



HEALTH AND SAFETY POLICY

Health and Safety is paramount. It is everyone's responsibility to contribute to a safe, healthy and secure teaching and learning environment for our staff, children and families.

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1. **STATEMENT OF GENERAL POLICY**

Weoley Castle Nursery School follow the model policy provided by Birmingham Education Support Services.

The Governing Body for Weoley Castle Nursery School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the school's premises or carrying out the schools business elsewhere.

This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

- 1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:
 - a. All persons employed at Weoley Castle Nursery School whilst they are at work;
 - b. Persons other than Weoley Castle Nursery School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Somewhere School whilst they are at work.
- 1.2 To effectively achieve this, Weoley Castle Nursery School will provide, so far as is reasonably practicable:
 - a) Safe premises, plant and systems of work;

- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

- 1.3 The Governing Body for Weoley Castle Nursery School will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. Weoley Castle Nursery School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.
- 1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.
- 1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

- 2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a **Safety Improvement Group**. The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:
- Identify and develop practicable arrangements for health & safety
 - Develop strategies/arrangements to actively monitor their enforcement
 - Consider/assess any safety issues for new equipment or in anticipation of organisational change

- Ensure effective remedial action has been considered and implemented following any accident investigation (see most current accident forms on Birmingham Education Support Services Portal).
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

Lesley Harris	Headteacher
Hayley Campbell	Welfare Lead
Lisa Collins	Assistant Headteacher
Karen Daly	Building Services Supervisor
Greg Harris	Site Manager

School has a strong ethos about empowering its pupils including opportunities to make a contribution for a safer school. Our Rights Respecting School ethos is deeply embedded and we actively promote the involvement of pupils in supporting health and safety awareness/ improvement.

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by the Governing Body. Members of the Group will meet termly and more often at the request of one Group member, the Head Teacher or the Governing body.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Weoley Castle Nursery School's health and safety management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teachers

The Governors charge the Head Teacher Lesley Harris with the day-to-day responsibility of managing and enforcing Weoley Castle Nursery School's Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Greg Harris is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator his role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. He will also be responsible for convening meetings of the Safety Improvement Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. He will endeavour to keep up-to-date with safety regulations and through the Safety Improvement Group initiate steps that ensure arrangements for health and safety at Weoley Castle Nursery School conform to both current regulations and best-known practice.

2.6 Classroom Teachers/School Administrator

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teachers/Deputy Headteacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. Leaders will also assist in the implementation of other safety arrangements

considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.7 Key Workers /Office Manager

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Improvement Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated line manager or Office Manager. The Classroom Teachers/Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.8 Building Services Supervisor (BSS)

The BSS has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Executive Head Teacher. The BSS is also responsible for the supervision of cleaning materials and equipment. She will be responsible for undertaking/assisting in the risk assessment process in matters relating her work and that of other members of staff within the sphere of this work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSS will identify quickly areas that threaten the safety of herself, pupils or other members of staff.

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator.

The BSS will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/ Head Teacher.

2.9 All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing Weoley Castle Nursery School's safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Weoley Castle Nursery School's Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Safety Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Weoley Castle Nursery School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Safety Services - Schools - Policies for Safety

Useful information, guidance and policies can be viewed on the Schools internal site. Information and guidance can also be found at birminghameducationsupportservices.co.uk. Safety Services provide support and advice on 0121 303 2420, or email schoolsafety@birmingham.gov.uk

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process. A record of the induction process will be kept.

Fire Safety

The Head Teachers will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. In addition, it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in main office.

3.3 Safeguarding/Security

The Designated Safeguarding Lead is Katy Wood. Deputy DSLs support this role and all staff receive annual refresher training. The school will undertake a review of security annually. This will be undertaken by the Safety Improvement Group as part of their termly meetings. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher.

3.4 Supporting Pupils at School with Medical Needs

The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs. The SIG should discuss this topic and amend it as necessary.

3.5 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.6 Dynamic Risk Assessment

Duty holder training will be carried out by at least one member of staff to keep up to date with risk assessment expectations for minor works carried out. More major works will be carried out by contractors. They will be expected to provide copies of their own risk assessments, which will act as a permit to proceed.

Following consultation with school staff, the Safety Improvement Group will identify and list specific work tasks where a significant risk of harm could arise. The staff consultation process and list of jobs/tasks identified will be reviewed annually.

In order to ensure compliance with the requirement to undertake risk assessment a team of school staff have been trained in the risk assessment process and they will approve any plan for carrying out any of the listed tasks before work begins.

Staff are instructed not to undertake any of the listed tasks unless it follows a safe system of work and prior approval has been sought from a member of the

Dynamic Risk Assessment Team. A list of trained DRAT members of staff will be compiled when the need arises. Existing risk assessments are kept in a folder in the Reception Office.

3.7 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the school and findings will be recorded on a Safety Sweep checklist each day, week or half term - dependant on the task.

Completed, checklists will be handed onto the Site Manager to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the main office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Safety Improvement Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teachers and Governing Body.

3.8 Play Area and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSS and Group Leaders sweeping designated aspects of the nursery garden on a daily basis and recording their findings. A Premises walk will be recorded on a checklist every term. Staff are reminded to report any issues immediately to the Site Manager. Evidence will be recorded and filed the same as 3.7 above.

3.9 Working at Height

Headteachers/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are **instructed** not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager will be informed and will approve a plan for working at height before the task is carried out. (Consider dynamic risk assessment in 3.6 above). Recorded approval/risk assessments will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by the Site Manager and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Safety Improvement Group every 12 months.

3.10 External Educational Visits

Katy Wood has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures. The EVC is supported by the Headteacher and classroom teachers.

3.11 Stress/Well-being

The SLT provides support for staff's mental health and well-being. The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times.**

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager who will if necessary seek external advice from School HR, Federation ER services and other services as required.

The School will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times.**

The School adopts the Mental Health & Well-Being Policy Guidance as recommended by Safety Services. Support for staff is provided through the 'Help' Employee Assistance.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager who will if necessary seek external advice from Schools Employee Relations Service or Health and Well-being service on 0121 303 3300.

3.12 First Aid

All majority of the staff have been appointed and trained as first-aiders. The Assistant Headteacher/ Welfare Manager is responsible for ensuring that the appropriate number of appointed persons are first aid trained. The Assistant Headteacher/ Welfare Manager ensures that facilities provided for first aid are maintained. The school reinforces the 1st Aid plan by providing periodic awareness training for all staff.

3.13 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the classrooms. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

All accidents involving staff must be reported and recorded on the Accident form and sent to Education Safety Services.

All accidents will be investigated by a member of the Safety Improvement Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.14 Key Building Duty Holders

The main building duty holders for Weoley Castle Nursery School is the Head Teacher and the following staff are appointed as Support Duty holders:

Fire	Greg Harris / Karen Daly
Asbestos	Greg Harris / Karen Daly
Legionella	Greg Harris / Karen Daly
Statutory Testing	Lisa Collins / Greg Harris

Duty Holders understand their responsibilities and have been fully trained to discharge their duties.

3.15 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

We will continue to follow updates on statutory testing from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767

This arrangement will be closely monitored by Greg Harris (Site Manager) and Lisa Collins (Assistant Headteacher) to ensure tests results are entered into the

Property Log Book. A matrix will also be displayed in the Log Book showing the ongoing status of test compliance.

3.16 Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

The asbestos management arrangement will be reviewed annually by the SIG.

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and in her absence the Deputy Head Teacher.

3.17 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002). Ongoing training will take place to ensure staff are aware of and understand the COSHH 2002 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

3.18 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 above), staff are reminded to regularly carry out visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Improvement Group.

3.19 Tools and equipment

The school will have a central record of all tools and equipment; such as paper cutters, used in classrooms. Where required this log will record an inspection

regime as required. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. Only age appropriate, rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.20 Visitors and Contractors

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact either the Site Manager or BSS who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs.

3.21 Cooperation Liaison with other site/tenants users

Our Before and After School Club provision is facilitated by the school. Staff ensure joined up thinking and communication to ensure safeguarding, health and safety are paramount.

3.22 Holiday Shut Down

Many schools have 'deep cleans' and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about. Weoley Castle Nursery School has a lone working risk assessment for safety guidance.

3.23 Safety Audit Arrangements

The Safety Improvement Group determine and review audit arrangements, according to identified needs, within their termly meetings for specific health and safety arrangements.

3.24 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Date Policy Adopted: June 2022

Date for next renewal: Summer Term 2023

Signed: _____

Natalie Evans

Chair of Governors

Signed: _____

Lesley Harris

Head Teacher

Matrix of delegated H&S responsibilities

Area of responsibility	Line Manager/s responsible to ensure compliance.	Staff responsible for implementing arrangement/task.
3.1 Safety Guidance	Headteacher Safety Improvement Group	Deputy/Assistant Headteacher Whole Staff
3.2 Staff Safety Induction	Headteacher	Site Manager
3.3 Fire Safety	Headteacher	Site Manager
3.4 Security Assessment	Headteacher	Site Manager
3.5 Supporting Pupils at School with Medical Needs	Headteacher	Deputy Headteacher / Welfare Manager
3.6 Safety Training	Headteacher	Site Manager
3.7 Dynamic Risk Ass	Headteacher	SLT
3.8 Good House Keeping Safety Sweeps	Headteacher	Site Staff/ classroom staff
3.9 Grounds Safety Sweeps	Headteacher	Site Staff
3.10 Working at Height	Headteacher	Site Manager
3.11 External Education Visits	Headteacher	Katy Wood
3.12 Stress/wellbeing	Headteacher	SLT
3.13 First Aid	Headteacher	Trained First Aiders / Welfare Manager
3.14 Accident Reporting	Headteacher	All staff
3.15 Accident Investigation	Headteacher	Headteacher Deputy/Assistant Headteacher
3.16 Key Building Duty Holders	Headteacher	Headteacher / site staff
3.15 Statutory Testing	Headteacher	Assitant Headteacher/Site Manager
3.17 Asbestos Management	Headteacher	Site Manager
3.18 Substances Hazardous to Health	Headteacher	Site Team
3.19 Electrical Equipment	Headteacher	All staff
3.20 Tools & Equipment	Headteacher	All staff

3.21 Visitors & Contractors	Headteacher	Office staff
3.22 Liaison with Other Site Users	Headteacher	Site Manager
3.23 Vehicle Pedestrian Traffic	Headteacher	Office staff
3.24 Holiday Shut Down Arrangements	Headteacher	SLT
3.25 Safety Auditing	Governing Body	SLT & Site Team
3.26 Safety Policy Review	Governing Body	SLT & Site Team