



Embrace Opportunity. Nurture Success. Inspire Futures

**PARKSIDE MIDDLE SCHOOL
HEALTH AND SAFETY POLICY – ARRANGEMENTS**

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3.1 Access and Egress, Housekeeping, Cleaning & Waste Disposal

BAM have responsibility for:

- This area is mainly covered by the BAM FM Health and Safety policy and full records and documentation is held in the Facilities Management office on site.
- Operational Meetings are held each half term with BAM FM to discuss any issues or updates regarding access, egress, housekeeping, cleaning and waste disposal.
- Sharps and medical waste from the First Aid Room are disposed of by an authorised contractor on a regular basis.
- Shredded, confidential waste is disposed of on an annual basis by a certified shredding disposal company.

School has responsibility for:

- Obsolete computers and ICT equipment are collected by a certified recycling agency as and when required.

3.2 Accident Reporting, Recording and Investigation

- All serious accidents that occur on and off-site during school hours to employees, pupils and visitors are notified to a Health and Safety Officer and School Business Manager who will record the information via the WCC County Council accident/incident reporting system called Prime, Health and Safety Team, Wildwood Drive, Worcester WR5 2QT. (01905 846104)
- All minor accidents to employees, pupils and visitors are recorded on the Medical Tracker database which is held in the school office area and updated by First Aid staff. The system records full details of any accidents/injuries and the administration of medicines that occur on and off-site during school hours.
- If the accident is of a serious nature and an ambulance/paramedic is required, the Senior Leadership Team should be made aware immediately. Action should be taken to ensure the location of the accident is safe to use. The Headteacher/Senior Deputy Head is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. An accident investigation return should be completed on the Prime system for all serious accidents. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Where necessary, parents/carers or other persons are notified of the accident.
- Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil/student until they reach the age of 21.

3.3 Contractors (Management of)

- BAM FM is responsible for and manage all contractors who visit the site.
- Contractors are managed and appointed by BAM FM including selection, qualification, method statements, risk assessments and all work arrangements.
- All contractors must report to reception upon arrival. Contractors sign in and out on the school's signing in system (InVentry) and will be escorted in the building by BAM FM staff.

3.4 Contractors (Management of Asbestos)

- An asbestos register is held in the BAM FM Office.
- There is no asbestos in the building.

3.5 Contractors and Visitors on site

- All contractors and visitors to the school sign in and out of the InVentry system detailing the purpose of their visit.
- They will be issued with a badge which must be displayed at all times whilst on the premises.
- Visitors will be made aware of the Safeguarding guidelines, Fire Evacuation Procedures, Health and Safety, entry into classrooms, property, vehicles, cameras, mobile phones and smoking.
- Regular visitors who are known to school and hold a current DBS certificate will be issued with a visitors' badge marked 'DBS cleared.'
- Other visitors who are not known to the school will be issued with a visitor's badge and they must be collected from reception and escorted whilst on the premises.
- Members of staff should sign in and out of the InVentry system and staff are issued with an identity badge and this should be worn at all times.
- It is the responsibility of all staff to challenge unidentified persons on the premises and report any concerns to the Designated Safeguarding Lead and the Senior Leadership Team.

3.6 Control of Substances Hazardous to Health (COSHH)

- A COSHH file is maintained by BAM Facilities Management and guidance of the storage, location and use of cleaning materials held in the building.
- A COSHH file is also held and maintained by the Science Technician, along with the guidance of Head of Science. It is located in the Science Prep Room. An additional copy is held in the school office.
- The Science Technician purchases the COSHH materials after discussion and authorisation by the Head of Science. All COSHH materials have a safety data sheet which is dated and recorded with the amounts held. The data sheets are filed in the Science Prep Room and are available to staff when they use COSHH materials.

- The Science Technician (authorised by the Head of Science) is responsible for the safe storage of the COSHH materials. The COSHH materials are stored in appropriate cupboards according to their hazard: The flammables and toxic chemicals should be stored in a locked cupboard which should be clearly labelled. The lower risk chemicals should be stored in a cupboard clearly labelled under the supervision of the Science Technician. All substances should be clearly labelled with the name of the substance and the hazard.
- A risk assessment should be carried out for tasks using the most hazardous substances as per the School's Health and Safety Science Policy in line with the WCC COSHH Policy and the risk assessment should be reviewed on an annual basis.
- Personal protective equipment i.e. eye protection goggles should be available for use by staff and pupils when using hazardous materials.
- Emergency and disposal procedures for waste and spillages should be followed from the guidance on the Safety Data Sheets. In the event of an evacuation, the Fire Alarm should be activated and the emergency evacuation procedures should be followed.
- Hazardous substances (COSHH waste) from the science labs are collected and disposed of by a certified hazardous waste collector on a regular basis.

3.7 Defect/Damage Reporting Procedures

- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- All defective BAM FM items are reported to the Office Staff and where necessary an email should be sent to the BAM FM helpdesk reporting the damage. The School Business Manager will liaise with BAM to ensure defects are rectified and where appropriate costs agreed.
- The School Business Manager will ensure the School Inventory is audited on an annual basis and any defective items are taken out of use and recorded.
- Defective school equipment which cannot be repaired will be reported to the Governors and Headteacher on an annual basis who will authorise disposal of the item and the School Inventory (Asset Register) will be annotated accordingly.

3.8 Display Screen Equipment (DSE)

In accordance with the Display Screen Regulations:

- The staff handbook contains WCC Guidance for Display Screen Equipment and the WCC Guidance on How to set up your Workstation.
- All staff are provided with training and instruction on how to set up their workstation and laptop as part of their induction, staff training records are kept on the Bromcom database.

- Staff who are classed as Display Screen Equipment Users including laptops are trained in their safe use and a DSE self-assessment checklist and guidance document is completed annually.
- DSE self-assessments will be reviewed at least every three years or sooner if changes to equipment or location have occurred.
- Any problems relating to display screen equipment and its use should be reported to the ICT Technician to be resolved.

3.9 Electricity at Work

- BAM FM are responsible for all hardwired equipment in the building and this is checked every 5 years and records are kept by BAM FM.
- The portable appliances are tested every 12 months by the ICT Technician and the register is held by the School Business Manager.
- Defective items are reported to Governors. Refer to 3.7 Defective Reporting Procedures.
- Inspect and test new/newly acquired portable electrical equipment to check it is suitable for use and add to PAT testing register.
- Electrical items donated/staff items used on the premises should be PAT tested before use in the building.
- All lettings are managed by BAM FM who carry out their own checks on hirer's equipment.

3.10 Fire Precautions and Emergency Plans

Refer to Fire Evacuation Policy and Emergency Contact Information.

BAM have responsibility for:

- Inspection and maintenance of the fire exits/escape routes.
- Checking and updating the building fire evacuation notices.
- Regular inspection and maintenance of the fire extinguishers is carried out by the Fire Brigade.
- Regular inspection and maintenance of the sprinkler system.
- The regular testing of the fire alarms (weekly) and the emergency lighting (monthly), records are kept in the BAM FM office.
- Carrying out the six-monthly inspections and maintenance of the systems.
- The security of the building outside of school hours, protecting the premises from malicious damage or threat.
- BAM are responsible for keeping records for all the above.
- Calling the emergency services and coordinating the evacuation together with the Headteacher.
- BAM caretakers receive Fire Marshall training and training records are kept by BAM.
- BAM are responsible for liaising with any other parties who may be affected, for example hirers, emergency services etc.

School has responsibility for:

- Undertaking and reviewing the Fire Risk Assessment and Emergency plans including bomb threats, explosions, floods, intruders and dogs in the playground, together with Meadows First School.
- The safe evacuation of staff, pupils and visitors from the premises in accordance with the Fire Evacuation Policy including assembly points.
- Fire Evacuation drills are carried out each term.
- Designated staff and deputies are responsible for taking registers to ensure that all pupils, staff and visitors are safely out of the building.
- Staff with special responsibilities are included in the Fire Evacuation Plan which is kept along with the PEEPS (Personal Emergency Evacuation Plan).
- School Business Manager has responsibility for checking and updating the Pupil Fire Evacuation notices.
- Fire Evacuation training and Fire Awareness training is completed by all staff annually and training records are kept on the Bromcom database.
- Fire Marshall training is completed every 3 years by designated staff.
- The Emergency Management Team are responsible for initiating the Emergency and Critical Incidents Procedures (procedures held by SLT and the School Business Manager).
- Lock down drills are carried out termly.

3.11 First Aid, Medication, and Intimate Care

First Aid

- Details of the school's qualified First Aiders are displayed in the First Aid Room, Staff Room, Staff Handbook on the 365 area.
- Staff undertake First Aid at Work which is valid for 3 years from the date of completion after which time refresher training is completed.
- School Business Manager is responsible for ensuring that training is current and training records kept, and that there are sufficient staff trained to cover in the case of absence.
- Training records of all first aid training is kept on the Bromcom database.
- There are currently 13 first aid trained staff in school to ensure sufficient cover at all times.
- The First Aid kits are kept in the First Aid room and are replenished by the office staff and checked regularly (every half term).
- All First Aid incidents are recorded on the Medical Tracker database on a daily basis.
- Any head bump incidents are recorded in the Medical Tracker database which generates a letter which is emailed home to advise parents. Parents/Carers are contacted by telephone for more serious head bumps.
- All First Aid incidents are reported to the Governors on an annual basis.
- In the case of a serious accident, it is required that two first aiders will be in attendance.
- An ambulance would be summoned upon the instruction of the first aider in attendance of an accident.

- A senior member of staff would accompany a pupil to hospital if the parent or carer is not available.

Medication

- Medication can be administered by two competent members of staff.
- Medication can only be administered upon receipt of a Medication Consent Form signed by the parent or carer.
- Medication is only accepted if received in original packaging with instructions and in date.
- Medication is stored in a locked cabinet in the first aid room and a locked refrigerator should medication need to be kept chilled.
- Medication is administered by two members of staff which is entered on Medical Tracker.
- All medication administered is recorded on the Medical Tracker database and an email is automatically sent home to advise parents/carers.
- Individual Healthcare Plans are held for pupils with special requirements in the school office and details are accessible via the 365-home page for staff. They are also recorded on Medical Tracker and Provision Map.
- Additional training is provided by specialist nurses annually or via online learning. For example, auto injector/diabetic training. Training records are kept on the Bromcom Database.
- Inhalers are kept securely in the First Aid room and pupils are encouraged to carry inhalers if required for PE or school trips.
- Members of Staff who hold personal medication in school should be responsible for safe storage away from pupils. Staff should speak with H&S Officers for further support around storage if necessary.

Intimate Care

- Meeting a pupil's intimate care needs is one aspect of safeguarding. The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.
- In cases where support is required and permission has been given by the parents a member of staff will escort the child to the toilet in a supervisory role.
- The SENDCo will seek advice from Chadsgrove Outreach in respect of equipment and handling intimate care with pupils.
- Should assisted intimate care be required by a pupil in school, the school policy relating to intimate care will be adhered to.

3.12 Health and Safety Advice

- The school purchases Health and Safety Advice annually from Worcestershire County Council under the Service level Agreement.

3.13 Information Dissemination Procedure

Employees

- The Health & Safety Policy is discussed with all staff on an annual basis at the start of the academic year.
- The Health & Safety Policy is kept with the school's policies held by the Business Manager. An electronic version is accessible via the 365-home page and is also available on the school website.
- Risk Assessments are available via the 365-home page.
- All staff are informed about Health and Safety information through the Staff Handbook and the Induction Training. All staff complete a 'Form' to confirm that they have read this information on an annual basis.
- The Staff Handbook can be accessed via the 365-home page for use by temporary staff.
- The Staff Handbook is updated by the Headteacher and the School Business Manager each academic year.
- The information is disseminated on a Teacher Training Day at the start of each academic year and a record on this training is kept on the Bromcom database.
- Health & Safety issues can be raised at Senior Leadership Team meetings and Staff briefings and this is included in the minutes.

Pupils

- Pupils are communicated the Health & Safety information and the Fire Evacuation and Lock Down Procedures by the Senior Leadership Team in school assemblies.

Visitors/Contractors

- The Reception Staff ensure that all visitors are made aware of the Fire Evacuation procedures, safeguarding information and the Health & Safety information through the InVentry signing in system and an information leaflet, when all visitors are provided with a badge. The Health and Safety information is also displayed in the Reception Area.
- BAM have the responsibility for providing Health & Safety information to all contractors who visit the site.

Governors

- Health & Safety is a standard agenda item at the Staffing Sub-Committee Meetings and Full Governor Meetings.
- A Health & Safety Governor is appointed annually.

3.14 Kiln

- The kiln is operated by The Head of Art and details are displayed by the Kiln.
- A risk assessment is held in the school office and on the 365 area and reviewed every year.
- A member of staff has been trained on the use of the kiln which will be updated every 5 years.

- The kiln is fired at the start of the school day when needed and is kept in a secure locked area free of combustible materials and an extractor fan is used to ventilate the area of fumes.
- The operating instructions and emergency procedures are displayed by the kiln along with protective equipment required e.g. thermal gloves and goggles.
- BAM FM are responsible for the servicing and maintenance of the kiln on an annual basis.

3.15 Lettings/Shared Use of Premises/Extended Services

Refer to Parkside Middle School Lettings Policy: Appendix G of the Finance Policy.

- The Headteacher authorises lettings from 3.15pm – 6.00pm, Monday – Friday.
- The School Business Manager ensures that the Health & Safety arrangements including Fire Evacuation and First Aid provision are discussed with the person/persons wishing to use the premises.
- A Letting Agreement is signed by the hirer and a copy is held by the School Business Manager along with details of their insurance cover, restrictions on equipment and a risk assessment.
- The Headteacher and staff are responsible for overseeing school fundraising events and where necessary apply for a Premises License (Licensing Act 2003) including all forms of entertainment, music, dance and the sale of alcohol.
- School lettings between the hours of 3.15pm – 6.00pm are the responsibility of school to ensure there is adequate supervision available.
- All school Lettings after 6pm Monday – Friday and weekends are the responsibility of BAM FM.
- BAM FM are responsible for ensuring emergency lighting is available for the hirer if required.
- BAM FM are responsible for the security of the building.

3.16 Lifting Equipment (including lifts and hoists)

- Lifting equipment used for pupils such as the hoist and the Evac-chair are only used by trained staff.
- Training is provided by Chadsgrove Outreach for use of hoists and Evac-Chair provides training for the use of the Evac-chair.
- The Evac-chairs are serviced on an annual basis by Evac-chair.
- Hoists are provided and serviced twice a year by Chadsgrove Outreach.
- All staff receive guidance on lifting or moving heavy objects in the Staff Handbook/Induction.
- Evidence of all training is kept on the Bromcom database.
- BAM FM are responsible for all other lifting equipment and heavy items and these are moved by the caretakers and training is provided by BAM FM.

3.17 Lone Working and Personal Safety

- WCC guidance for Lone Working for all is followed.
- School staff are not allowed to work or be present on the premises without a BAM FM caretaker on site.
- BAM FM are responsible for locking and making the site secure when all school staff have left the premises.
- Contact arrangements are held in the entrance lobby providing caretaker and security information.
- A Lone Working Policy and risk assessment is in place.

3.18 Maintenance/Inspection of Equipment

- BAM FM are responsible for the inspection and maintenance of equipment e.g., ladders and steps, fume cupboard, PE equipment.
- BAM FM are responsible for the inspection and maintenance of machinery and systems e.g. Design & Technology machines, lifts, fire alarms, smoke detection, emergency lighting and panic alarms.
- BAM FM are responsible for keeping records of the checks and the frequency on an annual basis.
- All records of equipment inspections are kept in the BAM FM Office on site.

3.19 Manual Handling

- Wheelchair users in school occasionally require assistance when moving around the building and accessing facilities.
- Staff are trained in manual handling for pupils that require assistance with toileting.
- Risk Assessments are carried out by the SEND Department.
- Staff are trained in manual handling by Chadsgrove Outreach and reviewed on an annual basis.
- The ICT technician is responsible for moving the ICT equipment and manual handling training is provided for this role.

3.20 Minibuses

- Parkside Middle School does not currently have a minibus.

3.21 Monitoring Arrangements

- The Governing Body will ensure that termly and annual reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.
- The Governing Body recognise the importance of monitoring Health and Safety matters and any Health and Safety matters will be reported in the Governors meetings each term. Health and Safety inspections will be carried out by the following: Health and Safety nominated staff along with the Health and Safety Governor will carry out internal and external inspections on an annual basis.
- WCC will complete a Health and Safety Audit on an ad hoc basis.
- BAM Site Managers carry out a Health and Safety Audit on an annual basis. BAM Caretakers carry out regular inspections throughout the school day.
- Health and Safety will be discussed and monitored at the BAM Facilities Management Meeting held each term and any matters will be reported to BAM FM.
- Hazards, defects and any other health and safety issues are reported on an ad hoc basis to the BAM FM helpdesk.
- School is notified when all items are logged, monitored and completed.
- The Governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to the LA Officer, Inspectors of the Health and Safety Executive (HSE), Trade Union Health and Safety Representatives and any other bonafide Health and Safety Officials.

3.22 Noise at Work

- All staff complete a HSE Workstation Self-Assessment form annually which identifies any issues with noise in the workplace.
- Sound boards are fitted in classrooms to manage noise levels.
- The music practise rooms have additional sound proofing.

3.23 Offsite and Educational Visits

- The Educational Visits Database (Evolve) is held by the Senior Deputy Headteacher.
- The School's Educational Visits Co-ordinators are the Senior Deputy Headteacher and Assistant Headteacher.

- The Senior Deputy Headteacher will assess the need for a pre-site visit when planning a school or residential trip.
- A risk assessment will be carried out by the member of staff responsible for organising the school or residential trip, and this must be authorised by the Headteacher, Senior Deputy Headteacher and the Designated Senior Lead for Safeguarding Children.
- All necessary documents will be completed on Evolve and will be sent to the Local Authority by the Senior Deputy Headteacher for the school/residential trip (and also when the trip is more than 50 miles from school). This must be signed by the Headteacher.
- Emergency arrangements, parental authorisation and first aid provision will be organised by the Visit Trip Leader.
- Should a Plan B be required this will be resolved and arranged by the Educational Visits Co-ordinators and Visit Trip Leader.
- Insurance is held by the school and details of the cover value are available in the Finance Policy. The Insurance policy is paid from the school budget annually.

3.24 Outdoor Play Equipment

- Parkside Middle School does not have any outdoor play equipment.

3.25 PE Equipment

- The PE Department are responsible for making pre-use visual checks on all the PE equipment and any defects are reported to BAM FM via the BAM helpdesk.
- The PE Equipment and apparatus is owned by BAM FM and it is their responsibility to ensure that inspections are carried out annually.
- The equipment is set out by the staff in the PE department and a risk assessment is held by the Head of PE.
- The Association of Physical Education guidance on safe use of the equipment is followed and a Physical Education Policy is held and adopted by the school and reviewed on a biannual basis.

3.26 Personal Protective Equipment

- Personal Protective Equipment will be provided free of charge for employees where it has been identified through risk assessment.
- In subjects where Personal Protective Equipment is required, the Subject Leader will select the necessary equipment required for the lesson.
- The Subject Leader will ensure that a periodic check and maintenance check is made to ensure proper use and equipment is in good working order.

3.27 Forest School and Pond Area

- A risk assessment is held relating to pupils using the Forest School.
- The Meadows First School Pond area is secured at all times with a fence, gate and lock to prevent unauthorised access.
- Meadows First School holds a risk assessment for their pond area.
- A warning sign is displayed by the Meadows Pond area to alert the risk of danger.
- BAM FM are responsible for the maintenance of the pond and Forest School area.

3.28 Risk Assessments

- The school understands the need to undertake risk assessments for all activities which present significant foreseeable hazards. (A specific requirement of Regulation 3 in The Management of Health and Safety at Work Regulations 1999).
- The Senior Deputy Headteacher and School Business Manager are responsible for ensuring risk assessments are undertaken. Staff are made aware of risk assessments which are relevant to their duties.
- All risk assessments are available for staff to check on our 365 area and they are asked to read through these annually.
- A risk assessment may be completed by the Head of Subject; School Business Manager and/or any member of staff delegated the responsibility.
- The risk assessment should be named and dated by the risk assessor, checked by the Senior Deputy Headteacher, and signed by the Headteacher.
- The School Business Manager is responsible for carrying out risk assessments for new and expectant mothers and care plans for those who have health problems.
- Generic risk assessments are held in the school office and on 365 area. The generic risk assessments are reviewed by the School Business Manager on an annual basis.
- A risk assessment register is held by the School Business Manager to ensure risk assessments are reviewed and kept up to date.
- Risk assessments for trips and other specific activities are held in the 365 area and these are reviewed by the Senior Deputy Headteacher.
- All Off-Site visits including day trips and residential trips are risk assessed and details are kept on the database (Evolve) which is held by the Senior Deputy Headteacher.

3.29 Smoking on School Premises

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.30 Sports Pitches/Playing Fields

- BAM FM are responsible for the maintenance of all outdoor areas and carry out daily visual inspections.
- A cover for the long jump area is used when not in use to prevent animals from fouling in the sand.

3.31 Staff Consultation

- Health and Safety is a fixed agenda item for Staff Meetings, where concerns and suggestions for safety improvements can be raised.
- Health and Safety is a fixed agenda item for Full Governor Meetings.
- The school have a Health and Safety Sub-Committee.
- The Health and Safety Officers are appointed in school and displayed on school notice boards.
- The Health and Safety Officer plans and organises the staff health and safety training.
- The Clerk to Governors organises health and safety training for Governors.
- The Health and Safety Poster is displayed in the reception area, staff room, corridor and in the school office.

3.32 Stress and Staff Wellbeing

- A Stress Management Policy is in place to assist with supporting staff.
- Details of what help is offered is set out in the Stress Management Policy.
- Staff experiencing problems should refer to their Line Manager or the Headteacher.
- Staff may contact Human Resources, Worcestershire County Council and may be referred to counselling and/or the Occupational Health Service.
- A risk assessment is carried out for expectant mothers and held on their staff file.
- A room can be made available in school for nursing mothers.
- A staff room is available for all staff to use with full restroom facilities and staff are encouraged to take morning and lunchtime breaks.
- The Senior Deputy Headteacher can provide staff with a confidential helpline number for a group called Education Support and information regarding the Employee Assistance Programme (EAP) through the local authority.

3.33 Swimming Lessons (Public Pool)

- A risk assessment is held for swimming lessons and visits to the local swimming pool.
- Swimming lessons will be held at the Bromsgrove Sport and Leisure Centre (BSLC) and attended by the Year 5 pupils on a weekly basis.
- The level of supervision is 2 school staff to 30 children along with 2 lifeguards and 2 qualified instructors.
- BSLC is responsible for ensuring the lifeguards and instructors are trained and hold a lifesaving certificate and first aid certificate.
- BSLC are responsible for ensuring there is life saving equipment on site.

3.34 Swimming pools/hydrotherapy pool (School's Own)

- Parkside Middle School does not have a swimming pool or hydrotherapy pool.

3.35 Training and Development related to Health and Safety

- The Senior Deputy Headteacher and Head of Departments are responsible for ensuring minimum Health and Safety competencies for certain activities and roles in school. e.g. Hazardous substances, D & T Safety, Positive Pupil Handling,
- The Deputy Headteacher and School Business Manager are responsible for new staff inductions and training.
- BAM FM are responsible for ensuring minimum Health and Safety competencies for certain roles in school e.g. Caretakers, Contractors and Cleaners.
- Training records are kept on the Bromcom database, and the training records are held by the School Business Manager. The Deputy Head is responsible for ensuring teaching staff and the School Business Manager for ensuring Support Staff undertake refresher training where necessary.

3.36 Vehicles on Site/Car Park Arrangements

- A risk assessment is held regarding the car park and safety on the school site.
- BAM FM caretakers are responsible for the management of the car park and vehicles on site and a risk assessment is held by BAM FM.
- The caretakers ensure that the school gates are locked between the times of 8.40am and 9.15am and 3.00pm and 3.30pm to restrict movement of vehicles at busy times in the car park.
- Areas of the car park are segregated for large vehicles e.g., coaches to ensure safety of pedestrians at all times.
- A 'dropping off' area is allocated for deliveries to ensure easy access to the building.
- Disabled bays are available for easy access for wheelchair users.

3.37 Violence to Staff/School Security

- BAM FM are responsible for ensuring that the school site is secure at all times.
- The caretakers maintain security on a daily basis, ensuring that all internal and external doors are locked and the security alarms in place when the building is empty.
- Visitors to school enter through a security gate which Office Staff operate through an intercom/buzzer system. Visitors then enter the main door and report to Reception and sign in on the school InVentry system and receive an identification badge to wear whilst within the building.
- Personal attack buttons are fitted in every room and if activated an alarm rings which alerts Office Staff and Caretakers.
- The Headteacher and SLT together with the School Business Manager carry mobile phones with them at all times in case of any emergency/critical incident on site.
- Should a member of staff feel at risk with an appointment at school a second member of staff will either attend or monitor the meeting nearby.
- Office Staff are at a greater risk of injury and have a panic button within the office and an alarm which activates lock down procedures.
- Lock down procedures are practised throughout the school on a termly basis.
- Positive Physical Intervention training is carried out by staff every 2 years.
- Any incidents of verbal & physical violence are reported to the Headteacher and Governors.
- A risk assessment is held in school relating to violence to staff.

3.38 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy (updated Autumn 2020).

- The water hygiene logbook is held in the BAM FM office.
- The BAM FM caretakers carry out the water hygiene sampling.
- BAM FM caretakers are responsible for flushing the water systems.
- A contract is held with Hydraclean who service the system on an annual basis.
- Hydraclean complete monthly testing of the water temperatures of the sentinel taps and the monthly temperature of the TMV's.
- A copy of all the records is kept within the BAM FM office and also electronically on a database held by BAM FM.
- BAM FM are responsible for the maintenance and servicing of the air conditioning units.

3.39 Work Experience Pupils

- The Assistant Headteacher is responsible for work experience pupils' induction process.
- The Assistant Headteacher is responsible for arranging and communicating with work experience pupils.
- All work experience pupils are given information with regards to Health and Safety, Fire Evacuation and Safeguarding.
- A risk assessment is held with regards to work experience pupils.
- A mentor is nominated for work experience pupils and the mentor will supervise/monitor them whilst on site.
- Work experience pupils sign in and out of the building on our InVentry system each day.

3.40 Working at Height

- Elephant foot stools are available for staff accessing items stored at height.
- Pre-use checks should be carried out by the Health and Safety Officer and recorded.
- An annual check is carried out by the Health and Safety Officer to ensure the elephant foot stools are in good working order and a record is kept.
- A risk assessment is held regarding working at height and information is held within the Staff Handbook and on our 365 page.
- BAM FM are responsible for the maintenance, inspections, and use of any equipment such as steps and ladders.
- BAM FM Caretaker would be responsible for carrying out tasks required at height and school staff are advised not to use such activities.
- Pupils would not be required to work at height in school.
- BAM FM are responsible for contractors using equipment to work at height.

3.41 Pupils, Staff and Visitors with a disability

- **Pupils** - Health and safety for pupils with disabilities involves individualised risk assessments, PEEPS, Personal Emergency Evacuation Plans, reasonable adjustments (like visual aids, adapted equipment, quiet spaces, or extra support), clear communication, and involving the pupil/parents/carers in planning to ensure safe inclusion, focusing on practical risks (handling, medical needs, environment) rather than blanket bans, adhering to Equality Act duties for equal access to education.
- **Employees** - For employees with a disability, health & safety means employers making reasonable adjustments (e.g. accessible equipment/routes) after consulting the employee, the use of provided equipment, and report hazards, ensuring safety laws don't exclude them, focusing on inclusive risk assessments, and communicating openly about needs without assumptions as required by laws like the UK's Equality Act 2010. You don't have to disclose your disability, but talking to your employer about what support you need for safety is key to getting adjustments.

- **Visitors** - Health and safety advice for visitors with disabilities focuses on proactive planning, clear communication of needs, and understanding emergency procedures at the destination. Key measures include researching accessibility beforehand, bringing essential medical documentation, and requesting specific assistance, such as Personal Emergency Evacuation Plans (PEEPs).