

Health and Safety Policy

Statement of Intent

This Health & Safety policy is important for everybody at Alder Bridge School. It sets out our arrangements for identifying and controlling hazards and risks faced by all staff, parents, children, residents and other visitors to the site.

The School has various obligations under the Health & Safety at Work Act 1974, The Children's Act 1989 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff, support and temporary, pupils, visitors, contractors, residents and hirers.

Health & Safety laws and associated School rules all have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with our school. Injury and ill-health can cause pain, distress, inconvenience, disruption of education and lowering of morale and reputation, as well as consume valuable time and money. The School is committed to the principle that "prevention is better than cure".

The School will provide, manage and maintain equipment, systems of work, premises and a working environment so far as is reasonably practicable. It will provide information and training to all users and visitors.

As well as meeting our obligations to provide a safe and healthy teaching environment for pupils while in school or during educational activities, we have the opportunity to set a good example to the children who attend our school. By doing so, we will provide them with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future, whether at home, at work or during leisure activities.

Key Positions are held as follows:

- Operations Manager: Joanna Box
- Health & Safety Coordinator: Joanna Box
- Nominated First Aider: Joanna Box
- Deputy First Aid in the Workplace: Laura Sparks
- Fire Wardens: Joanna Box / Laura Sparks / Ann Morgan / Lynn Maclauchlan / Ravinder Kaur
- Designated Safeguarding Lead (DSL): Ann Morgan
- Deputy DSLs: Joanna Box
- Safeguarding Trustee: Paul Jenkins
- First Aiders (see separate wall mounted list)

Responsibilities

Employers must take reasonable care to protect employees from the risk of injury, disease or death, whilst employees must take care to protect themselves and others who may be affected by their activities whilst at work.

Therefore, everybody within school has responsibility for H&S. Responsibilities are as follows:

Management Responsibilities

Accidents do not just happen; they occur either because of one or more unsafe physical condition(s), incorrect behaviour or a combination of both. The control of safety hazards is an essential part of effective risk management. The same applies to the control of health hazards.

The Trustees have overall responsibility for H&S within school. However, responsibility for dealing with H&S issues on a day-to-day basis is delegated to the Operations Manager who has the role of H&S Coordinator. This responsibility is shared with all teachers and employees and any others whose role includes supervising other staff, pupils and school activities.

Responsibilities of the Trustees and School Management

[Duty to review] Review H&S procedures regularly (at present annually), including the provision of first aid, the emergency regulations, and the dissemination of safety information concerning the school.

[Duty to recommend] Recommend necessary changes and improvements in welfare facilities and health and safety procedures.

[Duty of investigation] Ensure that any complaint of violence to any employee and any concerns about child abuse are investigated and appropriate action taken.

Ensure that procedures governing the use of school premises are agreed, and that these procedures are followed, if necessary in coordination with the Administrators and the tenants of Bridge House.

Responsibilities of the Operations Manager

The Operations Manager shall coordinate the implementation of the approved safety procedures within the school. In order to achieve this, they shall ensure that employees and helpers are aware of the school's Health & Safety Policy and that procedures and are kept updated.

Be the focal point, for day-to-day references on safety and give (or indicate sources of) advice.

Maintain contact with relevant outside agencies.

As far as is reasonably practical, individual advice sheets are handed out as appropriate.

All fire equipment is regularly inspected and maintained.

The Fire Brigade periodically inspects school buildings.

That someone is appointed to check fire alarms regularly, and to hold and record fire drills.

Trained First Aiders to be in school during school hours.

The management and trustees are kept fully informed of safety procedures, any problems in implementing safety procedures, and any major incidents or accidents.

The Health and Safety Policy is checked and the dissemination of information concerning it and any revised procedures are reviewed regularly

There is communication with all out-of-hours users of the School building, Bridge House, concerning arrangements for parking, security, fire information, and availability of first aid equipment. This communication will take place either directly or via an appropriate representative, for example an appropriate member of the teaching staff or school support teams.

Procedures are in place whereby new parents are made aware of the school's expectations of their children regarding H&S and their support enlisted for implementing the policy.

Responsibilities of Teachers

If you are a teacher, you:

- a. Are responsible for the H&S of employees under your control and for pupils, visitors and others within the areas and/or activities under your control.
- b. Should meet these responsibilities by routine visual checks and discussions to enable you to identify and assess potential and actual H&S problems. After this, you should ensure that suitable precautions are provided, understood and followed. As explained in more detail later in this policy, this role encompasses carrying out, recording and acting upon risk assessments.
- c. Should investigate or arrange for the investigation and reporting of accidents and "near miss" events concerning areas, employees, pupils and others for whom you are responsible. Where appropriate, you should identify, record and instigate measures, which should be taken to avoid or minimise similar incidents in future.
- d. Should consult the Operations Manager if you require more information or advice or are unable to resolve problems using your own resources.
- e. Should consider whether the introduction of new systems of work (including practical lessons), machines, substances or the significant alteration of existing arrangements will create new H&S problems.
- f. The safety of pupils in classrooms, laboratories, workshops and during official excursions is the responsibility of class teachers; teachers have traditionally carried the responsibility for the safety of pupils when they are in their charge.

If for any reason eg. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss this matter with the Operations Manager before allowing practical work or excursions to take place.

In general teachers are expected:

- a. to exercise effective supervision of the pupils and to know emergency procedures in respect of accidents, bomb scares and fire, and to carry them out;
- b. to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- c. to give clear instructions and warnings as often as necessary;
- d. to ensure that pupils are educated in an age-appropriate manner in their responsibilities in relation to safety and welfare;
- e. to follow safe working procedures personally;
- f. to call for protective clothing, guards, special safe working procedures, etc. where necessary;
- g. to make recommendations to the Operations Manager eg. on safety equipment and on additions or improvements to plant, tools, equipment, or machinery which are dangerous or potentially so; and
- h. to unlock emergency exit doors at the start of the day in the areas where they are teaching.

Responsibilities of employees

All members of staff, including all teachers in their personal capacity, have responsibilities, which are imposed by law. Therefore, if the school employs you in any way, you should:

- a. Take reasonable care for your own H&S while at school or during school activities. You also have a duty to take reasonable care for the H&S of other persons such as colleagues and pupils who may be affected by how you work or behave;
- b. Cooperate with the school as far as is necessary to enable the school to comply with its legal obligations regarding H&S.

- c. Tell your Chair of Group or the Operations Manager of any known or suspected unsafe equipment, substances, system of work or other situation, including those of contractors, of which you become aware.
- d. Tell your Chair of Group or the Operations Manager about any injury, known or suspected ill health or violence which arises through your work for the school. You should also report any "near-miss" events, which could have caused injury but fortunately did not do so.
- e. Not deliberately or recklessly interfere with or misuse anything provided for the purposes of health, safety and welfare.

Other positions of Special Responsibility

Fire Officer.

The Fire Officer is expected to:

1. hold fire drills at least once a term, record performance and take action if evacuation time exceeds two and a half minutes;
2. Check that the fire alarms are working once a week and results logged.

First Aid Officer, s/he shall:

1. check supplies of all First Aid equipment and keep First Aid Boxes stocked and in good order, including protective gloves;
2. assist teachers in the preparation of First Aid Boxes to be taken on camps and class outings;
3. In the event of an incident:
 - a) Provide appropriate First Aid. **NB First Aiders are not allowed to administer drugs (paracetamol, painkillers etc.),**
 - b) wear disposable gloves when attending to any injury involving blood,
 - c) Allow those feeling unwell to lie down. If a pupil or employee has a high temperature, prolonged headache, vomiting or such illness that they would be in the first aid centre for a long period of time, then the pupil's parent or guardian must be contacted to collect the child and an employee sent home.
 - d) In the event of serious accident or illness or where further medical advice or treatment is needed, eg. if a visit to hospital is required, fill in an Accident/Incident form. A copy of the form should go with the patient if taken to hospital along with any relevant information that will assist the hospital.
 - e) Keep a record of all accidents and illnesses. All records of accidents and incidents are kept locked in a file in the school office.

Office Administrators, s/he shall:

1. inform outside contractors, when they report to the school, of relevant H&S regulations and procedures;
2. inform visitors of our parking arrangements, when appropriate sending or giving a map indicating the route to school from Aldermaston Station and that parking is available there;
3. together with the Operations Manager, they shall assist with the effective implementation of the School H&S Policy in the school offices, in particular taking appropriate action if any equipment appears to be in an unsafe condition.

Designated Safeguarding Lead

The Child Protection Officer shall:

1. be trained in current child protection procedures;
2. be a point of contact for any employee and any parent who is concerned about child abuse in any form;
3. inform the appropriate authorities in the case of any incident;
4. keep a Safeguarding file up to date with current procedures and advice; and organise basic training in this area for all employees in accordance with regulations.

Responsibilities of pupils, parents and volunteers

At the beginning of each academic year (and at other times) pupils and their parents/guardians and volunteers will be given written guidance about their obligations regarding H&S. Although the content of the guidance may vary slightly from year to year, an outline of it is given below for information:

“As a pupil, parent or volunteer you must take reasonable care for your own H&S and that of other pupils and other people who may be affected by how you behave while at school or during school activities. This includes following safety rules and information given to you and wearing appropriate protective equipment and clothing, and using safety devices whenever you are advised to do so. Failure to do so could result in harm to you and the risk of disciplinary action by the school. If you are injured while at school or during a school activity, or spot any defect or damage to equipment or school property, you must tell a member of staff, Operations Manager. If you have doubts or queries about your H&S at school do ask a relevant member of staff. If you have any suggestions to make about matters of health, safety or pupil facilities at school do raise them with the Health & Safety Coordinator.”

The pupils, parents and volunteers are expected:

- a. to exercise personal responsibility for the safety of self and others;
- b. to observe standards of dress consistent with safety and/or hygiene;
- c. to observe all the safety rules of the Association and in particular the instructions of teaching staff given in an emergency;
- d. To use and not wilfully misuse, neglect, or interfere with things provided for his/her safety.

Common Health and Safety Matters

Different activities pose different types of hazards. Detailed guidance about H&S arrangements for lessons with their own particular hazards such as Eurythmy, Art, and Sports are contained in special lesson supplements and made available to all relevant staff. The appropriate teacher will review this detailed guidance on an annual basis. However, the following matters are common to most or all parts of our school.

Electricity

Electricity has the potential to kill. Therefore, all electrical appliances, which operate at over 50 volts, must be maintained in a safe condition and used only for their intended purpose. To achieve this the School will keep an inventory of all appliances and arrange for them to be tested at appropriate regular intervals by an electrician. As such tests comprise the electrical equivalent of a vehicular MOT, users of appliances should be vigilant for defects such as damaged plugs and flexes. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or destroyed.

Risk Assessment

Along with other employers the school is obliged by law to apply the risk assessment process to all of its activities and situations, and then to take action where appropriate. For activities and situations, which are identified as posing significant risk to staff, pupils and others, the school has to ensure that appropriate precautions are provided and followed in order to avoid or minimise the likelihood and severity of harm occurring. All risks shall be managed to be as low as reasonably practicable.

If your work involves or may involve activities or situations, which could pose significant risk, you and/or your colleagues should be consulted during the risk assessment process. By law, records should be kept of risk assessments and you should be shown copies of or have ready access to ones which are relevant to you. Risk assessments should be reviewed at regular intervals, usually once a year, or whenever activities or situations which have been risk assessed undergo significant change and could render the existing assessments invalid. Administrator will keep records of general risk assessment. Assessments for specialist lessons (including Eurythmy, art and sports etc) will be kept by the respective teachers of those lessons. If you think that any aspect of your work involves significant risk and does not appear to have been subject to risk assessment, do ask your Chair of Group or the Operations Manager. The same

applies if you have any queries, comments or suggestions about any existing risk assessments or think that an assessment is no longer valid because circumstances or arrangements have changed for example.

Hazardous Substances

The Control of Substances Hazardous to Health Regulations 1999*, often known as the "COSHH" Regulations, require the school to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as sewage and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health.

The school will do this by:

- a. Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm;
- b. Providing suitable precautions to protect persons against the hazards, including appropriate storage;
- c. Give adequate written and verbal information about the hazardous substances to all persons whom they may harm.

Protective Equipment and Clothing

The school will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it.

Fire Precautions

Although instances of fire within primary schools during the school day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process, which can arise through loss of, or damage to school buildings and contents.

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end all internal parts of the school buildings are designated as "no smoking" areas at all times.

As preventative measures can never be foolproof, reactive measures are also important and include:

- a. Physical measures, which include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary.
- b. Organisational measures, which include regular fire evacuation practices and the use of fire fighting equipment.

Detailed information about fire evacuation procedures is provided and displayed on the Fire Plan. All site users should familiarise themselves with call points, fire exits and routes.

Records will be kept of any tests and examinations of alarm systems. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems, which have occurred.

Residential accommodation - People are usually most at risk from fire when they are asleep! Therefore, if you are booking accommodation for school groups, eg. for field study courses or outdoor activities, you must enquire beforehand and satisfy yourself about the adequacy of the fire precautions provided. Seek further advice if you are in doubt or require a second opinion. If the fire precautions are inadequate you should inform the provider and, depending on the circumstances, the fire prevention department of the local fire brigade in order to protect other potential users. If fire precautions become inadequate while

your school party is staying in the accommodation, you should tell the provider and require remedial action. If suitable remedial action is not taken, you need to decide whether it is necessary to stop using the accommodation and move elsewhere or even return home.

Contractors

Contract work can create temporary hazards in areas where hazards are not normally present. Thus contractors can pose a risk for School staff and pupils, and also be at risk themselves from staff and students. Therefore, before any contract work begins, the proposed work, including time/s, location/s and precautions involved must be considered and approved beforehand by the Operations Manager. Although the school aims to inform you beforehand of significant contract activities, there will be occasions when transient work, eg. a repair to a broken window, cannot be notified and may briefly cause some noise and distraction. Except when working within a segregated site within the school perimeter, all contract staff will be required to visibly carry some form of identity issued by the school. Except in an emergency the nature of some types of work is such that they will only be carried out during vacations or outside normal school hours.

The school shall notify any contractors of any site hazards of which they may be unaware (ie. buried services) and ensure that they use appropriate Personal Protective Equipment.

Manual Handling and Postural Problems

If your work includes tasks, which regularly or occasionally require you to move, lift or carry persons or awkward shaped or heavy objects, you could be vulnerable to back injury and other musculoskeletal problems. A single person must not lift loads exceeding 20kg. Such problems can result in considerable pain and discomfort and are difficult to cure. They can be very costly in various ways as well as impairing the education services provided by the school. Therefore, in order to avoid such problems, you should discuss such tasks with the Operations Manager as part of a manual handling risk assessment and then ensure that appropriate precautions are taken either to eliminate such tasks or effectively control the risk. Examples include reducing heavy loads into smaller manageable loads, using mechanical devices such as trolleys or having more than person lift or carry a heavy load. If no assessments have been made for tasks which you think may put you at risk, do tell the Operations Manager. Although the Trustees have a legal obligation to devise and provide safe systems of work for employees, it will help your line manager to help you if you can suggest any practical ways in which your to make your work safer.

Back ache and related problems can also occur through work which involves incorrect posture, inadequate seating or prolonged work sat in front of a computer, commonly known as a Visual Display Unit or VDU. If you think you are suffering problems through any of these causes, do ask the administrator, adjust your seating or your VDU "workstation". Section 15 below contains more details about VDU's)

Hirers and other users of the School Facilities

Some school rooms and facilities at school are used or hired on a regular or occasional basis by the school community. Pre-use/hire liaison between the School management and occasional user/hirer and regular liaison for long term hirers/users is essential to ensure that hirers/users will not put school staff and pupils at risk and vice-versa. Where the hirer/user's activities may pose a foreseeable risk to participants, the hire/use agreement should make it clear that the hirer/user and not the school is responsible for ensuring that the activities are properly supervised by suitably qualified and experienced persons. The school can also require users and hirers to provide copies of their records of risk assessments. Where doubt exists about such matters, the school may seek further advice from Health & Safety Advisers, and if necessary has the power to refuse or terminate a hire/use agreement.

First Aid

The school provides and maintains suitable first aid equipment as required by law. The names of the first aiders are included in the appendix. Members of staff, who organise any activities, including sports, and field trips, which take pupils away from school premises must consider and provide appropriate level of first aid equipment and first aiders or others with basic knowledge. Detailed advice can be found in the

DfEE booklet "Guidance on first aid for schools" a copy of which is held in the school office for reference. (Copies can be obtained free of charge from the DfEE Publications Centre on tel. 0845 602 2260).

Minibuses and other vehicles

The use of minibuses for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that competent people drive them.

Members of staff may only drive any hired minibuses or other persons authorised by the school who have a valid full licence, are over 25 years of age, and insurance has been arranged.

Particular care is required at the start and end of the School day when the school buses and parent vehicles are loading and unloading. Supervision should be provided to ensure the safe segregation of pedestrians and vehicles.

Where members of staff wish to use their own cars for transportation of pupils, they must have a valid full licence and they must check with their own private car insurer that their insurance covers them for "Business Use". This must be done well in advance of the event.

Offsite Activities

The school has reasonable control over the nature and condition of its buildings and grounds, and staff and pupils are acquainted with the buildings and grounds. By contrast, off-site activities, especially outdoor activities, can pose potentially greater risks for pupils and staff partly because the environments in which they occur is less familiar and cannot be readily controlled by the school. Outdoor environments are changeable and can be potentially very hostile. Also, some outdoor activities by their nature can pose a greater element of potential risk than normal activities within school. Therefore, the need to assess and manage risk for off-site activities is most important. For outdoor activities, risk management is a continuous process, which requires leaders to remain alert and ready to modify or even abandon activities in response to adverse conditions. One way of avoiding such risks is not to have any off-site activities! However, this would also deprive pupils of the valuable educational and personal benefits, which tend to accompany such activities. What is needed is a sensible balance between being over-cautious and not providing enough precautions. It should also be recognised that, as with life in general, things can go wrong even when adequate precautions are provided and followed. However, if precautions have been adequate, then no criticism can be placed on staff or the school. Detailed advice can be found in the LEA's Guidelines for "Educational Visits and Journeys".

Visual Display Units (VDUs)

Under the Health and Safety (Display Screen Equipment) Regulations 1992* the school has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems, which can be caused by VDU work. The school will aim as far as practicable to provide employees who use VDUs with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

Accidents, Dangerous Incidents and Ill-health

An "accident" is any event in which a member of staff, pupil or any other person such as a visitor suffers any injury through any cause while on school premises or during school activities. The first priority after any injury is for the injured person to receive prompt first aid assessment and treatment and/or medical attention as appropriate. Teachers and employees with responsibility for pupils or specific parts of the school should a). Investigate accidents without delay to establish their cause, b). Suggest any measures, which could be taken to prevent similar accidents in future, and c). Ensure that details of the accident are recorded. (All reports are to be handed to the administrator by the member of staff making the report) All accidents should be reported to the administrator as soon as possible.

A “dangerous incident” or “near miss” incident is one, which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless, “near misses” should be investigated and reported as appropriate so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated, but with significant consequences including injury and/or serious damage.

If any member of staff is diagnosed as suffering from any medical condition which is either suspected or known to have been caused by or through any aspect of his or her work, they should tell the Chair of Group and/or the School Health & Safety Co-ordinator.

As required by the “RIDDOR” Regulations 1995*, some types of injury accidents and incidents need to be reported to the Government Health & Safety Executive (HSE).

Violence

“Violence” as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The School is committed to protecting staff from violence, as far as possible, whether pupils, parents or anyone else commits it. If you think any aspects of your work could put you at risk from violence, do tell your manager so that ways of avoiding or minimising the risk can be identified and put into practice.

If you have been subjected to violence, you should complete the duplicate accident/incident form and inform the administrator. The circumstances will be treated confidentially and support measures will be provided, if required, to assist you in recovering from an incident. The increasing incidence of violence in schools is a reflection of changes in society's values and attitudes. Therefore, if you have been subjected to violence, neither you nor anyone else should consider that you have been inadequate or failed in your work. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors.

Drugs and Alcohol

The teachers and staff are aware of the health and dependency implication of alcohol and seek to educate the pupils in an age appropriate way.

The teachers, in conjunction with the parents, will seek to promote healthy alternatives to alcohol and other drugs use.

The teachers and staff support an education and disciplinary approach to the issues of alcohol.

The school will ensure that new teachers and staff are fully aware of the school's policy and procedures related to alcohol, tobacco and other drugs.

Enforcement of Health and Safety Laws and Rules

Inspectors of the Health & Safety Executive (HSE) are authorised by law to inspect any part of the school, its activities or those of contractors to check that health and safety laws are being obeyed. They have numerous powers, which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time, and to carry out investigations of accidents and other circumstances. They can also take the School, or any individual manager to court for prosecution for not obeying health and safety law. They can also prosecute any member of staff who recklessly or wilfully ignores health and safety law.

Any manager or other member of staff who recklessly or wilfully fails to follow the law or School rules concerning H&S is liable to discipline by the School.

Sources of Advice and Information

Information about H&S matters is available in various forms from different sources. These include publications by the HSE, CLEAPSS, DfEE, relevant trade unions and other bodies. Except for specialist

departmental publications, publications and guidance are kept in the school's office and may be consulted at any reasonable time by any member of staff.

Communications

Serious accidents and matters at school or involving school activities should be notified directly or by telephone to the School Office. After completion all reports concerning accidents, dangerous occurrences, ill-health, violence and fire evacuations should be promptly sent to the H&S Coordinator who will arrange for appropriate action to be taken about them. As already noted, the School is obliged by law to notify certain types of injury, dangerous occurrences and occupational disease to the HSE.

Monitoring of the Health & Safety and this policy

The School's Health & Safety Co-ordinator will monitor the adequacy and content of completed report forms and also arrange for accident statistics to be compiled for and reviewed by the Trustees and or Collegiate. Among other things this should enable the School to identify significant causes of injury, to note any trends and consider whether any changes to existing H&S precautions are required.

The Operations Manager will review this Policy at regular intervals, at least once a year, and extend or modify it as necessary and obtain approval of and changes from the Trustees.

Reference Material (this can be obtained from the School Office)

HASAW 1974
Children's Act 1989
Risk Assessment Procedures
Emergency Procedures
Hire Agreement
First Aid Procedure
DfEE "Guidance on First Aid for Schools"
Health and Safety (Display Screen Equipment) Regulations 1992
Accident/Incident Procedures
"RIDDOR" Regulations 1995
"Violence in the Education Sector"
Alcohol and Drugs Policy
Guidance for Eurythmy/Art/Sport

Approved By: Trustees

Next Review Date: February 2020