

**Ysgol Gynradd
Porthcawl
Primary School**



Health & Safety Policy

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1. Statement of Intent

For Porthcawl Primary School

This document should be read in conjunction with Bridgend Council's Corporate Health and Safety Policy statement.

The Headteacher and Governing Body of Porthcawl Primary School recognise its legal and moral responsibilities to persons who may be adversely affected by school activities. Porthcawl Primary School adopts arrangements for the provision of health, safety and welfare of employees, pupils, visitors, and contractors involved with the activities of the School in full cooperation with Bridgend County Borough Council

- Significant risks arising from foreseeable hazards associated with the school's activities will be identified and appropriate controls will be implemented to reduce risk to acceptable levels.
- Employees will be given information, instruction and training as may be necessary to enable the safe performance of their duties.
- The school will seek to inform pupils' parents or carers of any health and safety issues relevant to their child or children.
- The School will ensure, as far as is reasonably practical, that this policy and its supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out bi-annually.

Signed:

Chair of Governors

Head Teacher

2. Responsibilities

Individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

2.1 Governors

The governors, so far as is reasonably practicable, are responsible for ensuring that appropriate arrangements are in place for the management of health, safety and welfare. The Governors will receive termly reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors will appoint a Health & Safety lead Governor to liaise between the Health and Safety sub-committee and Governing body. The health and safety subcommittee will monitor the implementation of policies, procedures, arrangements and corrective actions.

The lead Health and Safety Governor is Rhys Williams.

The Governing Body will ensure:

- A clear written policy is developed, implemented and communicated to all staff.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance are reviewed annually.

2.2 Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of health and safety;
- Ensuring regular inspections are carried out to ensure school premises are maintained in a safe state of repair;
- Complete inspection checklists e.g. termly, classroom, tree, traffic management and submitting inspection reports to governors and/or the LA;
- Passing on information received on health and safety matters to appropriate people;
- Report; accidents, incidents and near misses in line with the authority's accident reporting procedure;
- Carry out accident investigations;

- Implement improvement/recommendations from investigations, inspections or audits;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Make appropriate arrangements for consulting with staff.
- Where contracts are negotiated directly between the school and the contractor, the Head Teacher will exercise due diligence with regard to :
 - Assessing the suitability of the contractor.
 - Purchasing and contracting procedures
 - Monitoring the activity of contractors to ensure health & safety compliance.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks may be assigned to other members of staff (i.e. the school's "Premises Manager / Caretaker, etc").

2.3 All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, teaching staff have a responsibility for:-

- Checking classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used, when needed.
- Escalate issues to the SMT/head teacher's attention

In addition, all employees have a responsibility to cooperate with the employer on matters of health and safety.

2.4 Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures and to report any incident or defective equipment to a member of staff at the earliest practical opportunity.

Volunteers are also expected to act only under the supervision of a qualified teacher.

3. Arrangements & Procedures

3.1 Accidents & Incidents

This section reflects the Corporate BCBC Policy, 'First Aid at Work'

By their very nature, small children often have accidents. It is simply impossible to report every single incident that may happen to every pupil in the school. Therefore, whilst this policy section is intended to clarify what would be considered an accident, and how these are handled in school, there will always be a need for professional judgements to be made relevant to each specific circumstance.

The following types of injury should always be reported on the school accident form:

- Any head injury.
- Any known bone break or cut more significant than a simple scratch
- Any burn
- Any significant new bruise (sufficient so as to be noticeable within a reasonable time in school)
- Any swelling as a result of an impact injury.
- Any injury requiring first aid.

In the case of less significant injuries the school aims to provide basic first aid and if the child is in the foundation Phase the school will notify the parent at the end of the day. If there is doubt about the possible severity of an injury the school will always contact the parents if at all possible and ask them to make the final decision regarding whether the pupil should remain in school, or seek further medical advice.

If any accident should occur to a pupil, member of staff, or anyone on the premises where more specialist or urgent medical attention is required external agencies will be contacted, e.g. ambulance, or doctor. The parent/guardian should also be contacted, and for accidents of a serious nature, the local authority's official form should be completed. All accidents should also be recorded on the school accident form and stored in the school office.

Staff are expected to notify the Deputy Head or headteacher of any accident that occurs to themselves in the course of their work based upon the same general guidelines. This will also be recorded in the accident book. Staff will be advised accordingly and released to seek medical attention if appropriate.

The member of staff who sees the accident and helps the child is responsible for the collection of information and the completion of the Accident Report. The responsible person will ensure all details are completed fully.

Reports meeting the more serious criteria above are sent electronically to the Corporate Health & Safety Unit and are reviewed by a Senior Health and Safety Advisor.

For further information see ["Accident Reporting Guidance."](#)

In the event of industrial disease, the Corporate Health & Safety unit will be contacted by telephone on 01656 642301 prior to submitting an accident report form.

3.2 Asbestos – Management Arrangements

An asbestos survey has been completed and asbestos was found on-site. A register is situated in the cupboard directly outside the offices

Contractors must:

- Phone in advance and make themselves known to the office staff/caretaker
- be shown the register and made aware of its location before commencing work
- sign the register
- provide a risk assessment and method statement ensuring adequate controls are deployed to prevent exposure where the asbestos is to be disturbed
- ensure the controls specified to prevent exposure are followed at all times.

The school will:

- conduct a quarterly condition survey.
- report any deterioration in condition to the asbestos surveyor for remedial work to be arranged.
- Isolate the area to prevent exposure.

Boiler House

This school will follow LA guidelines in that the boiler house will only be used for storing items that adhere to mandatory guidelines. The boiler house will be kept as safe as possible for the person(s) working there with no obstructions or trip hazards in the working area. The boiler house will be kept locked when the boiler operator (caretaker) is not working in that area. Pupils will not be allowed to enter the boiler house at any time. The correct procedures (as issued by the LA and instructed by the caretaking support officers) will be followed as far as daily maintenance is concerned. Any relevant training for operators (caretakers) as arranged by the LA and will be actively supported by this school.

3.3 Callout Arrangements (Security)

Bluestone Security Services are our nominated out of hours keyholders. In exceptional circumstances, staff nominated as out-of-hour key holders may be required to attend the site following the activation of the alarm.

When they are called out the situation is often unknown and consequently, systems need to be established which reduce the potential for them to be harmed.

It is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident. The following person(s) Jo Rowley and Evan Richards are the school's nominated representatives who will respond in an out-of-hours call.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

**The following are viewed as acceptable call-out arrangements,*

- **Police Attendance** – In any call-out situation it is preferable to meet the police on-site or at a police station before travelling to the site. This ensures that there will be at least two people present on-site and with a direct link to support, e.g., a police radio, should it be required.
- **Lone person attendance** – **This is the least favoured option** and where this happens procedures must be in place so that the individual on-site keeps in contact with someone or that someone will take steps to contact the police should the individual not return at a given time.

Jo Rowley and Evan Richards will ring their partners on arrival at the site, and at regular intervals whilst on-site, when leaving the site and when arriving safely at home. The person attending should have a mobile phone.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No employee is expected to enter a building where it is believed that there is a significant risk.

3.4 Catering

The school has a Service Level Agreement with BCBC for catering services of premises and a copy of staff training records, risk assessment, method statement and material safety data sheets have been provided and are located in *the school kitchen*.

3.5 Cleaning arrangements & disposal of waste

The school has a Service Level Agreement with BCBC for cleaning of premises and a copy of the risk assessment, method statement and material safety data sheets have been provided and are located in the school office entrance.

3.6 Communicable Diseases

From time to time outbreaks of highly contagious diseases may occur in the school or local area.

The school will abide by the current Local authority guidelines and contact the Corporate Health and Safety Unit in the first instance on 01656 642301.

Staff will be informed immediately to ensure appropriate control measures are implemented and details of outbreaks will be published to parents.

3.7 Contractors

The school will obtain maintenance work and services via:

- The appropriate authorities SLA.
- Appropriate third party contractors source via the local authorities' procurement procedures.

All contractors are required to:

- Arrange visits by prior appointment when a risk assessment of proposed works will be carried out.

All works carried out at the school should be by prior arrangement

- Upon arrival report to reception where they will be required to:
- Sign in.
- Review the statement of site rules.
- Review and sign the Asbestos register.
- Review and sign the Legionella register.
- Upon completion of work and/or leaving the site for the day:
- Report to the supervising member of staff.
- Obtain a signature for completed work leaving a copy for the school's reference.
- Sign out.

3.8 Control of Substances

The school will:

- Compile a register of hazardous substances held on the school site.
- Assess the potential risk to pupils and staff from its use.
- So far as is reasonably practicable, implement control measures designed to minimise any adverse effects.
- Make appropriate arrangements for handling and storage.
- Where chemicals are used as part of SLA e.g. Cleaning, the COSHH register will be the responsibility of the persons delivering the SLA and the chemicals will be kept in a locked cupboard.

The caretaker is responsible for ensuring, as a matter of routine that all hazardous chemicals are appropriately stored and that other equipment (such as ladders) are maintained to the standards necessary so as to remove the likelihood of failure,

giving rise to personal injury or ill health. However, all staff should act in such a manner as to uphold these standards, by notifying senior staff of any known faults and ensuring that any cleaning materials used are returned to their correct place.

3.9 Display Screen Equipment (DSE)

All staff required to use DSE as part of their normal work activity will be required to complete the BCBC online E-learning and Self-assessment module.

3.10 Educational Visits (EVOLVE)

All educational visits will be administered using the EVOLVE management system. An appropriate risk assessment will be completed and parent/carer written consent must be obtained prior to the activity commencing.

Education Visit Co-ordinator is Simone Gregory.

3.11 Electricity

The school will ensure that:

Fixed Installations – are inspected at least every five years and all electrical work is undertaken by a competent person (electrician).

Portable Electrical Appliances - the inspection and testing of all portable electrical appliances by a competent person at least once per year. The school has arranged for these tests to be carried out by the Service Level Agreement with BCBC

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

If a personal item is required to be used in school for a one-off event then permission must be sought from the headteacher and the equipment must have a current portable appliance certificate (if the equipment is not new).

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will be removed from use and will be reported to the caretaker. The caretaker will arrange for repair/replacement/disposal by a qualified electrician. The Headteacher also needs to be informed.

3.12 Fire & Emergency Evacuation Procedure

The person responsible for checking/monitoring the school's fire precautions is the headteacher

In his/her absence, the deputy head will fulfil this role.

This Headteacher will:

- Arrange a fire evacuation drill; at least once every term.
- Record significant results of the fire evacuation drills.
- The Caretaker will Ensure that the [Fire Log](#) is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.).

All staff will be responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

[Attach school's evacuation plan here - to include:-

See Emergency Plan and fire procedures

3.13 First Aid

There are 8 fully qualified first aiders holding the First Aid at Work Certificate.

Jordan Farmer and Lisa Guillerm are responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring that:-

- First aid equipment is available at strategic points in the school (in each corridor, the portacabin and the staff room)
- Appropriate first aid equipment is available in each first aid box and is subject to formal monthly inspection ([checklist](#)).
- A sufficient number of personnel are trained in first aid procedures.

Name	Date of training	Qualification
Jordan Farmer Lisa Guillerm Sharon Stonehouse Judith Coombs Tracey Chappell Sharon Pritchard Emma Rayner Lauren Matthews Paula Thomas	04.01.22	Schools First Aid St Johns

- First aid qualifications are, and remain, current (e.g. First Aid at Work/ Emergency First Aid at Work Certificates are valid for 3 years).

The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- Trips & visits.
- Extra-curricular activities organised by the school (e.g., sports events, after school clubs, parents' evenings, school-organised fundraising events, etc.).

First aid cover is not provided for:-

- Contractors.
- Events organised by third parties (fetes, evening clubs, etc.).

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

Treatment of Injuries - The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Suspected Head, Neck & Spinal Injuries to Pupils - In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any situation where there is any doubt about the pupil's wellbeing, the first aider is expected to contact "NHS Direct Wales" for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries - Any other serious injury will be notified to the parents/carer by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/carers of any other significant injury by way of a telephone call or face to face conversation.

Records of notification by telephone to parents will be kept by the senior admin officer.

Escorting Pupils to Hospital - When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or carer is in attendance.

The member of staff will stay with the pupil until a parent or carer arrives and responsibility is "handed over".

Other more minor first aid - Plasters can be applied as long as no allergy has been identified on the Pupil Admission Form. Any adult dealing with bodily fluids should wear rubber gloves. First aid boxes must be taken on school trips.

Any organisation using the school outside school hours needs to ensure they have their own first aid kits and a first aider on the premises.

3.14 Grounds Maintenance

This will be:

- Done in-house by caretaking / ground maintenance staff. The school will ensure:
 - Appropriate equipment is purchased.
 - All equipment is maintained in accordance with the manufacturer's recommendations.
 - Risk assessments are completed for all ground maintenance activities.
 - Staff receive appropriate training relating to the use of equipment and chemicals hazardous to health.
 - Where appropriate health surveillance is established to monitor and control any adverse effects from ground maintenance activities e.g. Hand & Arm Vibration Syndrome (HAVS), Noise, etc).

In addition, external sport and fixed playground equipment will be:

- Visually checked before use by the member of staff present.
- Subject to weekly inspection by the Premises Manager / Caretaker. Details to be recorded using form F031 – Playground Inspection
- Annual inspection by:
 - Green Spaces inspectors via a service level agreement.

3.15 Legionella – Management arrangements

A legionella risk assessment has been completed and a copy is situated in the front office. The premises manager / caretaker will:

- undertake monthly temperature checks of both the hot and cold water feeds to monitor temperature levels (e.g., hot > 43°C – cold < 20°C).
- undertake weekly flushing of seldom used taps.
- quarterly deep clean of shower heads.

Records of all tests will be recorded in the risk assessment log.

3.16 Lone working

Local arrangement for lone working is as follows:

- With the exception of the school caretaker opening and closing the school and emergency response situations e.g., intruder alarm activation, lone working is strictly prohibited.
 - Emergency contact numbers will be provided for use of the next of kin should the caretaker fail to make appropriate contact following completion of their duties.
 - In the event of alarm activation, the role of the caretaker is to provide access to emergency services and not investigate the cause unless they have reason to believe it may be a false alarm.
- Staff wishing to have access to the premises outside of normal school hours and term-time may do so with prior consent from the headteacher and:
 - Obtain access via the school caretaker.
 - Report to the caretaker when they have finished so appropriate arrangements can be made to secure the premises, set alarms, etc.

Activities that involve working at height or the use of hazardous equipment/machinery are strictly prohibited during lone working situations.

3.17 Maintenance of premises

Minor works will be undertaken by:

- Caretaker
- Local contractor arranged by the school for major works will be

undertaken by:

- BCBC Building Maintenance under a service level agreement.
- By external contractors following the authorities procurement protocols.

School Funded projects

- The school will complete an F1 approval form submitting it to the authority for approval before work commences

3.18 Medicines in School

The school follows BCBC guidance on the dispensing of medicines in school.

This school will only administer/dispense medication following written consent from the parent or carer, and where the medication has been prescribed by a medical practitioner with written instructions for its use.

Dispensing of Medicine - All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or carer.

The Senior Admin Officer is responsible for receiving medicines and consent forms.

The Headteacher is responsible for checking consent and dose information, checking "use-by" dates and dispensing medication.

Any SLT member will deputise where necessary.

All medication will be kept in a secure location: the medical cupboard in the staff room or Medicine Fridge. Asthma pumps are the exception and are kept in the child's classroom.

Medication for personal use by members of staff must also be kept in a secure location. Handbags, etc containing such items must be locked away and not left in the classroom where pupils could gain access to them.

Medical Log - Consent forms will be kept in the office and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of the pupil
- name of the medication
- dose
- time
- date
- signature of dispenser
- comments/reactions

3.19 Personal Protective Equipment (PPE)

Personal protective equipment is a control of last resort i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear, etc.

In relation to pupils, the headteacher will be responsible for the purchase of PPE ensuring that it is of the correct type (see PPE guidance), is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. The headteacher will need to be informed by school staff about the activities being undertaken.

The caretaker will be responsible for advising the headteacher on the PPE required based on a Risk Assessment of activities and any training he has attended advising on the use of PPE.

In addition, the caretaker will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

Staff

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

3.20 Physical Education

The school will ensure that:

- The hazards associated with activities and the use of PE equipment are identified, assessed and appropriate control measures implemented, so far as is reasonably practicable, to minimise the risk to pupils and staff.

All PE equipment is subject to:

- Annual inspection (Sports Safe) and maintenance arranged via the BCBC Service Level Agreement.
- Visual check before use by the relevant professional.

3.21 Playground Safety & Arrangements for Supervision of Pupils

The school will be open from **8:45** am to **3:15** pm on weekdays during term times. No supervision will be provided outside of these hours and no responsibility taken for any person on school grounds other than during the hours specified. Unless attending Breakfast Club or Afterschool Club, which have their own supervision arrangements.

- ***Supervision ratios & locations at break and lunchtimes***

There are two members of staff on supervision duty at playtime in each yard. Pupils are within sight of a teacher at all times.

- **Supervision ratios & locations between the end of lessons and school closing time**

School ends at 3:15 pm.

Year 4, 5 and 6 pupils go onto the schoolyard to find a parent or carer, If they cannot see anyone they know, pupils are instructed to return to school and inform a member of staff.

Year 3 and Foundation Phase pupils are dismissed directly into the care of their parent or carer.

If pupils are left in school at the end of the school day, the school will contact parents/ carers on the pupil's contact list. SLT members will be responsible for remaining with the child until they are collected. If school has been unable to contact anyone by 4:30pm, the school will contact relevant agencies for advice.

- ***Areas to be used by pupils outside lesson times***

During Playtimes and lunchtimes there are 3 dedicated yards to be used by Key Stage 2, Foundation Phase and Nursery

3.22 Safeguarding

The following arrangements have been adopted, so far as is reasonably practicable, to ensure the safety and wellbeing of pupils and staff:

- All staff are required to have a current DBS check.
- Year 3, Year 4, Foundation Phase / Nursery children will not be allowed to leave the premises unless he/she is collected by a parent/carers.
- Foundation Phase pupils will not be placed in the care of siblings unsupervised unless the sibling is over 16 and there has been a prior arrangement made with a parent/carers in writing.
- If there is no one to meet the child at the end of the school day:
- A member of staff will accompany the child to the school office so the parents/carers can be contacted.
- No Primary School pupil will be allowed out of school during the school day unless collected by a parent/carers. The parent/carers must report to reception where the child can be signed out.
- If pupils are left in school at the end of the school day, the school will contact parents/ carers on the pupil's contact list. SLT members will be responsible for remaining with the child until they are collected. If the school has been unable to contact anyone by 4:30pm, the school will contact relevant agencies for advice.

3.23 Security

In order to, so far as is reasonably practicable, ensure a secure environment, the school has:

- A security alarm system which is activated when the school is not in use. The alarm system is monitored by CCTV cameras covering:
- Vulnerable parts of the premises including reception and main pupil access points.
- A door access control system fitted to all external doors.
- The site is secured by a boundary fence.
- Additional pedestrian gates are locked after pupils arrive at school with only the main pedestrian access point left open leading to the main reception.

3.24 Risk Assessment

Risk assessments will be completed for the significant hazards associated with school activities (e.g. teaching, maintenance of premises & grounds, cleaning, vehicle movements etc.).

The Headteacher *is* responsible for managing the overview of risk assessment processes and producing relevant reports for the Governors.

Control of Hazards - The risk assessments will be used to identify appropriate control measures designed to reduce risk as low as is reasonably practicable. The controls identified must be adhered to at all times.

3.25 Traffic Management

The following traffic management arrangements apply:

- Separate entrances for pedestrians and vehicles.
- Raised pavement/walkways.
- Speed restrictions (5mph).
- Lock down arrangements at the start of the school day - gates are closed at 9:10 am
- Lockdownwn arrangement at the end of the school day - gates are closed at 4.20 pm.
- Restricted delivery times.
- Cyclists must de-mount before entering the school grounds and walk to the cycle store

3.26 Training

So far as is reasonably practicable, all staff will receive appropriate health & safety training commensurate with their role and responsibilities (e.g. IOSH working safely, risk assessment, manual handling, working at height, safeguarding, accident report and investigation etc).

3.27 Violence

The School follows Bridgend County Borough Council's policy and guidance on Violence at Work.

The headteacher is responsible for ensuring

- All staff are aware of the policy.
- All staff are aware of the procedures for avoiding violence at work.
- All staff are aware of the procedures for dealing with violent incidents.
- All staff are aware of the procedures for reporting violent incidents.
- All staff are aware of the support facilities available to victims of violence at work.
- All incidents of verbal and physical abuse are to be recorded using the online accident reporting system.

3.28 Volunteers and Parent/Carer Helpers

Volunteer and parent/carers helpers will be:

- Supervised at all times.
- **Provided with written instructions and guidance on:**
 - **Risk assessments.**
 - **Fire & emergency evacuation procedures**

Enhanced Disclosure and Barring Service (DBS) checks are carried out for any volunteers who have regular and unsupervised access to children and young people.

3.29 Work Equipment

The headteacher will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase, consideration must be given to:

- Hazards associated with the equipment (noise, vibration dust, fumes, etc.).
- Installation requirements.
- Positioning and or the storage of the equipment.
- Maintenance requirements (contracts & repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate instruction/training has been provided.

