



Health and Safety

Fulbourn Primary School

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Premises and Resources Committee

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Based on Cambridgeshire County Council's Model School Safety Policy

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Health and Safety Policy



Statement of General Policy for Health, Safety and Wellbeing

Fulbourn Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.

The Senior Leadership Team (SLT) together with the Governing Body aim 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 SLT are accountable for the management of HSW and for the implementation of this Policy.

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

(Insert signature)

(Insert signature)

Joy Eldridge, Chair of Governors

Beci McCaughran, Headteacher

Date

Date



Health and Safety Policy

Organisation and Responsibilities for Health, Safety and Wellbeing

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** - Chair of Governors

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:

- 2.1 Ensure that there is a system in place for undertaking risk assessments, ensure that these are undertaken and that control measures are implemented, and assessments and monitored and reviewed periodically;
- 2.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing body ratification;
- 2.3 ensure that there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- 2.4 ensure that there are adequate staffing levels for safe supervision;
- 2.5 ensure that responsibility for school maintenance is clearly defined and delegated;
- 2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- 2.6 ensure that protective clothing/safety equipment is provided where necessary;
- 2.7 ensure that first aid materials and fire equipment are adequate, and maintained;
- 2.8 ensure that the funding of necessary health and safety training for staff;
- 2.9 ensure that the arrangements for securing health and safety assistance from a competent source;
- 2.10 ensure that appropriate health and safety information is provided to Governors
- 2.11 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

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 Phase and Subject Leaders

All Phase and Subject Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their key stage/area. They will:

- 3.1 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 3.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 3.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 3.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 3.5 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 3.6 ensure that adequate levels of class supervision are available at all times;
- 3.7 identify specific staff health and safety training needs;
- 3.8 carry out departmental induction training including any specific information and training that may be necessary;
- 3.9 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 3.10 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;
- 3.11 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 3.12 carry out (in conjunction with other members of staff) any health and safety checks within their areas of responsibility and provide a report to the Head Teacher;
- 3.13 maintain or have access to, up to date health and safety guidance relating to any activities which fall within their remit of responsibility and share such information with staff as necessary;
- 3.14 ensure that good standards of housekeeping are maintained.

4. Teaching Staff

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. Teachers shall:

- 4.1 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;
- 4.2 be aware of the schools health and safety policy and any local rules and arrangements;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 4.4 know the location of the nearest fire-fighting equipment and first aid box, and know the relevant emergency procedures;
- 4.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 4.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 4.7 ensure that safety devices e.g. machinery guards, are in good condition prior to use.
- 4.8 report accidents, near misses and defective equipment to management.



5. Caretaker

The Caretaker is responsible to the SLT. They shall:

- 5.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 5.2 take appropriate action when necessary to prevent injury to others on site;
- 5.3 participate in the termly health and safety inspections;
- 5.4 identify health and safety training/supervisory needs of site supervisory staff;
- 5.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 5.6 arrange for weekly fire alarm tests;
- 5.7 ensure that third party service providers are adequately supervised and meet all their responsibilities e.g. COSHH assessments, maintenance of equipment, risk assessments etc;
- 5.8 liaise with and monitor, as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of others are kept to a minimum;
- 5.9 ensure that all staff work in accordance with safe working practices/risk assessments.

6. School Business Manager

The SBM will work in conjunction with the Headteacher and Caretaker. They shall:

- 6.1 contribute to the review of this policy;
- 6.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents and incidents;
- 6.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 6.4 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 6.5 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 6.6 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.
- 6.7 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- 6.8 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 6.9 protective clothing/safety equipment is provided where necessary;
- 6.10 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 6.11 arrange for termly evacuation drills;
- 6.12 consult with staff on any matters which may affect their health and safety or wellbeing whilst at work, including undertaking any individual risk assessments as may be required;
- 6.13 ensure that good standards of housekeeping are maintained;
- 6.14 ensure that all safeguarding procedures are in place and adhered to, and sharing information and guidance with staff.



7. All Employees - 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:

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

8. Staff Safety Representatives

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:

- 8.1 investigate potential hazards and examine the causes of accidents in the workplace;
- 8.2 investigate complaints by any employee they represent relating to that employee's health and safety at work;
- 8.3 make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- 8.4 carry out health, safety and welfare inspections;
- 8.5 attend the health and safety committee meetings;
- 8.6 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.

9. Pupils (this section should be drawn to the attention of all pupils)

All pupils must be encouraged to follow all safe practices and observe all school safety rules. All pupils will:

- 9.1 follow instructions issued by any member of staff in the case of an emergency;
- 9.2 ensure they do not intentionally or recklessly interfere with equipment provided for safety purposes
- 9.3 inform any member of staff of any situation which may affect their safety
- 9.4 ensure they do not intentionally or recklessly conduct themselves in a manner which is likely to endanger or cause harm to themselves, others, the premises or property.

10. The Governing Body, via the Premises and Resources Committee (Headteacher included)

The school has established a Health and Safety Link Governor within the Premises & Resources Committee, which meets at least termly. The main purpose of this role 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 Link Governor, Caretaker and School Business Manager may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

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- 10.1 Reviewing this policy statement as necessary (and at least annually) ensuring that the appropriate amendments are made as and when circumstances change
- 10.2 Ensuring that the correct procedures are followed for the reporting, recording, investigation and follow-up of accidents and near misses on the premises
- 10.3 Reviewing the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements
- 10.4 Ensuring termly evacuation drills and weekly fire alarm tests etc. occur
- 10.5 Advising Education Capital & Infrastructure of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, recording that in the local asset management plan and taking whatever local action is necessary to minimise the risk until repairs can be arranged
- 10.6 Co-ordinating the twice termly health and safety walk, ensuring all areas of the establishment and all activities are covered
- 10.7 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- 10.8 Liaison with and monitoring as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum
- 10.9 Ensuring that the Headteachers is kept informed of the names and details of those persons appointed to provide competent health and safety assistance
- 10.10 The Premises & Resources Committee will submit an annual report to the Governing Body for consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest targets and priorities for the forthcoming year

Names of appointed Safety Representative(s):

Name	Contact Details	Area Covered
The School does not currently have		
Any appointed Safety Representatives		

12. Health, Safety and Wellbeing Committee

The school has established a Health, Safety and Wellbeing Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health, safety and wellbeing of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 12.1 Headteacher
- 12.3 Health and Safety Governor
- 12.4 School Business Manager
- 12.5 First Aid Co-ordinator
- 12.6 Caretaker

The Committee will, via the Premises and Resources Committee, submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.



Arrangements for Health, Safety and Wellbeing

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. Incident Reporting, Recording and 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

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file which is held in the school office. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos.

3. Contractors

[Contractor Management Guidance](#)

When signing in all contractors must be made aware of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

The Headteacher, School Business Manager and Caretaker select contractors following best value principles. Strictly Education, the Property Management Company, will ensure arrangements are in place such as the induction of contractors, to exchange health and safety information, to agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisor in Property & Estates, and with reference to the County Council 5Cs system. When appointing contractors direct, the Caretaker and School Business Manager will ensure that they hold all relevant professional qualifications, trade affiliations and certifications, as well as adequate levels of public liability insurance.



4. Curriculum Safety

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

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

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 and Medication

See the School's First Aid and Medicine Management Policy.

6. Electrical Equipment

[Electricity Guidance](#)

Strictly Education oversees and ensures all necessary checks and testing in relation to electrical equipment. Equipment that requires periodic inspection, examination or testing such as ladders and steps, PE equipment, lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, disabled toilet alarms etc. The service list includes the type of check required and frequency, who undertakes the checks and relevant records are kept by the Caretaker.

7. Fire

[Fire Safety Guidance](#)

All staff must be provided with a copy of the Fire Policy during induction and sign to indicate that they have read and understood it. A copy is kept electronically in Teams and a paper copy is available from the School Business Manager's office.

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher.

8. First Aid

[First Aid Guidance](#)

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy is kept electronically in Teams.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

9. Hazardous Substances

[COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be found in the cleaner's cupboard.

Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Headteacher.



10. Health and Safety Advice

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

11. Housekeeping, cleaning & waste disposal

The Caretaker will make arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting and ice treatment, security/location of external waste bins and cleaning of storage areas. All staff are responsible for ensuring good housekeeping and reporting any faults/spills etc. which may be hazardous.

12. Handling & Lifting

[Manual Handling Guidance](#)

The Caretaker has undertaken manual handling training. Staff should be aware of the correct procedures for lifting and carrying, bringing to the attention of the SLT any situations where assistance is required.

13. Jewellery

Other than stud earrings and a watch, jewellery is not permitted to be worn by pupils at school. Watches and earrings should not be worn for PE. Parents/carers are asked to send their children to school without earrings on regular PE days if pupils are unable to remove them themselves. The child cannot take part in PE until such time as the earrings can be removed.

Staff are advised to be aware of the risk that may be posed when wearing jewellery and managing some children, who may pull or tug on the jewellery. In these cases, staff are encouraged to remove the jewellery.

14. Lettings/shared use of premises

All those outside parties using our premises are required to follow our policies and practices as detailed in our Lettings Policy.

15. Lone Working

See separate policy.

16. Maintenance / Inspection of Equipment

[HSW Compliance Monitoring Checklist](#)

Strictly Education oversees and ensures all necessary checks and testing in relation to equipment that requires periodic inspection, examination or testing such as ladders and steps, PE equipment, lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, disabled toilet alarms etc. The service list includes the type of check required and frequency, who undertakes the checks and relevant records are kept by the Caretaker.

17. Personal Protective Equipment (PPE)

A selection of suitable equipment is provided for such tasks as this is necessary. This equipment will be checked periodically and training will be provided to ensure its proper use. All PPE is provided free of charge where risk assessment determines it to be necessary. Staff are encouraged to bring to the attention of SLT any situation where PPE is required but not yet provided. Staff are advised to use PPE whenever the need arises.



18. Reporting Defects

Staff report to the SLT, main office or Caretaker. They should be made aware at the first possible opportunity unless it is deemed an emergency, in which case the Headteacher will authorise immediate action.

19. Risk Assessments

[Risk Assessment Guidance](#)

The Headteacher delegates to the Caretaker the co-ordination of the premises risk assessments. Subject leaders will ensure all relevant curriculum related risk assessments are written, carried out and regularly reviewed. Personal pupil risk assessments will be undertaken by the child's class teacher. Staff personal risk assessments will be carried out by the Assistant Headteacher and School Business Manager.

20. School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk

School Educational Visits Co-ordinator: Assistant Headteacher

Please refer to the School's Educational Visits folder. All off site visits are risk assessed and covered by the school's insurance policy held through the Local Authority.

21. School Transport

Where trips involve transport, coaches with seatbelts are always used (with the addition of booster seats where necessary) and written permission from parents is always obtained. Where private cars are used either by staff or parents to transport pupils the necessary insurance is checked, safeguarding procedures are followed and parents are asked to provide booster seats where needed.

22. Smoking

No smoking or vaping is allowed on school premises.

23. Staff Consultation

The P & R Committee will meet at least termly; health and safety will be a standing item on the agenda. The information will be fed back to staff where necessary. Staff are kept informed and updated as the need arises regarding any health and safety related matters.

24. Staff Health & Safety Training and Development

[H&S induction checklist](#)

New staff are inducted through the Health and Safety Policy; this is recorded on the induction checklist. Individual staff specific training needs will be identified and the school will ensure that staff attend any relevant updates in this respect.

25. Staff Well-being / Stress

The school follows the county arrangements for supporting staff. We are committed to reducing unnecessary stress and work to encourage a sense of wellbeing.

26. Supervision [including out of school learning activity/study support]

Enhanced DBS checks are carried out for all staff and this, together with other pre-employment safeguarding checks are recorded on the School's Single Central Record, which is kept up to date. Supervision ratios are in accordance with statutory requirements. Supervision ratios for school visits are in the Educational Visits Policy. See the Safer Code of Conduct Policy for additional information about safe supervision. A first aider always accompanies pupils on a class trip.



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27. **Swimming Pool Operating Procedures**

CCC Curriculum Adviser: ian.roberts@cambridgeshire.gov.uk

The school's swimming pool is currently out of operation.

The school follows the County Swimming Service guidance. Two members of staff (one of whom will be the Caretaker) will be appropriately trained and competent to carry out chemical testing. See swimming pool risk assessment.

28. **Use of VDU's / Display Screens**

[DSE Guidance](#)

Staff who use VDUs/display screens for long periods of time are encouraged to take regular breaks. Staff should ensure that screens are positioned at a comfortable height and distance. All staff should report defects with VDUs and display screens, and any health concerns, to the Headteacher.

29. **Vehicles on Site**

[Management of Traffic on site guidance](#)

All vehicles on site will be in restricted areas and be coned off where they might come into contact with children. The gate leading from the playground to the car park will be kept locked during the school day and should only be used by staff. When deliveries arrive during the school day these will be asked to park in the designated delivery parking space and will be supervised by a member of staff.

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

[Violence and Aggression in schools guidance](#)

The Caretaker is responsible for opening and locking up and staff with keys follow the procedures for opening and locking up carefully. The main pedestrian gate is locked during the school day by a security intercom system. It is monitored by staff on duty during playtimes. The cycle path gate is locked at 8.45 a.m. and opened at 3.25 p.m. Visitors normally gain entry to the school through the intercom system. A secondary barrier exists in the entrance hall which has restricted access. All visitors sign in and out via the school's Inventory system, having had their identity checked by office staff, and all visitors are given a visitor's lanyard to wear while on the premises. All external entrance doors are controlled by a fob system.

Relevant staff are appropriately trained for Physical Intervention with identified pupils who may pose a risk. Risk reduction plans are put in place when this is the case. Any aggressive behaviour between staff, including bullying, should be dealt with according to the well-being flow chart, located in the staff room, office and Comms area. Alternatively, staff can follow advice in the Whistle Blowing Policy.

Staff are instructed to report any physical or verbal incident of violence, aggression or threat to the Headteacher. If a physical assault, verbal abuse or threat (in any form) does occur to a school employee, it is essential to formally record the details using the County Council's incident reporting system.

31. **Working at Height**

[Working at Height Guidance](#)

Suitable and sufficient training will be provided to all persons who are required to work at height. Staff working at height must give careful consideration to the lone working policy. All staff are able to use the steps and step ladder, if there is a risk assessment in place. Where 'awareness training' is considered sufficient by the risk assessment, for example for staff using step ladders to put up display work at low levels, the provision of suitable guidance and instruction may be all that is required. All equipment is checked termly by the caretaker. Where defects are found, the item in question will



be removed from use immediately and either professionally repaired or, if beyond repair, safely disposed of. In the case of contractors, the school will ask for risk assessments.

32. Work Experience

The school follows suitable risk assessments, work experience policy and pre-placement interviews with any young people attending the school on work experience. The school ensures that there is always a safe level of supervision and induction for work experience students.