

Health & Safety Policy



EXCEEDING EXPECTATIONS

This policy will be reviewed November 2024

Part 1- Health and Safety Policy Statement

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signed

Signed

Stephanie Tague
Chair of Governors

Shamsa Qureshi
Headteacher

12 November 2021

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Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer:-

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety. Schools, however, may wish to write their own health and safety policy.

All school governing bodies have health and safety responsibility as the **occupier** of the premises. Head Teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Employees
School Governors				It is recognised that some governors are LA employees
Headteacher				
School Leadership Team				
Deputy/Assistant Headteacher				
Heads of Dept				
Teachers				
Managers				
Premises Managers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Site Supervisor or Caretaker				

The responsibilities of Policy Makers, Planners, Implementers and Employees within the Policy

Policy-makers	
School Governors Headteacher H&S Committee School Leadership Team	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
 - Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
 - Will set H&S targets (with Planners) to improve H&S performance;
 - Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements of health and safety performance on a regular basis.
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- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
 - Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
 - The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

Planners	
Headteacher Members of the School Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
 - appoint a Premises Manager (see **Implementers** below);
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided and recorded;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff and records kept e.g. staff signatures;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that this H&S Policy can be implemented effectively and advise the GB;
- Ensure that a regular **Premises H&S Inspections** are carried out, (this duty may be

delegated to other members of school staff) Generic premises inspection checklists are available on One Hub which can be adapted to be made site specific; Additionally it is recommended that an annual self-audit is carried out (This duty may be shared with other staff such as SLT) Self Audit forms are available on One Hub;

- Draw up any Action Plans required from the results of the Premises H&S Inspection and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a standing agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) 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.

Implementers	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed/ implemented in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies and Guidance Notes of the Kirklees Council and DCYP and those developed within school;
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;

- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (as appropriate). These may reflect the overall H&S plans;
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated and recorded;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training and that this is recorded;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
- Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. One Hub and Business Solutions);
- *In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties These are produced here;

1. To maintain an understanding of DCYP Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;

5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the Councils structure. All staff are employees and therefore all the employee responsibilities within the DCYP Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the DCYP Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health 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 senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;

- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3 Detailed Arrangements and Procedures

The following procedures and 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 of the Children and Young People's Service Health and Safety Policy:

1. Accident Reporting, Recording & Investigation

Staff report all accidents. Minor incidents are recorded in the Record of Minor Accidents/Incidents Form (Accident Book) which is retained in the School Office. The School Business Manager is informed of any serious accidents. The Headteacher/Business Manager will determine whether such accidents merit further investigation and will organise any investigation needed. Major injuries to children, for example broken bones or any incident requiring a child being taken to hospital, caused through a defect in equipment or management systems are reported on the Kirklees online system. Log books are monitored periodically to detect trends to allow resources to be allocated to prevent further occurrences.

2. Asbestos

The Headteacher is the Responsible Person and duty holder responsible for the Premise Asbestos Management Plan (PAMP). The School Business Manager, Caretaker and School Office Staff will ensure that contractors and others such as site supervisors etc have sight of the plan prior to starting any work on the premises and sign the Permit to Work log. The Premise Asbestos Management Plan (PAMP) is kept in the School Office. Staff are made aware of potential dangers accordingly.

The Headteacher, School Business Manager and Caretaker receive asbestos training and carry out regular inspections.

3. Contractors

When the school is managing its own projects, the Headteacher and School Business Manager will be responsible for considering how contractors are selected (eg members of CHAS (Contractor Safety Assessment Scheme or other members of SSIP (Safe Systems In Procurement), arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report any concerns to the Headteacher. When the project is through the LA the school will liaise with the school Asset Management Officer.

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

All teaching staff together are responsible for drawing up suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes eg, cooking or science equipment. Arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT,

5. Drugs & Medications

Administration of drugs and Medication is dealt with under the schools Medical Policy

6. Electrical Equipment [fixed & portable]

Portable Appliance Testing (PAT) will be carried out annually by an approved contractor/tester. All staff will be responsible for and visually check electrical equipment utilised by them and will report any defects or concerns to the School Business Manager. Pupils will not be permitted to have personal electrical equipment

in school unless medically necessary. The LA will also carry out an annual inspection of equipment in different or more specialised parts of the site such as school kitchens and cleaning equipment.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats and lockdowns]

The Headteacher in conjunction with the School Business Manager and Finance, Resources and Premises Committee will be responsible for undertaking and reviewing fire risk assessment, frequency and arrangement of drills, emergency and evacuation procedures to be followed.

Staff with special responsibilities eg fire marshals are given training. The school has a maintenance schedule in place for fire extinguishers, testing the fire alarm, emergency lighting etc. Details are recorded in the Fire Safety Log.

Prior to commencing employment at the school all staff have to complete an online fire safety course, which is retaken annually.

8. First Aid

A First Aid Needs Assessment has been completed to determine the appropriate number of Paediatric First Aiders required.

Staff who are required to administer first aid will receive training and retraining as necessary. All staff receive training for the medical needs of children where appropriate (eg EpiPen and asthma training). Expiry dates of qualifications are monitored by the School Business Manager.

The School Office personnel will summon any ambulance and the Headteacher/Deputy will accompany children to hospital if necessary (see the Medical Policy for full details).

First aid boxes are kept in the School Office, the KS2 corridor (outside Rigel classroom), the hall and the Space Building are checked and restocked regularly a member of the Admin/Lunchtime staff.

9. Gas Safety

The LA conduct an annual inspection and examination. Records of inspection are retained in the School Business Manager's office.

10. Glass & Glazing

The Caretaker and School Business Manager will ensure that all glass in doors or side panels is safety glass, and that all replacement glass is of safety standard. There are no areas in the school which are unsuitable for use by children due to glass being of low standard.

11. Grounds - Safety/Security

The Caretaker will be responsible for making arrangements for safe access to/egress from school and for regular checks. All staff share responsibility for maintaining site security (eg keeping doors and gates shut). The School Office staff will be responsible for controlling visitor access and signing in arrangements. A visitor badge will be issued to all visitors so they can be easily identified by other staff.

12. Hazardous Substances (COSHH)

The Caretaker will ensure that all hazardous substances are kept in the COSHH cupboards (located in the outer buildings in the lower playground and Community

Building Cleaners cupboard) and are only used in accordance with safety recommendations. These cupboards are clearly marked with a COSHH safety sign.

There is a COSHH file in the school Office with assessment information for the chemicals used on site. Prior to employment all cleaning staff receive training in the safe use of cleaning products and how to use of protective equipment, from the Cleaning Section.

13. Health and Safety Advice

The school will obtain competent health and safety advice, e.g. Kirklees Council Group Safety Advisor tel 01484 226475, the school's asset management officer as and when needed.

14. Housekeeping – Storage, cleaning & waste disposal

The Caretaker will ensure that the premises have sufficient and safe storage systems and that the premises are kept clean. The Caretaker will minimise accumulation of rubbish, make arrangements for wet floor cleaning to minimise risks of slips, provide means of disposing of glass and other sharp objects, make arrangements for snow shifting and for security/location of external waste bins and waste electrical appliance disposal/recycling arrangements in accordance with the WEEE regulations.

15. Handling & Lifting

All staff have a responsibility to identify activities involving lifting/handling where there is any risk of injury and should inform the School Business Manager. Risk assessments will be completed to identify precautions to minimise manual handling tasks. All staff are required to complete an online manual handling course every two years.

16. Jewellery

Pupils are prohibited from wearing earrings and other jewellery, except studs which must be removed prior to any PE activities.

17. Lettings/shared use of premises

The Headteacher is responsible for setting restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fairs and other fund raising events, emergency lighting, lighting for paths on an evening, public entertainment license. The Headteacher will carry out risk assessments for each individual event. The school does not currently have any external lettings, except for the use as a Polling Station.

18. Lone Working

See Lone Worker Policy.

19. Maintenance / Inspection of Work Equipment (including selection of equipment)

The school follows the recommended schedule of the LA for the annual inspection, examination and testing of equipment eg ladders and steps, lifts, PE equipment, boilers and heating systems, furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers etc. Inspection certificates are retained in the Premises file in the School Office.

20. Monitoring the Policy and results

The School Business Manager and Caretaker carry out regular monitoring of H&S management and workplace checks.

The Headteacher in conjunction with the School Business Manager and Finance,

Resources and Premises Committee will be responsible for ensuring the implementation of new and updated policies, which are reported and discussed at Governor Committee meetings.

21. New & Expectant Mothers

Arrangements in are place for specific risk assessments for new and expectant mothers. Details are kept in the employees file.

22. Noise

An assessment of risk, protection and other controls from such as noise from machinery, when the workplace is so noisy that people have to shout to each other at normal speaking distance to make themselves heard in accordance with the Control of Noise at Work Regulations 2005, will be carried out as necessary.

23. Personal Protective Equipment (PPE)

Personal protective equipment is provided for all staff as and where necessary. PPE is readily available for activities such as the administering of first aid and cleaning of spilled bodily fluids. Equipment available includes face masks, gloves and aprons.

24. Reporting Defects

All staff are responsible for reporting hazards or potential hazards to the School Business Manager or Caretaker who will decide on interim measures to be taken pending rectification and will arrange for remedial works to be carried out.

25. Risk Assessments

The School Business Manager and Caretaker will ensures RA's are undertaken on the site ie classrooms, storerooms, offices etc, these are shared with staff via the Staff Server and paper copies are available in the school office. Staff will be made aware of any concerns.

All teaching staff are responsible for ensuring Risk Assessments are undertaken for any class activities that require them. The School Business Manager and Headteacher are responsible for undertaking special Risk Assessments (such as for staff who are pregnant or who have health problems). The SENCO is responsible for risk assessments for SEND pupils and staff responsible for their care.

26. Signs and Signals

Annual inspection will be carried out to ensure that the proper signs and signals are in place and that they comply with requirements.

27. School Trips/ Off-Site Activities see also item 30

The school will follow the LA guidelines in respect of all school trips and off-site activities. See School Educational Visit Policy.

28. Occupational Health - Stress and staff Well-being

The school will follow the LA guidelines in respect of Occupational Health.

All staff have access to Employee Healthcare via a referral portal called "Our Workplace Wellbeing" which all staff can access by visiting <https://kirklees.eopas.co.uk> using a computer, smart phone or device.

The self-referral option allows staff to refer themselves for physiotherapy, counselling, smoking cessation and HEAL (Health Eating & Active Lifestyles) directly through the secure portal system.

29. Staff Consultation and Communication

The Finance, Resources and Premises Committee meet termly (three times per year) and Health and Safety is a regular item included in the Headteacher's Report to Governing Body meetings.

All staff have a duty to raise issues of concern with the Headteacher or School Business Manager who will welcome any suggestions for health and safety improvements. Staff will be informed of health and safety matters by means of email circulated by the School Business Manager as and when necessary.

Information about health and safety can be found in the Health and Safety folder in the School Business Manager's office, Health and Safety Board in the staffroom and shared on the staff server. The Health and safety Policy is also available on the school website www.warwickroad.kirklees.sch.uk.

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

All staff have a responsibility not to leave pupils unattended during curriculum time or at any other times when in the care of the school. The school will follow LA guidelines in respect of ratios for off-site visits and requirements for DBS clearance.

31. Training and Development

New staff will be inducted on health and safety and complete the following online training courses, prior to commencing employment:-

- Fire safety (this is only completed annually)
- Manual handling
- Working at Height

The Headteacher, School Business Manager and Caretaker undertake additional training as required, ie fire training, COSHH, asbestos etc, a log of all training is kept

32. Display Screen Equipment (DSE)

The School Business Manager will arrange for annual DSE self assessment checks are completed by all affected users. The school will follow LA guidelines on the maximum time to be spent on VDU without a break. appropriate training (if required) for staff who make significant use of VDU's and will deal with all reports of defects in workstation and health concerns, including making arrangements for eyesight testing where necessary.

33. Violence to Staff

All staff will report any incidents of verbal and physical violence to the Headteacher. The School Business Manager will log the incident as appropriate. Staff will be made aware of the *Kirklees Violence at Work Policy/Guidance*

34. Vibration

Risk assessment from working with hand-held tools in accordance with the Control of Vibration at Work Regulations 2005, will be completed by the School Business Manager, Caretaker or responsible person as necessary.

35. Welfare

The Caretaker will be responsible for making arrangements to ensure that welfare facilities at least meet the minimum standards for temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

36. Working at Height

All steps and ladders conform to safety guidelines. The condition of all steps and ladders is checked yearly by the Business Manager and Caretaker and recorded on the Step Ladder Check List (kept in the Caretakers Job book)..

All staff are required to complete a working at height online course and are responsible for carrying out visual checks before using steps and ladders. Contractors are expected to provide their own steps or ladders.

Pupils are not allowed to use steps or ladders.

37. Waste Management

Citroen are responsible for the collection of specific waste which needs to be disposed of environmentally (eg sharps/needles, body fluids etc).

38. Water Quality/Temperature/Hygiene

The LA responsible for making arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Quality Manual. IWS carry out water checks on the School's behalf and record details of visits and findings in the Manual, which is located in the School Office.

39. Work Experience

The School Business Manager is responsible for assessing potential work placements and for making the arrangements for induction and supervision of students on work placement within the school.