

Meadowside Primary School

# HEALTH AND SAFETY POLICY STATEMENT

Adopted

November 2010

Last Updated

November 2014

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# HEALTH AND SAFETY POLICY STATEMENT

## PART ONE

### STATEMENT OF INTENT

<b>SCHOOL NAME</b>	Meadowside Primary
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1. This policy statement is the local supplement to Gloucestershire County Council Corporate Health and Safety Policy Statement.
  2. The school's Governing Body and Senior Leadership Team recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
  3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
  4. In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:
    - the premises are maintained in a safe condition.
    - safe access to and egress from the premises is maintained.
    - all plant and equipment is safe to use.
    - appropriate safe systems of work exist and are maintained including offsite visits.
    - sufficient information, instruction, training and supervision are available and provided.
    - arrangements exist for the safe use, handling and storage of articles and substances at work.
    - a healthy working environment is maintained including adequate welfare facilities.
    - Arrangements are made for recording of information such as checks and accidents/incidents
  5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially
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important.

6. The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.
7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
  - to take care of their own safety and that of others and;
  - to co-operate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this statement has been provided to every member of staff. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
11. This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chair of Governors)

**Endorsed by**

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Head Teacher)

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## **PART TWO**

### **ORGANISATION**

#### **INTRODUCTION**

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

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

#### **1. The Duties of The Governing Body**

In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Annually assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Identify and evaluate all risks relating to:
  - the premises
  - school activities
  - educational visits
  - school-sponsored events
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- Create and monitor the management structure to enable the implementation of health and safety.

In particular the Governing Body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exits;
  - plant equipment and systems of work which are safe;
  - safe arrangements for the handling, storage and articles and substances;
  - safe and healthy working conditions which take into account all appropriate
    - statutory requirements
    - codes of practice
    - guidance
  - Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff
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will be given an annual update on safeguarding and fire safety issues. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive information as considered appropriate to the school-related activities which they are carrying out such as fire drills. All training will be regularly updated;

- the required safety and protective equipment and clothing together with information on its use;
- adequate welfare facilities;

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy;
- all other relevant health and safety matters;
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **2. The Duties of the Headteacher**

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through with support from senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Headteacher will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the school premises and facilities;
  - ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities, services, attending or taking part in school-sponsored activities
  - ensure safe working practices and procedures throughout the school so that all risks are controlled;
  - arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
  - identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
  - ensure that any defects in the premises, its plant, equipment or facilities
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which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;

- collate accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent reoccurrence;
- ensure positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- monitor the standards of health and safety throughout the school, including all school-based activities;
- monitor the management structure, in consultation with the governors;
- consult with members of staff, on health and safety issues; and encourage staff and others to promote health and safety
- ensure new employees are given instructions in safe working practices; ensure appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available as necessary;
- hazardous and highly flammable substances are correctly stored and labelled, and exposure is minimised;
- COSHH information is gained on substances and the procedures are shared with all staff;
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### **Duties Of Class Teachers**

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out effectively.
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice
- give clear warnings to pupils where necessary.
- follow safe working procedures personally.
- require the use of protective clothing where necessary.
- make recommendations to the Headteacher on health and safety equipment and any additions or necessary improvements to equipment
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements
- avoid introducing personal items of equipment (electrical or mechanical) into the school, unless it has been PAT tested by an approved tester and permission sought
- report all accidents, defects and dangerous occurrences to their Headteacher or Senior Leadership Team

### **3. Duties of All Employees [including temporary and volunteers]**

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Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- act in accordance with any specific H&S training received.
- report all accidents of staff, visitors and pupils, in accordance with current procedure.
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- inform a member of SLT/Headteacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- inform a member of SLT/Headteacher of any shortcomings they consider being in the School's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- know and apply the procedures in respect of fire, first aid and other emergencies.
- co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

In authorising any work to be undertaken or the purchase of equipment, the Headteacher will ensure that the health and safety implications of such work or purchase are considered; and

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

### **School Health And Safety Representatives**

The Governing Body and Headteacher recognise the role of Safety Representatives and will delegate this role accordingly. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. (Refer to Safety Representatives and Safety Committees Regulations 1977).

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
  - observe standards of dress consistent with safety and/or hygiene.
  - observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
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- use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety. Be fully briefed and aware of health and safety risks during educational visits offsite

Information will also be sent to parents to reinforce health and safety issues for children to follow at school.

### **Visitors, Members of the Public and Volunteers/students**

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Volunteers/students undertaking work at Meadowside will for all intents and purposes be regarded as employees (see 5 above). The Headteacher and SLT will ensure that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

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## **PART THREE**

### **GENERAL ARRANGEMENTS**

#### **Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

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

The school will report and investigate all accidents, incidents and near misses seriously and the school will adhere to the GCC Safety, Health and Environment (SHE) Procedure she/pro/4 accident reporting and investigation.

In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses. Incidents and near misses should be reported immediately to the Headteacher for all major occurrences. Incidents will be investigated and the Head and Governing Body will identify and implement means to prevent a recurrence, as and when required.

Completed accident/incident/near miss forms will be reported electronically using SHE Enterprise database for all major occurrences. Injury, dangerous occurrences and diseases affecting staff, children and visitors will be reported to RIDDOR

##### **2. Contractors**

The school follows the guidance issued by Corporate Building Services as outlined in the property log book for the selection, appointment and monitoring anyone undertaking works. These include:

- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. EXOR or a combination taking into consideration nature and scale of the works required).
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
- having clearly identified personnel who are points of contact for contractors and visiting workers
- having all significant and unusual hazards and risks on site clearly identified.
- exchanging information on hazards and risks

Arrangements for monitoring and controlling works in progress

Key areas to focus attention are:

- segregation of contractors and occupants of the school (where possible), if not possible, they are to be supervised when in close proximity to pupils
  - staff to be informed of a contractor onsite and where they are working
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- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
  - implications on fire precautions due to possible increased risk and interference with fire alarm
  - system and routes of evacuation

Communication.

The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:

- providing visitors with copies of appropriate hazard registers
- telling visitors about hazards on site
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
- controlling access so that contractors know who may also be working on site
- sign-off/safe completion certificates
- ensuring completion of the Premises Log Book by contractors and visiting persons
- communicating any changes to normal working practices or hazards onsite to staff members

### **3. Curriculum Safety** (including extended schools activity/study support)

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPPSS, AfPE (formally BAALPE) DATA and county procedures and guidance.

Teaching assistants and any volunteers must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

### **4. Drugs, Alcohol & Prescribed Medication**

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Parents have the prime responsibility for their child's health and should provide school with information about their child's medical condition.. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school staff to administer medicines. However the school recognizes that Children with medical needs have the same rights of admission to our school as other children. Parents should obtain details from their child's General Practitioner (GP) or pediatrician and show these to school if medication is to be administered. This is ensure correct doses are administered. Please refer to our medication policy for more information.

The school has adopted the DFE guidance Managing Medicines In Schools And Early Year Settings.

For more complex needs the school has adopted the 'DFE and Council For The Disabled Children Guidance' called 'Including Me'

Alcohol should not be consumed on the premises during school hours. If any staff member is thought to be under the influence of alcohol or drugs, the Headteacher/SLT should be informed immediately for relevant action to be taken.

## **5. Electrical Equipment [fixed and portable]**

Portable electrical equipment will be inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician and agreed by the Headteacher.

Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection

## **6. Fire Precautions & Procedures**

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted.

It is the responsibility of the Headteacher and Governing Body to ensure that the following procedures and checks are carried out:-

- Detailing any significant findings from the fire risk assessment and any action taken.
  - testing and checking of escape routes, including final exit locking mechanisms, emergency exit devices and any electromagnetic devices;
  - testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
  - recording of false alarms;
  - ensuring the testing of and maintenance of emergency lighting systems;
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- ensuring the testing of and maintenance of fire extinguishers, and fire blankets etc.;
  - ensuring the testing of and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
  - training of relevant people and regular fire evacuation drills;
  - planning, organising, policy and implementation, monitoring, audit and review;
  - maintenance and audit of any systems that are provided to help the fire and rescue service;
  - taking overall control of the actions your staff should take if there is a fire;
  - all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
  - ensuring that all fire precautions are recorded as necessary on a regular basis.

## **First Aid**

The guidance issued by the DFE on first aid for schools (Feb 2014) has been adopted by the school.

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.

The Headteacher/SLT are responsible for ensuring:-

- There is at least one member of staff on the premises with a current Paediatric first aid qualification where there are children under 5 on the premises.
- Sickness, training and trips are taken into consideration to ensure there is a qualified first aider on school premises at all times. This includes after school clubs and events out of school hours organised by the school.
- Qualifications are updated
- First aiders remain competent and able to carry out the role
- The first aider/appointed person is able to be removed from their usual duties to stay with the child, staff member or visitor until not needed. This may include escorting them to hospital
- First aid boxes are fully stocked and are located around the school for easy access in emergencies

## **8. Glass and Glazing**

All glass in doors and side panels are to be safety glass. All replacement glass to be of safety standard. Should glass break, immediate action will be taken by the Headteacher/SLT to ensure the area is safe and fixed in a timely manner.

## **9. Hazardous Substances**

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GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. COSHH details are obtained for any hazardous substances and communicated to staff where they are in accordance with their Health and Safety training

**10. Health and Safety Advice (where the school buys the service)**

Health and safety advice is obtained from Gloucestershire County Council SHE Unit 01452 425349/50 [SHEunit@gloucestershire.gov.uk](mailto:SHEunit@gloucestershire.gov.uk)

**11. Handling & Lifting**

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

The Headteacher/SLT are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit as necessary.

**12. Lettings/shared use of premises**

The school will follow the guidance issued in Resource Management Factsheet 4: The School Site & Buildings: Use by Governors & Third Parties issued as part of the extended schools guidance.

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

**13. Lone Working**

The Headteacher/SLT will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

**14. Maintenance / Inspection of Equipment**

Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.

**15. Personal Protective Equipment (PPE)**

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**Where PPE has been supplied because of control measures put into place from risk assessments, it must be worn by staff. This is to ensure safety is paramount. This includes gloves, protective eye wear and high visibility jackets.**

## **16. Risk Assessments**

The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process.

It is the responsibility of the Headteacher/SLT to assess risks so the working environment remains as safe as reasonably possible. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities. Children should be able to experience a wide range of activities and Health and Safety control measures should help them to do this safely. It is important that children learn to understand and manage risks that are part of everyday life supported by staff.

Risks should be assessed in a manner that reflects common sense and ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed annually or where there is a change in circumstances.

Risk assessments are also carried out for expectant mothers and for children with Special Educational Needs or Disability.

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

The school complies with DFE and LA guidance on offsite visits and school journeys. The Senior Leadership Team (SLT) has responsibility for:

- supporting the Head and governors with approval and other decisions;
  - assessing the competence of leaders and other adults proposed for a visit. It may include practical observation or verification of experience;
  - organise thorough induction and appropriate training (where necessary) of leaders and other adults taking pupils on a specific visit;
  - ensure a thorough risk assessment is carried out by a member of staff attending the trip;
  - ensuring the destination has relevant and valid public liability insurance and has risk assessed their activities which the children/staff may be participating in;
  - organise the emergency arrangements and ensure there is an emergency contact for each visit;
  - ensuring the leader of the trip take emergency medical and contact details of the children in their care, a mobile phone, first aid kit with first aider and protective clothing as necessary.
  - review systems and, on occasion, monitor practice.
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## **18. School Transport**

Staff are not required to transport children as part of their job, however, may volunteer to for example, sports matches, with parents permission. The head/SLT will check that the driver holds a current and valid drivers' licence and has a road worthy vehicle. Staff will follow guidelines/actions stated in risk assessments.

## **19. Smoking**

Meadowside Primary school is a non-smoking site which includes the use of e-cigarettes.

### **Staff Consultation**

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters, via email or meetings. Any suggestions will be taken seriously and discussed.

### **Staff Health and Safety Training and Development**

The Headteacher and Governing Body will ensure that appropriate training is delivered and training records held centrally. Training needs analysis and records will be reviewed regularly by the Governing Body.

Where new jobs or tasks come on stream or where there are changes in health and safety legislation training, the Headteacher and Governing Body will ensure policy and practice is updated and shared with staff.

## **22. Staff Well-being / Stress**

The Headteacher/SLT will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, the issue will be dealt with in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff.

## **23. Use of VDU's / Display Screens**

The majority of staff within the school are not considered to be DSE users. The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment.

The Headteacher will ensure that DSE workplace assessments are conducted for all users.

## **24. Vehicles on Site**

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The Governors will endeavour to:

- segregate access vehicular and vulnerable (pedestrians & cyclists) traffic
- wherever possible avoid same access for all.
- Ensure the movement of vehicles is restricted on site at the beginning and end of the school day to ensure pedestrian safety.

## **25. Violence to Staff / School Security**

Risks to staff, visitors and children's personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and governing body who will liaise with their local Crime Prevention Officer. More information can be found in the Safeguarding Policy.

The Headteacher and Governors are responsible for assessing the risks of violence to staff from visitors, other staff members and pupils.

Staff must report incidents of violence and aggression on an accident/incident form.

## **26. Working at Height**

Staff should not need to work at height during their normal working day. The Headteacher and Governors will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks, such as relevant training.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

### **Workplace Inspections and Premises Risks**

The Headteacher/Governing Body will undertake Health and Safety Walks accompanied by the Caretaker and nominated pupils, at least twice a year.

The Headteacher will ensure that hazards associated with premises are reported and monitored. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Services.

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