



Lynneham Primary School

Health and Safety Policy

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Governor responsible	Mr Antony Jones
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Management of Health and Safety at Work

1. The Health and Safety at Work Act 1974 is an enabling act, which means that any new health and safety regulation may be added to it without incurring long parliamentary delay. It is in this way that new EEC directives were introduced into UK law as Regulations in 1994.
2. One of the new Regulations, the Management of Health and safety at Work Regulations (MHSWR) 1999, requires that an employer must make a 'suitable and sufficient' assessment of:
 - a. The risks from hazards to which their employees are exposed while at work. In the eyes of Health and Safety law all pupils within a school are considered employees for legislation purposes, although may have more stringent regulations applied due to lack of self awareness to dangers.
 - b. The risks from hazards arising out of or in connection with, their undertaking to which persons not in their employment are exposed for the purpose of identifying the measures they need to take to comply with imposed requirements by statutory provisions
3. To maintain compliance with all legal regulations pertaining to Health and Safety, Lyneham Primary School through the Headteacher and Governing Body will implement the following Health and Safety Policy.

Statement of Intent

The Governing Body of Lyneham Primary School:

1. Aims to provide a safe and healthy working and learning environment for all pupils, staff, parents, contractors and visitors.
2. Accepts the responsibility to take all reasonable and practicable steps to maintain the health of pupils, staff, and others using the school premises or participating in school sponsored activities.
3. Believes that prevention of accidents, injury or loss is essential to the efficient operation of the school and contributes to the education of pupils.
4. Will take all reasonable and practicable steps to identify and minimise potential hazards.
5. Expects all staff, pupils, and visitors to apply vigilance and conduct themselves in a safe manner whilst within the confines of the school premises or when contributing to school sponsored activities.

Duties of the Governing Body

To achieve the above intent the Governing Body will discharge the following duties, in consultation with the Headteacher:

1. Familiarise itself with the Wiltshire Council Health, Safety and Welfare Policy and any advice and guidance provided by the LA.
2. Ensure an effective and enforceable policy for provision of all Health and Safety regulations exists throughout the school.
3. Ensure this policy is regularly reviewed for practical and regulatory effectiveness and make any necessary revisions.
4. Ensure regular inspections are conducted to identify and evaluate all risks relating to the premises, school activities and school sponsored events.
5. When risks are identified, evaluate appropriate risk control measures to select the most appropriate means to minimise risk or exposure to staff, pupils and others.
6. Appoint appropriate Health and Safety representatives to maintain effective monitoring of all health and safety issues.

By application of the above intent and discharge of duties the Governing body will undertake:

1. To provide a safe environment for staff, pupils, contractors and visitors to work, including safe means of entry and exits from buildings and premises.
2. To provide safe plant, equipment and services.
3. To provide safe arrangements for the handling, storage and transport of articles and substances.
4. To provide safe and healthy working conditions which take into account the following statutory and advisory requirements, codes of practice, guidance and legislation. These include:
 - a. Management of Health and Safety at Work Regulations 1999
 - b. Workplace (Health, Safety and Welfare) Regulations 1992
 - c. Health and Safety (Display Screen Equipment) Regulations 1992
 - d. Personal Protective Equipment at Work Regulations 1992
 - e. Provision and Use of Work Equipment Regulations
 - f. Manual Handling Operations Regulations 1992
 - g. Health and Safety (First Aid) Regulations 1981
 - h. The Health and Safety Information for Employees Regulations 1989
 - i. Employers Liability (Compulsory Insurance) Act 1969
 - j. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
 - k. Noise at Work Regulations 1989
 - l. Electricity at Work Regulations 1989
 - m. Control of Substances Hazardous to Health Regulations 1992 (COSHH)
 - n. Chemicals (Hazard Information and Packaging for Supply) Regulation 2002
 - o. Construction (Design and Management) Regulations 1994
 - p. Gas Safety (Installation and Use) Regulations 1994
 - q. Control of Major Accident Hazards Regulations 1999
 - r. Dangerous Substances and Explosive Atmospheres Regulations 2002
5. To provide supervision, training and instruction so that all governors, staff and pupils can perform school related activities and duties in a safe and healthy manner;
 - a. All staff will be offered the opportunity to receive Health and Safety training (formal or informal) appropriate to their duties and responsibilities.
 - b. Where training is required by legislation, or considered necessary to maintain the safety of staff, pupils or visitors, the Governing Body will ensure, within available financial resources, that appropriate training is conducted.
 - c. Pupils will receive appropriate health and safety training related to activities being conducted.
 - d. Training will be regularly updated.
6. To provide any necessary safety and protective equipment or clothing with information on correct use and storage.
7. To provide adequate welfare facilities which comply with Health and Safety legislation.
8. To ensure the Governing Body arranges, through the Headteacher, for all staff and voluntary helpers receive comprehensive information on the following:
 - a. This Health and Safety policy.
 - b. All other relevant Health and Safety matters.
 - c. The instruction and training that will be given to employees so that they may carry out their duties in safe manner without placing themselves or others at risk.
 - d. That this information exchange has been recorded to provide evidence of appropriate briefing or training.

Duties of the Headteacher

1. As well as the general duties which all members of staff will apply (see below), the Headteacher has responsibility for day-to-day maintenance and development of safe working practices and conditions for all pupils, staff and visitors using the premises or taking part in school sponsored activities, and will undertake all reasonable practicable steps to achieve this through the School Business Manager, School Leadership Team, Caretaker, Health and Safety Link Governors, support staff and others as appropriate.
2. The Headteacher is required to take all necessary and appropriate action to ensure that Health and Safety standards are maintained at all times.
3. On a day-to-day basis the Headteacher will be responsible to:
 - a. Ensure, at all times, the health, safety and welfare of all persons using the school facilities or taking part in school sponsored activities.
 - b. Ensure safe working conditions of the school premises and facilities.
 - c. Ensure safe working practices and procedures throughout the school and activities are controlled for all potential risks.
 - d. Arrange appropriate risk assessments to be conducted, allowing for prompt identification of potential hazards, any findings should be highlighted to the Governing Body and where appropriate to the LA.
 - e. Identify the training needs for both staff and pupils and ensure, within financial constraints, that all persons with identified training needs receive the appropriate training and instruction in health and safety matters.
 - f. Ensure that any defect within the premises, its plant, equipment, or facilities that impact upon health and safety of staff, pupils or others are made safe within a commensurate timescale to the risk, or the defects are appropriately advertised to reduce exposure to the risk.
 - g. To collate all accident and incident information and, when necessary, carry out accident and incident investigations with appropriate personnel resources.
 - h. To monitor the standards of health and safety throughout the school, including school based activities.
 - i. Monitor the management structure in consultation with the Governors.
 - j. Consult with members of staff, including Trade Union safety representatives, on health and safety issues.
 - k. Encourage staff, pupils and other to consistently promote health and safety in pursuance of their duties.

Duties of Supervisory Staff – Senior Leadership Team / School Business Manager

1. As well as the general duties which all members of staff will apply (see below), the Supervisory Staff will be directly responsible to the Headteacher or nominated member of staff, to have overall day-to-day responsibility for the implementation and operation of the Health and Safety policy within their relevant areas or responsibility.
2. As part of their day-to-day responsibilities they will ensure that within their specific areas of responsibility:
 - a. Safe methods of working are implemented throughout.
 - b. Health and Safety regulations, rules, procedures and codes of practice are applied effectively.
 - c. All staff, pupils and others within their jurisdiction are informed in safe working practices.
 - d. Any new employees, volunteer helpers or visitors are given instruction in safe working practices.
 - e. Regular safety inspections are made as required by the Headteacher, Governing Body or LA as necessary.
 - f. Take positive, corrective action to ensure the health and safety of all persons whilst within school grounds or school sponsored activities.
 - g. Ensure all plant, machinery and equipment is suitably guarded, maintained in a safe working order and restricted to appropriate persons only.

- h. Ensure appropriate protective clothing, equipment, first aid and fire appliances are provided, made readily available and maintained in a serviceable state.
- i. Ensure any hazardous and highly flammable substances are correctly identified, stored and exposure is minimised.
- j. To monitor the standard of health and safety in the specific area of work and encourage all personnel, staff and pupils, to achieve and maintain the highest possible standards of health and safety.
- k. All health and safety documentation and records are accurately maintained and appropriately stored.
- l. All health and safety information is communicated to relevant persons, including and changes to risk, potential new hazards and incidents and accidents.
- m. All health and safety concerns are to be reported to the Headteacher, School Business Manager, Health and Safety Governors as appropriate.

Duties of All Staff Members

1. All staff are expected to familiarise themselves with the health and safety aspects of their work and working environment.
2. All staff have a personal responsibility to:
 - a. Take reasonable care of their own health and safety and that of other persons or pupils who may be affected by their actions or omissions at work.
 - b. Follow agreed working practices and safety procedures.
 - c. Report any accident, near miss, incidents of violent or verbal abuse or any hazards or potential hazards not otherwise previously identified.
 - d. Ensure that any health and safety equipment or documentation is not misused, defaced or interfered with.

Use of Contractors

1. The Headteacher or nominated representative will seek to ensure that any contractors employed within school premises or school sponsored activities will conduct themselves and complete their operations in such a manner that all statutory and advisory safety requirements are met at all times.
2. Contractors are to be provided with the following documentation before undertaking any forms of employment:
 - a. Health and Safety brief
 - b. Asbestos Register
 - c. Fire procedures for visitors
 - d. Site plan with all known services marked
 - e. Code of conduct for contractors
 - f. Any risk assessments for the area in which they shall be working
3. The contractors may be required to provide the following documents dependant on work undertaken as appropriate:
 - a. Hot work permit
 - b. Risk assessments of the work to be conducted
 - c. Liability Insurance documentation for their employees
 - d. Certificates of Competency

4. All contractors working on school premises are required to ensure safe working practices by their employees under the provision of the Workplace (Health, Safety and Welfare) Regulations 1992 and must pay due regard to the safety of all persons using the premises.
5. In instances where the contractor creates hazardous conditions and refuses to take action to make safe or eliminate the hazard, the Headteacher or nominated representative will take such actions as necessary to prevent person in their care from risk or injury. This may include one or all of the following options:
 - a. Asking contractor to stop working
 - b. Asking contractor to leave the site/premises
 - c. Reporting contractor to LA
 - d. Reporting contractor to appropriate industry body
 - e. Reporting contractor to Health and Safety Executive (HSE)
6. Contractor's attention should be drawn by the Governing Body to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything that is provided in the interests of health, safety or welfare.

Hirers or School Facilities

1. If the premises are utilised for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are being used will be expected to maintain the safe practices as indicated under *Duties of the Headteacher* of this policy document. These responsibilities are documented in the Terms and Conditions of Lettings agreement.
2. If the school premises or facilities are used during out of school hours for a school sponsored activity, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
3. If premises are hired to persons not employed by the LA, those persons must be familiar with this policy, comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:
 - a. Introduce equipment for use on school premises
 - b. Alter any fixed installations
 - c. Remove fire, or health and safety notices or equipment
 - d. Take any action that may create hazards for any persons using the premises
4. Hirer's attention should be drawn by the Governing Body to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything that is provided in the interests of health, safety or welfare.

Consultative Arrangements for Staff

1. The Governing Body, through the Headteacher or nominated representative, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited Trade Union or Staff Association will be offered a role in these consultations.

Emergency Plans

1. The Headteacher will ensure the school holds a copy of the 'emergency conditions and major incident guidance for headteachers' issued by WC that covers all foreseeable major incidents which could put occupants and users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

This sequence will determine priorities of the emergency plan

Sources of Advice

1. Whenever required, the Governing Body, Health and Safety Governors, Headteacher or other staff are to seek advice from competent persons, LA, WC's corporate occupational health and safety service to ensure the most relevant information is used in pursuance of this policy.

Review

1. The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as considered necessary to ensure the health, safety and welfare of staff and pupils, or in line with changes with legislation.

Specific Procedures and Further Guidance

1. The Governing Body and Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

2. Written procedures required within the school are:
- a. Administration of medicines.
 - b. Provision of First Aid.
 - c. Fire and other emergency evacuations.
 - d. Organising outdoor education activities.
 - e. School closure e.g due to weather, loss of utilities etc.
 - f. Site security.
 - g. Reporting accidents, incidents, hazards and near misses.
 - h. Lone working.
 - i. Out-of-hours use of school buildings and facilities.
 - j. Vehicular movements on site.

3. Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held on Wisenet. The school adopts all of the guidance within the manual as applicable within the school and to all staff.

Specific Arrangements for Health and Safety

Accident Reporting

1. The RIDDOR 1995 places a statutory requirement to record all accidents or incidents. If the accident or incident is of a significant nature it is also to be reported to the HSE and LA.
2. Any accident or injury must be reported in the pupil or adult accident book. Accident books are held in the school office and at first aid points. All 'near misses' should be reported in the 'Near Miss' book, also held in the school office – adults and children are encouraged to report near misses in this book which is checked regularly by the Caretaker.
3. All significant accidents, incidents or dangerous 'near miss' situations must be reported to the Headteacher or School Business Manager. The Headteacher or School Business Manager will conduct an immediate

investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence. The Headteacher or School Business Manager is also responsible for reporting any significant events to the LA, HSE and Governing Body as detailed within RIDDOR 1995.

4. Any employed contractors must ensure that accidents involving their personnel are reported to the school as well as their employers.

Reporting Potential Health and Safety Risks

1. Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property must be reported using the 'near miss' book or directly to the Headteacher, School Business Manager or Health and Safety Governors.

2. If any current risk assessments no longer maintain adequate control measures this matter is also to be reported, to permit further evaluation to take place.

3. If any practice or condition detrimental to health and safety are being conducted by others, this should be firstly highlighted to the individual to ensure awareness to the risks involved. If the practice or condition continues appropriate reporting action as above is to be applied.

Tools and Equipment

1. A master register of all tools and equipment should be maintained by the Caretaker.

2. Any defects found in tools or equipment must be reported to the School Business Manager or nominated representative and the item withdrawn from use until repair or replacement has been effected.

Electrical Equipment

1. The Electricity at Work Regulations 1989 require those in control of electrical systems ensure they are safe to use and maintained in a safe condition. To comply with this regulation all electrical equipment should be recorded in a master register containing details of scheduled servicing and inspections. In addition, operating documentation should be retained and provided for specific operation of each electrical item. Personnel not familiar with the specific electrical item are to be instructed on correct and safe operation.

2. The following additional statutory and advisory requirements apply to electrical equipment;

- a. Only authorised and qualified personnel are to install or repair electrical equipment. With effect from 2007 all electrical professional are required to provide a certificate of competency or other electrical qualification before undertaking electrical work.
- b. Sockets are not to be overloaded, and correct fuse ratings are to be fitted to electrical equipment, this present potential for an increased fire risk.
- c. Extension cables must be unrolled prior to use to permit correct electrical limit. Care should be taken when using extension cables particularly to the routing to avoid creating a trip hazard.
- d. Staff should conduct a preliminary check as to the condition of all wires, cables and plugs prior to connecting any appliance.
- e. Electrical equipment known or suspected to be faulty, must not be used, it should isolated from the power supply, secured and reported.
- f. Staff should not use their own personal electrical equipment in school unless it has undergone PAT testing.

Fire Prevention

1. To promote good practices for fire prevention and maintain continuous awareness of the risk of fire the following procedures are to be followed:
 - a. Fire procedures identifying appropriate action to take in event of a fire, specified evacuation routes and points of assembly are to be displayed in all rooms and general areas.
 - b. Staff are responsible for knowing the location of fire points and fire exits and the location of the assembly point
 - c. Fire evacuation procedures, fire alarm testing and fire prevention training are to be carried out in accordance with current legislation
 - d. All staff have a responsibility to exercise maximum care when using flammable materials during lessons and should, where possible avoid the use of loosely draped combustible materials on display boards which could increase the risk of fire occurring and/or impede exit.
 - e. All staff, pupils and others have a responsibility to ensure all fire exits and access routes to assembly points remain clear at all times.
 - f. All fire extinguishers, and associated fire equipment is to be recorded within a fire register and maintained at regular intervals for serviceability. This register should also maintain a record of all fire evacuation training and fire alarm tests.

Emergency Services

1. Emergency services can be called by dialling 999 from any telephone or 112 from any mobile phone. Telephones are located as follows:
 - a. Offices in new Building
 - b. SBM and Finance Offices in Lower School Building – dial 9 for outside line
 - c. All classrooms – dial 9 for outside line
2. All teaching staff and the majority of support staff are appointed First Aiders within the school. They can be found throughout the school premises.
3. First Aid kits are indicated by the appropriate signs and can be found at the following locations:
 - a. Upper School:
 - Upper School Entrance Hall
 - Classrooms
 - b. Office
 - c. Lower School:
 - Foundation Stage Corridor (Main First Aid Point)
 - Finance Office
 - Classrooms

Working at Height

1. The Working at Height Regulations 2005 states so far as is reasonable practicable, suitable and effective measure shall be taken to prevent:
 - a. Any person falling a height likely to cause personal injury
 - b. Any person being struck by a falling object likely to cause personal injury
2. There are no minimum height requirements for Working at Height and includes all work activities where there is a need to control a risk of falling a distance liable to cause personal injury. Regardless of equipment being used, duration person is at height, or height work performed , it can include:
 - a. Working on scaffold or elevated platform
 - b. Working on back of a lorry
 - c. Climbing any permanent structures

- d. Painting at height
- e. Work on staging or trestles
- f. Using a ladder/step ladder or kick stool for shelf filling, window cleaning or other tasks.

3. With the exception of the Caretaker, staff may only use kicksteps to reach objects at height. Care must be taken that the object can be easily reached from the kickstep and that the kickstep is located on a flat, dry surface.

Control of Substances Hazardous to Health (COSHH)

1. The definition of substances hazardous to health is given in Regulation 2 of COSHH 2002 and it covers virtually all substances including preparations, capable of causing adverse health effects or disease arising from work activities. A substance may be natural or artificial and in a solid, liquid, gaseous or vapour form, including micro-organisms.
2. All staff are responsible to ensure any substances within the sphere of COSHH are appropriately stored away from incompatible hazardous substances. Any substance which has been assessed to give off any form of noxious fumes should only be used in a well ventilated area. All substances should only be used as directed by the manufacturer.
3. The Headteacher is responsible for ensuring an accurate COSHH register exists for all substances within school premises. If any member of staff requires substances not registered within school, they are to provide full details of the substance so an accurate COSHH assessment can be achieved.
4. In addition to substances, there are potentially harmful organisms that can be found within schools, the main threat is from Legionella Pneumophilla (also known as Legionellosis). To avoid the build up of this organism the following measures are to be applied:
 - a. All shower facilities are to be run continuously for at least 5 minutes every week and showerheads will be cleaned on a monthly basis
 - b. Water temperature will be maintained between 20-50° C and will be checked monthly. This is done by contractors employed by WC Property Services.
 - c. Water storage tanks are to be covered.
 - d. Records are to be kept of any maintenance, treatment or disinfection to water storage tanks, and the above shower routine and temperature checks have been conducted.

Provision and Use of Personal Protective Equipment

1. The school has a duty under the requirements of Personal Protection Equipment at Work Regulations 1992 to consider, as a last resort, whether PPE should be provided, and its use enforced. If therefore, it is considered necessary to provide PPE, the school should not rely on the absence of a specific legal duty to excuse failure to provide these items.
2. When PPE has been provided a record of inspection and maintenance is to be maintained. Staff needing to use PPE for their work are required to use the respective PPE in the manner it has been procured for.

Manual Handling

1. The need for care in manual handling operations is not new, nor is the requirement to train personnel. What is new is a requirement to make written assessment for all but trivial handling operations as defined within Manual Handling Operations Regulations 1992. This applies to any task involving the transportation or supporting of a load i.e. the lifting, putting down, pulling, carrying, holding or moving of an item.

2. Personnel are not to lift, drag, push or carry awkward loads unless training has been undertaken and risk assessments carried out. When required to conduct manual handling tasks, the individual is to assess their abilities to perform the manual handling task in conjunction with the appropriate risk assessment. A 25kg load may be easy to handle if in the form of a box with two carry handles; however it would not be if equivalent weight was within a plastic sack with one handle.
3. Staff will not carry, lift or attempt to physically restrain any pupil.
4. The Headteacher or nominated representative is to ensure all manual handling operations utilised on a day-to-day basis have been risk assessed, and staff are aware of these day-to-day tasks.

Display Screen Equipment

1. Work with Display Screen Equipment (DSE) is not generally a high-risk occupation but may lead to staff developing musculoskeletal problems, eye fatigue and mental stress if health and safety criteria are not observed.
2. To minimise this risk the Headteacher or nominated representative is required to:
 - a. Complete and record a DSE risk assessment.
 - b. Ensure that workstations satisfy the minimum requirements that are set for display screen, keyboard, desk, chair, working environment, task design and software.
 - c. Plan work schedules to ensure that DSE users take adequate rest breaks.
 - d. Provide adequate information and training on all aspects of DSE.

Smoking Policy

1. Smoking is not permitted at any time anywhere on the school site.

Health and Safety of New and Expectant Mothers

1. Under the Management of Health and Safety at Work Regulations 1999, certain safeguards have to be introduced to protect new and expectant mothers within the workplace. The 'risk' is likely exposure of a new or expectant mother to hazards at a level additional to that which she may be exposed outside the workplace.
2. The Headteacher or nominated representative is responsible to make a 'suitable and sufficient' assessment of:
 - a. The risks to health and safety of their employees whilst at work
 - b. The risks to the health and safety of persons not in their employment arising out of, or in connection with, their undertaking for the purpose of identifying the measures needed to comply with relevant statutory provisions.
 - c. Assess the risks allowing for the degree risk to vary for the varying stages of pregnancy.
3. The areas of risk to be considered involve:
 - a. Movement and posture
 - b. Manual Handling
 - c. Protective equipment and uniforms
 - d. Hazardous substances
 - e. Working time
 - f. Work related stress
 - g. Extremes of cold or heat
 - h. Work at heights
 - i. Work related violence
 - j. Welfare issues

General Procedures

1. By education into good housekeeping practices staff can prevent accidents from occurring by following the following basic procedures:
 - a. Keep corridors, passageways and play areas unobstructed.
 - b. Ensure shelving is only stacked to recognised load bearing capacity and in a neat manner
 - c. Keep all floors clean and dry
 - d. Not obstructing any form of exit
2. Always use correct routes of access and access equipment, do not use 'short cuts' as they can lead to serious accidents.

Out of School Visits or Activities

1. All persons who arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the 'Off Site Visits' policy. This document is held within the school office. The LA on-line risk assessment system should be used for all category B and C off-site visits – advice is available from the School Business Manager.

Safe Working Procedures

1. All staff must ensure that safe working procedures are developed through the following system:
 - a. Assessing the tasks
 - b. Identifying the hazards
 - c. Defining a safe working procedure
 - d. Implementing the procedure
 - e. Monitoring the procedure
2. Once developed, safe working procedures must be recorded in writing and communicated to all relevant persons and pupils.

Visitors

1. When persons visit the school they are entitled to the same level of health and safety protection afforded members of staff and pupils. They are also not absolved from the stipulations within the Health and Safety at Work Act 1974, Section 8.
2. All visitors are to be directed to Reception as first point of call regardless of precise location required within the school premises. At reception they are to be shown a copy of the visitors' health and safety brief and required to sign and out of the visitors' book confirming they have seen the brief and for fire safety reasons. All visitors must wear visitors badges at all times whilst on the premises.

Inspections

1. To maintain compliance with Health and Safety regulations the Headteacher, through the Governing Body is to arrange regular inspections within each specific regulation area. This inspection should be spread over the school year to provide a continuous update to all Health and Safety issues. Additional arrangements will be appended as they are developed.