

Health and Safety Policy Arrangements for Bournebrook CofE Primary School

Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes headteachers and staff in community & voluntary controlled schools, community special schools and maintained nursery schools.

The school uses the [WCC Health and Safety Policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC Health and Safety Policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards for Schools document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolhsdocs School specific procedures and documents can be located in the school office.

These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be **kept up-to-date and regularly reviewed**, at least on an **annual** basis or sooner if work activities change.

For further information and advice on any aspect of health and safety in school, contact the Headteacher or the School Business Manager.

Health and Safety School Statement of Intent

Within our school we will meet all of the requirements set out in the Warwickshire County Council Health and Safety Policy. We will demonstrate WCC's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other members of the school community. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that WCC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at staff meetings.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

Headteacher's signature:

Chair of Governors signature:

Mrs Nicola Smith
Headteacher

Mrs Tirth Bains
Chair of Governors

Date: 1st September 2024

Review date of arrangements: 19th September 2024

Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school's statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email healthandsafety@warwickshire.gov.uk Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent.

The school will continue to ensure that they adhere to all relevant WCC health and safety policies and standards, as well as take advice given by the **WCC Corporate Health, Safety and Wellbeing Service.**

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Accident, Incident and Near Misses	<ul style="list-style-type: none"> • Accidents are recorded in the school accident book, accident books are located in the foundation unit and in the small kitchen. • The school follows the WCC accident, incident and near misses procedure • The headteacher must be notified when major and more serious accidents occur • The headteacher is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) • The headteacher is responsible for completing investigations following major and serious accidents • Parents/Carers are notified of accidents involving pupils via an accident slip form in their book bag or by telephone for more serious accidents • The headteacher is responsible for taking any appropriate action necessary to prevent recurrences • The governing body monitor accidents to identify and monitor any trends • Accident reports and investigation records are kept for a minimum of five years if the accident involves a member of staff, visitor or contractor or if the accident involves a pupil / student until they reach the age of 21. • WCC accident/incident/near miss reporting procedure for schools document is followed 	<p>All staff</p> <p>Mrs Smith, Headteacher</p> <p>Governing Body</p>
Asbestos (Management of)	<ul style="list-style-type: none"> • Up to date information regarding asbestos is held on AtlasWeb • Staff are informed of the location of any asbestos on site and the correct procedures for managing it safely on induction and then 3 yearly • Contractors refer to AtlasWeb prior to any intrusive work being carried out • Contractors are asked to sign to say they have seen the relevant asbestos information for the site • The school has asbestos surveys carried out through WCC Property Risk Services <p>For reference see WCC Asbestos Management Policy and Asbestos Management Procedures.</p>	<p>All staff</p> <p>Mr Uttley, Caretaker</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Contractors – Safe Management of	<ul style="list-style-type: none"> • The headteacher and business manager are responsible for managing contractors on site including relevant qualification or competency • All new contractors on site are inducted to site by the headteacher or business manager including giving health and safety information and agreeing safe working arrangements before work starts • Staff should report any concerns about safe working practices of contractors to the headteacher <p>The school follows WCC Safe Management of Contractors Policy and Safe Management of Contractors Guidance. This is available in the school office.</p>	<p>Mrs Smith Headteacher</p> <p>Ms White Business Manager</p>
Control of Substances Hazardous to Health (COSHH) –including Radiation and Compressed Gases (if applicable)	<ul style="list-style-type: none"> • The business manager maintains the COSHH file and it is kept in the resources cupboard outside Willow Classroom • The business manager is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances • All COSHH products are purchased through school, staff are informed not to bring products in from home • Staff receive Health and Safety Awareness training every 3 years which covers COSHH awareness • All containers with decanted substances are clearly labelled with product information and dilution rates • Disposal procedures for waste, unwanted or spilt substances can be found on the material safety data sheets <p>For further information see WCC COSHH Policy and COSHH Guide.</p>	<p>Ms White Business Manager</p>
Defect Reporting	<ul style="list-style-type: none"> • Staff are responsible for taking unsafe equipment out of use. • Defects are reported to the caretaker using the caretakers defect book which is located in the red register box in the corridor outside Willow classroom • Defect “out of use” signs are available in the school office • Defect reporting records are kept for 5 years 	<p>All staff</p> <p>Mr Uttley Caretaker</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Design and Technology	<p>Staff should refer to “Be Safe” booklets which are located in the staff room. Also see information on CLEAPSS. (Please obtain login and password from the School Business Manager).</p> <p>For reference see WCC Health and Safety Policy for the Safe Management of Design and Technology. A copy of this is available from the School Business Manager.</p>	<p>Mrs Smith Headteacher</p> <p>Mrs Rhianon White Business Manager</p>
Display Screen Equipment	<ul style="list-style-type: none"> • DSE Users are Identified as staff who use DSE for the main part of their job • Staff who are identified as DSE users receive online training via WILMA • DSE users are informed of their entitlements to eye sight tests and help towards glasses for DSE work during their DSE training • The headteacher is responsible for DSE self-assessments ensuring they are completed, actioned and reviewed every 3 years or following a change to the workstation <p>For reference see WCC Display Screen Equipment Policy and related documentation. A copy of this is available from the School Business Manager.</p>	<p>Mrs Smith Headteacher</p>
Electricity at Work	<ul style="list-style-type: none"> • The headteacher is responsible for ensuring hardwire checks are carried out every five years by either Resources – Property or an external competent contractor. • Portable appliances tested (PAT) are carried out every July by an external competent contractor. • PAT registers are kept electronically in the schools admin shared area (see Business Manager for copies). • Staff are expected to conduct pre-use visual checks on electrical items to identify defects. <p>For reference see WCC Electrical Testing Policy and HSE guides. A copy of this is available from the School Business Manager.</p>	<p>Mrs Smith Headteacher</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Emergency Planning	<ul style="list-style-type: none"> • The headteacher is responsible for undertaking and reviewing emergency plans e.g. bomb threats, explosion, floods, intruders etc. and this is reviewed every year. • The school has a specific plan for Emergencies. • The school plan is located in the headteachers office and in the emergency folder. 	Mrs Smith Headteacher
E-Safety	The schools E-Safety policy is available from the headteacher.	Mrs Smith Headteacher
Fire Safety	<p>The school's Fire Risk Assessment is in the fire safety log book which is in the resources cupboard outside Willow Classroom. The Security Policy and Building Emergency Evacuation Plan are both available for the headteacher.</p> <ul style="list-style-type: none"> • Staff receive fire safety refresher training every year via Wilma. • The caretaker is responsible for the following:- <ul style="list-style-type: none"> - Keeping fire log book up to date (this is located in the resources cupboard outside Willow Classroom) - Inspection and maintenance of fire exits/escape routes to ensure they are kept clear at all times - Checking and updating the Fire Evacuation Notices around the school site - Weekly testing of fire alarms and visual checks of fire extinguishers - Monthly testing of emergency lighting and fire door closures - Yearly inspection and maintenance of fire extinguishers - Six monthly inspections and maintenance of the fire alarm and emergency lighting systems <p>The school has a building emergency evacuation plan, a copy of this is available from the headteacher.</p> <p>For reference see WCC Fire Safety Management Policy, Fire Safety Management Arrangements and related documentation available from the Business Manager.</p>	Mr Uttley Caretaker Mrs Smith Headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
First Aid, medication and supporting medical needs	<ul style="list-style-type: none"> • The first aid needs are assessed and recorded in the health and safety folder in the school office (this is reviewed annually or if significant changes occur) • First Aider details are displayed in various locations around the school • The Business Manager is responsible for identifying and organising refresher training • First Aid kits are kept in various locations around the school and Mrs Morris is responsible for replenishing them • A member of staff would accompany children to hospital if required • The school has a policy on administering medication • Relevant staff receive epipen training every year • Medicine brought on to school site is stored in a cupboard in the school office • Parents who want the school to administer medication must complete a signed consent form available from the school office • Medicines are marked with pupil name • Two members of staff sign to witness what dose has been given to pupils <p>For reference see WCC First Aid at Work Policy, Warwickshire School Age Health Directory. School follows the DfE “Supporting pupils at school with medical conditions Statutory guidance” and have a separate policy in place to support this.</p>	<p>Mrs Smith Headteacher</p> <p>Ms White Business Manager</p>
Glass / Glazing (including window restrictor arrangements)	<ul style="list-style-type: none"> • A glazing survey was carried out by WCC Resources–Property in February 2007 • The glazing survey is available on ATLAS 	Mrs Smith Headteacher
Health and Safety Advice	The school obtains competent health and safety advice from WES Safety and Premises Service, HSE.	Mrs Smith Headteacher
Housekeeping, cleaning and Waste Disposal	<ul style="list-style-type: none"> • The caretaker is responsible for keeping the premises clean and minimising accumulation of rubbish • The caretaker is responsible for disposing of glass and other sharp objects • All confidential data from computers are destroyed before computers are recycled 	<p>Miss Newbold Cleaner</p> <p>Mr Chris Uttley Caretaker</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Infection Control	For reference see WCC Infection Control Policy, Health Directory for School Age Children, Infection Control Standard IC Precautions guide and Hand Protection Policy.	Mrs Smith Headteacher
Information Dissemination Procedure	<p>The Health and Safety Law poster is situated opposite Willow Classroom door</p> <p>Employees & volunteers</p> <ul style="list-style-type: none"> • Staff (teaching and non-teaching) are informed about Health and Safety issues at staff meetings and also via a staff communications book located by the signing in book <p>Pupils</p> <ul style="list-style-type: none"> • The headteacher is responsible for making sure pupils are aware of new and existing health and safety information for the school and this is done during lessons and assemblies <p>Governors</p> <ul style="list-style-type: none"> • The headteacher is responsible for ensuring Governors are kept informed of any new and existing health and safety information/issues and this is an item on Governors agenda 	Mrs Smith Headteacher Class Teachers
Maintenance of equipment / equipment safety	<ul style="list-style-type: none"> • Arrangements are in place for servicing, maintenance and inspection of plant and equipment via WES Service Contracts, WES Safety and Premises contractors • The school has conditions surveys carried out through WCC Property Risk Services • Service records are kept in a folder in the resources cupboard outside Willow Classroom. 	Mrs White Business Manager
Manual Handling (People and Objects)	<ul style="list-style-type: none"> • All manual handling activities are risk assessed. • If a significant manual handling activity was necessary i.e. carrying loads upstairs, a specific risk assessment, safe system of work and method statement would be implemented. • Where highlighted by the risk assessment, appropriate lifting procedures will be put in place including multiple persons lifting techniques, breaking down the loads and reducing the distance travelled. 	Mrs Smith Headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> • Handling equipment such as a sack barrow will be used wherever possible. • Storage areas on site will be tidy and organised to reduce the hazard and risk of manual handling. • Appropriate manual handling training is given to staff 	
Monitoring of Health and Safety including Workplace Inspections	<p>The Governing Body recognise the importance of monitoring Health and Safety matters. They will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented. Monitoring will be carried out in a number of ways:</p> <p>The Governors will call for termly reports on:</p> <ul style="list-style-type: none"> • accidents / incidents and near misses; • results of internal or external health and safety inspections; • maintenance reports; • complaints, hazards and defect reports; • reviews of any procedures carried out by the Headteacher / Caretaker / Business Manager. <p>To help this process, the Governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to the LA, inspectors of the Health and Safety Executive (HSE), Trade Union/Employee Health and Safety Representatives and any other bona fide Health and Safety officials.</p> <p>Workplace Inspections</p> <ul style="list-style-type: none"> • Staff are encouraged to carry out Routine visual inspections of classrooms daily • Routine visual tours are carried out by the caretaker and a governor annually • Formal recorded inspections are carried out annually by the caretaker and a governor • Governor inspections are recorded using a checklist and required actions are monitored at governor's meetings 	<p>Mrs Tirth Bains Chair of Governors</p> <p>Mr Steve Williamson Governing Board</p> <p>Mrs Nicola Smith Headteacher</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> • Staff carry out classroom inspections at the start of the academic year using the classroom checklist <p>For reference see WCC Health and Safety Workplace Inspection Policy and workplace inspection form.</p>	
New and expectant mothers	<ul style="list-style-type: none"> • Staff need to inform the headteacher if they are pregnant. • The business manager will carry out a pregnancy risk assessment with the new/expectant mother. <p>For reference see WCC New and Expectant Mothers Guidance for Managers and HSE.</p>	<p>Mrs Smith Headteacher</p> <p>Ms White Business Manager</p>
Occupational stress (Management of) and wellbeing	<ul style="list-style-type: none"> • The school uses the HSE management standards approach to identifying and managing the causes of work-related stress at both senior leadership team and staff level? See http://www.hse.gov.uk/stress/mcit.htm . • If staff are experiencing any problem they should speak to the headteacher as soon as possible so solutions can be found • Arrangements are in place to obtain health advice, counselling etc. for employees via WCC • School welfare facilities are provided e.g. staff room, toilets/rest room <p>For reference see WCC Management of Work Related Stress, Well-being Policy & Guide and the HSE information.</p>	Mrs Smith Headteacher
Off-site trips and activities	<ul style="list-style-type: none"> • The school's Educational Visits Co-ordinator is Mrs Drew • When planning school trips staff must speak to the EVC before any arrangements are made • The trip leader is responsible for carrying out risk assessments before visits • The EVC is responsible for obtaining approval from LA • Arrangements for emergencies, parental authorisation, supervision, first aid etc. are all covered in the risk assessment <p>For reference see WCC Offsite Activities folder.</p>	Mrs Drew EVC

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
PE and Outdoor Play Equipment	<ul style="list-style-type: none"> • The school follows the current afPE (Association of Physical Education and Sport) Safe Practice in Physical Education and Sport document. The book is located in the staffroom • Inspection records are kept in the service records folder in the resources cupboard outside Willow Classroom. • Formal inspections of equipment are carried out by competent contractors through WCC • The caretaker carries out pre-use/daily visual inspections on outdoor play equipment and this is recorded on the daily checklist and filed in the premises folder in the caretakers cupboard. • Pre-use visual checks are carried out by staff on PE equipment • All relevant staff are made aware of Risk Assessments <p>For reference see the current afPE Safe Practice in Physical Education and Sport document.</p>	<p>Mr Uttley Caretaker</p> <p>Mrs Tracey Newbold</p>
Personal Protective Equipment	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) is provided free of charge for employees where it has been identified through risk assessment • The headteacher is responsible for selecting equipment • Pre-use visual checks are carried out by staff for personal protective equipment • Staff are responsible for ensuring proper use of personal protective equipment 	<p>Mrs Smith Headteacher</p> <p>All staff who use personal protective equipment</p>
Personal Safety including managing violence and aggression	<ul style="list-style-type: none"> • Personal safety is a shared responsibility between a school and its staff • Policy in place for personal safety and managing violence and aggression • Staff aware of and follow WCC Personal Safety Policy, Personal Safety • Staff must comply with the school's behavioural code of conduct • Staff must report all potential conflict scenarios or situations developing • A violence and aggression Risk Assessment has been completed, implemented and communicated to staff. • A secure lobby reception lobby area is provided to restrict unauthorised persons on site. 	<p>Mrs Smith Headteacher</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> • Aggressive persons will not be allowed on site and if required the police will be called. • Home visits will not be conducted alone. • Meetings with parents at school will be held during the school day. • Meetings with parents will be planned in advance wherever possible. • Meetings with the potential for violence and aggression will be conducted by 2 members of staff and with other staff in the vicinity. • The meeting room used for meetings with the potential for violence and aggression will be set up to give an escape route for staff. • Appropriate training for dealing with violence and aggression will be provided for the headteacher. • All incidents involving violence and aggression will be investigated in line with school policy. • All incidents involving violence and aggression will be reported to WCC and Safety and Premises and where required the police. 	
Personal Safety lone working	<ul style="list-style-type: none"> • Lone working will be discouraged where possible and kept to a minimum. • Staff aware of and follow WCC Personal Safety Policy, WCC Personal Safety: Lone Worker Guide. • A lone working Risk Assessment will be completed for all lone working activities, implemented and communicated with relevant staff. • Lone working may only take place with the authorisation of the Head Teacher. • Hazardous activities or activities with significant risk will not be undertaken by staff lone working, i.e. working at height and use of power tools. • Suitable and appropriate communication procedures / systems will be put in place for those who are lone working. • Appropriate communication equipment will be issued to staff for whom lone working is an inherent part of their role. • A procedure for checking in with overdue staff will be documented and put in place. • A key holding company is appointed to cover alarm call outs • Where possible two members of staff will be present when locking up. 	Mrs Smith Headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> If required, two members of staff will attend alarm callouts. 	
Physical Intervention	<ul style="list-style-type: none"> The school follows the Department for Education's guidance on the use of reasonable force to restrain pupils and a copy is in the staffroom. 	Mrs Smith
Public Events	For reference see WCC Public Events Policy and guidelines.	
Risk Assessments	<ul style="list-style-type: none"> The headteacher has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the school The headteacher is responsible for making staff aware of any Risk Assessments relating to the activities they undertake Training is arranged through WCC for staff who are expected to carry out risk assessments The headteacher is responsible for reviewing Risk Assessments when significant changes occur or yearly as a minimum. A matrix of risk assessments is stored on the schools shared drive Risk Assessments are kept in the school office <p>For reference see WCC Risk Assessment Policy and associated guides.</p>	Mrs Smith Headteacher
Safeguarding	The school's Child Protection Policy and Safeguarding Policy is available from the school office.	Mrs Smith Headteacher
Science	<ul style="list-style-type: none"> The schools follows the "Be Safe" booklets and these can be found in the staffroom. The schools follows CLEAPSS guidance. Login details are available from the Business Manager. 	
Security	The school's Security Policy is available from the headteacher	
Slips and Trips	<ul style="list-style-type: none"> Specific arrangements are in place for: 	Miss Newbold

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> - wet floor cleaning signs are used to minimise risks of slips during the day; - procedures are in place for snow shifting and gritting in icy conditions (a copy is available in the premises folder located in the resources cupboard outside Willow Classroom); - daily checks by the caretaker for clearing leaves off pathways; • Staff have a role to play in helping to reduce risk by avoiding trailing wires/cables, reporting defects, keeping walkways clear and good housekeeping 	<p>Caretaker</p> <p>All Cleaners</p> <p>All Staff</p>
Smoking	<ul style="list-style-type: none"> • The school has a no smoking policy <p>For reference see WCC Corporate Smoke Free Workplace Policy.</p>	
Staff Consultation/ Trade Unions	<p>See general Policy Statement at beginning of health and safety policy.</p> <ul style="list-style-type: none"> • Staff raise issues of concern or make suggestions for health and safety improvements at staff meetings or by speaking to the headteacher directly • The LA is responsible for informing and consulting “in good time” with trade unions • The Health & Safety poster is at the bottom of the stairs opposite Willow Classroom door 	
Sun Safety	<ul style="list-style-type: none"> • Pupils, staff, parents are involved in the importance of sun protection through curriculum activities, assemblies, staff meetings and newsletters • Pupils are encouraged to wear hats, clothing and sunscreen, UV protected sunglasses etc. to prevent sunburn • Parents are asked to send children in all day sunscreen. In exceptional circumstances, at the discretion of the headteacher, sunscreen may be sent into school. 	
Swimming Pools	<ul style="list-style-type: none"> • Swimming lessons take place at Bedworth Baths 	

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> The school follows health and safety standards for all swimming activities contained within the current edition of afPE Safe practice in physical education and sport 	
Training (including induction)	<ul style="list-style-type: none"> The Business Manager is responsible for conducting inductions with new staff A Health and Safety Information leaflet is given to volunteers, agency workers and contract workers The headteacher is responsible for establishing minimum health and safety competencies for certain roles and activities The headteacher is responsible for organising refresher training Training records are kept on the schools shared drive and a folder is located in the school office <p>For reference see WCC Induction Checklist and Guidelines.</p>	<p>Mrs Smith Headteacher</p> <p>Ms White Business Manager</p>
Trees (Management of)	<p>Regular visual checks on trees are undertaken at least bi-annually (in & out of leaf) and after severe weather.</p> <ul style="list-style-type: none"> The caretaker conducts these checks and they are recorded on the tree checklist which is located in the premises folder in the resources cupboard outside Willow Classroom The caretaker is responsible for reporting issues 	Mr Uttley Caretaker
Vehicles on site / car park arrangements	<ul style="list-style-type: none"> The caretaker is responsible for the management of vehicles on site Staff carpark is for staff use only and parents with a blue badge after speaking to the headteacher 	Mrs Smith Headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Visitors on site	<ul style="list-style-type: none"> • All visitors on site must report to reception and sign in the visitor's book, they will be escorted through building and issued with visitor badges • Visitors are informed about health and safety information for the site by a visitor's leaflet located in reception 	Mrs Smith Headteacher
Water systems and water hygiene	<ul style="list-style-type: none"> • The water hygiene risk assessment and log book are kept in the resources cupboard outside Willow Classroom • The caretaker is responsible for carrying out the site competent person duties • The school has water hygiene surveys carried out through WCC Property Risk Services • All contractors working on the water systems sign into the log book • The Site Competent Person (Caretaker) monitors the log book and risk assessment • Air conditioning units are serviced through WES Service Contracts <p>For reference see WCC Legionella and Water Hygiene Policy and Procedures.</p>	Mr Uttley Caretaker
<ul style="list-style-type: none"> • Working at height 	<ul style="list-style-type: none"> • All ladders / access equipment will be stored securely to prevent unauthorised access. • A working at height Risk Assessments has been completed by the school and communicated to staff. • Staff working at height as an inherent part of their job will receive appropriate working at height training. • Basic guidance for working at height (WCC working at height guide) is given to staff by the Caretaker / business manager. • Sufficient access equipment is provided to reduce the need for staff to stand on furniture. 	Mrs Smith Headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> • Staff must not stand on furniture to work at height. • The Caretaker retains ladders for working at height records. • Pupils are prohibited from using ladders. • Staff will wear appropriate footwear and clothing when using ladders. • Contractors are expected to provide their own ladders for working at height. • Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. • Access to high levels, such as roofs, is only permitted by trained persons. • Annual audit of ladders and step ladders carried out and a register of ladders and inspections kept. • A monthly check of ladders will be carried out by the Caretaker. 	