



# Health and safety policy arrangements for Lighthorne Heath Primary School

## Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes head teachers and staff in community and voluntary controlled schools.

The school uses the [County Council's health and safety policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC health and safety policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at [www.warwickshire.gov.uk/schoolsdocs](http://www.warwickshire.gov.uk/schoolsdocs) School specific procedures and documents can be located on the Safeguarding Display Board and on the school's website at [www.lighthorneheathprimaryschool.co.uk](http://www.lighthorneheathprimaryschool.co.uk)

These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be reviewed on an **annual** basis or sooner if work activities change.

For further information and advice on any aspect of health and safety in school, contact the Executive Head Teacher.



## Health and Safety School Statement of Intent

Within our school we will meet all of the requirements set out in the Warwickshire County Council health and safety policy. We will demonstrate WCC's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities
- Establishing a proactive and positive health and safety culture
- Encouraging ownership and responsibility at all levels
- Ensuring that WCC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process
- Ensuring that health and safety is included as a standing agenda item at staff meetings
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements

*Juliette Westwood*

Juliette Westwood  
**Headteacher**

Jim Lyne  
**Chair of Governors**

**Date:** September 2017

**Review date of arrangements:** September 2018

### Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school's statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk) Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent.

The school will continue to ensure that they adhere to all relevant County Council health and safety policies and standards, as well as take direction and advice given by the WCC Corporate Health, Safety and Wellbeing Service.

Local arrangements / procedures	How this is achieved	Responsibility of:
Accidents, Incident and Near Misses	<ul style="list-style-type: none"> <li>• All accidents involving pupils recorded on green slips in the 'accident book' and sent home to parents and carers</li> <li>• Parents and carers notified by telephone in the case of all head injuries</li> <li>• All accidents and near misses recorded on WCC accident forms (located in the school office)</li> <li>• Copies of major and more serious incidents sent to WCC inc. those that fall under RIDDOR (as per separate WCC reporting procedure)</li> <li>• The Executive Head Teacher is responsible for taking any appropriate action necessary to prevent recurrences</li> <li>• The governing body monitor accidents on a termly basis to identify any trends</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Executive Head Teacher</li> <li>• H&amp;S governor</li> </ul>
Asbestos	<ul style="list-style-type: none"> <li>• Up to date information regarding asbestos is held on the ATLAS system</li> <li>• ATLAS system is referred to prior to any intrusive works being carried out by a contractor or member of staff</li> <li>• Contractors sign to say they have seen the relevant asbestos information for the school site</li> <li>• Asbestos surveys are carried out by WCC Property Risk Services</li> <li>• Please refer to the WCC Asbestos Management Policy and Procedures</li> <li>• All accidents involving pupils recorded on green slips in the 'accident book' and sent home to parents and carers</li> <li>• Parents and carers notified by telephone in the case of all head injuries</li> <li>• All accidents and near misses recorded on WCC accident forms (located in the school office)</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• School Caretaker</li> <li>• School Administrative staff</li> <li>• Executive Head Teacher</li> <li>• H&amp;S governor</li> </ul>
Bullying and Harassment	<ul style="list-style-type: none"> <li>• Please refer to the school's Anti-bullying policy on the school's website at <a href="http://www.lighthorneheathprimaryschool.co.uk">www.lighthorneheathprimaryschool.co.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Executive Head Teacher</li> <li>• H&amp;S governor</li> </ul>
Safe Management of Contractors	<ul style="list-style-type: none"> <li>• The following staff have completed the WCC Safe Management of Contractors course and are the Responsible People for managing contractors on site:             <ol style="list-style-type: none"> <li>1) Gill Cook</li> <li>2) Juliette Westwood</li> <li>3) Dorica Kaswa</li> <li>4) Lisa Clifton</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• School Caretaker</li> <li>• School Administrative staff</li> <li>• Executive Head Teacher</li> </ul>

	<ul style="list-style-type: none"> <li>All contractors must sign in and report to the school office, where they will be given Safeguarding information, a copy of the school's 'Health &amp; Safety Information for Visitors &amp; Contractors' leaflet, and will be checked for DBS on the ATLAS system</li> <li>All staff should report any concerns regarding the safe working practices of contractors immediately to the Head Teacher</li> <li>Please refer to the WCC Safe Management of Contractors Policy and Safe Management of Contractors Guidance</li> </ul>	
Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> <li>The COSHH file is maintained by the school Caretaker and kept in the Caretaker's cupboard in the small hall</li> <li>The Caretaker is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances</li> <li>COSHH products on site are controlled by being purchased by school admin staff from ESPO</li> <li>Staff are regularly informed through termly Health &amp; Safety staff meetings not to bring in COSHH products from home</li> <li>Please refer to the WCC COSHH Policy and COSHH Guide</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>School Caretaker</li> <li>School Administrative staff</li> <li>Executive Head Teacher</li> </ul>
Defect Reporting Procedures	<ul style="list-style-type: none"> <li>Defects are reported using the WCC Defects form (located in the school office)</li> <li>Defect 'out of use' signs will be used by the school Caretaker, where defects have been reported</li> <li>Defects will be monitored by the Caretaker and Head Teacher to ensure they have been resolved</li> <li>Where a defect is likely to affect the normal running of the school, the Executive or Associate Head Teacher will make alternative arrangements and communicate these to staff on the staffroom whiteboard and via text / email, where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>School Caretaker</li> <li>School Administrative staff</li> <li>Executive / Associate Head Teacher</li> </ul>
Design and Technology	<ul style="list-style-type: none"> <li>Staff should refer to the 'Make it Safe' booklets (located on the school's website)</li> <li>Please refer to the WCC Health and Safety Policy for the Safe Management of Design and Technology</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>Design Technology Subject Leader</li> </ul>
Display Screen Equipment (DSE)	<ul style="list-style-type: none"> <li>Staff receive annual WCC DSE Assessrite training on the safe use of DSE</li> <li>DSE Users are responsible for the completion of DSE self-assessment forms</li> <li>The Executive Head Teacher is responsible for any actions as a result of completed DSE forms</li> <li>Please refer to the WCC Display Screen Equipment Policy and related documentation</li> </ul>	<ul style="list-style-type: none"> <li>DS Users</li> <li>Executive / Associate Head Teacher</li> </ul>

Electricity at Work	<ul style="list-style-type: none"> <li>• WCC Resources – Property carry out hardwire checks every 5 years</li> <li>• Portable appliances (PAT) are tested by T.S. Hawkins (Terri Hawkins) annually</li> <li>• PAT registers are kept in the school office by Dorica Kaswa</li> <li>• All staff are expected to conduct pre-use visual checks on electrical items to identify defects</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Sarah Beck</li> <li>• Terri Hawkins</li> <li>• Executive Head Teacher</li> </ul>
Emergency Planning	<ul style="list-style-type: none"> <li>• The Executive Head Teacher is responsible for undertaking and reviewing emergency plans annually</li> <li>• Please refer to WCC ‘Advice to School – Emergency Action’ folder</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Head Teacher</li> </ul>
Fire Precautions	<ul style="list-style-type: none"> <li>• Please refer to the school’s Fire Risk Assessment and Emergency Evacuation Plan</li> <li>• Staff receive annual Fire Safety Awareness training from the LA</li> <li>• The fire precaution manual is kept in the school office and completed by the Head Teacher</li> <li>• The school Caretaker completes weekly tests of fire alarms and visual checks of fire extinguishers</li> <li>• The school Caretaker completes monthly tests of emergency lighting and fire door closing</li> <li>• The LA completes six monthly inspections of the fire alarm and emergency lighting systems</li> <li>• The Executive / Associate Head Teacher is responsible for calling the emergency services</li> <li>• School office admin staff take paper copies of registers to the fire assembly point</li> <li>• The Executive / Associate Head Teacher meets the fire service on arrival</li> <li>• Fire drills are carried out at least termly</li> <li>• The fire assembly point is on the rear school playground</li> <li>• Please refer to WCC Fire Safety Management Policy, Fire Safety Management Arrangements and related documentation</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• School office admin staff</li> <li>• Executive / associate Head Teacher</li> <li>• School Caretaker</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• First Aider details are displayed in the school office</li> <li>• The school has arrangements with the Purple Playhouse Nursery and Children’s Centre to access their First Aiders in the case of school First Aiders being absent</li> <li>• Where parents or carers are unavailable to accompany children to hospital during school hours, the Executive / Associate Head Teacher will accompany the child</li> <li>• Please refer to WCC First Aid at Work Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Senior First Aider (Amanda Thorneywork)</li> <li>• Executive Head Teacher</li> </ul>
Glass and Glazing Risk Assessment	<ul style="list-style-type: none"> <li>• A glazing survey has been carried out by WCC Resources – Property and can be accessed on the ATLAS system</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Head Teacher</li> </ul>
Health and Safety Advice	<ul style="list-style-type: none"> <li>• Competent Health and Safety advice can be obtained from the WCC Senior Health and Safety Advisor and from WES Safety and Premises Service</li> <li>• ATLAS system is referred to prior to any intrusive works being carried out by a contractor or member of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Warwickshire County Council</li> </ul>

Health and Safety Inspection	<ul style="list-style-type: none"> <li>• Visual inspections are routinely carried out by all staff daily</li> <li>• Formal recorded inspections are carried out by Class Teachers, the Executive Head Teacher, the H&amp;S governor and the Caretaker (termly)</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Caretaker</li> <li>• H&amp;S governor</li> <li>• Executive Head Teacher</li> </ul>
Housekeeping, Cleaning & Waste Disposal	<ul style="list-style-type: none"> <li>• Caretaking and cleaning staff ensure that premises are kept clean and minimise accumulation of rubbish</li> <li>• External waste bins are secured in the locked area outside of the school kitchens / boiler house</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning staff</li> <li>• Caretaker</li> <li>• Executive Head Teacher</li> </ul>
Induction and Training	<ul style="list-style-type: none"> <li>• The Associate / Executive Head Teacher inducts all new staff</li> <li>• Key Health &amp; Safety information is available for volunteers and contract workers in the leaflet distributed by office admin staff</li> <li>• The Executive Head Teacher and School Bursar are responsible for organising refresher training</li> <li>• Training records are kept on a database in the school office</li> </ul>	<ul style="list-style-type: none"> <li>• School Bursar</li> <li>• Executive Head Teacher</li> </ul>
Infection control	<ul style="list-style-type: none"> <li>• Please refer to WCC Infection Control Policy, Infection Control Standard IC Precautions Guide and Hand Protection Policy</li> </ul>	
Information Dissemination Procedure	<ul style="list-style-type: none"> <li>• All staff are informed about Health &amp; Safety issues in termly staff meetings and/or by email from the Executive Head Teacher</li> <li>• Pupils, parents and carers are informed of new and existing school Health and Safety information through assemblies, weekly newsletters, the school website and the school's curriculum</li> <li>• Governors are kept informed of any new and existing Health and Safety information / issues through termly Resources Standing Committee meetings and/or email</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety governor</li> <li>• Executive Head Teacher</li> <li>• Associate Head Teacher</li> <li>• Class Teachers</li> </ul>
Lone Working/ Personal Safety	<ul style="list-style-type: none"> <li>• Lone working is discouraged wherever possible due to the potential risks involved</li> <li>• Safe working practices should be employed by any staff lone working, including having a mobile phone on person, using a buddy system and keeping in touch with a colleague / buddy</li> <li>• Please see WCC Personal Safety Policy and Working Safely Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker</li> <li>• Associate Head Teacher</li> <li>• Executive Head Teacher</li> </ul>
Maintenance/Inspection of Equipment	<ul style="list-style-type: none"> <li>• Staff receive annual training by LA</li> <li>• Please see WCC Manual Handling Policy and Manual Handling Guidance for Handling Children</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Executive Head Teacher</li> </ul>
Medication	<ul style="list-style-type: none"> <li>• Designated staff may administer medication to pupils</li> <li>• Medicine is kept in a secure cupboard in the school office or in the staffroom fridge. The staffroom should only be accessed by staff members, using the keypad</li> <li>• Parents and carers who want the school to administer medication in school must sign a consent form (kept in the school office)</li> <li>• Two staff members must sign to witness the dose that has been administered to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Designated staff</li> <li>• School Office Admin staff</li> <li>• Associate / Executive Head Teacher</li> </ul>

	<ul style="list-style-type: none"> <li>• All staff receive epipen training bi-annually</li> <li>• All staff receive asthma training bi-annually</li> <li>• Relevant staff receive diabetes training on a needs basis</li> <li>• Please refer to Warwickshire Schools Early Years Health Directory</li> </ul>	
Monitoring Arrangements	<p>The Governing Body recognise the importance of monitoring Health and Safety matters. They will ensure that regular reports of accidents and dangerous occurrences are provided by the Executive Head Teacher and that any necessary alterations to working practices and procedures are implemented. Monitoring will be carried out in a number of ways:</p> <p>The Governors will call for termly reports on:</p> <ul style="list-style-type: none"> <li>• accidents / incidents and near misses;</li> <li>• results of internal or external health and safety inspections;</li> <li>• maintenance reports;</li> <li>• complaints, hazards and defect reports;</li> <li>• reviews of any procedures carried out by the Executive Head Teacher / Caretaker / Bursar.</li> </ul> <p>To help this process, the Governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to the LA, inspectors of the Health and Safety Executive (HSE), Trade Union/Employee Health and Safety Representatives and any other bona fide Health and Safety officials.</p>	<ul style="list-style-type: none"> <li>• Governing Body</li> </ul>
New and Expectant Mothers	<ul style="list-style-type: none"> <li>• Staff should inform the Executive Head Teacher if they are pregnant</li> <li>• Please refer to WCC New and Expectant Mothers Guidance for Managers</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Executive Head Teacher</li> </ul>
Offsite and Educational Visits	<ul style="list-style-type: none"> <li>• The school's Educational Visits Co-ordinator (EVC) is Lucy Challand / Lisa Clifton / Sarah Beck</li> <li>• Staff must complete the School Trips and Visits Planning Proforma (distributed to Class Teachers at the beginning of the academic year by the Executive Head Teacher) and return it to the EHT for signing before booking</li> <li>• The Class Teacher is responsible for carrying out risk assessments before visits</li> <li>• The Bursar is responsible for obtaining permission from the LA</li> <li>• The Associate / Executive Head Teacher will contact parents and carers in the case of an emergency. Text alerts will be sent to parents and carers by the EHT / AHT / school office admin staff</li> <li>• Please refer to WCC Offsite Activities Folder</li> </ul>	<ul style="list-style-type: none"> <li>• Lucy Challand / Lisa Clifton / Sarah Beck</li> <li>• Associate / Executive Head Teacher</li> <li>• School Bursar</li> <li>• Class Teachers</li> </ul>

Outdoor Play Equipment and P.E.	<ul style="list-style-type: none"> <li>• Inspection records are stored in the school office</li> <li>• Formal inspections of play equipment are carried out by WCC (commissioned by the school through WES)</li> <li>• EYFS staff carry out pre-use, daily visual inspections on outdoor play equipment in the Early Years Outdoor Classroom</li> <li>• The school Caretaker, staff on break-time playground duty, the Lunchtime Play Leader and Midday Supervisors carry out pre-use, daily visual inspections on outdoor play equipment in the playground</li> <li>• Pre-use visual checks are carried out by Onside Coaches on P.E. equipment</li> <li>• Please see the afPE Safe Practice in Physical Education and Sport document, located in the school office</li> </ul>	<ul style="list-style-type: none"> <li>• Onside Coaches</li> <li>• EYFS Staff</li> <li>• Caretaker</li> <li>• Midday supervisors</li> <li>• All staff</li> </ul>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• PPE is provided free of charge for employees where it has been identified as a requirement by the Executive Head Teacher (eg. Caretaker's clothing, Midday Supervisors' uniforms; staff hi-vis jackets; staff ID badges &amp; lanyards)</li> <li>• The Executive Head Teacher is responsible for selecting equipment, in partnership with relevant staff</li> <li>• The Executive Head Teacher and Bursar check PPE at least annually</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Head Teacher</li> <li>• Bursar</li> </ul>
Physical Intervention	<ul style="list-style-type: none"> <li>• The school follows the DfE's guidance on the use of reasonable force to restrain pupils</li> <li>• The school does not currently use Team Teach</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>
Pond	<ul style="list-style-type: none"> <li>• The school follows CLEAPSS and ROSPA guidance on pond safety</li> <li>• Pupils must be supervised on a ratio basis of 1:10 adults to pupils</li> <li>• Grounds Maintenance staff are responsible for the maintenance of the pond area and Millenium Garden. Gardening volunteers, Christine Vick and Jean Drew, help to maintain the Millenium Garden and pond area</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Grounds Maintenance staff</li> <li>• Volunteers</li> </ul>
Risk Assessments	<ul style="list-style-type: none"> <li>• Risk Assessments are stored in the school office and on the Shared Area on the curriculum computers</li> <li>• Staff are trained annually on Risk Assessments</li> <li>• All staff members are responsible for completing risk assessments, for necessary activities</li> <li>• The Head Teachers have overall responsibility for ensuring that risk assessments are carried out</li> <li>• Please see WCC Risk Assessment Policy and Guide</li> <li>• Please see New and Expectant Mothers at Work- - Guidance for Managers</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Associate and Executive Head Teachers</li> </ul>



Safeguarding	<ul style="list-style-type: none"> <li>Please see the school's Child Protection Policy and all related Safeguarding policies (located on the school's website and emailed to staff annually)</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>Designated Safeguarding Leads</li> <li>Executive Head Teacher</li> </ul>
Science	<ul style="list-style-type: none"> <li>Please refer to 'Be Safe' booklets</li> </ul>	<ul style="list-style-type: none"> <li>Science Subject Leader</li> </ul>
Security	<ul style="list-style-type: none"> <li>Please refer to the school's Security Policy</li> </ul>	<ul style="list-style-type: none"> <li>Executive Head Teacher</li> <li>Governors</li> </ul>
Slips, Trips and Falls	<ul style="list-style-type: none"> <li>Wet floor cleaning of classrooms and school corridors will be undertaken by cleaning staff between 3.30-5.30pm, and 3,30-5.00pm on Fridays, using the specialist floor cleaning equipment. Wet floor signs will be displayed in order to minimise slips</li> <li>Where spillages occur during the school day, wet floor signs are available in the Caretaker's cupboard and staff room</li> <li>The Midday Supervisors and County Caterers staff are responsible for mopping the hall floors after lunch time, and will display wet floor signs to minimise slips</li> <li>The Caretaker is responsible for raising a purchase requisition form for grit. Grit is stored in bins around the school site. The Caretaker is responsible for clearing and gritting the main pathways into school and the car park</li> <li>All staff are responsible for reducing trip hazards by avoiding trailing wires and cables, reporting defects and keeping walkways clear</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning Staff</li> </ul>
Smoking	<ul style="list-style-type: none"> <li>Smoking is not permitted anywhere on the school site</li> <li>Please refer to WCC Corporate Smoke Free Workplace Policy</li> </ul>	<ul style="list-style-type: none"> <li>All site users</li> </ul>
Stress and Staff Welfare	<ul style="list-style-type: none"> <li>Staff should speak to the Executive Head Teacher as soon as possible if they are experiencing a problem so that solutions may be found</li> <li>The Executive Head Teacher is able to confidentially signpost staff to health advice and may provide financial support for counselling for employees</li> <li></li> <li>Please see WCC Management of Work Related Stress and Well-being Policy and Guide</li> <li>Please see school Staff Absence in Term Time policy</li> </ul>	<ul style="list-style-type: none"> <li>All Staff</li> <li>Midday Supervisors</li> <li>County Caterers</li> <li>Caretaker</li> </ul>
Swimming Lessons (Public Pool)	<ul style="list-style-type: none"> <li>Swimming lessons take place at Southam Leisure Centre</li> <li>The school follows health and safety standards for all swimming and aquatic activities</li> </ul>	<ul style="list-style-type: none"> <li>Southam Leisure Centre Staff</li> <li>Associate and Executive Head Teacher</li> </ul>
Transporting Children	<ul style="list-style-type: none"> <li>Please see WCC Transporting Children and Young People Safely Guidelines</li> <li>Please see WCC Driving at Work Policy</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> </ul>
Violence and Aggression Towards Staff	<ul style="list-style-type: none"> <li>All staff have the right to be treated with dignity and respect. The school will not, therefore, tolerate any acts of violence or aggression towards staff</li> <li>All staff should report any incidents of violence or aggression to the Executive Head</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>Executive Head Teacher</li> </ul>

	Teacher and record them on the Accident / Near Miss forms (located in the school office)	
Visitors	<ul style="list-style-type: none"> <li>• Visitors must enter the school through the main school reception area</li> <li>• Visitors must sign in at the school office, and wear a visitor's badge</li> <li>• The school's Bursar is responsible for ordering additional signing-in slips and lanyards</li> <li>• Visitors are informed about the school's health and safety arrangements through the Visitor's Health &amp; Safety Leaflet</li> </ul>	<ul style="list-style-type: none"> <li>• All visitors</li> <li>• School Office Admin staff</li> <li>• Associate / Executive Head Teacher</li> </ul>
Water Systems and Water Hygiene	<ul style="list-style-type: none"> <li>• The water hygiene risk assessment and log book is kept by the Caretaker</li> <li>• The Caretaker is responsible for carrying out monthly water hygiene sampling</li> <li>• Water hygiene surveys are carried out through WCC Property Risk Services</li> <li>• Please see WCC Legionella and Water Hygiene Policy and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker</li> <li>• Executive Head Teacher</li> </ul>
Work Experience Pupils	<ul style="list-style-type: none"> <li>• The Associate / Executive Head Teacher is responsible for carrying out inductions and risk assessments</li> <li>• Work Experience pupils are monitored by the Class Teacher whilst on site, and supervised by the AHT / EHT</li> <li>• Please see WCC Health and Safety Manager's Guide to Work Experience Placements</li> </ul>	<ul style="list-style-type: none"> <li>• Associate / Executive Head Teacher</li> <li>• Class Teachers</li> </ul>
Work at Height	<ul style="list-style-type: none"> <li>• Stepladders are stored in the boiler house</li> <li>• A kik-step stool is stored in the staff room</li> <li>• Staff are expected to only use access equipment provided by the school</li> <li>• Staff are expected to carry out pre-visual checks on equipment and report any defects</li> <li>• Pupils are not allowed to use access equipment</li> <li>• Staff are not allowed to use access equipment when lone working</li> <li>• Please refer to WCC Work at Height Policy and related guides</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>