



Health, Safety & Wellbeing Policy

Lionel Walden Primary School

Date Created	29 th September 2026	
Approved by	<i>S Abey</i>	<i>J Dale</i>
	Headteacher	Chair of Govs
Review Date	September 2028	

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

The **Senior Leadership Team (SLT)** together with the Governing Body aim to achieve this commitment by:

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

The **SLT** are accountable for the management of HSW and for the implementation of this Policy.

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

Organisation and Responsibilities for Health, Safety and Wellbeing

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

1. Governing Body - Jo Dale - Chair

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

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

2. Headteacher - Steve Abey

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

- 2.1 there is a system in place for undertaking risk assessments;
- 2.2 there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- 2.3 there are adequate staffing levels for safe supervision;
- 2.4 responsibility for school maintenance is clearly defined and delegated;
- 2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- 2.6 protective clothing/safety equipment is provided where necessary;
- 2.7 first aid materials and fire equipment is adequate and maintained;
- 2.8 the funding of necessary health and safety training for staff;
- 2.9 the arrangements for securing health and safety assistance from a competent source;
- 2.10 appropriate health and safety information is provided to Governors;
- 2.11 ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- 2.12 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- 2.13 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 2.14 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.15 arrange for termly evacuation drills and weekly fire alarm tests;
- 2.16 where necessary, advise the Local Authority of any defects which are identified as

- being unsafe and take local action to minimise the risk until repairs can be arranged;
- 2.17 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 2.18 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 2.19 report any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 2.20 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

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

3. Curriculum Leads / Deputy Headteacher

All Staff are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department/area/class including workshops and off site visits:

They shall:

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

4. Teaching Staff

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

Class teachers shall:

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

5. Site Manager/Caretaker - *Pete Marsh*

The site manager/caretaker is responsible to the Headteacher

They shall:

- 5.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 5.2 take appropriate action when necessary to prevent injury to others on site;
- 5.3 participate in regular health and safety inspections;
- 5.4 identify health and safety training/supervisory needs of site supervisory staff;
- 5.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 5.6 ensure that all staff work in accordance with safe working practices/risk assessments.

6. Health and Safety Co-ordinator – *Steve Abey*

The Safety Co-coordinator's role is primarily that of facilitator. Other members of staff may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety.

They shall:

- 6.1 contribute to the review of this policy;
- 6.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 6.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 6.4 arrange termly evacuation drills and weekly fire alarm tests etc;
- 6.5 advise the Local Authority of any site defects and co-ordinate local action to

- minimise the risk until repairs can be arranged;
- 6.6 participate in the termly health and safety inspections;
- 6.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 6.8 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

7. All Employees - employed, supply and volunteers

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

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

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

8. Pupils/Students

All pupils must be encouraged to follow all safety working practices and observe all school safety rules.

All pupils will:

- 8.1 follow instructions issued by a member of staff in case of an emergency;
- 8.2 ensure that they do not intentionally or recklessly interfere with equipment provided or Health & Safety or Fire Safety equipment;
- 8.3 inform any member of staff of any situation, which may affect their own safety;

9. Health, Safety and Wellbeing

The school takes Health, Safety and Wellbeing very seriously. The school works in partnership with the Local Authority and payroll provider, and has a number of policies in place to protect all staff and visitors from stress, violence, supporting ill health and reducing accidents.

The Governing Body are well informed within the 'Headteacher report' that will contain a summary of accident and ill health statistics and will suggest health and safety related improvements when necessary.

Lionel Walden Primary School

Arrangements for Health, Safety and Wellbeing

The following arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Incident Reporting, Recording and Investigation

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

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

Documents of incidents should be maintained and centrally filed in the Health and Safety reporting folder, located in the main office. Faulty systems of work, plant equipment and fittings must be addressed, reported and attended to as soon as possible.

The Headteacher must investigate incidents and take remedial steps to avoid the same/similar incidents recurring. Faulty equipment must be taken out of use when necessary and clearly labelled to that effect.

‘Near misses’ must also be reported. These are incidents that occur but when no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action must be taken promptly to minimise a serious accident occurring later on.

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

2. Asbestos

The Headteacher is responsible for keeping the asbestos register up-to-date and sharing of information of asbestos with contractors to site.

The asbestos survey and associated plans are located in the contractor hazard file which is held in the main office. This is freely available to staff who should familiarise themselves with the location of asbestos in school; this is also covered during induction.

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

Staff must inform the Headteacher immediately of any damaged asbestos.

3. Contractors

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

Contractors are selected by the Headteacher and SLT and hold their own arrangements re: Health and Safety information and risk assessments. Contacts and a named person responsible for monitoring contractors working methods should be provided. How staff should report concerns and who to, liaising with contract supervisor and Property and Estates reference to the County Councils 5C's system, should also be clear.

4. Curriculum Safety

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

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

PE: The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks. The school also has produced guidance for teacher regarding jewellery and clothing which can be found on our website.

5. Drugs and Medication

See other relevant policies – First Aid Policy, Administering Medicines Policy, Supporting Children with Medical Needs Policy, Allergy and Awareness Management Policy

6. Electrical Equipment

In order to comply with Health & Safety obligations, a fixed wire electrical survey is carried out in line with legislation every 5 years. This identifies any remedial action and records of this inspection will be kept.

The annual PAT testing of electrical equipment is arranged by the schools chosen company. The school receives a written report highlighting any areas of concern.

The school does not hold an 'electrical safety policy, and staff electrical items brought into school is not allowed. Contractors should carry out their own risk assessment, ensuring equipment is well maintained and carry their own liability insurance.

7. Fire

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

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

The fire alarm and exit fire boxes are tested regularly and records are kept in the Fire log book. Monthly emergency lighting checks and fire extinguisher checks are completed by external agencies.

All staff are responsible for ensuring that evacuation routes and doors are kept clear at all times.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

8. First Aid

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

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

The school uses Everett Training Services to train staff in First Aid. The following members of staff are trained first aiders:

Name	Emergency First aid at work	Date	Expires	Paediatric 1st Aid	Date	Expires
Liz Brooks				Y (6hrs)	14/2/24	13/2/27
Nadia Cipriano				Y (6hrs)	14/2/24	13/2/27
Charlotte Stringer				Y (6hrs)	14/2/24	13/2/27
Susannah Wild				Y (6hrs)	14/2/24	13/2/27
Kerry Wright				Y (6hrs)	14/2/24	13/2/27
Justina Hayhow				Y (6hrs)	14/2/24	13/2/27
Sally Howard				Y (6hrs)	14/2/24	13/2/27
Elaine Emmett				Y (6hrs)	14/2/24	13/2/27
Zoe Fitzpatrick				Y (6hrs)	14/2/24	13/2/27
Claire Covill				Y (6hrs)	14/2/24	13/2/27
Jackie Yarker				Y (6hrs)	14/2/24	13/2/27
Shelly Sheen	Y	19/5/26	19/5/29			
Mel Perry-Ellis	Y	19/5/26	19/5/29			
Selina Hewitt	Y	20/11/25	20/11/28	Y (12hr)	20/11/25	20/11/28
Stan Wild	Y	20/11/25	20/11/28	Y (12hr)	20/11/25	20/11/28
Zoe Fitzpatrick	Y	20/11/25	20/11/28	Y (12hr)	20/11/25	20/11/28
Claire Covill	Y	20/11/25	20/11/28	Y (12hr)	20/11/25	20/11/28
Rebecca Latchford	Y	20/11/25	20/11/28	Y (12hr)	20/11/25	20/11/28
Steve Abey	Y	12/9/26	12/9/29	Y (12hr)	12/9/26	12/9/29

First aid boxes are located in each classroom with additional resources/top up located in the Photocopy room opposite the main office.

Teaching staff must check they are equipped with a first aid bag before leaving the site with pupils, on foot or using school transport.

The contents of the classroom first aid boxes are regularly inspected and refilled by the TAs and Midday Supervisor. Please report any missing items or low stock to the HLTA.

The first aid treatment record book for recording details is located in the Photocopy room below the First Aid cabinet.

A defibrillator is located in the corridor at the rear of the school on the wall opposite the Year 2/3 toilets. This can be used when needed and will instruct verbal commands on usage once opened. It is the responsibility of the headteacher to periodically check the battery level on the unit. The unit has been registered on the online network.

Spare Anaphylaxis and Asthma kits are located in the Staff Room and the Annexe.

Sharps and Body Fluids

Body Fluids/Materials contaminated with body fluids

- Ensure site warning signs are in place, isolate and ventilate the area.
- Select and wear appropriate disposable protective clothing (gloves and apron).
- Cover spillage liberally with Emergency Spillage Compound if available.
- Leave for 90 seconds before scooping debris into a suitable bag.
- On suitable surfaces, clean with a product that combines disinfectant and detergent. Use disposable cloths only.
- Dry the surface with disposable cloth/paper towel.
- Dispose of all soiled materials and PPE in a waste bag and dispose of in the general waste bin.
- When dry, remove the warning sign.
- Wash hands thoroughly.

Sharps

- Do not attempt personal contact with any sharps.
- Wear heavy duty protective gloves and a litter picker or tweezers to collect the items and place in sharps box.
- Where it is known or believed that an item has caused an injury (and therefore a suspected contamination) the item should be safely deposited in a clean empty sharps box or container so it can be retained to accompany the injured person to hospital for tests to determine if contamination has resulted.
- Basic first-aid procedures should be adopted prior to dispatching anyone with a suspected sharps injury to hospital for medical treatment. Only attempt first aid if you have a valid first aid certificate.

First- Aiders must ensure they follow careful standard hygiene procedures and wear disposable protective gloves in such cases and:

- Wash the wound in clean running water.
- If possible, apply local pressure to make the wound bleed.
- Cover with a waterproof dressing.
- Contact the local Health Centre or Hospital Accident and Emergency Department without delay and follow their advice.

Report the incident to the senior leadership team who should ensure that the county online H&S form is completed and submitted to the Health and Safety Team.

9. Hazardous Substances

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

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

All cleaning products used on site must be agreed with Senior Leaders, recorded on the CoSHH register (in the school's Risk Assessment file) and have a specific risk assessment in addition to the Safety Data Sheet (sometimes known as a Material Data Sheet) stored in this file. This provides information on the chemical itself and what to do in the event of an accident.

The school has a legal obligation under the CoSHH regulations to assess health risks to employees from the use of cleaning products and to ensure that such risks are safely managed. The employee has a duty under the CoSHH regulations to comply with the control measures laid out in the risk assessment when carrying out their duties.

Cleaning products must be ordered by the school office and may not be brought in from home and/or local supermarkets.

Good housekeeping techniques must be undertaken to ensure safe work practices.

- Always read product label or Material Safety Data Sheet and, where applicable, the CoSHH risk assessment before use.
- Ensure that the product is suitable for the intended use.
- Only use cleaning products supplied by the school.
- Wear the appropriate protective clothing provided and do not use split gloves.
- Dilute products accurately as directed on the label. Add product to water.
- Do not mix chemicals. To do so may generate a toxic gas which can KILL.
- Do not use unmarked containers. Label all trigger sprays correctly.
- Do not use containers or bottles normally used for other purposes (e.g. food or drink).
- Acid descalers are applied with a directional bottle.
- Do not leave acid descaler in the toilets overnight.
- All cloths used in the cleaning process should be rinsed out.
- Never leave cleaning products unattended. Keep them safely and securely locked in the cleaning cupboard when not in use.
- Keep products out of reach of children at all times.
- Report all spillages or damaged containers to the office.
- Avoid contact with all chemicals. Report all accidents and seek medical advice, showing the product label and Material Safety Data Sheet.
- Always use safe working practices. Obey the rules and do not take shortcuts.

10. Health and Safety Advice

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

11. Housekeeping, cleaning & waste disposal

The school employs 3 in-house cleaners.

The schools waste collection is provided by Amey Cespa.

Sanitary waste disposal is provided by PHS.

Infection control:

A colour code system is used to stop cross contamination.

Mop Code

RED	Toilet areas; sanitary appliance cleaning only (WCs and urinals)
BLUE	General use only
GREEN	Hall
YELLOW	Medical Room

Cleaning Cloth Code

BLUE	Toilets
PINK	Sinks
YELLOW	Tables
WHITE	General use only - NOT FOR USE ON Toilets, Sinks & Tables

12. Handling & Lifting

Any transporting or supporting of loads by hands or body force is a manual handling operation including pushing, pulling, carrying, moving and use of mechanical aids. Where possible, tasks should be planned to avoid a hazardous manual handling risk. Otherwise:

- wear sturdy shoes and gloves where appropriate;
- use safe lifting techniques;
- do not carry too much;
- keep passages clear and make sure you can see where you are going;
- keep heavy loads at body level when carrying and storing;
- do not twist while lifting or carrying;
- team handling: If in doubt ask a colleague for help lifting an awkward or heavy load.

If you are concerned about the manual handling risk in a particular task, please speak to a member of the Senior Leadership Team about having a specific risk assessment carried out for that task.

The school will provide training using FLICK online learning platform

13. Jewellery

The wearing of jewellery by children including rings, bracelets and necklaces is not permitted. Watches and stud earrings can be worn, however, these must be removed prior to physical activity. Please see Safety in PE document available under our Uniform section on our website.

14. Legionella

The school has a Legionella survey which is located in the school office. The Headteacher is responsible for ensuring that any monthly temperature checks are completed and weekly flushing records are completed.

All stagnant water is removed from around the site and checks made to avoid future build ups of water.

15. Lettings/shared use of premises

Arrangements for lettings are described in the school's letting policy.

16. Lone Working

This policy is located centrally in the Policy folder found on our server system. All employees have access to this folder.

17. Maintenance / Inspection of Equipment

Equipment that are periodically inspected are: ladders and steps, PE equipment, fire alarm, smoke alarms, fire extinguishers, boilers, intruder alarms, perimeter fenceings, trees condition, play equipment and surfaces.

18. Personal Protective Equipment (PPE)

PPE equipment is provided free to staff who require protection eg High Vis vests, cleaning gloves, aprons etc.

19. Reporting Defects

All hazards should be reported to the Headteacher or the Office, who will then record the hazards and take interim measures pending rectification and organising of remedial works to make safe.

20. Risk Assessments

The Headteacher is responsible for ensuring that risk assessments are undertaken. The Headteacher is also responsible for special risk assessments e.g. for staff who are pregnant, breastfeeding mothers, employees with health problems. They will also review the risk assessment when necessary.

21. Road Safety

Children and parents living local to the school are encouraged to walk or cycle to school. Road safety is delivered as part of the National Curriculum PSHE guidance, assemblies and specific road training in school. We also partner with Bikeability, a cycling scheme delivering safer cycling lessons to Years 4 and 6.

The school has zig-zag prohibited parking zone outside the school, together with a Pelican crossing directly opposite the school entrance.

Each morning the main gate is monitored by the SLT and children are encouraged to use the crossing whenever appropriate.

22. School Security

The school site is surrounded by a metal fence that secures the perimeter. All external doors and gates are magnetically security controlled via fobs.

All external doors have break boxes that can deactivate magnetic control if needed. The fire alarm will also deactivate the magnetic locks to allow exit from the building during an emergency. These are periodically checked alongside the fire alarm by the caretaker and recorded in the fire safety log book located in the office.

23. School Trips/ Off-Site Activities

This is covered by the Schools Educational Visits policy
CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk

24. School Transport

The school uses reputable coach firms to provide transport to and from the school. C&G

Coaches and MilKen Travel are regularly used and the companies follow their own policies.

Volunteer drivers (parents) may be used from time to time. These are required to give evidence of insurance, MOT and Driving License before assisting with pupil trips. They may also be required to undertake a Disclosure & Barring Service (DBS) or List 99 check, depending on the level of supervision required.

25. Smoking

NO smoking is permitted within the school grounds or buildings including the front main carpark area.

26. Staff Consultation

Weekly staff meetings give staff the opportunity to raise concerns. All staff are aware of the SLT and who to raise concerns regarding H&S to. A log, book located in the school office, is available to record damaged items around the school or issues that arise and remove items that are a danger. Staff should ensure that they practice having a safe environment.

27. Staff Health & Safety Training and Development

Health and Safety is covered in the Staff Induction Checklist. Induction takes place on their first day of work or before their contract commences. Further training is carried out on a case by case basis or when required by law for those people directly involved with H&S. Periodic updates for H&S at work details e.g. fire safety, first aid occur when policy changes.

28. Staff Well-being / Stress

The school has a policy for managing sickness absence. This policy is shared with all staff and is available to view on the staff network.

The county also subscribes to Health Assured which can provide help and support on a range of health and wellbeing issues. All staff have access to this and posters promoting this are located in the staff room.

29. Supervision

Children must not be left unattended when in the care of the school. Safe working ratios are discussed when risk assessing trips or local visits. Adults are required to have an enhanced DBS check when acting in a supervisory capacity. Parent volunteer helpers supporting in school should not be left unattended with children, but supported at all times by school staff.

30. Swimming Pool Operating Procedures

The school use George Campbell Leisure Centre in March for swimming sessions. Travel to and from the venue is by C&G Coaches.

Risk assessments for travel and swimming are located in the swimming folder that is taken by each teacher during their visit to the pool. Teachers consult the folder prior to commencing swimming sessions for their class.

The ratio of adults to children accompanying the group is dependent on class need but will be at least 2 adults. The pool provides a life guard and a swimming instructor.

31. Use of VDU's / Display Screens

Staff who routinely operate VDU screens (computers/ white boards etc) will undertake VDU

training via the Flick online system.

Staff should ensure that seating, screen levels and distances are managed to provide a safe and comfortable working and viewing experience. Appropriate eye wear should be used to avoid eye strain. Regular breaks from equipment should be taken to avoid eye strain.

32. Vehicles on Site

Car parking on the school property is limited to staff and visitors. Unless special arrangements have been made, parents should not park within the car parking area. Access to the rear of the building needs to be maintained for emergency vehicles. Staff are encouraged to park sensibly due to the limited space the school has.

33. Visitors and other users of the premises

It must be ensured that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. cleaning contractors and outside staff.

- All visitors to the school must comply with the school health and safety policy and procedures.
- The Headteacher must ensure that a suitable system is implemented whereby the Office Manager asks visitors to record their visit to the school (visitors' book) and the time they leave. This should include all visitors to the school including Governors, contractors and volunteers.
- Where applicable, visitors will be required to wear a visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire/emergency occur, or the fire alarm is activated whilst visitors are on the school's premises, the person accompanying the visitor will take him/her to the fire assembly point (rear playground).
- Should an incident/accident occur involving a visitor, it must be reported and sent to LA Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature, or fatal, the Headteacher should contact the LA immediately.

Persons hosting visitors or arranging meetings must ensure:

- Visitors are alerted to the establishment fire procedures;
- Visitors adhere to the 'no smoking' policy;
- Visitors must park their vehicles so that they do not obstruct fire escape routes, roads, access or other vehicles;
- Visitors record times of arrival and departure in the visitors' book;
- Where applicable visitors are provided with and wear identification badges;
- Visitors are accompanied or authorised to enter the premises;
- Visitors do not take anything with them from the premises or bring anything, unless authorised, onto the premises that may create a hazard or risk;
- Visitors report all accidents, incidents and near misses to the school;
- Visitors should not use mobile phones/cameras during school hours without the permission of the Headteacher/Deputy Headteacher.

34. Working at Heights

All daily tasks should be performed from ground level or using the step stools provided.

Ladders or step ladders must not be used without specific training and risk assessments. Pupils are not permitted to use ladders or steps. Contractors may use school steps and ladders after completing their own risk assessment.

Do not climb on chairs, tables, desks or boxes in order to reach higher.

Tasks at height requiring access equipment will be carried out by specialist contractors with the necessary equipment and training.

The school will provide training using FLICK online learning platform. Routine ladder checks are carried out annually and recorded in the Health and Safety folder located in the Office.

Further guidance can be sought from the Working at Height document found on the HSE website.

35. Work Experience

All work experience students receive an induction which includes Health & Safety and Fire safety training. Colleges are welcome to complete their own risk assessments of our school. All work experience students will be supervised by school staff during their time at Lionel Walden. Students over 18 will require a full DBS. Students are monitored and report to their placement class teacher.

36. Employer Liability Insurance

In order to meet the health and safety obligations, under the Health and Safety at work Act, 1974, employers' liability is organised by the Local Authority and paid for by the school. Certificates are kept and placed clearly on display in the office area.