HEALTH & SAFETY POLICY

JCoSS
JEWISH COMMUNITY SECONDARY SCHOOL

Last Review: January 2020
Next Review: January 2021
Committee: Finance & Premises

PART 1. STATEMENT OF INTENT

The Governing Body of JCoSS will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Name STEPHEN CLAYMAN

Signature

Stephen Clayman **Chair of Governors**

Date 29/1/2020

Name PATRICK MORIARTY

Signature

Patrick Moriarty **Headteacher**

Date

PART 2.ORGANISATION

As a voluntary Aided School Health & Safety is the responsibility of the Governing Body as laid out below.

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving reports from the Director of Finance & Resources on health and safety matters;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Headteacher:
Overall responsibility for health and safety in the school rests with the Headteacher, however the day to day management of this has been delegated to the Director of Finance & Resources.

The Headteacher has responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place and a Critical Incident Plan;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

Membership of the School Health and Safety Committee:

The Business Manager who convenes and chairs meetings
The Site Manager (Deputy Site Manager in his absence)
The Head Science Technician
The Premises Administrator
ADT Technician
Learning Mentor
Student Support Officer

Invited to attend

FM Consultant
Governor with responsibility for H&S matters

Further guidance on Representatives and Committees can be found in the School Code of Practice 1.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility E.g. Deputy Head, Safety Coordinator, Heads of Department, Premises Managers etc.

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;

- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, DFE, BAALPE, HSE etc., and ensure that all subordinate staff are aware of and make use of such guidance;

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;

- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or Director of Finance any problems to which they cannot achieve a satisfactory solution within the resources available to them;

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;

- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms;

- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.

- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the premises team and their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

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FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Site Manager's office and on Moodle and is reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points and other relevant information is clearly identified by safety signs and notices. A full set of evacuation plans detailing each exit route and the locations and types of all firefighting equipment are available from the school reception, the site staff and are on Moodle.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook on Moodle and by each emergency call point. These procedures will be reviewed as necessary and after each drill.

Emergency contact and key holder details are maintained by the site and security managers.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Fire log book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
  [Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.]
- Details of service isolation points are included in the fire plan
- **Material Safety Data Sheets for Chemicals and flammable substances**. These will be kept by the Site Manager /Head of Department, as appropriate, for consultation.

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the site staffand a record kept in the Fire log book. Fire alarm testing takes place weekly.

Any defects on the system will be reported immediately to the maintenance provider

A fire alarm maintenance contract is in place with Churchesfire (contact details on maintenance log) and the system tested annually by them.

Smoke and heat detectors are tested according to the installer's recommendations by Churchesfire

INSPECTION OF FIRE FIGHTING EQUIPMENT

The Site Manager will instruct a contractor to undertake an annual maintenance service of all firefighting equipment

Weekly the Site Manager checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the contractor

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by the site manager and annually by the contractor

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily the site manager checks for any obstructions on exit routes and ensures all final exit doors are operational.

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:
For use by trained personnel only
Medical room (Student Services area within Heart space)
Science prep rooms
Food room
Mid way along each floor of each wing (Classroom containing kit has a green sign on the door)
PSRP

The defibrillator is located on the wall opposite Student Services.

The Student Services Officer is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

A list of trained first aiders is held at Student Services and Reception.

The Premises Administrator will monitor each First Aider's certificate and arrange refresher training two terms before the expiry date. The Finance Director will arrange for new persons to be trained should first aiders leave.

The Student Services Officer will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital:
If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

NHS 111
Barnet Hospital
Wellhouse Lane
Barnet
Herts
EN5 3DJ
Tel 0845 111 4000

Chase Farm Hospital
The Ridgeway
Enfield
Middx
EN2 8JL
Tel 0845 111 4000

School Nurse
Specialist Community Public Health Nurse (School Nurse)
Central London Community Healthcare NHS Trust
Vale Drive Clinic
Barnet
EN5 2ED
0208-447-3622
Email:
Web: www.clch.nhs.uk

Control of body fluid spillages

Body Fluid Disposal Kits aid the effective cleaning and disinfection of the soiled area reduces the risk of cross infection. These are available from the majority of health & safety and first aid providers e.g. St John Ambulance http://www.stjohnsupplies.co.uk/. We have a stock stored in the medical room and the Premises department.

All spillages of blood, urine, faeces, saliva, vomit, nasal and eye discharges should be cleaned-up immediately and **PPE MUST BE WORN.**

When spillages occur, clean using a product which combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. **NEVER USE** mops for cleaning up blood and body fluid spillages, use disposable paper towels and discard as clinical waste. A spillage kit should be available for blood spills.

The following protective clothing and equipment must be available for staff use as part of the spillage kit:

- Disposable latex sterile and non-sterile latex gloves
- Disposable plastic aprons
- Eye and face protection
- Sodium hypochlorite / b/each solution (Milton, Ha-tablets, Presept or equivalent product)
- Paper towels
- Yellow (Clinical waste bags)
- Detergent
- Plastic bucket/bowl

Administration of medicines

All medication will be administered to pupils in accordance with the DFE document *https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf*

Medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Headteacher. Records of administration will be kept by the Student Services staff. No member of staff should administer any medicines unless a request form has been completed by the parent / guardian. Generic medication may be kept and administered in line with published guidance.

All medications kept in school are securely stored in the medical room with access strictly controlled.

The school will return or dispose of medicine that is out of date. A record will be kept and parents will be reminded of expiry dates however it is the responsibility of the parent to ensure that they provide the school with the relevant medication and replace it at the appropriate time.

Where students need to have access to medication i.e. asthma sufferers, it will be kept in the medical room, and clearly labelled.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (diabetes, epilepsy, anaphylaxis etc) as appropriate).

ACCIDENT REPORTING PROCEDURES

In accordance with the Borough Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the Accident/Incident report form.
- Violent incidents and verbal abuse on the Accident/Incident report Form. All violent incidents, both verbal and physical, must be reported to the Headteacher for recording and investigating.

Copies of these forms are available from the medical room.

The Headteacher or Finance Director will countersign the report form before the original copy is sent to the Health & Safety Unit at LBB where necessary. A copy should also be kept at the school.

- A local accident book located in the medical room is used to record all minor incidents to pupils, more significant incidents must also reported to LBB using the forms described above.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Finance Director will arrange for accidents to be investigated and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported, taken out of use where necessary and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).
In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site http://www.hse.gov.uk/riddor/ or by telephone on 0845 300 9923.
The Education Health and Safety team should also be informed on 0208 359 7995
https://www.barnet.gov.uk/citizen-home/environmental-health/health-and-safety-at-work.html

Each case will be assessed using the HSE guidance to determine the reporting requirements.

LONE WORKING

Staff are encouraged not to work alone in school. Furthermore, staff working in isolated areas (e.g. offices or classrooms) are advised to keep the door open at all times. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head teachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Familiarise themselves with emergency evacuation procedures.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should follow the guidance contained in the call out procedure sheet. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Health & Safety Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management and necessary items will be taken to the GB Finance and Premises Committee.

The Teaching Trade Unions appointed Safety Representative on the staff is shown on the staff notice board

The Health and Safety Law poster is displayed in the staff room.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the Finance Director.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.
Employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required
- Training records are held by the CPD co-ordinator. The Finance Director is responsible for co-ordinating health and safety training needs and for passing details to the CPD co-ordinator.
- This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.
- The Headteacher will be responsible for assessing the effectiveness of training received.
- Each member of staff is also responsible for drawing the Headteacher's / Line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

WORK EQUIPMENT

All staff are required to report to the site team any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.
Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. Portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by the Site team or appointed contactor.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

All fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by the site staff for any apparent defects and particularly for contamination by animals in areas covered by bark chippings or soft sand.

Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Site Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Site staff	Site staff	Site Manager	Ladders termly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Site staff	Site staff	Site Manager	According to manufacturer's advice
Grounds maintenance equipment	Site staff	Site staff	Site Manager	According to manufacturer's advice
Gas appliances (includes school catering equipment, boilers, food tech etc.)		Gas Safe	Gas Safe registered contractor	According to manufacturer's advice
PE and play equipment			Approved contractor	Annually
LEV, dust extraction /fume cupboards			Approved contractor	14 monthly (max) Records of these examinations must be kept for a five year period.
Technology Equipment			Approved contractor	According to manufacturer's advice
Art/Design Equipment			Engineer	Compressors – annual Kilns according to Manufacturer's advice
Portable electrical equipment			Approved contractor	According to HSE regulations
Lifts/lifting equipment			Approved contractor	According to manufacturer's advice

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***"Control of Substances Hazardous to Health Regulations 2004"*** (the "COSHH" Regulations).

In all other areas the schools nominated person responsible for substances hazardous to health is the Site Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances and all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use
- COSSH guidance sheets should be obtained where appropriate

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance in Managing Ionising radiations and Radioactive sources.

- CLEAPSS provide the Radiation Protection Adviser (RPA)
- Member of staff in charge of radioactive sources (RPS) is the faculty 2nd in department, she is also responsible for ensuring all records pertaining to radioactive sources are maintained.

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff are provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the Finance Director who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Site Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Advice and pro forma inspection checklists can be found in Site Manager's office.

Inspections will be conducted jointly with the establishment's health and safety representative if possible.

The persons undertaking the inspection will complete a report in writing and submit this to the Finance Director.

Responsibility for following up items detailed in the safety inspection report will rest with the Finance Director.

A named governor will undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings.

ASBESTOS

JCoSS does not hold an asbestos register because no materials containing asbestos were used during construction.

Information relating to asbestos can be found on the HSE website
http://www.hse.gov.uk/asbestos/faq.htm#general

Any concerns should be directed to the Site Manager.

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the Finance Director.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed by the Facilities Management Consultant and approved by the Finance Director.

Generic risk assessments are available for all staff to view and are held with this policy on Moodle Department specific risk assessments, both teaching and non-teaching have been issued to and approved by the head of each department.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the Finance Director.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be provided by the Facilities Consultant for the relevant Heads of Department and subject teachers to review and amend as necessary, using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained on the LBB Evolve system and in accordance with the school Educational Visits policy.

LBB Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The school's Educational Visits Co-ordinator is the Finance Director. The Educational Visits administrator has also received full training on planning visits including Health & Safety considerations.

All Offsite Visit activities must be risk assessed using relevant forms. These assessments are monitored and reviewed by the Finance Director.

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The establishment's nominated person responsible for work at height is the Site Manager.

The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

Only staff who have attended training on working at height may do so.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) eg admin staff shall have access to a DSE assessment on request.

The Finance Director will review the recommendations of the assessment and arrange replacement equipment where necessary.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Parents / carers should drop children off at the designated point and use the turning circle to exit along Castlewood Road. Buses and coaches will drive onto site and use the designated bays. On the rare occasions that heavy plant vehicles need to enter they will do so through Westbrook Crescent under the close supervision of Site and Security staff.

Routes will be kept clear for emergency vehicles. Fire appliances will enter through Westbrook Crescent.

A one way system is in operation around the site and is clearly marked with road markings and signage. There is a car park for staff and visitors and additional parking around the site.

Heavy vehicles should not be permitted during peak pedestrian times and should be supervised by the Site and Security Teams at other times.

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the premises administrator under the supervision of the Director of Finance and Resources. There is a separate policy, terms & conditions and scale of charges.

CONTRACTORS

All contractors must report to Reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. Safeguarding procedures regarding DBS will be followed.

Maintenance/construction work carried out on behalf of the Governing Body will be monitored by the Premises Manager to make sure that it is dealt with safely. The Finance Director will be informed immediately of any cause for concern. Insurance will be taken out with the schools insurance company before the start of any building/construction work where necessary.

Contractors appointed by the Governing Body will be asked to abide by the Contractors' Safety Guidelines which set out the minimum safety standards required from them. Contractors will be required to operate at specific times and in defined, segregated areas in order to minimise any risk to staff and pupils wherever possible.

MINIBUSES

The Site Manager is responsible for undertaking checks on and the operation of minibuses.

All minibus drivers must complete the LBB LA practical training. The rules for drivers holding a licence dated after 1997 will be adhered to.

Names of staff eligible to drive the minibus and their certificates are held in the main office.

The minibus has a first aid kit which is checked by the Student Support Officer.

LEGIONELLA

The school complies with guidance on the potential risks from Legionella. A rigorous water management system is in place and a contract with a specialist is in place.

The Site Manager will be responsible for identifying and flushing rarely used outlets and descaling and disinfecting showers or other areas where water droplets are formed in line with the water risk assessment and maintenance schedule. Water temperature checks and all other routine checks will be undertaken and documented in line with the water management system.

VISITORS

Visitors are vetted by security prior to being admitted to the school grounds. Staff should enter visitor Details on to the calendar for the Security team to check. Anyone without an entry on the calendar will be held at the checkpoint until Security can confirm they have a legitimate appointment. Once cleared by Security visitors should report to the main reception where they will be issued with a badge.

Staff should always ask any person seen on site without a visitors badge and unaccompanied to explain their reasons for being on the school premises. They should be accompanied to the main reception (or Site Manager's office outside of school hours).

Surveillance cameras are mounted at vulnerable points around the site and monitored from the Security Offices.