleaning and grounds staff visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all Senior Managers including Phase Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- Ensuring that the school complies with Legionella testing, asbestos management requirements and any further health and safety requirements.
- Ensuring new, transferred and temporary staff receive appropriate health and safety induction training.

## **Line Managers**

Phase and Year Leaders are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers ensure that:

- The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- Any equipment/appliance which has been identified as being unsafe is removed from service.
- The health and safety training needs of staff are identified and the Headteacher informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- First aid provision is adequate.
- Pupils are given relevant health and safety information and instruction.

## **Teaching Staff** Including supply staff

Teaching staff are responsible for the health and safety of all pupils under their control and in particular must ensure:

- Effective and appropriate supervision of the pupils that they are supervising.
- That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- They know the emergency procedures.
- Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- Health and safety will be included in every staff meeting agenda. That they report any defective equipment to the relevant person.
- All accidents and incidents are reported and reviewed or investigated.
- The staff leading cookery lessons are responsible for ensuring safe working practises, including the use and storage of equipment (and ingredients), hygiene, and with regard to food allergies, dietary and religious needs.

## **Caretaker**

The Caretaker is responsible to the Headteacher and the School Business Manager, and in particular will ensure:

- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/and from the school, and the main circulation areas. These may be carried out with others such as LGB members and the Health and Safety Co-ordinator. A report must be provided.
- That persons they supervise only undertake work for which they are competent.
- That any personal protective equipment issued is suitable for the task and that training is provided in the correct use of the equipment.
- That all staff work in accordance with safe working practices issued by the school, the GST etc.

## **All Employees** including temporary and volunteers

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. In particular all employees must:

- Participate in the school's risk assessment process and comply with findings.
- Report any defects in the condition of the premises or equipment of which they become aware.
- Report all accidents/incidents in accordance with the school's procedure.
- Be familiar with the procedure to be followed in the event of a fire/emergency.
- Make use, where relevant, of personal protective equipment provided for safety or health

reasons.

- To follow all relevant codes of safe working practice and local rules.
- To report any unsafe working practices to their Line Manager.

## **Arrangements and Procedures for Health and Safety**

The following procedures and arrangements have been established within Waverley Abbey School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **1. Accident Reporting, Recording & Investigation**

Covered with all new staff on appointment with regular reminders given on the procedure.

### **2. Asbestos**

An updated asbestos register renewed in July 2013, together with annual inspection reports is kept in the School Business Manager's office, in the Emergency Plan folder; contractors have sight of the survey before commencing any work on the premises and sign to confirm that they have read it.. The Headteacher/ will advise the LGB on the appropriate action regarding potential work in areas where asbestos may be found.

### **3. Contractors**

Contractors are often already known to the school, having already successfully carried out work on the premises. Project Managers usually manage complex projects. Pre-start meetings between the Project Manager, contractors and the school are to held to agree arrangements for the induction of contractors, exchange of health and safety information, safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors' working methods, how and to whom staff should report concerns.

### **4. Curriculum Safety**

Teaching staff will undertake suitable (written) risk assessments prior to commencing educational visits and hazardous activities. Staff will not undertake such activities that require specific qualifications.

Bi - annually the PE teacher who takes swimming lessons will receive swimming update training.

Pool operating procedures and emergency plans will be reviewed annually and relevant staff trained prior to the start of each swimming term.

Staff will receive update training in safe practices in the use of apparatus and teaching educational gymnastics as necessary.

### **5. Drugs & Medications**

See Administration of Medicine Policy/Supporting Medical Needs Policy.

### **6. Electrical Equipment [fixed & portable]**

See 'Electrical Safety Policy' in Staff Handbook

### **7. Fire Precautions and Procedures and other emergencies**

The School Business Manager, LGB representative and Headteacher are responsible for undertaking and reviewing the Fire Risk Assessment annually.

Fire extinguishers are checked annually by an approved contractor.

Fire drills are held once per term. The efficiency of the drills is recorded by the School Business Manager in the Fire Risk Assessment and the LGB is informed via the Headteachers' termly report

All staff are responsible for checking common areas they pass as they evacuate the building. The school must be evacuated as quickly as possible to the assembly point beyond the trim trail on the field. Teachers are requested to keep fire exits clear at all times. Staff receive training on evacuation procedures. A register of actions is kept by the School Business Manager and reported annually to the LGB. The panic alarm and break glass points are tested weekly by the caretaker and School Business Manager. Emergency lighting is tested annually by a competent electrician and quarterly by the school. Regular maintenance plans for portable fire appliances will be carried out and recorded.

#### **8. First Aid**

Regular first aid training is provided for all staff. SBM maintains the training records. Minor issues are dealt with by staff on duty with more serious injuries and all head injuries referred/treated by the school office. SBM is responsible for reporting accidents to Surrey County Council via the OSHENS system.

#### **9. Glass & Glazing**

Glazing in doors and side panels is safety glass and all replacement glass is of safety standard. The school has had a safety glazing risk assessment.

#### **10. Hazardous Substances**

Chemicals are used in the swimming pool; Dry chlorine, dry acid, and chlorine granules are stored in a locked cupboard by the pool and used only by the caretaker once he has been trained in safe usage by Surrey County Council. Pool chemicals are stored in double locked cupboards. We are also advised by our supplier, Bettins. Data sheets are kept in the Caretaker's room and school office and checked by Caretaker and School Business Manager to ensure the correct PPE is available and being used.

Small quantities of surgical spirit, ethanol, (flammable cobalt) chloride, copper sulphate, sulphur (harmful) are stored in the science store on a high shelf. The Science Leader controls their usage.

The cleaners and caretaker use various routine cleaning substances, which are kept in locked cupboards in the main school corridors, near to the kitchen. The caterer also uses routine cleaning substances, which are stored in the kitchen area in a cupboard. The kitchen remains locked at all times when the catering staff are not on site.

#### **11. Health and Safety Advice**

The school uses Babcock4S to obtain competent safety advice. The Health and Safety Adviser is Ken Holdsworth, 01372 834292, email [kenneth.holdsworth@babcockinternational.com](mailto:kenneth.holdsworth@babcockinternational.com).

#### **12. Housekeeping, cleaning and waste disposal**

One large wheelie bin is emptied weekly by the school's waste contractor. Two cardboard and paper recycling bins are emptied fortnightly during term time by the same contractor and one food waste bin is emptied weekly. The waste bins are all located at the rear of the school close to the kitchen. Waste is minimised due to the cardboard and paper recycling. Bins should be chained to decrease the risk of arson attack. Sanitary bins and medical waste containers are emptied monthly, as per the annual contract with PHS. The Health and safety Co-ordinator also reviews the contracts and procedure of contractors and is satisfied.

The buildings are cleaned daily by Wettons, supervised by the Caretaker, with the caretaker responsible for offices and staffroom. Wet floor cleaning is indicated by hazard cones to

minimise the risks of slips and toilet doors are left open until the floor is dry. Glass and sharp objects are wrapped in paper before their disposal. Grit is ordered in November in case of snow and ice; the caretaker uses the grit in a spreader as and when necessary in adverse weather. The school may occasionally close, due to heavy snow, although whenever possible the school will remain open. During very heavy snowfall, staff have in the past attempted to clear the drive and playgrounds.

### **13. Handling & Lifting**

The caretaker has attended lifting/handling and ladder courses. A list of courses attended and dates is maintained by the School Business Manager. All staff have been signposted to the up to date HSE guidance documents in the Staff Handbook. Staff are advised not to lift heavy items. Occasionally the lift is used to transport heavy items to the upper floor. Office staff ask the caretaker to move heavy deliveries; who uses a sack trolley. A small trolley has been provided for the office staff to transport smaller items to various locations. Pupils are never lifted. If a pupil falls and the accident appears to be serious, he/she is left in situ until the ambulance arrives. Common sense is required in this area. See HSE guidance in Staff Handbook

### **14. Jewellery**

Parents are advised that earrings can be hazardous. Generally no child will be allowed to wear earrings for PE, swimming or games. They must be able to remove them and to look after them. Staff are not permitted to remove earrings. Surrey County Council guidance on earrings changed in October 2017 to permit the taping of newly pierced ears when the earrings cannot be removed for a period of time. This has been communicated to parents as a risk for which they take full responsibility. This is not permissible for swimming and children will be excluded from this activity if they are unable to remove earrings. They must have the tape applied at home or be able to apply it themselves. Staff are not permitted to apply it. The PE Teacher has prepared appropriate risk assessments to cover this eventuality. Parents are strongly advised only to allow ears to be pierced during the long summer break. This policy is communicated via school newsletters and forms part of the New Parent Pack issued to all new starters. Bracelets are not permitted and watches discouraged. Watches must also be removed for PE/games. Only gold stud earrings should be worn if parents feel the need for their child to have earrings.

### **15. Legionella**

Thomson Environmental Services visit the school twice per year to carry out a site service visit, testing water temperatures and checking boilers and water tanks. This often necessitates cleaning and disinfecting the water tanks due to sediment deposits. The Caretaker carries out water temperature checks in between these visits. Thomson Environmental records are held in the Water Management folder in the school office. The caretaker holds records of the intervening checks he completes. A review of the water management records forms part of the Health and Safety walkaround and is reported to the Resources Committee accordingly.

### **16. Lettings/shared use of premises**

Currently one group uses the school for indoor lettings when the school is out of session, use is restricted to the hall.

Friends of Waverley Abbey (FOWA) use the buildings for fundraising functions. They are covered by the school's insurance policy. Public entertainment licences are obtained by FOWA.

The emergency lights are tested quarterly.

### **17. Lift**

See "Use of the School Lift Policy" in Staff Handbook

## 18. Lone Working

Should it be necessary for staff to work alone, they should inform another person, either a relative or a colleague, of their whereabouts, be in contact by mobile telephone and lock entrance doors. Cars should be parked out of sight of the road. High risk activities should not be carried out and in general, lone working is generally discouraged.

## 19. Long Term Evacuation Plan

The school has an Emergency Action Plan, copies of which are kept in the Grab Bags, School Business Manager's office, Head's office, with the Deputy Head, Phase Leaders and Caretakers also holding copies. All Saints School, Tilford, is the partner school if a full evacuation becomes necessary. They also hold a copy of the Emergency Plan together with the LA, GST and Diocese.

## 20. Maintenance / Inspection of Equipment

<b><u>Equipment</u></b>	<b><u>Frequency of inspection</u></b>	<b><u>Company</u></b>	<b><u>School tests</u></b>	<b><u>Worksheets</u></b>	<b><u>Comments</u></b>
Fire extinguishers	Annually	Chubb		√	
Fire alarm	Annually	Advanced Electrical	Weekly		
Security Alarm	6 monthly	Admiral			
Emergency lighting	Annually	Advanced Electrical	Weekly	√	
Lightning protection	Annually	Advanced Electrical		√	
Fixed wiring	5 yearly	Advanced Electrical		√	
Portable appliance testing	Annually	National Test Services		Online results	Caretaker to test one off items brought into school
Air conditioning	Six monthly	EAC		√	
Lift	3 monthly	Kone		√	
Boilers	Annually	BTU		√	
Gas pipework	Annually	BTU		√	
Kitchen ventilation	Annually	Acorn			
Water Hygiene	Six monthly	Thomsons	Weekly	√	Full report provided
PE equipment/trim trail	Annually	SCC		√	
Rabbit control		Weyvalley			As necessary

<b>Mice control</b>	<b>3 monthly</b>	<b>Weyvalley</b>			
<b>Swimming pool</b>			<b>Three times daily when in use</b>		<b>By caretaker</b>
<b>Drains</b>			<b>Annually</b>		<b>By caretaker</b>
<b>Stepladders</b>			<b>Annually</b>		<b>By caretaker and SBM</b>

## 21. **Monitoring the policy**

Workplace maintenance inspections are carried out by the caretaker, School Business Manager and Headteacher. A report is written and acted on by the caretaker and School Business Manager and actions are reported back to the LGB via the Headteacher's report. The accident book is checked during these by the LGB member appointed as the health and safety link when they visit school.

## 22. **Personal Protective Equipment (PPE)**

The caretaker is provided with a set of PPE to conform with the relevant data sheets for the chemicals in use at any given point. Goggles are issued to children for use in science lessons, when necessary.

## 23. **Reporting Defects**

Hazards should be reported to the Health and Safety Co-ordinator (School Business Manager) as soon as possible. All staff are given the opportunity to report defects at the weekly staff meeting. Depending on the nature of the work, the caretaker will carry out the work; if necessary the area will be sealed off until repairs have taken place. More substantial remedial works are arranged by the School Business Manager.

Hazards are reported to the caretaker or School Business Manager. He/she then contacts the relevant contractor to rectify the situation and informs the Headteacher.

## 23. **Risk Assessments**

The Headteacher is responsible for health and safety risk assessments. Numerous risk assessments have been written for various educational visits/activities (see Risk Assessment folder on the U-Drive) and are reviewed before each activity. The School Business Manager writes risk assessments for pregnant staff/other non curriculum activities. The Staff Handbook outlines where to find risk assessments and the process for all new staff.

## 24. **School Trips/ Off-Site Activities**

The Headteacher is responsible for all Educational Visits, supported by the EVC. Headteacher's PA is the Duty Officer.

The Headteacher approves every visit *or if off site by SCC* via the EVOLVE system. Parental authorisation is obtained for each visit, although parents sign a blanket permission slip in Year 3 for visits in the local area.

First Aid boxes are taken on all Educational Visits.

The adult/child ratio is 1 to 10.

The Educational Visits co-ordinator is Sarah Stevenson.

Necessary documentation is sent the Head of Strategic Risk Management, SCC for approval, via the EVOLVE system.

In case of emergency re residential visits, telephone number cascades are put into

operation per operation Duke.

**25. School Transport**

Parents transporting children to venues must have a valid MOT and fully comprehensive insurance cover. It is not appropriate for whole classes of children to be transported to venues by parents and this option must only be used for small groups of children ie for sporting fixtures. Staff may not transport children to venues unless they have business insurance.

Booster seats, which are kept under the stage, are to be used for all pupils under 135cm in height. When buses are used, children must remain seated and use seat belts.

Daily School Transport is provided via Surrey County Council who are responsible for maintaining safety standards and safeguarding procedures.

**26. Smoking**

The entire premises and grounds is a no smoking zone. See 'No Smoking Policy'.

**27. Staff Consultation**

The maintenance inspections are reported to the Headteacher for action and also to the LGB. Health and safety Walks will allow staff to raise concerns in addition to the opportunity to log health and safety issues at the weekly staff meetings. The health and safety actions are reviewed by the Headteacher, School Business Manager and the LGB and actions recorded.

**28. Staff Health & Safety Training and Development**

All new staff are given an induction session by the School Business Manager and provided with a copy of the staff handbook to read which covers school procedures. This is also available on the VLE as a reference document. This is supported by regular health and safety reviews through the year but especially at the start of new terms or if urgent changes to procedures are needed. All policies relating to school are stored on the VLE, which is accessible to all staff and the LGB.

**29. Staff Well-being / Stress**

The Headteacher is very aware of work life balance for staff and actively encourages staff to maintain a balanced approach to work. The LGB encourage the Headteacher to maintain a similar balanced approach to work. The school's insurance provider Schools UK provide a counselling service to all staff who are covered under the policy.

**30. Supervision**

Pupils must not be left unattended in classrooms during lessons, at break or lunch times. School visit ratios will be a maximum of one adult to 10 children. DBS checks are undertaken by the school in line with the latest government directives. A single central list is kept which the Chair of LGB inspects termly and reports back to the LGB.

**31. Swimming Pool Operating Procedures**

The school NOP (Normal Operating Procedures) and EAP (Emergency Action Plan) are reviewed annually and the associated risk assessment is reviewed at the beginning of the swimming season with all staff involved with swimming lessons. The PE teacher who teaches swimming is trained bi-annually to achieve the National Rescue Award for Swimming Teachers and Coaches. There will be a maximum of 30 children swimming at any one time with the trained teacher. There will always be another adult poolside as another pair of eyes; this may be a parent helper or an LSA. The pool has an emergency panic alarm; children are trained in emergency drills during the first session of each term. Water safety/rescue equipment is easily to hand at the edge of the pool and is checked by the teacher before the start of every lesson. A first aid pack is included in the pool area and

checked regularly by office staff. Foil blankets are also kept in the pool area in the event that the pool needs to be evacuated in an emergency.

The new caretaker will be trained in the preparation and maintenance of pool conditions (February 2018); the School Business Manager has completed this training as a backup in case of need. All concerns will be addressed to the Headteacher.

**31. Trees**

Surrey County Council maintains a register of trees. Whenever building work is carried out within 9 metres of a tree canopy, the arboricultural consultant is called. He will also advise if a tree becomes unsafe and needs to be felled. The school buys back into the Tree and Ditch SLA at the higher level which covers any works required.

**32. Use of VDUs / Display Screens**

Office staff and the Headteacher use VDUs daily. Two ICT technicians also use VDUs, but not with the same intensity. Defects are reported to the School Business Manager or ICT technician.

See 'HSE guidance on using VDUs in Staff Handbook

**33. Vehicles on Site**

Parents must follow the Governors' Vehicle Access Policy, which is sent to all parents annually and is policed by the SMT. The LGB reserve the right to stop people coming on to site who fail to comply with requests. During the school day, gates to playgrounds are closed to prevent traffic. The staff car park is at the rear of the school and at the front just before the OUT gate.

**34. School Security**

The school is opened at 7am and locked at 6pm routinely during term time by the caretaker. Key holders are kept to a minimum in line with SCC guidelines and restricted to staff who require keys for operational purposes. Only key holders ie the senior staff, caretaker and IT Network Manager have the alarm code. Door/gate codes are known to all staff and changed regularly. Internal gates are locked during the school day to prevent access to playgrounds.

There is a door entry system to the main school building and all visitors are directed to Reception where they must sign in and take a visitor badge.

The intruder alarm and fire alarm are both linked to Southern Monitoring Station who will inform the emergency services if either alarm sounds.

Panic alarms are located in all classrooms and other key locations including the swimming pool with a master panel in the school office to identify the location of the alert.

All IT equipment is security marked and asset tagged and all items of value are entered in the school inventory Parago.

**35. Working at Height**

See HSE Guidance attached to Staff Handbook and guidance within the Health and Safety section.

**36. Work Experience**

Students must arrange a pre-start meeting with the WE co-ordinator who provides them with a thorough induction, in line with the Work Experience Policy, which is posted on the VLE. Expectations are clearly laid down, and interview judges the suitability of the candidate. An induction pack is provided for students. Students are fully supervised by a teacher/other appropriate member of staff throughout their stay