



**Teversham Church of England  
Primary School**

# **Health and Safety Policy**

## **2026 -2027**

### **STATUTORY**

**DATE ADOPTED: 23<sup>rd</sup> March 2026**  
**REVIEW DATE: March 2027**

**Statement of General Policy for  
Health, Safety and Wellbeing**

Teversham C of E School is committed to ensuring the health, safety and wellbeing (HSW) of all employees, pupils and visitors.

The school aims to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The Senior Leadership and Office Teams are accountable for the management of HSW and for the implementation of this Policy.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

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**Chair of Governing Body**

Date .....

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**Headteacher**

Date .....

## Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this Policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 1. Governing Body

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HSW matters at a local level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

### 2. Headteacher

Overall responsibility for the day-to-day management of HSW in the school sits with the Headteacher. The Headteacher will advise Governors of the areas of HSW which require an allocation of funds. The Headteacher will ensure that:

- there is a system in place for undertaking risk assessments;
- there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- there are adequate staffing levels for safe supervision;
- responsibility for school maintenance is clearly defined and delegated;
- equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- protective clothing/safety equipment is provided where necessary;
- first aid materials and fire equipment is adequate, and maintained;
- funding for necessary health and safety training for staff is secured;
- health and safety assistance from a competent source is available;
- appropriate health and safety information is provided to Governors.

The Headteacher may choose to delegate to other members of staff any of the duties above. The delegation of duties will not relieve the Headteacher of their accountability and from the overall day-to-day responsibility for HSW within the school.

### 3. School Business Manager

The School Business Manager will:

- ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- formulate and review the arrangements for action to be taken in an emergency, along with the Headteacher, and ensure that all involved are informed of the arrangements;
- ensure that termly fire drills and weekly fire alarm tests are carried out;
- record any defect in the state of repair of the building or its surrounds which is identified as being unsafe, in the local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- co-ordinate and participate in termly health and safety inspections, ensuring all areas of the establishment and all activities are covered;
- report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- liaise with and monitor, 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;
- ensure that staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- access through the EVERY online system relevant published health and safety guidance from sources including the Children and Young People Learning Directorate, CLEAPSS, DfES, AfPE etc. and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- consult with all staff on any matters which may affect their health or safety whilst at work;
- carry out induction training, including health and safety training with the Headteacher;
- ensure that levels of first aid provision remain adequate for the activities being undertaken, identifying any particular health and safety training needs of supervisory staff in the group;
- ensure that a Teaching Assistant with first aid responsibility checks and replenishes first aid bags.

#### **4. Subject Leaders, EYFS Leader and Pre-School Manager**

These leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department/area/class. They will:

- ensure that risks assessments are undertaken within their areas and that control

- measures are implemented, and assessments are monitored and reviewed;
- ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
  - ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
  - ensure that all staff within their area are aware of their specific roles in an emergency;
  - remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
  - ensure that adequate levels of class supervision are available at all times;
  - identify specific staff health and safety training needs;
  - carry out departmental induction training including any specific information and training that may be necessary;
  - ensure that levels of first aid provision remain adequate for the activities being undertaken;
  - resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;
  - ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
  - ensure that good standards of housekeeping are maintained.

#### **5. Teaching Staff (including supply staff and Pre-School Assistants)**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- be aware of the schools health and safety policy and any local rules and arrangements;
- ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- ensure that pupils follow safety rules and that protective equipment is worn where required;
- ensure that all personal protective equipment is suitable and in good condition prior to issue;
- report accidents, near misses and defective equipment to management.

#### **6. Caretaker**

The Caretaker is responsible to the Headteacher. They shall:

- arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;

- take appropriate action when necessary to prevent injury to others on site;
- participate in the termly health and safety inspections;
- identify health and safety training/supervisory needs of site supervisory staff;
- ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- ensure that all staff work in accordance with safe working practices/risk assessments.

At times when the school does not employ a caretaker, or the caretaker is unable to fulfil his or her health and safety duties, the School Business Manager shall be responsible for ensuring that these duties are carried out.

#### **7. All Employees** (including employed, supply and volunteers)

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and school management and shall:

- participate in the risk assessment process and comply with the control measures;
- report any defects in the condition of the premises or equipment they become aware of;
- report accidents, near misses and defective equipment to management.
- be familiar with the procedure to be followed in the event of a fire or other emergency;
- make use of all necessary personal protective equipment provided for safety or health reasons;
- report any unsafe working practices to the Headteacher.

#### **8. Staff Safety Representatives** (Trade Union appointed, if required)

Where the Governing Body is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

- investigate potential hazards and examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employee's health and safety at work;
- make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- carry out health, safety and welfare inspections;
- attend the health and safety committee meetings;

- work with the management team to promote health, safety and wellbeing.

Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

**Names of appointed Safety Representatives – if and when appointed.**

Name	Contact Details	Area Covered

**9. Resources Committee**

The Governing Body has established a Resources Committee, which meets at least termly. One of the main purposes of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the school’s activities. The Resources Committee will receive regular reports of accident and ill health statistics for the current year and will suggest health and safety targets and priorities to the Governing Body for the forthcoming year. Health and Safety information is also provided through the Headteacher’s report to the Full Governing Body.

**10. Competent Assistance**

Competent assistance and advice on health and safety matters, as required by Reg 7 of the Management of Health and Safety at Work Regulations 1999, is provided by:

Caoimhe Keenan – Health, Safety and Wellbeing Adviser, Cambridgeshire County Council  
[Caoimhe.Keenan@cambridgeshire.gov.uk](mailto:Caoimhe.Keenan@cambridgeshire.gov.uk)  
 01223 715309 | 07881 945904

## Arrangements & Procedures for Health, Safety and Welfare

The following arrangements have been established within our 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

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Cambridgeshire County Council (CCC) [Incident Reporting – guidance on what to report](#) document. Some incidents are reportable via the CCC [online Incident Reporting Form](#) whilst other (minor) incidents can be logged locally.

Local logs e.g. first aid book records should be kept. Online incident reports will be held electronically on the CCC incident database; hard copies can be printed and held in school if required.

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.

### 2. Asbestos

An asbestos survey was carried out on the main school building on 29<sup>th</sup> July 2013. This report showed that there is a presence of asbestos in the roof of the KS1 corridor. A further asbestos survey was carried out on the School House in December 2016. The asbestos in the School House was removed under control when renovations were carried out. There was then a full management survey in March 2024.

The asbestos survey and associated plans are located in the contractor hazard file which is held in the school office. Contractors all have sight of the survey prior to starting work on the premises. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction. The Headteacher and/or School Business Manager do an asbestos walk every six months to check for deterioration in areas known to contain asbestos.

Staff must not drill or affix anything to walls/ceilings without first obtaining permission from the Headteacher and checking Health and Safety file in office and Asbestos Report.

Any damage to asbestos materials should be reported immediately to the office and the Headteacher.

### 3. Contractors

Contractors used by the school are selected by through list of suitable contractors on the EVERY online system. Contractors are aware that they need to sign into the School Office and use the Contractors Hazards Folder (blue folder) located in the School

Office. Staff are aware that any concerns should be reported immediately to the School Office who will ensure matters are dealt with as a matter of urgency. The Office Manager, along with Headteacher, are responsible for monitoring contractors working methods.

#### **4. Curriculum Safety** [including out of school learning activity/study support]

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

Appropriate staff qualifications are required in order to teach certain activities. Staff are referred to appropriate health and safety publications and must be familiar with the contents. All staff complete risk assessments for all off site visits using Evolve off site online approval site. All staff must be familiar with and comply with day to day risk assessments found in file in staff room, which cover classrooms, playgrounds and break and lunch times. Electronic copies on staff share.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>. Please e-mail the HSW Team if you require the latest login details as these are changed yearly:  
[health.andsafetyteam@cambridgeshire.gov.uk](mailto:health.andsafetyteam@cambridgeshire.gov.uk)

**PE:** The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks

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

The School has its own 'Supporting Pupils with Medical Conditions' policy to support the administration of medication for pupils with medical conditions. Pupils who require medicines to be administered throughout the school day must comply with the School's guidance and parents must complete a medicines permission slip. Medication is administered by general first aiders and must be witnessed by a second member of staff. Medication is stored in the locked First Aid Cabinet in the school office. All medication is clearly marked with pupil's name and details. All staff are trained in how to support pupils with Asthma, Anaphylaxis, Epilepsy, and other needs as appropriate to the school.

#### **6. Electrical Equipment**

The School Business Manager shall ensure that:

- the fixed electrical installation is inspected every five years by a competent person, in line with [HSE guidance](#), and relevant certification and records are maintained
- all portable electrical appliances used in school have been PAT tested according to the schedule recommended by [HSE guidance](#)
- all electrical equipment is subject to routine periodic visual inspection to identify whether the appliance has been subject to physical damage.

Electrical equipment faults must be reported immediately to the School Office who will contact a reputable electrician.

Use of personal electrical items in school is discouraged. Where this is permitted, all appliances must be PAT tested.

## 7. Fire

The Headteacher is responsible for undertaking and reviewing the fire risk assessment in conjunction with the local authority. The Fire assembly point is on the far side of the back playground, with escape routes on display in each room.

The School Business Manager shall ensure that:

- the fire alarm is tested weekly
- fire drills are carried out termly and all staff are aware of their responsibilities during such drills
- procedures are on display in each room in school and explained in detail in the fire safety policy
- fire extinguishers, fire doors and emergency lights are checked and tested periodically
- in the event that a fire extinguisher is used, this is reported so that the relevant checks can be carried out and replacements provided as necessary.

The school has a Fire Safety, Evacuation and and Invacuation Policy, which has been shared with all staff and is on display in the school staff room. Staff who raise the alarm either inform the office who will call the fire service or call the fire service themselves.

In the event of a fire alarm:

- **All teachers and all support staff** will evacuate pupils/young people/others to the designated assembly point on the far side of the back playground;
- **The School Business Manager (or another member of office staff)** will summon the emergency services as necessary;
- **The Headteacher** will manage evacuation and co-ordinate actions;
- The safe evacuation of persons is an absolute priority;

- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows.

Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. **(A fire check list is available in the Risk Management Handbook.)**

Details of service isolation points (i.e. gas, water, electricity) are located in: **Emergency Procedures File held in the School Office.**

Emergency procedures for incidents outside normal working hours are held by: **Mrs Rebecca Simpkin Smith (Headteacher)** in the format of the School's Critical Incident booklet. All school staff and governors have been issued with a copy of this booklet which is reviewed regularly. These procedures will be reviewed at least annually.

## **8. First Aid**

A list of trained First Aiders is held in the school office. The Headteacher ensures that First Aiders have a current certificate and that new persons are trained should first aiders leave.

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

In each classroom  
School Office  
Staff Room  
School Hall

The School Business Manager will ensure that a teaching assistant is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. Checks are made weekly.

The First Aid Treatment Record Book for recording details of all first aid administered is kept In the Staff Room. Bump notes are submitted by the School Office and records of such are kept in the School Office.

Details of contact numbers of hospital Accident and Emergency departments, NHS Direct and other medical services are displayed by the telephone in the Staff Room and in the School Office

All staff will be provided with a copy of the First Aid Policy during induction and must sign to indicate that they have read and understood it.

## **9. Glass & Glazing**

All glass in school, including doors, side panels and windows, conforms to safety standards.

## **10. Hazardous Substances**

All medication is stored (locked) in the lockable First Aid box in the school office. Liquid medicine should be stored in the Staff Room fridge which is not accessible by children.

Toxic substances such as disinfectant and cleaning materials are stored in the locked cleaner's cupboard. Milton tablets are stored in the kitchen and dishwasher tabs in the staff room, where children do not have access. Flammable materials and toxic substances are stored in the locked safe in the locked stationery cupboard.

Staff or visitors' handbags containing personal medication or potentially hazardous substances (for example hairspray, perfume) must be kept in the staff room, which is not accessible by children.

All paints and crayons used in school are non-toxic. Art materials are used under supervision. All items are ordered through the authority's authorised suppliers.

Any flammable substances are stored in a locked metal safe located in the locked stock cupboard opposite the school's library.

Risk assessments are completed to avoid any harm to staff, pupils and visitors. The Caretaker is due to complete COSHH training online to support the school in ensuring the safety of all.

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

The school obtains Health and Safety Advice from Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council, Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904.

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

Cleaning of the school is managed through ACS cleaning company who are responsible for ensuring the premises are kept clean, ensuring minimum risks whilst cleaning including that of wet floors, disposal of objects in accordance with current guidance and ensuring external waste bins are located appropriately on site.

The school employs a caretaker who is responsible to ensure that the site is monitored for slip risks including bad weather (icy and snowy conditions). There is a salt tank based on the school premises and it is the responsibility of the caretaker to liaise with the school office staff to ensure that this is regularly checked during winter months. If the caretaker is aware of any concerns relating to any of the above this is reported to the School Office staff immediately so that any issues can be rectified to protect the safety of the whole school community.

## **13. Handling & Lifting**

Staff have been made aware of risks whilst carrying manual handling.

Manual handling training for all staff took place in March 2017. Any concerns should be reported immediately to the Headteacher.

#### **14. Jewellery**

The school has a no jewellery policy for pupils which is shared with parents/carers and pupils in the School's Parent Partnership booklet. If children have pierced ears, we allow one stud in each ear, which must be removed by the child or by parents in the morning before coming to school on PE days.

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

The school has a Lettings policy which is shared with all potential persons wishing to hire the school hall and grounds for private events which includes details on health and safety guidance. The Headteacher or Office Manager meet with all persons wishing to make use of the hall to advise them of the School's Health and Safety procedures as well as advising them of emergency procedures (e.g. fire exits).

#### **16. Lone Working and Home Visits**

The School has a separate Lone Working policy which is shared with all staff. Staff who are intending to work on the school site alone must advise the Headteacher in advance or the Deputy Headteacher in the absence of the Headteacher. Any home visits, for transition to EYFS follows the Home Visit Guidance sheet.

#### **17. Maintenance / Inspection of Equipment**

Maintenance and inspection of equipment used on site is managed by the school office. PE equipment is checked annually (every September) by SportsSafe UK. Fire extinguishers, smoke alarms and fire alarms are all checked by Britannia Fire and Security on a quarterly basis and these checks are recorded in the Fire Log folder held in the School Office. The caretaker carries out weekly checks on the fire alarm and this is recorded in the Alarm log book which is stored on the back wall of the School Office. ***Any ladders on site are the responsibility of the contractors who follow their own risk assessments.***

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

Where appropriate, personal protective equipment will be provided, checked regularly and maintained. Proper use and supervision will also be in place where equipment is deemed to be necessary to manage risk.

#### **19. Reporting Defects**

Any hazards should be reported to the School Office immediately who will take the necessary action to ensure the safety of the whole school community including taking interim measures to safeguard all and arrange works to be carried out immediately.

#### **20. Risk Assessments**

The Headteacher is responsible for carrying out or ensuring that other staff carry out the Risk Assessments for all aspects of the school and sharing these with staff. Copies

of risks assessments are kept by the Headteacher and copies for staff are kept in the Staff Room (coffee table) for staff to refer to as necessary. Risk assessments for staff with medical problems or who are pregnant will be drawn up with the member of staff and the Headteacher/Office and Community Manager.

Risk assessment training is provided regularly and staff are supported to create risk assessments when this is delegated. Regular discussion regarding managing risk is led by the headteacher.

Risk assessments are reviewed annually at the start of the Autumn term and more often if a problem occurs.

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

All school trips/visits should be authorised by the Headteacher. The Headteacher will then appoint a member/s of school staff to become the Trip/Visit Leader/s. The Trip/Visit Leader/s will attend the external venue and meet with venue staff to ensure that the venue is suitable and meets the educational needs of pupils for whom the trip/visit is intended. Parents will then be sent an approval form for their child/ren to attend trip/visit. Risk assessments should be carried out and shared with the Headteacher who will ensure that assessments are correct. Trip/visit will then be entered onto EVOLVE. The Trip/Visit Leader/s will ensure, prior to the visit, that first aid kits are fully stocked and ensure that they are taken on the school trip/visit. All staff and volunteers attending the trip will be asked to take a working mobile phone so that all parties can communicate with each other at all times. The Educational Visits Co-ordinator ensures that all procedures are followed ready for the trip to be authorised by the Headteacher.

## **22. School Transport**

The school uses reputable coach companies or taxi companies. On occasions, staff use their own cars to transport children. There are always two adults in the car and the car is insured for use at work. It is recommended that there should be more than one child. All passengers wear seat belts and booster seats, where needed. Use of coaches – all staff follow the Coach Guidance to be found in the Education Visit File given to each class teacher.

## **23. Smoking**

The school site is a strictly no-smoking site.

## **24. Staff Consultation**

Staff have been made aware of their duties with regard to health and safety reporting and that this must be done immediately. There are two books in the office – one for reporting Health and Safety concerns and the other for “near misses”. There are weekly meetings for teaching staff and TAs to report any concerns or make suggestions with regard to health and safety improvements. Health and safety is a standing item on agendas and advice is shared through emails and staff bulletins. Any

incidents are reported to the Full Governing Body as well as being raised with the Resources (incorporating Health and Safety) Committee who meet termly. Terms of reference can be found in the Committee file.

## **25. Staff Health & Safety Training and Development**

All new staff are briefed with regard to their Health and Safety duties within their induction process. This includes providing them with policies, training on key areas, and drawing their attention to working at height, safe use of VDUs, lone working etc. Health and safety responsibilities are included in job descriptions.

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

See the school Well-Being policy, kept in Policy Folder in the office.

## **27. Supervision (including out of school learning activity/study support)**

For health and safety reasons, children should not be left unattended at any time, whether in class or outside, at all times when in care of the school. For school trips, agreed ratios for supervision are as follows:

- Children in Pre-School: ratio of 1 adult to 3 children
- Children in reception: ratio of 1 adult to 3 children
- Children in KS1: ratio of 1 adult to 6 children
- Children in KS2: ratio of 1 adult to 10 children

(These are guidelines – not statutory).

All groups will include a first aider as part of the group.

All adults who supervise children must have an up to date DBS, identity check and all other checks cleared before working or volunteering in school.

## **28. Use of VDU's / Display Screen**

The school has a risk assessment in place and guidance to support this which is shared with staff. Staff are made aware that they should report any health concerns and the school will support these in line with County guidance.

## **29. Vehicles on Site**

The school has its own car park which is accessed by staff, parents, visitors and for the purpose of delivery. The main school gates allowing access to the school car park however are closed between the hours of 8.30 am – 9.00 am and 3.00 pm – 3.30 pm to safeguard pupils and their families when entering and leaving the school grounds at the beginning and end of the day. The car park also has two larger gates which are permanently locked and allow access to the school playground. School office staff with the consent of the Headteacher can allow parties access to the school playground for the purposes of deliveries/landscaping school fields etc. The School Office staff will first ensure that no children are present on the playground before allowing access. If there are children on the playground school staff will move the children to a safe part of the playground/school field to ensure the safety of all. Whenever possible, vehicle access will be restricted to before or after school or during lessons when

children are not on the playground. A risk assessment is in place for school, Breakfast Club and After School Club.

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

Please refer to the Staff Bullying and Harassment policy and Site Security policy.

- All visitors to sign in
- All outside doors to remain shut and locked
- Any staff with greater risk of injury to inform the office and headteacher so that adjustments can be made
- Specific training to be given to staff who work with high risk e.g. TAs who work with children with severe behaviour difficulties
- Working Safely Guidance given to all TAs
- All staff are required to report all incidents of verbal and physical violence

### **31. Working at Height**

Staff have received training on working at height from the Local Authority. Risk assessments are in place giving advice on how to access equipment at height safely. This includes ensuring that two adults are present and only safety checked ladders are used. Pupils are not allowed to stand on chairs or ladders. Pupils are not allowed to climb trees etc on the school playground. Pupils are permitted to use the PE climbing apparatus under the supervision and guidance of staff who have received the relevant training to support such activities. Contractors should carry out their own risk assessments before working at height on or around the school grounds.

### **32. Work Experience**

All work experience students are required to submit such requests in writing and should be supported by their college/learning provider. All students are required to meet with the Headteacher for a short interview process to ensure that the school can meet the work experience requirements. All students will receive an induction on their first day (or possibly before) of their placement and will be allocated a key member of staff to refer to during their placement. All students will be required to follow the School's Code of Conduct and this will be provided prior to their placement. They will also be given literature to support the safeguarding and health and safety information required whilst being in attendance at the school.

### **33. Monitoring the Policy**

Monitoring the implementation of this policy is the responsibility of the Headteacher alongside the Resources Committee of the Governing Body.

Adopted: 23<sup>rd</sup> March 2026

Date of next review: March 2027

After approval by the Governing Body this policy will be electronically signed by Rev Nick Moir, Chair of Governors.