



Goring C E Primary School
Faith, Love and Learning

HEALTH AND SAFETY POLICY

**Based on West Sussex model health and safety policy
for Voluntary Aided schools**

Adopted by Governing Body: Autumn 2025

Review Date: Autumn 2026

Section A: Governing body's statement of intent

1 Declaration

The governing body supports the aims and objectives of the West Sussex County Council Local Authority Health and Safety Policy for Educational Establishments. This document aims to set out the arrangements by which the governing body will assist in achieving a safe workplace.

The governing body, are the employer and so hold the duties set out for the "employer" in the Health and Safety at Work etc. Act 1974.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure health and safety at work.

The governing body recognises and accepts its responsibility for the maintenance of safe access and egress, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

2 Health and Safety duties

To achieve the objectives laid down above, the governing body accepts the following duties:

- a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body, which shall determine any necessary follow-up actions.
- b) To take reasonable steps to ensure, when employing a contractor at the premises, that work is undertaken in a safe manner, so that they do not expose School employees or persons using the premises to health and safety risks.
- c) To ensure contractors work safely, the governing body shall follow the guidance, published on West Sussex Services for Schools.
- d) To ensure that any defect in the premises, when reported,, is rectified and/or action taken to prevent persons being affected by that defect.
- e) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the head teacher or members of the governing body.
- f) To ensure that an agenda item entitled 'health and safety is included on the agenda for at least termly meetings of the governing body, or where there is an item that requires the attention of the governing body.

- g) To consult with employees or employee representatives on matters affecting their health and safety.**
- h) To meet the legal obligations specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:**
 - 1 Undertake risk assessments and record any significant findings that lead to actions/plans consequent to their assessments.**
 - 2 Provide training for health and safety.**
 - 3 Disseminate information to staff and others.**
 - 4 Provide adequate supervision.**
 - 5 Monitor health and safety standards and systems of management.**

The governing body will abide by any instructions and take heed of any information issued by H&S Advisers from WSCC and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in appendices to this document.

Signed Mrs M Smith and Mrs K Luff (Co-Chairs of Governors)

Date: November 2025

Who can help?

Health and Safety Service - healthandsafety@westsussex.gov.uk, 01243 752025

[West Sussex Services for Schools](#)

Facilities Management – [Home \(concerto.co.uk\)](http://concerto.co.uk)

If you require this document in an alternative format, then please contact the HR Policy Queries email: HRPolicyQueries@westsussex.gov.uk.

Document Control

Date	Comments	Author	Version Number
May 2024	Version number reset - moved to new format - updated contents to reflect changes to WSCC Arrangements (previously Corporate Guidance) - included reference to other WSCC HSW&F policy and LA H&S policy.	Brookie Fraser Jenkins	1.0

Glossary

Abbreviation	Explanation
The council	West Sussex County Council
afPE	Association for Physical Education
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Equipment
COSHH	Control of substances hazardous to health
DSEAR	Dangerous substance and explosive atmospheres
DSE	Display screen equipment
EVC	Educational Visit Coordinator
FM	Facilities Management
HSE	Health and Safety Executive
LEV	Local exhaust ventilation
MIDAS	Minibus driver awareness scheme
MSDS	Material safety data sheet
NEM	New and expectant mother
PPE	Personal protective equipment
RIDDOR	Reporting of injuries diseases and dangerous occurrences regulations
SLA	Service level agreement
UKHSA	United Kingdom Health Security Agency
WSSfS	West Sussex Services for School
WSCC	West Sussex County Council

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings. The governing body is responsible for ensuring that there is access to competent health and safety advisers on all health and safety matters in order to comply with Health and Safety Legislation.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with Health and Safety Legislation.

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with Health and Safety Legislation.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

Goring CE Primary School will follow the arrangements explained in WSCC, 'Incident Reporting and Investigation, Health and Safety Arrangements'. All work-related incidents and accidents are reported to WSCC using the online reporting system, any member of staff can log an incident in this way. Accidents, injuries and ill-health incidents that are not connected to a work activity are recorded locally. Mrs Hayes Farmer, the School Business Manager is responsible for reporting accidents.

- The Head Teacher will monitor incidents in order to identify trends and report to the governing body.
- The Head Teacher will investigate incidents when required, completing details in the 'managers review'.

Allergens and anaphylaxis

The school will follow the information provided by families relating to children's allergies, as well as the necessary action to be taken in the event of an allergic

reaction, such as any medication required. School staff are required to provide the Mrs J Francis with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is Mrs J Francis. A copy of the policy is available from the school office.

Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping.

The school will follow the arrangements explained in WSCC, 'Asbestos Management, Health and Safety Arrangements'.

- All contractors working on the building will be made aware of the location of asbestos and sign the asbestos register.
- Staff will be made aware of the location of asbestos and the procedures to follow if asbestos (or suspected asbestos) is disturbed.
- Staff whose work could expose them to asbestos will complete WSCC training in asbestos awareness.
- Mr A Atkinson, the Premises Officer (or in their absence the Head Teacher) is responsible for asbestos management in the school and will complete the WSCC training in asbestos management e-learning every year, and face to face course every third year.

Cleaning

The school will monitor the standard of cleaning in line with the service level agreement held with the contract cleaners.

- Mr A Atkinson, The Premises Officer (or in their absence the Head Teacher) is responsible for monitoring the cleaning standards.
- Mr A Atkinson, The Premises Officer (or in their absence the Head Teacher) is responsible for monitoring the waste collection services.

Control of Substances Hazardous to Health (COSHH)

The school will follow the arrangements explained in WSCC, 'Control of Substances Hazardous to Health, Health and Safety Arrangements'. All hazardous substances stored and used within the school are risk assessed and the precautions identified by the risk assessment are communicated to staff and implemented.

These assessments will be held in the school's COSHH risk assessment file,

Mr A Atkinson, Premises Officer is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

- **CLEAPSS 'haz cards' and guidance are followed for hazardous substances that are used during learning and teaching.**
- **COSHH assessments of other hazardous substances used in school will be held in the school's COSHH risk assessment file, along with the relevant data sheets and the COSHH assessment request form.**
- **The Premises Manager (or in their absence the Head Teacher) will ensure the COSHH risk assessment file is kept up to date and communicated to relevant staff.**

Contractors

The school will follow the arrangements explained in WSCC, 'Contractors Selection and Management' and will seek Diocese permission before carrying out building, engineering or alteration work to the building or grounds by following the School Managed Projects process.

Mrs Hayes-Farmer, School Business Manager is responsible for the management of contractors on site.

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements before they start work.

- **Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments.**
- **The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site to check that the agreed safety measures are being followed..**
- **Contactors will be required to provide risk assessments and method statements.**

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety arrangements, which are regularly reviewed and communicated to the relevant staff.

Mrs L Allen – responsible for Design and Technology

Mr T Wilkins/ Mr R Ireland– responsible for Physical Education

Mrs N Finlay – responsible for Science

Display Screen Equipment (DSE)

The school will follow the arrangements explained in WSCC, 'Display Screen Equipment, Health and Safety Arrangements'. All staff who are 'DSE users' i.e. those

who use DSE daily for continuous periods of an hour or more, will complete the WSCC DSE e-learning course and carry out a DSE risk assessment to make sure they know how to adjust and set up the workstation correctly. This is available on Health and Safety A-Z pages of the West Sussex Services for Schools.

The assessments will be reviewed every year or earlier if necessary, for example if an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE. Mrs Hayes-Farmer, The School Business Manager will ensure DSE training and assessments are completed by relevant staff.

Electricity

The school will follow the arrangements explained in WSCC, 'Safe use of Electrical Systems and Electrical Equipment, Health and Safety Arrangements'. Electrical equipment and systems used in school will be tested, inspected and maintained in a safe condition. This includes that the electrical supplies are inspected and tested by a competent person at least every 5 years, as well as that electrical equipment is subject to user checks, formal inspections by a competent person, and portable appliance testing at suitable intervals.

Private, portable electrical equipment may only be brought into school if there is proof that the equipment has been checked and/or tested within the last 12 months.

- Electrical safety is managed by Mr A Atkinson, Premises Officer (or in their absence the Head Teacher).
- The 5-yearly inspection of the fixed electrical installation is completed and records kept. This is arranged by School Business manager Mrs Hayes-Farmer

A 5 yearly check of the fixed electrical installation is completed and records kept.

- Electrical safety is managed by Mr A Atkinson, Premises Officer (or in their absence the Head Teacher).

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the Headteacher.

Fire Safety

The school will follow the arrangements explained in WSCC, 'Fire Risk Management, Health and Safety Arrangements' including that the Headteacher will ensure a fire risk assessment is completed by a competent assessor following a recognised national standard at least every 3-5 years. All staff will complete fire safety e-learning, contractors, visitors and pupils will be given information about fire safety and evacuation that is appropriate to their role. The Head Teacher is the designated person for fire safety and will ensure that day to day fire safety is properly managed including ensuring:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- Weekly sounding of the fire alarm through activation of a different manual call point each week, so this is regularly checked, maintained and records are kept.
- Weekly inspections of the premises to check for fire safety issues.
- Checking that there are no obvious issues with any preventative or protective fire safety measures.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- Ensuring there are sufficient staff present to assist with evacuations.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing at least termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.
- Developing a GEEP that explains how assistance is given to ad hoc visitors, for example if someone attending an event needs assistance to evacuate the building.

They will also ensure that the establishment has in place an up to date Emergency Fire Plan, which details the action to be taken by staff in the event of fire (including identifying the location of the fire), the evacuation procedure, location of assembly points for roll call, and the arrangements for calling the Fire & Rescue Service.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)

- Training (in house fire safety awareness training is carried out annually- for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

The school will follow the arrangements explained in WSCC, 'First Aid at Work, Health and Safety Arrangements'. The Headteacher will ensure that a first aid needs assessment has been completed for the site, including consideration of the first aid requirements of the Early Years Foundation Stage Statutory Framework (EYFSF). Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs. All staff members are made aware of the arrangements in place.

The lead First Aider is:

Staff Member	Name of Qualification
Mrs J Francis	First Aid at Work Managing Medicines and Child Health in Schools

The Lead First Aider manages the day to day first aid arrangements on site, ensuring that first aid kits are stocked and monitoring first aid training to ensure certification remains in date.

Other staff members who have received Managing Medicines training

Bindu Vachanni	Managing Medicines and Child Health in Schools
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Other trained staff members who have received first aid training are:

	First name	Surname	Emergency First aid at Work /Schools First Aid and renewal date	FAW 3 day First aid at work (Re-qual 2 days)	Full Peadiatric First aid
Yr R	Kate	Humphries	Yes 2/1/26 New date 17 Nov 25		
Yr R	Emily	Weare	Yes 13/2/28		Yes
Yr R	Lucy	Allen			Yes to June 28
Yr 1	Victoria	Laverty	Yes 19/6/27		
Yr 1	Natalie	Brown	Yes 13/2/28		Yes
Yr 1	Freya	Coombes	Yes 19/6/27		
Yr 2	Joy	Charalambous	Yes 2/1/26 New date 1 Dec 25		
Yr 2	Emma	Keates	Yes 27/6/27		
Yr 3	Vicky	Robertshaw	Yes 3/3/28		
Yr 3	Steph	Woodward	Yes 27/6/27		
Yr 4	Sarah	Hughes	Yes 19/6/27		
Yr 4	Tanya	Stenning	Yes 3/3/28		
Yr 5	Liz	Milledge	Yes 27/6/27		
Yr 5	Bindu	Vachhani		Yes June 27	
Yr 6	Jenny	Durr	Yes 27/6/27		
Yr 6	Zoe	Macara	Yes 3/3/28		
Office	Jill	Francis		Yes 11 Oct 27	
Office	Louisa	Sweeney	Yes 27/6/27		

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

Food Safety

The Food Safety lead is Mrs Hayes Farmer, School Business Manager. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

Meal time supervisors will ensure that any spillages are cordoned off, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the food safety lead.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. Mr A Atkinson, Premises Officer is responsible for glazing management.

Gas Safety

The school will follow the arrangements explained in WSCC, 'Gas Safety, Health and Safety Arrangements'.

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. Mr A Atkinson, Premises Officer is responsible for gas safety.

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the West Sussex Services for Schools. Staff will also complete the eLearning 'Schools Health and Safety Induction' and records will be kept. Mrs C Maple is responsible for the induction of staff.

Visitors, volunteers, contractors and those doing work experience will also be given a health and safety induction tailored to their specific needs and records are kept. For visitors and volunteers this is recorded via Sign Inn App. Mrs Hayes-Farmer, The School Business Manager (or in their absence the Head Teacher) is responsible for induction of contractors, and the Assistant Head Teacher is responsible for induction of work experience students.

Infection Control

The school will follow the arrangements explained in WSCC, 'Infection Control, Health and Safety Arrangements.' The school seeks to manage the spread of infection to prevent ill health such as coronavirus, norovirus, hepatitis and others.

Staff, volunteers and others in school will follow good practice for hand hygiene; liquid soap and warm water is available on site.

The school follows the exclusion periods for all infectious diseases set by Public Health England and these are communicated to parents.

Risk assessments are completed for infection control and specific diseases and communicated to staff. These risk assessments are supported by infection control procedures i.e. hand washing, increased hygiene and cleaning protocols and where identified by risk assessment personal protective equipment (PPE) is worn by staff.

The school emergency plans include the steps needed to respond to an outbreak of infectious disease, based on guidance from the UK Health Security Agency (UKHSA) and following the UKHSA advice on exclusion periods for infectious diseases. These exclusion periods are communicated to parents.

Where the school is aware of a risk of transmission of an infectious disease specific arrangements are in place for the administration of first aid to a potentially infectious pupil, visitor or member of staff.

As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online accident reporting system and onto the Health and Safety Executive (HSE) by the WSCC.

Lone Working

The school will follow the arrangements explained in WSCC, 'Lone Working, Health and Safety Arrangements'.

Lone working is discouraged, however where employees are required to work alone the risks will be assessed and safety measures put in place. The Head Teacher is responsible for risk assessing and producing lone working procedures (see also Security Policy).

Maintenance of Premises

The internal and external premises will be inspected at regular intervals by Mr A Atkinson, Premises Officer the inspections are recorded and resulting issues reported to the Head teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to Mr A Atkinson using the defects log. Mr A Atkinson will sign and date completed actions in the log.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly

monitored by the head/local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the termly Head teachers' report.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads
The school will follow the arrangements explained in WSCC, 'Moving and Handling People Corporate Guidance' and 'Manual Handling of Inanimate Loads Corporate Guidance.' Manual handling is defined as the transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force. It refers to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

- Staff that carry out manual handling as a regular part of their role will complete the face to face training from WSCC, and risk assessments of the tasks will be written.
- Risk assessment of moving and handling tasks is a specialist area and only trained and competent staff will complete such risk assessments.

The Premises Officer (or in their absence the Head Teacher) is responsible for developing and reviewing moving and handling risk assessments in school.

Near Misses

The school will report near misses using the WSCC online accident reporting system. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

New and Expectant Mothers

The school will follow the arrangements explained in WSCC, 'New and Expectant Mothers Corporate Guidance'. Any staff member who becomes pregnant should inform the Headteacher so that a risk assessment can be carried out following the guidance from WSCC, found within the Health and Safety A-Z on the West Sussex Services for Schools.

The school recognises the changing nature of pregnancy and will regularly review risk assessments at least once / trimester, or as indicated by the person's healthcare professional. Risk assessments will also be carried out if a pupil advises that they are pregnant or have recently given birth, following the guidance from WSCC.

Off-site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. Mrs C Maple is the schools Educational Visit Co-ordinator (EVC).

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by Creative Play. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. Mr A Atkinson, Premises Officer regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned and steps taken to prevent staff or pupils from using it.

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

INSET days / staff meetings / noticeboards and email are used to remind staff of essential safety measures arising from risk assessments.

Security and Theft

The school accepts no responsibility for loss of damage to personal belongings of staff, pupils, visitors and contractors. Thefts will be reported to the police and staff will be expected to assist police with their investigation. Staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a member of the Senior Leadership Team.

Cash Handling - The school will not hold large amounts of money on site.
(see Security policy for more details)

The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe Weather

The school will act in accordance with WSCC advice where the weather could pose a risk to individuals on the school site.

The Head Teacher, in liaison with the Co-Chairs of Governors, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Governing Body will be promptly informed by the Chair of Governors.

Sharps

The school will ensure that any sharps found on the school property will be disposed of in a safe manner.

The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

Slips and Trips

The school has the following control measures in place to effectively control slip and trip risks.

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Smoking/Vaping/E-Cigarettes

The school is a smoke free premises and no smoking/vaping/use of e-cigarettes will be permitted on the grounds. All staff, pupils, visitors and contractors are to be made aware of this policy.

Staff Welfare/Stress

The school will follow the arrangements explained in WSCC, 'The Management of Work-Related Stress, Health and Safety Arrangements'.

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff.

The Headteacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilises the services of Health Assured and Occupational Health.

- School stress risk assessment(s) are written to proactively identify potential stressors and how they can be managed.
- Individual stress risk assessments are written in response to concerns raised by a staff member or their manager.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by Mrs Hayes Farmer, School Business Manager.

Transport

The school will follow the arrangements explained in WSCC, 'Driving and Riding at Work, Health and Safety Arrangements'.

Violence and Aggression at Work

The school will follow the arrangements explained in WSCC, 'Management of Work-Related Violence, Corporate Guidance'.

Violence and aggression may be from adults or children and in the case of dysregulated children it does not necessarily imply an aggressive intent. Staff who work with children displaying aggressive or challenging behaviour will be given appropriate training (such as positive behaviour or de-escalation training).

Incidents that result in staff being physically hurt or verbally abused can all be reported on the online incident management system. Any staff member can submit a report. This is separate to the reports made on the school's pupil safeguarding database, (such as CPOMS).

The Head Teacher ensures that there is a risk assessment of violence at work in school following guidance from WSCC. Guidance can be found under the Violence and aggression section, A-Z health and safety pages, WSSfS.

The Headteacher and Inclusion Lead must also ensure that appropriate behaviour management plans are implemented for children with known behaviour issues and for children who have a history of displaying aggressive or challenging behaviour.

All training records and reviews of risk assessments must be clearly recorded and kept within retention schedules. Further information can be found under the Health and Safety Management section, A-Z health and safety pages, WSSfS.

Water quality

- **The school will follow the arrangements explained in WSCC, 'The Control and Management of Legionella, Health and Safety Arrangements'. When necessary, legionella will be considered as a hazard in risk assessments, for example if the work involves exposure to inhalable droplets of water e.g. jet-washing.**
- **Mr A Atkinson, Premises Officer is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained.**
- **A bi-annual water quality risk assessment is produced and reviewed by 3C, the competent contractor that the school has engaged to carry out and review the water quality risk assessment.**

Working at height

- **All teaching staff should be avoided if possible by changing the way the work is carried. For example staff should avoid working at height to put up displays. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.**
- **School staff are instructed never to climb on chairs, tables, or any other equipment not specifically designed for working at height. They are reminded of this during INSET days/ staff meetings/ weekly memos on staffroom screen.**
- **All of the school's access equipment is listed on a register, stored securely, and is subject to regular inspection and maintenance. This register is managed by Mrs Hayes-Farmer, School Business Manager.**
- **Risk assessments for work at height will include emergency arrangements such as how those working at height can get help if needed, how they will be aware of emergencies on site, and a 'rescue plan' when needed (for example if specialist access equipment is in use).**