



Health and Safety Policy 2026-2027

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Version	Date	Author	Note of revisions
V1	2/8/21	MWiggins	New format
V2	18.8.22	MWiggins	Changed references to Assistant Headteacher to Deputy Headteacher. Changed number of paediatric first aid trained members of staff from 3 to 5. Changed IT provider from Code Green to Trust-IT.
V3	17/8/23	MWiggins	3.3 Provision of aid changed to 6 PFA trained members of staff and the addition of a senior mental health lead 10 Working at heights – added that staff receive training for this
V4	8/8/24	MWiggins	Number of paediatric first aiders changed from 6 to 9. Addition that the HT and Caretaker both undergo regular Asbestos Management training.
V5	30/7/25	MWiggins	Changed the term ‘lunchtime supervisors’ to ‘midday supervisors’. Changed the term ‘senior caretaker’ to ‘caretaker’. Serious accidents are now reported via a QR code that sends the form electronically straight to the LA H&S team. Added ‘We are in the process of trying to arrange for our fire alarm to be linked to a monitoring service that will automatically call the fire service out of hours.’
V6	27/7/26	MWiggins	Reference to UK Health Security Agency (UKHSA) changed to UK Health Security Agency (UKHSA) Updated monitoring arrangements and administrative information.

Statement of organisation and arrangements for ensuring health, safety and welfare at Stanley St. Peter's Church of England Primary School

1. INTRODUCTION

1.1 This is a statement of organisation and arrangements for the above-named School. The statement does not replace the Wakefield MDC General Statement of Safety or the Wakefield Local Authority (LA) Health and Safety Policy Statement, but is in addition to them, for the benefit of all users of the premises. Copies of these documents, along with other information on Health, Safety and Welfare matters, will be found in the school office.

1.2 This statement deals with those aspects over which the Governing Body has control and covers health and safety associated with the School Premises, plant, fixed equipment belonging to the School and services for which other officers of the Local Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all employees and the health and safety of all persons using the premises, in particular:

- i) to establish and maintain a safe and healthy environment throughout the school.
- ii) to establish and maintain safe working procedures among staff and pupils.
- iii) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transportation of articles and substances.
- iv) to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required;
- v) to maintain a safe and healthy place of work with safe access and egress;
- vi) to formulate procedures for use in case of fire and other emergencies, including plans for the safe and effective evacuation of the school premises;
- vii) to lay down procedures to be followed in case of a Premises accident;
- viii) to provide and maintain adequate welfare facilities.

2. ORGANISATION

Responsibilities and duties in matters concerned with safety

Local Management of Schools (LMS) requires the school staff, Governing Body and the Local Authority (LA) to work together to ensure their health, safety and welfare objectives are achieved.

2.1 The Governing Body

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools, including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.1.1 In particular, the Governing Body is responsible for:

- i) Ensuring that the Department's Health and Safety Policy is implemented and monitored within the school;
- ii) Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations; the LA recommend that this is best achieved by making health and safety an integral part of the school's development plan;
- iii) Ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety from time to time. Governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- iv) Receiving health and safety guidance and information distributed by the Education Department and ensuring that proper arrangements are made within the school for complying with the guidance;
- v) Ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- vi) Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- vii) Ensuring that health and safety issues concerning the school are identified, decisions are taken and effective action is carried through.
- viii) Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- ix) Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- x) Ensuring that procedures exist for checking that items offered for the school by the school are safe;
- xi) Ensuring that school journeys for which they give guidance and approval is arranged and properly supervised in accordance with the department's own guidance and the DFE Guidance;
- xii) Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;
- xiii) Ensuring that induction training includes temporary, part-time and supply staff.

2.1.2 Plans which include:

- a) Identifying hazards and undertaking risk assessments.
- b) Emergency and business continuity procedures.
- c) Developing a positive health and safety culture.

2.2 Headteacher/School Business Manager/ Caretaker Responsibilities

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- i) be the focal point for reference on health, safety and welfare matters and give advice or indicate the source of advice.
- ii) coordinate the implementation of the LA and governors' health and safety and welfare procedures in the school.
- iii) make clear any duties in respect of health and safety which are delegated to members of staff.
- iv) ensure that problems in implementing the health and safety policy are reported to the LA.
- v) make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- vi) review:-
 - a) emergency procedures (ongoing)
 - b) provision of first-aid in the school (ongoing)
 - c) the risk assessments (ongoing)

and make appropriate recommendations to the Governing Body.

- vii) put in place procedures to monitor the health and safety performance of the school.
- viii) report all known hazards immediately to the LA and stop any practices or the use of any plant, tools, equipment etc., he/she considers to be unsafe, until satisfied as to their safety.
- ix) make recommendations to the LA for additions or improvements to plant, tools, equipment, machinery, etc., which present hazards.
- x) review regularly the dissemination of health and safety information in the school, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- xi) report to the Governing Body annually on the Health and Safety performance of the school.

2.3 Obligations of all Employees under the Health and Safety at Work Act 1974.

All employees are expected:

- i) to review on a regular basis the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;

- ii) to observe standards of dress consistent and appropriate with safety and/or hygiene;
- iii) to exercise good standards of housekeeping and cleanliness;
- iv) to know and to apply procedures in respect of fire, first aid and other emergencies as detailed in the staff handbook located in each classroom;
- v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- vi) to co-operate with other employees in promoting improved health and safety arrangements in the school;
- vii) to co-operate with the appointed Trade Unions Health and Safety Representative and the officers of the Health and Safety Executives or the Local Authority;
- viii) to report all accidents, defects and dangerous occurrences to the Headteacher.

2.4 Positions of Special Responsibility

These staff include, for example, Assistant Headteachers, Subject Leaders, Senior Leaders, Technicians:-

All employees have general responsibility for the application of the school's Health and Safety Policy to their own department/area of work, and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

In order to facilitate this, all employees are expected:

- i) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied.
- ii) to observe standards of dress consistent with safety and/or hygiene.
- iii) to exercise good standards of housekeeping and cleanliness.
- iv) to know and apply the procedures in respect of fire, first aid and other emergencies.
- v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others.
- vi) to co-operate with other employees in promoting improved health and safety arrangements in the school.
- vii) to cooperate with the appointed Trade Union Health and Safety Representative and the enforcement Officer of the Health and Safety Executive or the Local Authority.

2.5 Classroom Teachers' Obligations

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- i) use a sealed mug for any hot drinks removed from the staff room (applies to all school staff)
- ii) check the classroom area is safe
- iii) ensure safe procedures are followed
- iv) give clear instructions and warnings to pupils, as often as necessary
- v) check equipment used is safe before use
- vi) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher
- vii) follow safe working procedures personally
- viii) report defects to the Headteacher

2.6 Caretaker Responsibilities

- i) Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- ii) will establish and maintain safe working procedures, including (referring to relevant documents) arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- iii) will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher any defects which need amending.
- iv) will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
- v) will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- vi) will advise the Headteacher on requirements for health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- vii) will undertake deep cleaning on a regular basis and ensure appropriate waste disposal.

viii) will ensure that documented water checks to control the risks of legionellosis are undertaken.

ix) will ensure adequate arrangements are in place to minimize the risks from snow and ice on the school site e.g. access/egress routes during adverse weather conditions.

x) will ensure the premises are secure and safe i.e. windows shut, classroom doors locked, lights and electrical equipment turned off, alarm set etc. at the end of the school day and during holiday periods

2.7 Visitors and Other Users of the School

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated with self-help schemes, will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

3. ARRANGEMENTS

3.1 Supervision of Pupils

i) Break times and lunchtime supervision -

At break times, two playgrounds are used. There are always at least two members of staff at any one time. At lunchtime, the pupils are in the care of a team of midday supervisors. Again, they are split between both playgrounds and the dining hall. The midday supervisors know that should a problem arise, they should seek help from the Head, the assistant headteachers, SENDCo or the Learning Mentor.

ii) Movement of children between different parts of the building –

When an individual class is moving, e.g. to and from PE, then the class teacher supervises the movement. On occasions when the whole school is moving, e.g. Collective Worship, the class teacher is still in charge of their own class, but all other staff are vigilant also.

iii) The action of pupils in the gym – This is the responsibility of each class teacher, following guidelines laid down by the LA. New teachers who are unfamiliar with Wakefield practice can seek advice from the PE coordinator. Occasionally, lessons are observed to ensure the correct procedures are in place.

iv) Car parking including arrangements for disabled persons. The school has a car park, which is alongside the school building, with separate access from the road. At lunchtime, the barrier gate separating the top car park from the bottom car park is locked so that the children can cross the car park safely to reach the dining room without the movement of vehicles. Should there be an emergency and the need to move a car during the lunch break, then the children are prevented from going through the car park area at that particular time. The car park is on a slight slope, but there is access to the front of the building (main entrance) by a ramp for disabled persons.

v) When contractors are on site.

Contractors have to work closely with the school to ensure the safety of the pupils.

3.2 Infectious Diseases

The school follows the National Guidance produced by the UK Health Security Agency (UKHSA), which is summarised on the poster, 'Guidance on Infection Control in Schools and other Child Care Settings'.

3.3 Provision of First Aid

The school has members of staff who are qualified First Aiders. In addition, a number of school staff and midday supervisors have attended a 1-day training course on basic first aid and we have 9 fully trained paediatric first aiders, two mental health first aiders and a senior mental health lead.

First Aid equipment is provided in the School Office, staffroom, EYFS unit and the school kitchen, which contain only standard first aid requisites. Small first-aid kits are kept in each classroom. Gloves, plasters, bandages and paper towels are provided for all midday supervisory staff for each playground for emergencies.

The school accommodates pupils with medical needs wherever practicable. Responsibility for pupils' safety is clearly defined within individual medical plans where necessary, and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between school, parents, health professionals and other agencies helps provide a suitable supportive environment for those pupils with special needs.

3.4 Administration of Medicines

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines, e.g. insulin, use of an EpiPen, etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a book to confirm this. Wherever possible, 2 members of staff will be present, especially when having to administer the medication.

Medicines (other than Epi-Pens, which must be freely accessible) are kept in a locked First Aid cupboard within the School office or can be found stored in the fridge if required to be refrigerated. Parents/carers will need to fill in a consent form asking for medicine to be administered and stored in the school. Parents/Guardians must be made aware that they will be responsible for making sure the medicine is kept within date. Please see our Medicines in School Policy and Medical Conditions Policy.

3.5 Emergency Procedures

If anyone should become ill or suffer injury as a result of an accident, the procedures are as follows:-

- i) Minor injuries, i.e. cuts and grazes, may be treated by the class teachers, support assistants or midday supervisors. More serious injuries and head injuries require the attention of a qualified First Aider, and the Headteacher is informed.
- ii) Minor injuries are treated in the school office.

iii) If the injury requires a hospital visit, the parents would be informed and they would collect and take the child, or the family would be transported by the Head or her representative. In the case of serious injury, an ambulance would be called.

iv) Accidents are entered into an accident book, which is kept in the school office. More serious accidents are reported to the Headteacher/School Business Manager and recorded on an accident form using the QR code situated in the staff room and the SBM office. This is an electronic form that is sent directly to the LA Corporate Health & Safety Team or, where applicable, reported under RIDDOR. Any bumps to the head are reported to the office and the pupil is given an appropriate letter to take home. Parents also receive a text message informing them of any bump to their child's head.

3.6 Fire Emergency Procedures

A risk assessment has been carried out and a safety management plan is in place. In the event that the fire alarm sounds out of hours or during holiday periods, the neighbouring properties and the local community businesses can be relied upon to contact the fire brigade. The fire alarm system is connected to a monitoring service which automatically notifies the fire service when activated out of hours

The fire alarm is tested weekly and this is recorded in a fire safety log book, which is located in the Caretaker's Office. Fire drills are carried out on a termly basis. Please see the Emergency Evacuation Procedure document.

3.7 Emergency School Closure

In the event of an emergency, such as no water/heating, etc., parents would be advised by text or telephone to collect their children. In the case of those where contact could not be made, the children would be kept at school. If emergency closure was required for the full day, details would be given via the Wakefield School Closures website, and staff would meet parents outside to prevent children from being left. Such action would only be taken in absolute emergencies, and then only with the consent of the Chair of Governors. It is the responsibility of the Headteacher or her representative to make the decision to contact the Chair of Governors.

3.8 Review of Emergency Procedures.

The Headteacher to check that:-

- i) each classroom has a current fire drill notice displayed in a prominent place
- ii) supply teachers are given the appropriate information
- iii) Recognised First Aid Certificates are held on file in school (located in each member of staff's personal file in the School Office)
- iv) a member of staff is responsible for replenishing any first aid requirements
- v) fire drills are held regularly, and details have been recorded by the caretaker
- vi) firefighting equipment is regularly maintained
- vii) alarm systems are checked at regular intervals

3.9 RISK ASSESSMENTS

Risk Assessments – Checks carried out termly by the Headteacher, Governor with responsibility for Health and Safety and Caretaker.

Manual Handling Tasks – Caretaker is responsible for the staff working with him, to ensure that inappropriate lifting is not undertaken. Within school, teaching staff are required to ensure that children are not asked to lift or move heavy items without adult supervision. All staff have manual handling training.

Provision of advice and consultation service – the LA directory provides a comprehensive list of people who may be consulted on a wide range of topics

- Maintenance and Inspection of equipment
- ICT equipment is maintained by our current IT provider Trust-IT.

The fire equipment is checked on an annual basis, arranged through the Local Authority, and undertaken by Chubb Fire Services.

Electrical equipment is checked annually by a qualified electrician and the school premises are checked by a member of the LA physical resources team.

Monitoring arrangements - The monitoring of the above is overseen by the Headteacher.

Playground safety – the safety of the children rests with the members of staff on duty at the time. The safety of the playgrounds themselves rests with the Governing Body, whose duty it is to ensure that they are properly maintained.

Educational Visits – the LA guidelines are followed to ensure that the adult supervision is both adequate and appropriate. Parental consent is always obtained before undertaking such ventures by way of payment for the visit or by signed consent (whichever is more appropriate).

Safety of school transport – LA guidelines are followed, with the additional proviso that all children should wear seatbelts on any school trip.

Contractors in school (especially for construction work) – Casual workers in school sign in on arrival and out when leaving. They must comply with the school's safeguarding and visitor procedures and provide evidence of DBS status where required by their role. Construction workers work closely with the Headteacher to ensure that a safe working environment for the children is maintained. The following criteria are used when selecting contractors:-

- a) What qualifications, skills and experience do you have in this type of work?
- b) What arrangements will there be for managing the work? For example, who will be responsible, how will the work be supervised, what checks do you make on equipment and materials, etc?
- c) Will the contractor be using subcontractors and if so, how will they check that they are competent?
- d) What is their recent health and safety performance? For example, how many accidents and cases of ill health have they had? Has HSE taken any action against them?
- e) Can they provide existing risk assessments done for similar jobs?
- f) Will they be producing a safety method statement for the job?
- g) If required, do they have Employers' Liability Compulsory Insurance?
- h) Do they have any independent assessment of their competence?
- i) Are they members of a trade association or professional body?

Work experience arrangements – Students are briefed by the Headteacher or assistant headteachers on arrival and are then supervised by whichever teacher they have been allocated to. In the event of any problems, teachers should inform the Headteacher, who will contact the student's supervisor.

Lettings Agreement (i.e. hire of the hall for dance clubs, etc - this is done in consultation with the Caretaker and the Governing Body. A contract is drawn up for each hirer, specifying hours, costs and any agreements reached. The school ensures that the hirer has public liability insurance in place in order to indemnify the school from all such hirer's claims arising from negligence.

Dealing with violence to staff – any incident is written up immediately with signed statements from witnesses. The LA would then be informed and LA procedures would be followed.

Swimming arrangements – this is organised by the LA, who ensure that the supervision at the pool meets requirements.

Residential visits follow guidelines laid down by the LA.

The Headteacher and Governing Body will ensure that these procedures are in place, and staff are up-to-date with training.

4. MONITORING HEALTH AND SAFETY PERFORMANCE

Monitoring of Health and Safety issues and Risk Assessments is undertaken as indicated earlier by the Headteacher, Health and Safety Governor and Caretaker. Staff have a responsibility to report any hazards which they identify to the Headteacher, in order that prompt action might be taken.

Records of Risk Assessment, Health and Safety Inspections, testing of equipment, etc., are recorded in the appropriate books in the Health and Safety file, alongside action to be taken and when the work is carried out.

Incidents and accidents are recorded on the appropriate form (see Appendix I) and investigated. Any action required as a result of an investigation is also recorded.

4.1 Active monitoring arrangements: -

- Are designed to measure performance in safety before things go wrong
- Checks that the procedures devised by the school are being properly applied
- It looks at how well the school's standards are being met

4.2 Reactive Monitoring: -

Looks at incidents, accidents and occupational ill health through investigation and analysis of statistics, including investigating complaints.

- all accidents and incidents involving injury need to be investigated. Accidents and incidents can or may result from failures in health and safety management. (A standard investigation report form can help (see Appendix I).
- arrangements will require systems for reporting: -

- injuries and cases of ill health;
- damage to property;
- incidents (including those which have the potential to cause injury, ill health);
- any hazards;
- weaknesses or omissions in performance standards.

4.3 Reporting and response procedures must ensure that the information from active and reactive monitoring is evaluated by the person nominated by the school to ensure that the appropriate remedial action is taken.

5. AUDITING

As a means of confirming that the necessary systems to comply with legislation are in place and being followed, the school ensure a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan. The Local Authority conduct Health & Safety audits of the school.

6. MANAGEMENT OF ASBESTOS

Risk Assessment and Asbestos Survey

In order to identify asbestos within a building, the LA Property and Asset Management Team commissions a competent contractor to undertake an asbestos survey, identifying the location, type and condition of the ACMs. The day-to-day operational management of asbestos is overseen by the Caretaker under arrangements agreed with the Local Authority. The HT and Caretaker both undergo regular Asbestos Management training.

7. EMPLOYEE CONSULTATION

Staff are aware of how they can bring up any matters concerning their health and safety (at weekly briefing meetings), including the appropriate control measures for the hazards and risks to which they are exposed.

8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, a School's COSHH Assessment will be carried out to:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible, these will be taken out of use. Where substitution proves to be impossible, a Wakefield Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the Administrator's Office
- ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.

- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure protective equipment/clothing is available and used if required.

9. SLIPS/TRIPS/FALLS

The school recognises that the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Caretaker ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher, Caretaker and School Business Manager. All staff are expected to be vigilant and aware of possible hazards.

All staff are aware of the need for high levels of health and safety in and around the premises. The H & S Governor and Caretaker conduct regular health and safety walks around the premises, logging issues that are identified. Staff are aware of the procedure for reporting issues and concerns and are aware that all health and safety concerns should be directed to the SBM. The school has accident forms to log all accidents/incidents and a near miss form, which can be completed as and when necessary. Copies are submitted to the LA Health & Safety Team.

10. WORKING AT HEIGHT

The risks associated with working at height are identified through risk assessment. Safety checks are carried out to ensure the safe working conditions of access equipment. Staff are provided with Working at Heights training.

11. CRISIS AND EMERGENCY MANAGEMENT

A crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of serious accidents. The team acts as the decision-making influence for the management of the incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation in an emergency, which includes communication equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate site plans. The emergency plan is reviewed on an annual basis.

12. CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as reasonably practicable, that the working life of everyone is accident-free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. HSE Factory Inspector) or Environmental Health Inspector), the Headteacher should immediately advise the Local Authority H&S Executive and the Chair of Governors. If a prohibition notice is issued with immediate effect, the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement or Organisation and Arrangements or other advice/guidance issued by the LA or Headteacher in pursuance of the health and safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter, he/she should then report to the appropriate Service Group of the LA.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

13. REVIEW

A review of the organisation and arrangements will take place each year in time for the commencement of the new academic year.