

Greenvale Primary School



HEALTH & SAFETY POLICY

Policy Date	May 2023
Signed by Head Teacher	Mrs A Allnutt
Review Date	May 2024

Approved by Governing Body		
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Chair of Governors	Print Name	Date

Policy copy read by Caretaker and Cleaner in Charge		
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1. Statement of Intent

The school recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the school. The Headteacher and Governing Body are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Meeting our legal responsibilities under health and safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing adequate information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Governors, staff and students will play their part in its implementation.

2. Review Procedures

This policy will be reviewed annually and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

3. Roles and responsibilities

Governing Body

The Governing Body is responsible for ensuring that:

- The health & safety policy statement is clear and it promotes a positive attitude towards safety and health for staff and students.
- Headteacher is aware of their health & safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health and safety policy or implementation recognised and policy procedure revised as necessary.

Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Accountable to the Governing Body for the effective implementation of the health and safety policy
- Planning as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- Providing final authority on matters concerning health and safety at work.
- Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the School Business Manager.

School Business Manager

The School Business Manager will advise the Headteacher on the health and safety policy. Acting for and on behalf of the Headteacher, she has the responsibility for implementing and monitoring the policy.

This is achieved by ensuring that:

- This policy is communicated and made available to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their safety representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken by Headteacher and/or Business Manager.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated, and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A verbal report to the Governing Body on the health and safety performance of the school is completed and reviewed termly.

Site Caretaker and Cleaner in Charge

- Apply the school's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- Alongside the Headteacher and or Business Manager, carry out regular health and safety risk assessments of the activities for which they are responsible.
- Resolve health, safety and welfare problems that members of staff refer to them, and refer to Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.
- Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

Classroom Based Staff

Teaching and classroom based support staff will:

- Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to the Headteacher or Business Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Caretaker or Business Manager.

- Report all accidents, defects and dangerous occurrences to Headteacher or Business Manager.

All staff

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of health and safety.
- Follow the guidance given in Health and Safety training received.
- Report all accidents and near misses as per the reporting procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.

Contractors and Visitors

- All visitors (including contractors) must report to reception and sign in on arrival.
- Visitors and contractors must report any injuries to their host as soon as possible.
- When the premises are used for purposes not under the direction of Headteacher, e.g. the provision of school meals, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Headteacher or Business Manager of any risks that may affect the premises, staff, students and visitors.
- All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.
- Contractors will agree health and safety practices with the Headteacher or Business Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Kitchen/Catering Manager (Contractor – Chartwells)

The Kitchen Manager/CDC is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy and other associated policies.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- Inform the School Business Manager or the Headteacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

Students

Students, in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

- Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

4. Arrangements

Introduction

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.

The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

- All staff are required to ensure that all accidents are reported to Headteacher (or School Business Manager) who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.
- All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.
- Records held in the accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. We will keep records for a total of 12 years as per our Data Retention Policy.

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. They must read and understand the School's Asbestos Management Policy.
- All employees must read and ensure they have read and understood the school's Asbestos Management policy.
- The Headteacher, Business Manager or caretaker is responsible for ensuring that the school Asbestos Log is read and signed by all contractors before starting any work on the premises.
- Staff must not affix anything to walls, ceilings etc. without first obtaining approval from Headteacher/Business Manager.
- Staff must report any damage to asbestos materials immediately to the Headteacher or Business Manager.
- Where damage to asbestos material has occurred the area must be evacuated and secured. Headteacher/Business Manager will immediately notify the Local Authority Property Department and the Chair of the Governing Body (School) by telephone.

Contractors

- The School Business Manager and Headteacher are responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy.

Curriculum Safety (including off-site learning activities)

- All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.
- The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- Guidance from CLEAPSS, AFPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

- Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who use computers daily as a significant part of their normal work. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

- All staff identified will be required to complete Working with Display Equipment training and this will be renewed when applicable.
- Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Educational Visits and Journeys

- The Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.
- Headteacher and the EVC are responsible for ensuring that all school visits are managed in accordance with the school Educational Visits policy.
- All staff involved in any educational visits should be familiar with the Educational Visits policy.

Electrical equipment

- The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.
- The School Business Manager will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.
- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Staff must not bring electrical equipment into school without the permission of the Headteacher.

Fire

Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually. The latest Assessment was May 2023.
- The school emergency plan and evacuation procedures are regularly reviewed.
- All staff complete Fire Safety Awareness.
- A Fire drill is completed every term.
- The preparation of a Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

The Headteacher, Business Manager and Caretaker is responsible for:

- The maintenance and inspection of fire safety systems and reporting significant findings to the Headteacher.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan and the Fire Management policy.

First Aid

- The names of the qualified First Aiders are displayed on the notice board in the staff room and school office and in the First Aid Log book in the First Aid area. Courses will be renewed upon expiry.
- First Aid supplies are kept in the First Aid area and it is the responsibility of School Business Assistant, to ensure that stocks of supplies are kept up to date.
- All staff must be familiar with the arrangements for First Aid provision at the school and the First Aid Policy obtained from the school office.

Hazardous Substances

- The Business Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

- Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- All staff are reminded that no hazardous substances should be used without the permission of Headteacher. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.
- Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff.
- Substances used in D&T, Art, and Science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Inclusion

- The School complies with the Local Authority policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.
- The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEND.
- All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- The Inclusion Manager and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEND. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.
- Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Headteacher.

Lone Working

- Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.
- Any member of staff working after hours must notify Headteacher and Cleaner in Charge of their location and intended time of departure.
- Lone workers should not undertake any activities which present a significant risk of injury.
- Staff must familiarise themselves with the Lone Working policy which can be obtained from the school office.

Managing Medicines

- No student is allowed to take medication on the school site without Parent/Carer completing an Administration of Medication consent form.
- Staff must notify Headteacher if they believe a student to be carrying any unauthorised medicines/drugs.
- The Administering Medication and Medical Conditions and Supporting these Children policies provide detailed guidance and all staff should be familiar with these and follow their requirements.
- If emergency medicines are kept in school for staff an individual risk assessment must be completed and the medication kept in a locked unit/cupboard.

Maintenance and Inspection of Equipment

- Any faulty equipment or damaged items are reported immediately to the caretaker and School Business Manager.
- Staff must not attempt to repair the equipment themselves.

Manual Handling and Lifting

- Headteacher will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.
- No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Caretaker for assistance.

- Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE and Playground Equipment

- The Deputy Head is responsible for advising teachers on the suitable and safe use of the equipment for the activities planned. Teachers must follow all relevant PE risk assessments.
- The School Business Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by staff.
- Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.
- Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- All PE equipment must be visually checked before lessons and returned to the designated storage area after use.
- Students must not use the PE or playground equipment unless supervised.
- Any faulty equipment must be taken out of use and reported in the site book.

Risk Assessments

- It is the Headteacher's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the school undertakings.
- The Headteacher and Business Manager are responsible for completing risk assessments.
- The School Business Manager will undertake risk assessments for maintenance and cleaning.
- The EVC will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

Site Security

- The Headteacher, in conjunction with the school cleaner in charge, is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- The school cleaner in charge, Headteacher, Deputy Headteacher and Parent Support Advisor are key holders and will respond to an emergency.
- Staff must challenge any visitor on the premises who is not wearing a visitor badge and escort them back to reception.
- If an intruder becomes aggressive, staff should seek assistance.
- Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. The Headteacher should be notified in advance of these meetings where possible.
- Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Headteacher.

Site Maintenance

- The School Caretaker and Cleaner in Charge are responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.
- The School Cleaner in Charge will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to Headteacher.
- All staff are responsible for reporting any damage or unsafe condition to the Site Caretaker in the Site Log. When the matter is urgent, this should be communicated in person to the Business Manager.

Smoking

- It is illegal to smoke anywhere within the premises.
- Signage to indicate that smoking is not permitted is displayed around the grounds.

Training and Development

- The Headteacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.
- All new staff will receive specific information and training as part of their induction process.
- All staff will receive Health and Safety and Fire Safety awareness training at induction and these are renewed on an annual basis.
- Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. The qualifications will be renewed at the appropriate time.
- Health and safety will be a regular agenda item for staff meetings and policies will be read and signed by our staff at the beginning of the academic year.

Stress and Wellbeing

- The governors and the Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:
 - a) An environment in which there is good communication, support, trust and mutual respect.
 - b) The provision of training to enable them to carry out their jobs competently.
 - c) Control to plan their work and seek advice as required.
 - d) Involvement in any significant changes.
 - e) Clearly defined roles and responsibilities.
 - f) Consideration of domestic or personal difficulties.
 - g) Individual support, mentoring and referral to outside agencies where appropriate.

All employees must ensure that they read and understand the Mental Health and Wellbeing policy.

Visitors

- All visitors must sign in and out at the reception desk. A badge will be issued which must be worn at all times whilst on the premises.
- Visitors will be made aware of the emergency procedures and other safety information relevant to them.
- Visitors will be made aware of the emergency procedures and other safety information as is applicable.
- Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height which are BS/EN-131.
- Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.
- The Headteacher, in conjunction with the Site Caretaker is responsible for completing risk assessments for all working at height tasks on the premises.
- When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- Do not work at height when you are alone. If you are planning to use a step ladder, ask the Site Caretaker to help you erect it properly and have an assistant to hold the ladder
- Our caretaker is the only member of staff who can use a ladder and appropriate footwear and clothing will be worn. Training is renewed biannually.
- Contractors are expected to provide their own ladders for working at height. If they are unable to do so, they will be asked to inspect the school ladder they will be using and to sign a waiver to accept full responsibility to be using it.

5. Control of Infections

The Headteacher is responsible for ensuring that risk assessments are undertaken and appropriate controls are in place to manage infection risks in line with the requirements set out in the Infection Control policy. Staff are responsible for complying with the policy.

6. Harassment, Violence and Aggression

- Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment.
- Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.
- Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed.
- Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault.
- Individual student risk assessments or Care Plans will be completed when necessary.
- Regular reviews to monitor the effectiveness of the control measures are completed.
- The design of the school premises will take into consideration the risks of violence, aggression and harassment.
- Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.
- Incidents of harassment, aggression or violence are reported, recorded and investigated.
- If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.
- To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

7. New and Expectant Mothers

Staff that are new or expectant mother should notify the Headteacher as soon as practicable. The Headteacher will review the risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The Headteacher is responsible for ensuring that the risk assessments are undertaken and appropriate controls are in place to manage infection risks in line with the requirements set on the Infection Control policy.

The school should consider these risks when completing the risk assessment:

- Working with hazardous substances
- Stressful environments
- Movement around the site (including stairs and distances between classrooms etc.)
- Doing duties that involve physical effort which might be too arduous;
 - Standing for long periods
 - Inherent risks in certain departments, e.g. PE, Science
 - Manual Handling
 - Working in a confined working space
 - Using an unsuitable workstation
 - Infectious diseases
 - The provision of appropriate sanitary and rest facilities

8. Supervision of Pupils

- Staff will promote sensible and safe behaviour to pupils.
- Dangerous or risky behavior displayed by students will be addressed and dealt with as per the Behaviour for Learning policy.
- Pupils will only be allowed to stay in classrooms under adult supervision.

9. Water Hygiene Management (Legionella)

- The Business Manager will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.
- The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures. Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.
- The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

10. Supporting policies

This policy is supported by other associated policies that explain how the school manages specific issues:

- Administering Medication
- Asbestos Management
- Behaviour for Learning
- Critical Incident Planning Response
- Educational Visits
- Emergency Planning & Response
- Employee Code of Conduct
- Fire Safety Procedures
- First Aid
- Infection Control
- Lone Working
- Managing Contractors
- Medical Conditions and Supporting Those Children
- Mental Health & Wellbeing
- Risk assessment
- Staff Behaviour
- Staff Supervision
- Staff Supervision – EYFS
- Stress Management
- Whistleblowing
- Work-Life Balance

Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE). The following are some examples which the Health and Safety Lead will keep under review to ensure links are current.

HSE - <https://www.hse.gov.uk/>

HSE - Sensible health and safety management in schools

<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

Department for Education - Health and safety: responsibilities and duties for schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>