Crown Meadow First School and Nursery

Health and Safety Policy

This policy is reviewed at least annually by the governing body and SLT and was

Last reviewed on Date: October 2025

Next Review Date: October 2027

Print Name: Tess Davies **Signature:** *(Chair of Governors)*

Print Name: Hilary Allan **Signature:** *(Head Teacher)*

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To be read in conjunction with:

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HEALTH and SAFETY POLICY
With ARRANGEMENTS

1. THE STATEMENT

1.1 General Requirements

The Governors of Crown Meadow First School and Nursery recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

a) provide safe systems of work, plant and equipment;

b) provide for the safe use, handling, storage and transport of articles and substances;

c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;

d) provide a safe place of work with safe means of access and egress for all persons using the premises;

e) provide a safe and healthy working environment with adequate welfare arrangements;

f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;

g) *encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;*

h) *require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.*

Agreed/Ratifed by:	**Signature**	**Date**
Chair of Governors	Tess Davis	Oct 2025
Health and Safety Governor	Shannon Yallop	Oct 2025
Head Teacher	Hilary Allan	Oct 2025
School Safety Officer	Hilary Allan	Oct 2025

Next review date: October 2027

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. If needed, the Governors may accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 ammended 2006,
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
the Manual Handling Operations Regulations 1992 as ammended,
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002).

1.7 Acknowledging Responsibility

The whole statement should be signed and dated by the most senior people responsible for writing and implementing it. In practice this will be the Chair of Governors and the Headteacher.

A copy of the Statement (not the whole policy) should be posted in a prominent place in the school. Ideally the entrance hall is the ideal place.

A copy of the statement must be given to every employee (both teaching and non-teaching) by law, but in practice they should have full access to the whole policy. This can easily be done by including it in the Staff Handbook, making it available on the school internal intranet system with a hard copy available on request. School to keep a record of the fact that staff have received the policy by a signature and date.

2. THE ORGANISATION

2.1 Worcestershire County Council Directorate of Educational Services:

*has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at **Crown Meadow First School & Nursery** (under section 2 and 3 of the Health and Safety at Work etc. Act 1974).*

2.2 Employer's Responsibilities

The Governing Body has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Crown Meadow First School and Nursery School (under sections 2 and 3 of the Health and Safety at Work Act 1974).

2.3 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

a) *ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.*

b) *ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.*

c) *monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary via BAM Contractors.*

d) *advising BAM Contractors of structural defects that could adversely affect the health and safety of staff, pupils and other persons.*

e) *the safe condition, storage and maintenance of equipment, vehicles at the school, and ensuring that such equipment can be used safely in the normal running of the school.*

f) *ensuring that the premises, the means of access and exit, are safe and without risks to health.*

g) *ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.*

h) *the adoption of safe working practices by staff and pupils, and by contractors on site.*

i) *acting to deal with potential hazards to health and safety, liasing where appropriate with representatives of the County Council and contracting organisations.*

2.4 Headteacher's Responsibilities

The Headteacher is responsible for:

a) *the implementation of the school safety policy.*

b) *advising the Governing Body of the need to review the school safety policy.*

c) *the day to day responsibility for health and safety in the school.*

d) *ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as ammended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.*

e) *ensuring that staff receives appropriate health and safety training.*

f) *carrying out the annual safety audit required by the LA.*

g) *ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.*

h) *notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurances Regulations.*

i) *notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.*

(NB. Any major property problems should be notified to Adrian Ash, Commercial Contracts Officer (WCC) in the first instance.)

j) *emergency procedures, including evacuation in case of fire or bomb threats.*

k) *ensuring that adequate provision is made for the administration of First Aid.*

l) *ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.*

m) *facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.*

n) *consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.*

***2.5 Subject Co-ordinators** are responsible for:*

a) *all matters of health and safety in their faculty, department or subject area.*

b) *bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.*

c) *having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.*

d) *ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).*

e) *ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).*

***2.6 Other Teaching, Teaching Assistant and Technician Staff** are responsible for:*

a) *reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Co-ordinator to the Headteacher (or School Safety Officer).*

b) *co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).*

***2.7 The First Aider / Appointed Person** is responsible for:*

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

a) *carry out termly inspections of the premises and submit a written report to the headteacher.*

b) *receive any reports of inspections or accident investigations made by the Health and Safety Executive.*

c) *represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.*

d) *represent the staff / union membership on school safety committees.*

e) *receive such training as may be necessary for them to perform their duties.*

3. THE ARRANGEMENTS

3.1 Access and Egress

a) *Children who are late arriving to school should be brought into reception by their parents, signed in with reason written in the signing in book. They will then be escorted to the relevant classroom by a member of the school staff.*

b) *A signing in/out electronic system is beside the Reception desk for visitors. All visitors will be given a school visitor badge.*

c) *A school Safeguarding Advice leaflet is issued for regular volunteers and visitors.*

d) *An automatic check of the DBS certificate or ID (whichever is appropriate) on the first visit of LA (Children's Services personnel) and Supply Staff.*

e) *The school has produced a risk assessment for access and egress.*

3.2 Accident reporting, recording and investigation

a) *Injured child is taken into the Medical Room or First Aid station located in the EYFS/KS1/KS2 breakout area and Nursery Office.*

b) *The member of staff accompanying the child will complete Medical Tracker with all the relevant details.*

c) *A notification of the accident/injury occurring within the school day is emailed to the parents via a Medical Tracker notification as soon as possible, but no later than 5 minutes before the end of the school day. Significant injuries which may require a child being more closely monitored and/or sent home also require a phone call to parents. In such cases, the child will also wear a green wrist band to alert all staff to close tracking. The green wrist band will be labelled with the injured area and time the injury occurred.*

d) *A Pupil Accident Report Form is completed online by a member of staff and submitted to county using the Medway system.*

e) *All near misses (including staff, pupils, visitors) should be reported using the Medway system.*

3.3 Contractors (Management of)

BAM has the responsibility for the management of Contractors.

3.4 Contractors and visitors on site

As a PFI School, Contractors sign in at the Reception Desk in a separate signing in book from that which all other school visitors use and BAM Contractors are met by one of the BAM Site Managers.

3.5 Defect reporting procedures

All building defects are reported through the BAM help desk following contractual procedures. All staff and visitors are directed to report to the Headteacher (or Deputy Headteacher) before reporting a defect to the Helpdesk (situated at the main reception desk). BAM manage the schedule for building repairs and maintenance. The process is monitored by the Headteacher and also through regular Operational Meetings with BAM and WCC.

3.6 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- *All staff who are classed as DSE "Users" including teachers with laptops are trained in there safe use. This will be undertaken by all relevant staff, as part of their induction.*
- *DSE Self assessments for all staff members- using a display screen equipment including laptops are to be completed every 3 years or sooner if changes to equipment or location occur.*
- *The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.*

3.7 Electricity at work

- *BAM is responsible for the checking of hardwired equipment.*
- *Portable appliances tested (PAT) takes place annually. BAM make the arrangements for the checking of stage lighting.*

- *The PAT registers are saved on the system under the SMT drive.*
- *All defective items are either removed or repaired depending on feedback from the tester.*

3.8 Fire precautions and Emergency Plans

- *The Headteachers of Crown Meadow and Alvechurch Middle in conjunction with BAM are responsible for undertaking and reviewing the fire risk assessment and emergency plans, including bomb threats/explosion/floods/intruders/dogs in playground etc.*
- *Procedures for dealing with the worst foreseeable contingency (refer to emergency plan).*
- *We follow the joint evacuation policy for Crown Meadow First School, Alvechurch Middle School, Library and BAM. BAM arrange the emergency evacuation drills termly. The evacuation points are the MUGA and area in the carpark behind the Library.*
- *BAM is responsible for inspection and maintenance of fire exits/escape routes.*
- *BAM is responsible for checking and updating the Fire Evacuation Notices.*
- *BAM is responsible for regular inspections and maintenance of fire extinguishers.*
- *At Crown Meadow the staff complete online training via The National College at the start of each academic year.*
- *Emergency services are called automatically when the alarms sounds.*
- *The Headteacher and Deputy Headteacher is responsible for co-ordinating the evacuation.*
- *The Class Teachers should make checks / take registers etc.*
- *BAM is responsible for the regular testing of the fire alarms and for keeping the necessary records. The Headteacer is provided with copies of the records.*
- *BAM is responsible for carrying out the six monthly inspections and maintenance of the fire safety systems.*
- *All visitors are given written instructions as to procedures in the event of an evacuation.*
- *BAM direct the emergency services when on site.*
- *BAM are responsible for the arrangements to protect sensitive installations from malicious damage or hoax threats, including arrangements to cover the use of the premises outside normal working hours.*

3.9 First aid and Medication *(We adhere to our "Administering Medicines" policy)*

- *First aider details are displayed in the school medical room and keystage breakout areas.*
- *First Aid kits are kept in the school medical room, the main First Aid Station, EYFS/KS/KS2 breakout areas and Nursery office.*
- *First aiders are responsible for checking and restocking the first aid kits.*
- *A member of the SLT or Office staff summons an ambulance and an appropriate member of staff determined by the Headteacher (or Deputy Headteacher) accompanies children to hospital (if parent or legal guardian is not available).*

Medication

- *For administration of medication please refer to Medicines in School Policy which can be located at First Aid stations and on Staff Shared Storebox (teaching resources/first aid).*
- *Details are displayed of First Aiders, who are epi-pen and diabetes support trained, can be located at all First Aid Stations.*
- *A lockable cupboard is available in the First Aid room.*

- *Signed Parent/Carer consent for a member of staff to administer medication is completed which includes:*
    - *If any pupils have special requirements.*
    - *That all medication given should be documented.*
    - *Two members of staff should sign to say they have given a dose of medication.*
    - *Any other special procedures.*

3.10 Health and Safety advice

Competent Health and Safety Advice and Guidance is accessable via the WCC Health and Safety (schools) Service Level Agreement.

3.11 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- *Staff are informed about all of the existing information held on the site (e.g. staff handbook, specific risk assessments and induction).*
- *Staff sign to state they have received, read and understood the information.*
- *Documents are kept in the staff storebox and paper copies are available upon request.*
- *The Staff Handbook and Induction Checklist detail information and instructions regarding health and safety.*
- *The Staff Handbook is updated annually by the Headteacher.*
- *New information is disseminated via SLT, Staff and Teaching Assistant meetings.*
- *Health and safety is a standing item at SLT, Phase and Teaching Assistant meetings.*

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information through lessons, assemblies etc.

Visitors/Contractors

The School Receptionist will ensure that visitors are informed of any health and safety arrangements which may affect them during their visit. This information will be disseminated verbally. Contractors are supervised by BAM.

Governors

- *The Headteacher informs the governors of any existing and new health and safety information termly via the Headteacher reports.*
- *Termly Health and Safety Audits of the school are undertaken by representatives of the governing body and their written report is then presented to the governors and appropriate action is taken to address and concerns.*

3.12 Lettings/shared use of premises (Extended Services)

- *Out of school hours lettings are managed by BAM. During school core hours (7.30am and 6.15pm) lettings are managed by Finance and Administration Manager in accordance with WCC's Application for the Hire of Facilities.*
- *Headteacher is responsible for discussing and agreeing health and safety arrangements.*
- *A written lettings agreement is in place via WCC's Application for the Hire of Facilities and a copy is held in the school office.*
- *Restrictions on use of equipment as directed by the school.*
- *Staffing requirements in consultation with the school.*
- *First aid provision is by the hirer but school medical facilities are available if required.*
- *Fire and emergency arrangements are shared via SL.*
- *Standard operating procedures in consultation with the school.*
- *The Headteacher is responsible for agreeing to and overseeing school fetes and other fund raising events.*
- *Emergency lighting is the responsibility of BAM.*
- *WCC is responsible for applying for a Premises License. The Headteacher is responsible for ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003 (This Act applies to all forms of entertainment, music, dancing and sale of alcohol).*
- *The Headteacher is responsible for checking risk assessments.*
- *There is a safeguarding agreement between the Headteacher and outside providers*
- *The Headteacher is responsible for Insurance cover.*

3.13 Lifting equipment

Lifting equipment is the responsibility of BAM.

3.14 Lone Working and Personal Safety

- *There is always a Site Manager and cleaning staff on-site. School staff sign-in and out of the building, recording such times.*
- *BAM site staff are on site during school holidays.*
- *Staff can only be on school premises during core hours (7.30am-6.15pm).*
- *In the case of Parents' Evenings, a member of the SLT will check that all staff have left the premises before signing-out.*
- *When working alone staff to move to central part of the school when feasible and not work in isolated areas of school, for example Nursery or Year 4 classrooms*

3.15 Monitoring arrangements

The following agencies have the authority to carry out health and safety inspections:

- *WCC Health and Safety school team*
- *Health and Safety Governor*
- *BAM Site Manager / Caretaker*
- *Crown Meadow Senior Leadership Team*
- *Trade Union Health and Safety Representative*

The governing body will ensure that regular 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. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- *results of internal or external health and safety inspections;*
- *complaints; and*
- *reviews of any procedures carried out by the Head Teacher /Site Manager.*

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE),Trade Union health and safety representatives and any other bona fide health and safety officials.

3.16 Offsite and Educational Visits

A copy of the Offsite Visit Manual can be located on Staffshare or can be obtained from the school's Educational Visits Co-ordinator.

- *The school's Educational Visits Co-ordinator (EVC) is Harriette Parker.*
- *Use of EVOLVE offsite visit system by Visit Leaders to set up visit requirments and forward this information onto the school EVC.*
- *EVC to acess the EVOLVE system to monitor request for visits and respond accordingly.*
- *Head teacher to sanction visit once EVC Visit leader and EVC has completed the necessary arrangements and checks.*
- *Requirements when planning school trip, the need for pre-site visits.*
- *Risk Assessements will be carried out by the Visit Leader for each individual off-site visit.*
- *Approval is obtained from the Head Teacher. County will be notified via the EVOLVE system for any off-site visit over 50 miles.*
- *The following documentation is encompassed within the Risk Assessment and is completed by the Visit Leader; emergency arrangements, parental authorisation, supervision requirements, First Aid Provision*
- *If there is a need for a 'plan B' if the activity cannot be carried out then this is identified on the Risk Assessment.*
- *Adequate Insurance to the value of £5M (Worcestershire County Council).*

3.17 Outdoor play equipment

- *Rotas are in place for playground supervision during break times for Class Teachers. This is co-ordinated by the PE Co-ordinator.*
- *Crown Meadow arranges for the annual inspection of fixed playground equipment.*

- *Duing the lunchtime period, children are supervised by school staff who are responsible for the safety of the children.*
- *Outdoor play equipment includes; a tyre park, two towers playcentre, fixed musical intruments.*
- *Daily visual inspections are carried out by the supervising member of staff before children access a piece of play equipment.*
- *A Risk Assessment for outdoor play equipment can be accessed on Staffshare.*

3.18 PE Equipment

- *An annual inspection of PE equipment is carried out which is co-ordinated via the Finance and Administration Officer.*
- *Pre-use visual inspections of equipment is carried out by the member of staff responsible, at that time, for safety of the children who are using it.*
- *Class Teachers and Teaching Assistants hold responsibility for setting out equipment. This is inline with school Risk Assessments which are co-ordinated by the PE Co-ordinator. The Risk Assessments also include safe handling of equipment by pupils.*
- *The Association for Physical Education (afPE) guidance on safe use of the equipment is followed and dissemination and co-ordination of this information is the responsibility of the PE Co-ordinator.*

3.19 Ponds

- *Level of supervision required is a minimum of two adults.*
- *Unauthorised access is the responsibility of BAM in terms of physical boundaries and the physical environment. CMFS will ensure children are supervised as per Risk Assessment.*
- *Warning signs are displayed and are the responsibility of BAM.*
- *A Risk Assessment is in place to prevent against infections.*
- *Risk Assessment is the responsibility of the Science Co-ordinator.*
- *BAM are responsible for the maintenance and repairs to the pond and pond area.*

3.20 Risk assessments

- *The Headteacher and Governors are responsible for ensuring that Risk Assessments are undertaken.*
- *Arrangements and Risk Assessment for new and expectant mothers is the responsibility of the Headteacher.*
- *Risk Assessments for off-site visits are the responsibility of various members of staff at different stages. Those with responsibility are; the orgainising member of staff, Educational Visits Co-ordinator and the Headteacher. Off-site visit Risk Assessments are shared with all members of staff who are participating in the visit. This information is shared in advance which details the relevant duties and responsibilities of members of staff. Every off-site visit will have a Risk Assessment.*

3.21 Smoking

- *This is a 'NO SMOKING SITE'.*
- *Signage is displayed on the main external doors used by public and staff.*

3.22 Sports pitches / playing fields

BAM maintain the area and undertake daily visual inspections.

3.23 Staff Consultation / Trade Unions

- *Staff can raise issues of concern and make suggestions for health and safety improvements through the Headteacher or Safety Officer*
- *Termly Health and Safety visits are conducted by a named governor.*

3.24 Stress and Staff Wellbeing

- *Procedures in place to support staff - Return to Work meetings and associated documentation, Staff Questionnaires focusing on staff wellbeing, procedure - staff attendance policy.*
- *If any member of staff is experiencing a problem, they are advised to seek support from a member of the SLT.*
- *Support is offered on a case-by-case basis by a member of the SLT.*
- *A confidential helpline is available to all staff - County HR Service 01905 846185.*
- *Individual stress risk assessments will be carried out by referral to the Occupation Health Service.*
- *Health advice, counselling etc. for employees can be made by referral to Occupational Health Service via Liberator Human Resources.*
- *Expectant mothers are encouraged to report as soon as possible. Risk Assessments are in place.*
- *A room will be made available for nursing mothers if required.*
- *General staff facilities are available within the school environment (staff room).*

3.25 Swimming lessons

- *Swimming lessons take place at Abbey Stadium, Redditch.*
- *Level of supervision – there are four qualified swimming coaches, two of which are Class Teachers from CMFS. Additionally, there are three other members of teaching staff and a lifeguard. CMFS staff supervise poolside and changing rooms.*
- *Supervision qualifications are gained by all swimming coaches. It is the responsibility of the PE Co-ordinator to check that the appropriate qualifications are held by Class Teachers who are supervising. It is the responsible of Abbey Stadium to check that the appropriate qualifications are held by their supervising staff.*
- *CMFS staff are not required to have a lifesaving certificate or first aid certificate as a qualified lifeguard is present.*
- *Lifesaving equipment is in place and is the responsibility of Abbey Stadium.*
- *Normal operating and emergency operating procedures are in place and are the responsibility of Abbey Stadium.*

3.26 Training and Development Health and Safety Related

- *The Headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)*
- *The Headteacher/DSL is responsible for new staff inductions and briefings*
- *The Headteacher has overall responsibility for establishing minimum health and safety competencies for certain roles. However, subject co-ordinators are responsible for their subjects.*
- *Health and Safety training records are kept and updated on the SCR.*
- *The Headteacher is responsible for ensuring staff undertake refresher training.*

3.26 Vehicles on site

- *BAM is responsible for deliveries and delivery vehicles on site.*
- *The school is responsible for the management of parent/visitor/staff parking and liaise with BAM for any additional vehicles on site e.g. contractors.*
- *The school advises parents to avoid parking on-site at the beginning and end of the school day. Parents are advised that they may use the parking area as a drop off during the day. All staff vehicles are restricted to the staff car park.*
- *Parking areas are designated for members of the public, library use, disabled bays and both schools on-site.*

3.28 Violence to staff /School Security

- *Risk Assessment for access and egress*

3.29 Water Hygiene

BAM qualification held for Water Hygienist – Site Manager.

3.30 Work experience pupils

The induction for Work Experience pupils is the responsibility of the Headteacher.

3.31 Working at Height

- *BAM Working at Height Policy*
- *Staff are not permitted to work at a height above 1 meter. Elephant feet stools are provided.*