CCTV policy

Oswaldtwistle School

Approved by:	Karen Stevenson	**Date:**	09/05/2025
Last reviewed on:	09/05/2025		
Next review due by:	08/05/2026		

Footage or any information gleaned through the CCTV system will never be used for commercial purposes.

In the unlikely event that the police request that CCTV footage, be released to the media, the request will only be complied with when written authority has been provided by the police, and only to assist in the investigation of a specific crime.

The footage generated by the system should be of good enough quality to be of use to the police or the court in identifying suspects.

2. Relevant legislation and guidance

This policy is based on:

2.1 Legislation

- UK General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- European Convention on Human Rights
- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

2.2 Guidance

- Surveillance Camera Code of Practice (2021)

3. Definitions

Surveillance: the act of watching a person or a place

CCTV: closed circuit television; video cameras used for surveillance

Covert surveillance: operation of cameras in a place where people have not been made aware they are under surveillance

4. Covert surveillance

Covert surveillance will only be used in extreme circumstances, such as where there is suspicion of a criminal offence. If the situation arises where covert surveillance is needed (such as following police advice for the prevention or detection of crime or where there is a risk to public safety), a data protection impact assessment will be completed in order to comply with data protection law.

Cameras are positioned in order to maximise coverage, but there is no guarantee that all incidents will be captured on camera.

6. Roles and responsibilities

6.1 The Management Committee

The Management Committee has the ultimate responsibility for ensuring the CCTV system is operated within the parameters of this policy and that the relevant legislation (defined in section 2.1) is complied with.

6.2 The Headteacher

The headteacher will:

- Take responsibility for all day-to-day leadership and management of the CCTV system
- Liaise with the data protection officer (DPO) to ensure that the use of the CCTV system is in accordance with the stated aims and that its use is needed and justified
- Ensure that the guidance set out in this policy is followed by all staff
- Review the CCTV policy to check that the school is compliant with legislation
- Ensure all persons with authorisation to access the CCTV system and footage have received proper training from the DPO in the use of the system and in data protection
- Sign off on any expansion or upgrading to the CCTV system, after having taken advice from the DPO and taken into account the result of a data protection impact assessment
- Decide, in consultation with the DPO, whether to comply with disclosure of footage requests from third parties

6.3 The Data Protection Officer

The data protection officer (DPO) will:

- Train persons with authorisation to access the CCTV system and footage in the use of the system and in data protection
- Train all staff to recognise a subject access request
- Deal with subject access requests in line with the Freedom of Information Act (2000)
- Monitor compliance with UK data protection law
- Advise on and assist the school with carrying out data protection impact assessment
- Conduct data protection impact assessments
- Ensure data is handled in accordance with data protection legislation
- Ensure footage is obtained in a legal, fair and transparent manner
- Ensure footage is destroyed when it falls out of the retention period
- Keep accurate records of all data processing activities and make the records public on request
- Inform subjects of how footage of them will be used by the school, what their rights are, and how the school will endeavour to protect their personal information
- Ensure that the CCTV systems are working properly and that the footage they produce is of high quality so that individuals pictured in the footage can be identified
- Ensure that the CCTV system is not infringing on any individual's reasonable right to privacy in public spaces

- School Administrator: Amie Wild
- The system manager: SJF Electrics Ltd

CCTV footage will only be accessed from authorised personnel's work devices, or from the visual display monitors.

All members of staff who have access will undergo training to ensure proper handling of the system and footage.

Any member of staff who misuses the surveillance system may be committing a criminal offence, and will face disciplinary action.

9.2 Subject access requests (SAR)

According to UK GDPR and Data Protection Act 2018, individuals have the right to request a copy of any CCTV footage of themselves.

Upon receiving the request, the school will immediately issue a receipt and will then respond within 30 days during term time. The school reserves the right to extend that deadline during holidays due to difficulties accessing appropriate staff members.

All staff have received training to recognise SARs. When a SAR is received staff should inform the DPO in writing. When making a request, individuals should provide the school with reasonable information such as the date, time and location the footage was taken to aid school staff in locating the footage.

On occasion the school will reserve the right to refuse a SAR, if, for example, the release of the footage to the subject would prejudice an ongoing investigation.

Images that may identify other individuals need to be obscured to prevent unwarranted identification. The school will attempt to conceal their identities by blurring out their faces, or redacting parts of the footage. If this is not possible the school will seek their consent before releasing the footage. If consent is not forthcoming the still images may be released instead.

The school reserves the right to charge a reasonable fee to cover the administrative costs of complying with an SAR that is repetitive, unfounded or excessive.

Footage that is disclosed in a SAR will be disclosed securely to ensure only the intended recipient has access to it.

Records will be kept that show the date of the disclosure, details of who was provided with the information (the name of the person and the organisation they represent), and why they required it.

Individuals wishing to make an SAR can find more information about their rights, the process of making a request, and what to do if they are dissatisfied with the response to the request on the ICO website.

9.3 Third-party access

CCTV footage will only be shared with a third party to further the aims of the CCTV system set out in section 1.1 (e.g. assisting the police in investigating a crime).

Footage will only ever be shared with authorised personnel such as law enforcement agencies or other service providers who reasonably need access to the footage (e.g. investigators).

All requests for access should be set out in writing and sent to the headteacher and the DPO.

The school will comply with any court orders that grant access to the CCTV footage. The school will provide the courts with the footage they need without giving them unrestricted access. The DPO will consider very carefully how much footage to disclose, and seek legal advice if necessary.

The DPO will ensure that any disclosures that are made are done in compliance with UK GDPR.

All disclosures will be recorded by the DPO.

HEALTH AND SAFETY POLICY

Incorporating the local health and safety arrangements for:

- **Oswaldtwistle School**
- **Alternative Provision (Pupil Referral Unit)**
- **11142**
- **Union Road, Oswaldtwistle, Lancashire BB5 3DA**

This policy sets out the school's statement of intent, responsibilities and arrangement for managing health and safety. It is based on the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated health and safety legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a community or voluntary controlled school, the county council is the employer and is accountable for health and safety duties. The governing body is responsible for the use of the premises. The headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The county council, the governing body and the headteacher should work in partnership to meet these responsibilities.

The school will promote a positive and proportionate health and safety culture, led by the headteacher, governing body and senior leaders. As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and healthy working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and local arrangements at least annually and sooner following significant changes.
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".

Signed:	Signed: On behalf of the Governing Body
Headteacher's name: Chris Whittaker	Chair of Governors name: David Shaw
Date: 14.10.26.	Proposed Review date: 13/10/27.

School's Commitment

To meet the requirements of this Policy Statement, the headteacher, governing body and/or their nominated representative(s) will:

a) ensure health and safety is recognised as part of the school's culture, values and performance standards;
b) draw up and implement appropriate health and safety procedures for the school;
c) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
d) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
e) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
f) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
g) comply with appropriate directions given by the county council on health and safety requirements; and,
h) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Responsibilities

Responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	*Management Committee*
The person with delegated responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	*Chris Whittaker Headteacher*
The body responsible for vetting and approving contractors and providing premises management services is:	The Management Committee is responsible for vetting and approving contractors. LCC Property Group -Premises Management – LCC Surveyor – Julian Marcroft.
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas, for example premises, fire safety out-of-hours arrangements, educational visits:	*Karen Stevenson Premises* *Karen Stevenson Fire safety* *Karen Stevenson Emergency plans* *Jacs Barker-Rourke (Tib Services) Out of Hours arrangements* *Michael Todd, James Doran (Deputy) Educational visits*
Health and safety objectives for the school will be developed and monitored by: Health and safety objectives may be identified through consideration of the findings from accident/incident investigation, consultation with employees and other interested parties, review of risk assessments, the outcomes of workplace inspections, audit findings, health and safety management support, advice from the county council, Department of Education guidance, HSE guidance and other authoritative sources).	*Chris Whittaker Headteacher*
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented, for example as an action plan, and monitored to ensure they are achieved.	*Location – within the School Development Plan, minutes of governors or staff meetings.*
All employees within the school have a responsibility to: 1. Co-operate with the headteacher and nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety;	

3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk;
4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and,
5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
6. A revised file and procedures have been created for dealing with Contractors visiting school and linked to the Asbestos Survey. All contractors will be asked to look at floor plan which will be advise them where asbestos is known within school, complete a Contractor Induction Checklist and Asbestos Register Record and be issued with an updated copy of Site Rules for Contractors. They will be asked to sign in and out and acknowledge the fire evacuation procedures.
7. Health and Safety awareness has been raised by using the County Council – E-Learning courses to update staff records. H&S Awareness, Fire, Personal Safety, Ladder Training and Driving at Work have all been completed.

Health and safety risks arising from work activities

We will ensure that so far as is reasonably practicable, all significant risks are assessed and proportionate control measures are put in place to protect employees, pupils, contractors, non-employees and anyone else affected by the school's activities. Risk management will focus on real and significant risks, support learning and play and avoid unnecessary paperwork.

Risk assessments will be undertaken by: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	*Karen Stevenson - School Business Manager -H&S* *Karen Stevenson - School Business Manager -Wellbeing (Schools)* *Karen Stevenson - School Business Manager -Workstation* *Stacey Gregory – SENDCo -Pupils* *James Doran Assistant Headteacher – ICT* *Curriculum Areas:* *Michael Todd – PE* *Larissa Palmieri – Science* *Alethea Thornton – Food Technology* *Kerry Dickinson – Hair & Beauty* *Kathleen Watkinson- Art & Pottery* *James Doran -Technology* *Michael Todd – Educational Visits* *Alison Ashton – Classrooms (School & External Classrooms)* *Alison Ashton – Outdoor areas*

The significant findings of risk assessments will be reported to:	*Chris Whittaker -Headteacher* *Karen Stevenson - School Business Manager*
Action required to remove/control risks will be approved by:	*Chris Whittaker -Headteacher*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*All Staff Members*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Chris Whittaker -Headteacher* *Karen Stevenson - School Business Manager*
Risk assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	*Chris Whittaker -Headteacher a-audit (whole school)* *Karen Stevenson - School Business Manager- Office, DSE, General School, Audit Review (CAR's)* *Stacey Gregory -SENDCo – Pupils* *LCC & H&S Team – Fire Technical (every 3 years)* *Karen Stevenson – School Business Manager -Fire Non-Technical (yearly)* *Karen Stevenson – School Business Manager - COSSH (5 yearly)*

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety representatives' functions are to:

- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- make representations to the headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	*Property Group – LCC Surveyor* *Karen Stevenson - School Business Manager*
Responsible person(s) for ensuring effective maintenance arrangements are in place:	*Property Group -LCC Surveyor* *Karen Stevenson - School Business Manager*
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Karen Stevenson School Business Manager* *Jacs Barker-Rourke (Tib Services) – Site Supervisor*
Any problems found with equipment should be reported to:	*Karen Stevenson School Business Manager* *Jacs Barker-Rourke (Tib Services) – Site Supervisor*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*Karen Stevenson – School Business Manager*

Information, instruction and supervision

The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace e.g. in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	*School Staff Room* School Reception Employee given a Health & Safety Law Personal leaflet on Induction
The competent person or source of competent health and safety advice for the school is: (For schools that buy in the health and safety SLA this will be the county councils health and safety team).	*Health and Safety SLA – County Council Health and Safety Team*
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	*Karen Stevenson - School Business Manager -Induction* *Larissa Palmieri – Work Placements -Pupils*

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	*Karen Stevenson - School Business Manager- LCC H&S E-Learning via School Portal*
Job specific training will be provided by:	*Karen Stevenson - School Business Manager- LCC H&S E-Learning via School Portal*
Jobs requiring specific health and safety training are:	*Headteacher:* *Management of Contractors, COSSH, Risk Assessment, Manual Handling, Asbestos Awareness Management, DSE, Health & Safety in Schools, Water Hygiene including Legionella and Water Safety, Preventing the Spread of Infection, Premises Management, Managing Stress in Team* *School Business Manager:*

	Health & Safety Performance, Core Competency Management Training, Water Hygiene including Legionella and Water Safety, COSHH, Risk Assessment, Manual Handling, Asbestos Awareness Management, DSE, Managing Stress in Team *Deputy Headteacher: COSSH, Management of Contractor, Water Hygiene including Legionella and Water Safety, Asbestos Awareness, Managing Stress in Team* *Assistant headteachers: COSSH, Management of Contractor, Water Hygiene including Legionella and Water Safety, Asbestos Awareness Management, Managing Stress in Team* *Site Supervisor: Asbestos Awareness Management and Awareness, Water Hygiene including Legionella and water safety, COSHH, Management of Contractors, Working at Height (Ladder Safety), Manual Handling, Lone Working.* *All Staff H&S Awareness, Fire, Personal Safety, Working at Height (Ladder Safety), Driving at Work, Risk Assessment.* *These will be achieved via E-Learning/on the job training.*
Training records are kept by:	*Karen Stevenson School Business Manager*
Training will be identified, arranged and monitored by:	*Karen Stevenson School Business Manager*

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	*Workroom Upstairs* *Main School Office* *Student Services* *Science Room* *Garage (Wood tech room)* *Garage (Site Supervisor room)* *The Bridge* *Winter* *Kitchen* *Minibuses x 2*
The first aider(s) and appointed person(s) is/are:	*1st Aiders* *Amanda Corns* *Gemma Cook* *Up to date list displayed in school office*
All accidents and cases of work-related ill health are to be reported to:	*Staff members – LCC via Oracle Fusion* *Pupils – via Accident/Incident Form* *Visitors – via Accident/Incident Form*
Health surveillance is not required for any job roles within the school.	*N/A*

Performance monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities. Monitoring arrangements will include, where relevant, workplace inspections, accident and incident trends, risk assessment reviews, training records, audit findings, consultation feedback and progress against health and safety objectives. Governors will receive appropriate information to enable oversight of health and safety performance.

To check our working conditions and ensure our safe working practices are being followed,	*Chris Whittaker – Headteacher*

we will conduct workplace inspections. These are carried out by:	*Karen Stevenson - School Business Manager*
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	*Chris Whittaker - Headteacher* *Task Risk Assessments* *Heateacher Review & Audit (whole school)* *Karen Stevenson - School Business Manager- Office, DSE, General School, Review & Audit* *LCC & H&S Team – Fire Technical (every 3 years)* *Karen Stevenson – School Business Manager -Fire Non-Technical (yearly)* *Karen Stevenson – School Business Manager - COSSH (5 yearly)*
Responsible person(s) for investigating accidents e.g. road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	*Chris Whittaker - Headteacher*
Responsible person(s) for investigating work-related causes of sickness absences:	*Chris Whittaker – Headteacher* *Karen Stevenson – School Business Manager*
Responsible person(s) for acting on investigation findings to prevent recurrences:	*Chris Whittaker – Headteacher* *Karen Stevenson – School Business Manager*
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence	*Chris Whittaker – Headteacher* *Karen Stevenson – School Business Manager*

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place, communicated to all concerned, including other users of the premises, and monitored on a regular basis. These arrangements should include fire evacuation, lockdown, severe weather, service failure, security incidents and public health incidents where relevant.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	*LCC Health & Safety Team – Technical Fire Risk Assessment (3 Yearly)* *Karen Stevenson School Business Manager – Non-Technical Fire Risk Assessment (Yearly)*
Escape routes are checked by/every:	*Jacs Barker-Rourke - Site Supervisor – Daily/Monthly*

Fire extinguishers are maintained and checked by/every:	*JLA – Annually*
Alarms are tested by/every:	*EFT – Bi-Annually* *Jacs Barker-Rourke (Tib Services) -Site Supervisor – Weekly test of fire call points in rotation*
The emergency evacuation procedure is tested by/every:	*Termly* *Chris Whittaker – Headteacher* *Karen Stevenson – School Business Manager*
Responsibility for ensuring arrangements are in place to deal with other emergency situations for example, lockdown, bomb threat, flood, services failure, severe weather, security incidents and public health incidents, rests with:	*Chris Whittaker - Headteacher* *Karen Stevenson – School Business Manager* *School Emergency Plan*

Schools can use this table to identify health and safety arrangements that may apply to their setting and show staff where to find them. The list is a guide only and should be adapted to reflect the school's activities, premises and local arrangements by adding or removing rows. Use the right-hand column to record where each arrangement is kept, such as a link to a Teams folder or directions to a folder on a shelf.

Health and safety arrangements Detailed guidance on all of the topics below is available on the health and safety website.	**Where staff can find information about the school's arrangements for this topic:**
Accident, incident, near miss reporting (webpage)	
• Accident reporting, recording and investigation	O://health&safety/accident & incident reporting
• Reporting of health and safety concerns/faults	O://health&safety/accident & incident reporting
• Near miss reporting	O://health&safety/accident & incident reporting
Risk assessments (webpage)	
• Control of substances hazardous the health (COSHH)	COSSH File (PURPLE) – School Business Manager Office
• Site supervisor activities	O://health&safety/risk assessment/School Premises Risk Assessment File (GREEN)– School Business Manager Office
• School activities	O://health&safety/riskassessment/General School Risk Assessment File (GREEN) – School Business Manager Office
• Curriculum including science and technology	O://health&safety/risk assessment/Science O://health&safety/risk assessment/Food Technology

	O://health&safety/risk assessment/Construction Technology Risk Assessment File (GREEN)– School Business Manager Office
• Premises related	O://health&safety/risk assessment/School Premises Risk Assessment File (GREEN)– School Business Manager Office
• Occupational	O://health&safety/risk assessment/Health medical condition O://health&safety/risk assessment/Employee Issues Risk Assessment File (GREEN)– School Business Manager Office
Premises management arrangements including; (webpage)	
• Servicing and inspection records (boiler, intruder alarm, fire alarm etc)	Health & Safety Compliance File (BLUE)– School Business Manager Office
• PE and indoor play equipment	O://health&safety/risk assessment/Outdoor Activities -PE Risk Assessment File (GREEN)– School Business Manager Office
• Playground and external area including fixed play equipment ponds and water features	Risk Assessment File (GREEN)– School Business Manager Office
• Swimming pool (including hire of or temporary pop up)	N/A
• Fire risk assessment and fire safety checks	Fire Safety Log Book (RED)– School Business Manager Office
• Legionella risk assessment and monitoring	Legionella File (BLACK) -School Admin Office
• Management of contractors	Contractor File (YELLOW) -School Admin Office
• Lettings to non-school groups	N/A

• Trees	O://health&safety/risk assessment/Tree Survey
• Disability - health and safety considerations for building users for example personal emergency evacuation plans.	O://health&safety/fire/Personal Emergency Evacuation Plans (PEEP) Fire Safety Log Book (RED) – School Business Manager Office
• Visitor and volunteers' safety	O://health&safety/visitors
Emergency arrangements	
• First aid	O://health&safety/First Aid
• Fire evacuation	Fire Safety Log Book (RED) – School Business Manager Office
• Lockdown	Fire Safety Log Book (RED) – School Business Manager Office
• Other emergencies such as loss of services or flood	O://health&safety/Fire/School Emergency Plan Fire Safety Log Book (RED) – School Business Manager Office
Transport	
• Mini buses	Minibus File (BLACK) – School Business Manager Office – locked away in cupboard (Confidential Information)
• Driving for work	O://health&safety/risk assessment/Driving at Work Training & Induction File (ORANGE) - School Business Manager Office
• Vehicle movement, car parking and vehicle/pedestrian segregation on site	O://health&safety/risk assessment/School Premises/Transport & Vehicle Movement Risk Assessment File (GREEN) – School Business Manager Office

Health	
• Allergies	Allegan File – SENDCo Office
• Administration of medication	Medication File – SENDCo Office
• Use of display screen equipment	O://health&safety/risk assessment/DSE Risk Assessment File (GREEN) – School Business Manager Office
• Work-related stress	O://health&safety/risk assessment/Work Related Stress
Occupational	
• Personal safety including violence and aggression	Training File (ORANGE) – School Business Manager Office
• Work equipment and machinery	O://health&safety/risk assessment/Work Equipment O://health&safety/risk assessment/Door Traps Risk Assessment File (GREEN) – School Business Manager Office
• Working at height – ladders, access equipment etc	O://health&safety/risk assessment/Work Equipment/Ladders Risk Assessment File (GREEN) – School Business Manager Office
Educational visits	
Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.	EVOLVE file – EVOLVE Co-ordinator File