



Health Safety and Welfare Policy & Arrangements For Leatherhead Trinity School and Nursery

Status: Statutory	Responsible Manager: Business Manager
Review Period: 3 years	Responsible Governor: Full Governing Body
Valid From: Spring 2019	Next Review Date: Spring 2022

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This H&S Policy has been updated (May 2020) to specifically reference the Covid 19 pandemic, and the continuing responsibility of School's Management /Governors to implement within school all authoritative guidance as explained by PHE/DfE, to ensure so far as is reasonably practicable, the continuing safety and welfare of the school community at this time.

The School Management/Governors will issue guidance and instruction to school's staff as is necessary and appropriate and monitor/supervise safe working arrangements accordingly. Further explanation of these responsibilities is outlined under "Infection Control" in part 3 of this H&S Policy.

- Part 1: Statement of General Policy on Health, Safety and Welfare
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Part 1:
Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of Leatherhead Trinity School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

*Rosemary Deacon, **Chair of Governors***

*Elizabeth Killin, **Headteacher***

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Leatherhead Trinity School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
- All appropriate areas/activities are covered
 - Appropriate control measures are implemented, and that
 - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - First Aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights,
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.

- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported,

recorded & investigated in accordance with the school's procedure.

- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Premises Manager/Assistant

The Premises Manager/Assistant is responsible to the Headteacher/School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. School Business Manager/Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.

- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

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

1. Access Control/Security

- Agreed arrangements in place for processing all visitors to the school site (School Office staff).
- Agreed arrangements in place for security alerts (School Emergency Plan – copies held by all members of School Emergency Management Team – and copy in Admin Office).

2. Accident Reporting, Recording & Investigation

A log must be kept of all pupils requiring any form of medical attention from the midday supervisors or the office, or who report to the office unwell. Log sheets should be sent to the Business Manager at the end of each half-term for review.

3. Asbestos

The Site Manager is the responsible person for the Asbestos Survey Record and location of the survey. For Woodvill Road the building was constructed after the year 2000 therefore there is no asbestos present. All buildings and maintenance work for Aperdele Road will be organised by either the Site Manager or Business Manager and they will ensure that contractors and others, such as site supervisors, etc., have sight of the survey prior to starting any work on the premises. Staff, other than premises staff, shall not to drill or affix anything to walls. The premises staff will check the survey prior to undertaking such tasks. Staff should report damage to asbestos materials via the premises log book and by e-mail to the Business Manager as soon as it is discovered. Any damage to the fabric of the building shall be reported and, where it is intrusive in nature, the area will be sealed off and placed out of bounds until it can be established that asbestos is not present. The assumption must always be that asbestos is present until confirmed otherwise. In the event asbestos has been disturbed, the Site or Business Manager will liaise with Surrey County Council to ensure its safe removal from the premises. Refer to asbestos log for substance location at Aperdele.

4. Contractors

Contractors will be selected by the Site Manager and Business Manager from those involved in the construction of the buildings, from Surrey's approved contractors list, or from recommendations from other schools.

All contractors will be inducted by the Site Manager the first time they visit a site and he will be responsible for obtaining risk assessments/method statements/hot work permits where applicable. Staff who have concerns about the working practices or timings of

work should speak to the Site Manager, Business Manager or Premises Assistant and not directly with the contractor, unless it poses an immediate danger to the health and safety of those in the building.

5. Curriculum Safety

All teaching staff must undertake suitable written risk assessments prior to commencing hazardous activities. Subject co-ordinators will issue relevant health and safety guidance to staff.

6. Drugs & Medications

All medication must be handed in to the office, together with a signed parental request for medicines to be administered and stored in the fridge or cupboard in the sick room. Only office staff are permitted to administer medicine and only if they have the signed parental request form. Reference should be made to the folder entitled "Pupils' Health and the Administration of Medicines", which is located in the sick room.

7. Electrical Equipment [fixed & portable]

Fixed wiring checks will be made every five years. Portable Appliance Testing (PAT) will be carried out as required by the Site Manager, who will maintain records of the inspections for all sites. All items failing a portable appliance test will be removed from the premises. Any member of staff who believes an item to be faulty shall report it to the Site Manager immediately, unplug the appliance from the wall and affix a "do not use" message to it. Staff should not bring in personal items of mains-powered electrical equipment into school for personal use unless they have been PAT tested by a competent individual.

8. Fire Precautions & Procedures (and other emergencies)

The Site Manager and Business Manager will receive sufficient training to enable them to undertake and review fire risk assessments, which will be reviewed annually. They will be given access to external professional advice when necessary, eg, on completion of a building project, and sufficient resources will be allocated to this. Fire drills will be undertaken termly, or more frequently where there are concerns/weaknesses highlighted by a drill. Fire evacuation guidelines will be drawn up and reviewed following each drill.

Routine testing of fire extinguishers, break glass points and emergency lighting shall be carried out in accordance with the schedule of inspections which is maintained by the Site Manager.

9. First Aid

A list of first aid trained staff will be maintained by the Senior Admin Officer.

All daycare staff have been given access to paediatric first aid training and we aim to train all teaching staff, teaching assistants, midday supervisors and school assistants in first response first aid training. We will also have at least one member of staff trained in paediatric first aid.

First aid boxes are located in the school offices, and by the senior midday supervisors for use at lunchtimes.

The School Assistants will summon an ambulance where necessary and contact the parents. If the parent cannot be taken in the ambulance with the child, a member of staff will accompany the child and remain at the hospital until the parent arrives.

10. Glass & Glazing

All glass in doors, side panels should be safety glass, all replacement glass should be of the safety standard applicable at the time of installation. Where existing glass is not safety glass, this will be replaced with safety glass only in the event of breakage or a review of risk assessments.

11. Hazardous Substances

The school will seek to minimise the use of hazardous substances and, where necessary, these will be stored in a locked cupboard at all times and only used by those who have had basic training in how to use such substances competently, and only after the completion of a risk assessment. Where appropriate, personal protective equipment (PPE) must be used before handling such substances.

Hazard data sheets will be kept in the cupboard with the substances in the Site Manager's office.

12. Health and Safety Advice

Leatherhead Trinity will buy back the services of Babcock 4S to provide access to competent health and safety advice. The Health and Safety Co-ordinator and Site Manager will hold relevant certificates in health and safety, risk assessments and fire risk assessment.

13. Housekeeping, cleaning & waste disposal

The premises will be cleaned daily while in use (ie, term-time). General waste (ie, non-recyclable, will be cleared on a daily basis from the classrooms, offices and general areas.

External waste bins will be located outside the building, checked daily and emptied on a regular basis.

Refuse bins should be kept away from the building and emptied fortnightly.

14. Handling & Lifting

Premises staff will receive manual handling training as part of their induction as soon as possible after their start date.

Daycare staff will receive training appropriate to the requirements of their role as part of their induction, if not already covered by their professional qualifications.

All staff should be aware of the dangers of manual handling and should not attempt to move or lift anything heavy or bulky. Wherever possible, suitable equipment will be purchased to assist in the movement of furniture and resources around the buildings.

15. Infection Control (including Coronavirus)

The school's management will undertake a specific risk assessment in accordance with combined PHE/DfE guidance and bring the significant findings of the risk assessment (RA) to the attention of all staff.

The Headteacher/SLT will monitor as necessary to ensure that any and all suitable and sufficient control measures as prescribed by PHE/DfE and outlined within the school's RA remain in place and are properly adhered to within the school environment.

All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice as explained by the school's own specific risk assessment, and any advice and guidance issued by and within the school for the purposes of infection control.

All staff within the school have a responsibility to monitor and ensure Pupils under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

16. Jewellery

Pupils are not allowed to wear jewellery in school except wristwatches and, if necessary, small stud earrings, may be worn at their own risk. However these **must** be removed for PE lessons and the child must be capable of removing them. Children having their ears pierced should do so at the beginning of the summer holidays so that the holes have sufficient time to heal before the beginning of the school year.

17. Lettings/shared use of premises

Where lettings are classed as a 'B' category letting, the hirer will be given an induction of the building, including: fire exits and evacuation procedures; how to raise the alarm; areas of the building where access is permitted; emergency contacts, etc. They will not be permitted to bring in any electrical equipment which has not had a portable appliance test within the last year. The school will arrange this for them if required, or agree to lend suitable equipment to the hirer.

Where the hirer is unfamiliar with the premises, the letting will be classed as an 'A' category letting and a member of staff will remain on the school premises at all times.

During the winter months the external lighting will be switched on during all lettings after the hours of darkness, and will remain on until the hirer has left the premises.

Where there are fund-raising activities involving members of the public, risk assessments will be carried out by the organisers of the event (eg, FOLT). The organisers will also be responsible for arranging any public licenses necessary prior to the event.

18. Lone Working

Staff should be aware of the dangers of lone working and avoid this situation if possible. If a member of staff is alone on the premises, they should inform a third party of this and take reasonable precautions to ensure their safety, including informing the third party of the times they expect to be on site.

High risk activities, eg, working at heights or with tools, should not be undertaken without the presence of a second member of staff on site.

19. Long Term Evacuation Plan

See Emergency Plan which is reviewed and updated by the School Business Manager each September.

20. Maintenance / Inspection of Equipment

A full record of maintenance checks is kept by the Site Manager.

21. Monitoring the Policy

Workplace inspections will be carried out by the Site Manager and Business Manager. Visual inspection checklists will be completed by room users to ensure they are aware of health and safety issues in their rooms and safe working practices. These will be reviewed termly by the Site Manager and Business Manager.

Accident reports will be reviewed termly by the Business Manager for trends and to ensure that adequate records are kept.

22. Personal Protective Equipment (PPE)

The Business Manager shall ensure that all staff who need PPE have access to, and are provided with suitable PPE, for the safe performance of their tasks. Where high risks areas are identified (eg, hard hat areas) access shall not be granted to those who are not aware of the requirements for the use of PPE, its location, and how to use it.

23. Playground Safety

Pupil/staff ratio, instructions to staff, emergency procedures, maintenance of features and/or play equipment, inspections of grounds.

24. Reporting Defects

All defects should be reported to the premises staff via the premises logs located in the school offices on sites maintained by Leatherhead Trinity. Where Leatherhead Trinity operates offsite on other premises, the senior person on that site shall ensure that all staff are aware of the procedures for reporting defects and who is responsible for these. Where a serious defect is identified, the Site Manager (or in his absence the Business Manager) shall be notified immediately. All works are organised by the Site Manager, who will decide whether Leatherhead Trinity premises staff will undertake the work, or organise for competent approved contractors to carry out repairs.

25. Risk Assessments

Routine risk assessments will be undertaken by the Business Manager and Site Manager, in consultation with others where necessary. Specialist risk assessments, such as PE activities, science, external visits, pregnant staff, etc, will be undertaken by the leader for that area or line manager. Advice will be sought from the Business Manager, should guidance be needed in any area.

26. School Trips/ Off-Site Activities

See Educational Visits Policy.

27. School Transport

Where pupils are transported in coaches, these will be hired from companies that meet the guidelines set by SCC.

28. Smoking

See *Smoking at Work Policy*.

29. Staff Consultation

- Full Governing Body meetings
- Health & Safety Inspections
- Health & Safety Coordinator (SBM)
- Information in staff handbook
- Induction for new staff
- Staff meetings
- Staff briefing at September INSET day

30. Staff Health & Safety Training and Development

All new staff will be briefed about health and safety arrangements as part of their induction by their line manager. Those involved in health and safety, undertaking risk assessments, using hazardous substances, working at height, using VDUs, etc, will receive adequate training to enable them to carry out their duties.

31. Staff Well-being / Stress

Leatherhead Trinity will utilise the services of Babcock 4S personnel, Occupational Health, and the Employee Assistance Programme to support staff well-being.

32. Supervision [including out of school learning activity/study support]

Pupils should not be left unattended during curriculum time. Supervision ratios for break and lunchtimes shall have regard to the age, number and behaviour of pupils and will follow guidance issued by SCC. Ratios for school trips will be reviewed as part of the risk assessment for the visit by the Educational Visits Co-ordinator. Parents accompanying school trips should either have an enhanced DBS clearance or have gone through the minimum clearance via the "barred" list if this is a one-off situation. Where pupils will be transported in parents' cars, the parent must have a current DBS enhanced clearance and have provided the Business Manager with a copy of their car insurance policy, driving licence and MOT certificate if the car is more than three years old.

Wherever possible, staff or volunteers transporting pupils (other than their own) should not be transporting a child alone in a car. Car seats must be used for those under the age of 11.

33. Use of VDU's / Display Screens

Staff who work for long periods of time should make reference to the HSE guidance on working with VDUs. Defects in workstations should be reported to the Business Manager (admin machines) or ICT technician (curriculum machines). Staff should take a break away from the VDU after 20 minutes continuous use. Any health concerns should be reported to the Business Manager, who can also provide information regarding eye tests.

34. Vehicles on Site

There is a 10 mph speed limit in force on the school premises and vehicles should give way to pedestrians at all times. Due to the sloping nature of the site, cyclists and those riding scooters should dismount when on school premises to minimise the risk of collision with moving vehicles. The road area in front of the school forms the emergency access to the school and should be kept clear at all times, as should the area in front of the gates to the play areas.

There is reserved car parking for staff members in the top car park (nearest the school). Only staff and disabled visitors may park in this car park. Other staff, visitors and parents may park in the lower car park or gravelled bays near the school entrance. For school events the tarmac on the KS2 playground is suitable for vehicle use and this will be used on occasions as an overflow car park. The MUGA surface, tarmac in the Foundation outdoor area, to the rear of the building, the path to the football pitch, pavements and the ramp to the canteen are not designed for vehicles and parking is not permitted on these, although access will be granted to grounds vehicles used for maintaining the football pitch and grounds.

35. Violence to Staff / School Security

Violence and abusive language towards staff will not be tolerated and any members of the public demonstrating such behaviour will be asked to leave.

All external doors are to be kept locked shut at all times, except when in use at break and lunch times. External doors should always be locked before vacating a room, eg, staff room.

Main entrance doors will be secured and access gained via an electronic device or keypad. At the Woodvill Road site the code to the keypad shall be kept secure for emergency access by the premises staff only, and will be changed if it becomes known to others.

The gates to the playground areas and from the public footpath from St John's Avenue will be kept locked, except at the start and end of the school day.

All keys issued must be signed for and returned to the school once a member of staff leaves their employment.

All visitors and staff are required to sign in and out of the building. Keys to the main entrance shall be held by the premises staff and Business Manager and other nominated staff as necessary to fulfil the needs of the site.

36. Working at Height

Only staff who have undergone recognised training may work at heights requiring ladders. Where staff need to work at height, e.g., putting up displays, they shall do so, either using steps provided by the premises team which have been inspected prior to use, or by "step-up" stools. Standing on chairs or tables to reach display boards or to undertake any work is strictly not allowed. The Site Manager will maintain suitable records of ladder and steps inspections and checks. Where external contractors will be working at height, the Site Manager or Business Manager will obtain copies of their risk assessment and method statements.

37. Work Experience

School contact for all issues relating to work experience and visiting students is the Volunteer Coordinator and the School Business Manager.