



# Maintenance, Health & Safety Policy

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Committee Responsible – Resources  
Last review: ~~11~~ July 2018  
Next Review: July\_2019

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**PART 1:**  
**STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

1. The Governing body and Headteacher of St Peter's Catholic School -
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors
  - Act in accordance with the general H&S policy of Surrey County Council
  - Require all managers in the school community to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.
  
2. The Governing Body and Headteacher will provide, as necessary, policy, procedures, arrangements and supervision sufficient to ensure compliance with relevant H&S legislation and will, so far as is reasonably practical ensure:-
  - A safe school/workplace
  - A safe working environment
  - Safe systems of work
  - Safe plant and equipment
  - Safe access and egress in all areas of the school
  - The safety of articles and substances for use at work and in school
  - Sufficient instruction and training
  
3. In support of the above, the Governing Body and Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the School's H&S procedures. H&S reports shall be provided to every Resources Committee (to whom the Governing Body has delegated responsibility for oversight).

**PART 2**  
**ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE**

The following H&S organisational structure, roles and responsibilities are approved by the Governing Body and Headteacher of St Peter's Catholic School.

**1. The Governing Body**

The Governing Body approves the H&S policy of the school via the Resources Committee and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the H&S policy.

In particular, the Governing Body will:-

1.1 Include health and safety targets in the School Improvement Plan as appropriate.

Targets may include: -

- Provision of facility for health and safety purposes
- Seek to reduce accidents/incidents
- Training for Governors and Staff
- Annual review of health and safety policy and procedures.

1.2 The Governing Body delegates to the Resources Committee to provide a link between the Governing body and the wider school community. The Resources Committee will stay informed of school H&S initiatives via the School Business Manager and brief the Governing Body accordingly.

1.3 Ensure that H&S is an agenda item on full Governing Body meetings via the Resources Committee minutes. The Resources Committee shall receive a termly report from the Business Manager to include information on: -

- Premises and equipment maintenance

Updates on H&S matters including areas noted in the SIP

- Future areas of concern/note
- Accident/incident analysis
- Transport

1.4 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

## **2. Headteacher**

As senior manager for the premises, and all on and off site related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular, the Headteacher will ensure:-

2.1 The contents of this policy are brought to the attention of all relevant persons

2.2 A process for risk assessments is applied within the school and that:-

- All appropriate areas/activities are covered
- Appropriate control measures are implemented
- Assessments are monitored and reviewed as necessary

2.3 There is a management system for monitoring the effectiveness of H&S safety arrangements which form part of this policy i.e. risk assessments.

2.4 Appropriate staffing levels for safe supervision are in place

2.5 An adequate schedule of inspection and maintenance is in place to ensure a safe work place and environment. Inspection and maintenance will include:-

- The fabric of the building
- Play equipment
- Fire appliances
- Boiler/heating systems

- Portable electrical appliances
- Water systems
- First Aid/medical facility and equipment
- Site Managers equipment
- Curriculum specific i.e. Gymnasium/fume cupboards/food technology etc.

2.6 An adequate needs analysis of H&S training is undertaken for all school staff, and sufficient resources are in place to ensure appropriate training is carried out. Appropriate training will include:-

- Headteacher H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire training for whole school community
- First Aid
- Risk Assessment
- H&S Co-ordinator
- Lifting and Handling
- Working at Height

2.7 Adequate, easily retrievable H&S training records are available and up to date.

2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.

2.9 A termly H&S report is provided to Governors Resources Committee.

2.10 The school co-operates and participates in the County's H&S monitoring arrangements.

2.11 A School Education Visits Co-ordinator is appointed and trained accordingly.

2.12 Contractors (including Catering, Cleaning and Grounds Staff) and other authorised visitors to school are appropriately managed and monitored.

2.13 Appropriate procedures are in place for reporting, recording, investigation and follow up of accidents/incidents.

2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested termly.

2.15 The fire risk assessment is updated annually or whenever significant changes or building works may affect means of escape.

2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other members of staff who may be tasked with H&S administrative arrangements for ensuring compliance of the above responsibilities. The Headteacher retains overall responsibility.

### **3. Deputy Headteacher**

One Deputy Headteacher will assume the above responsibility in the absence of the Headteacher.

#### **4. Line Managers**

Managers in charge of curriculum areas/departments/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas which they control. In particular, Line Managers will ensure:-

4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment, monitored and reviewed accordingly.

4.2 All accidents/incidents occurring within their areas are reported, recorded and investigated in accordance with school procedure.

4.3 All persons they manage or are responsible for are aware of their specific roles in case of emergency.

4.4 Any equipment/appliance has been identified as being unsafe is removed from service.

4.5 H&S Inspections are carried out within their areas of responsibility to a timescale agreed with the Headteacher, and reported to the Headteacher as necessary.

4.6 Staff H&S training needs are identified and reported to the Headteacher.

4.7 Staff are properly consulted on matters affecting their H&S whilst at work.

4.8 New, transferred and temporary staff receive appropriate H&S induction training.

4.9 First Aid provision is adequate.

4.10 Students are given relevant H&S information and instruction.

#### **5. Teaching Staff (Including Supply)**

Teaching staff are responsible for the H&S of all students under their control. In particular, teaching staff will ensure:-

5.1 Effective and appropriate supervision of students under their control.

5.2 That appropriate safety instructions are given to students prior to commencing practical sessions.

5.3 That they are conversant with the School's H&S policy and any specific arrangements within their department.

5.4 They know the emergency procedures.

5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue and appropriate instruction given.

5.6 Where relevant, safety devices such as machinery guards are in good condition and used in accordance with good practice.

5.7 They report defective equipment to the relevant person.

5.8 All accidents/incidents are reported, investigated and reviewed.

#### **6 Site Management Team**

The Site Manager and assistant are responsible to the Headteacher/School Business Manager.

In particular, the site team will ensure:-

6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

6.2 That any identified hazard is appropriately removed, isolated or contained to prevent danger.

6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access/egress of premises.

6.4 That persons they supervise only undertake work for which they are competent.

6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

6.6 That all staff work in accordance with safe working practices issued by the school and SCC.

#### **7. Health & Safety Co-ordinator**

The Headteacher has nominated the School Business Manager to carry out H&S functions and maintain an overview of the H&S organisation and management of the school, and report to the Headteacher accordingly. Specific functions of the Health & Safety Co-ordinator include:-

7.1 Having an overview of the school's H&S policy and arrangements, bringing amendments to the attention of the Headteacher and the Resources Committee where necessary.

7.2 Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher and Resources Committee of any deficiencies.

7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting and investigation arrangements.

7.4 Arrange termly evacuation drills and weekly fire alarm tests.

7.5 Advise the Headteacher and Resources H&S Committee of any defect in the state of repair of the building or its surrounds identified as being unsafe and take whatever action is necessary to minimise the risk until repairs can be arranged.

7.6 Arranging repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

7.7 Co-ordinating regular H&S inspections, ensuring all areas of the premises and all activities are covered.

7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to H&S and which cannot be remedied from readily available resources.

7.9 Liaising with and monitoring as far as reasonably practical, the activities of contractors (including Catering, Cleaning and Grounds Staff) visitors and others on site to ensure any risk to the H&S of staff and students is kept to a minimum.

7.10 Ensuring all senior managers (including heads of department) are kept informed of the names and details of persons appointed to provide competent H&S assistance.

### **8. All Employees (Including Temporary & Volunteers)**

All employees must take reasonable care for the H&S of themselves and other people who may be affected by their actions whilst at work. They must co-operate with the management of the school to ensure all parties comply with their H&S responsibilities. In particular employees must:-

8.1 Participate in the school's risk assessment process and comply with findings.

8.2 Report any defects in the condition of the premises or equipment of which they become aware.

8.3 Report all accidents/incidents in accordance with school procedure.

8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.

8.5 Make use, where relevant, of personal protective equipment provided for H&S reasons.

8.6 To follow all relevant codes of safe working practice and departmental risk assessments.

8.7 To report any unsafe working practices to their Line Manager.

### **9. Staff Safety Representative**

H&S At work law provides for the appointment of trade union and staff appointed safety representatives. Where the Headteacher/Governing Body is informed in writing of an appointment, the Safety Representative will have the following functions:-

9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.

9.2 To investigate complaints by any employee they represent relating to that employee's H&S or welfare at work.

9.3 To make representations to the Headteacher on matters affecting H&S and welfare of employees.

9.4 To attend Resources Committee meetings



A Safety Representative is not obliged to carry out any or all of the above and has no legal responsibility other than that which applies to all employees.

**Name of Staff Safety Representative: Andrea Sawa**

#### **10. Resources Committee**

The Resources Committee meet at least termly and submit minutes to the Governing Body for appraisal at full Governing Body meetings. The committee will ensure H&S standards and procedures are appropriate and delivered throughout the school. They also consult with staff and students on H&S issues and agree H&S procedure. The committee consists of Governors, the School Business Manager and the Staff H&S Representative. Student Voice feed opinion to the committee via email.

### **PART 3**

#### **ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE**

The following procedures and arrangements have been established within the school to eliminate or reduce H&S risks to an acceptable level and to comply with legal requirements.

##### **1. Accident Reporting, Recording & Investigation**

Details of all accidents and injuries are entered to the Accident Book by a member of the administration team. Significant accidents are reported to the LEA by the Administration Assistants following any necessary investigation as to cause, treatment administered and any subsequent action. This is reported electronically via Oshens. A copy of the report is kept in the General Office and one is given to the School Business Manager. RIDDOR Guidelines are strictly adhered to and HSE notified accordingly.

##### **2. Asbestos**

The school has an Asbestos Management Action Plan in place and this is kept in Reception together with all asbestos inspection reports. A monitor and manage approach is deemed appropriate.

A Type 2 (MDHS 100) asbestos survey was carried out by Tersus Asbestos Specialist in April 2006 on behalf of SCC. The report was received in March 2007 and can be viewed in the Site Manager's Office. Updates were carried out in September 2013 and October 2014. A further inspection was carried out on the exam hall in September 2016 by WYG on behalf of Surrey CC, related to the temporary conversion of the Exam hall into Art classrooms. It is available to contractors prior to commencement of works. Staff are instructed not to drill or fix anything to walls without first obtaining approval from the Site Manager and checking the survey. Any damage to asbestos materials should be reported without delay to the Site Manager who will take necessary action to make the area safe.

### **3. Contractors**

The majority of contractors who work at the school have an established, long standing relationship and are familiar with the premises. Before any major project a meeting is held to establish H&S arrangements. These include how the area will be secured if students are on site. A project manager would normally oversee the work. Contractors are requested to lodge copies of their Public and Employer Liability certificates, Professional Indemnity certificate, Contract Works Insurance (if appropriate), H&S Policy and Risk Assessment. All contractors working during term time are accompanied.

### **4. Curriculum Safety (Including Out of School Learning Activity/Study Support)**

Teaching staff are required to produce written risk assessments prior to commencing any hazardous activity. Model risk assessments have been adapted to each department. Specific curriculum areas follow the relevant guidelines, i.e. the BAALPE document 'Safe Practice in Physical Education and School Sport' for PE and CLEAPSS for Science and Technology.

### **5. Drugs & Medication**

Any drugs or medication a parent/carer has asked to be stored for a student is clearly labelled and kept in a locked drawer in the General Office. A record is kept when a medicine is administered. The folder 'Students' Health and The Administration Of Medicines' is also kept in the General Office. The Medical Procedures policy and Supporting students with medical needs policy can be viewed on the school web site.

### **6. Electrical Equipment (Fixed & Portable)**

The Site Management Team checks equipment as they work around the school. Otherwise, defective equipment is reported to the Site Manager. All portable appliances are checked annually by an external inspector. The equipment is labelled, if passed, with the date of the next due inspection. Failed equipment is disposed of. Staff are discouraged from bringing unchecked personal items into school. The fixed electrical installation is tested and inspected every five years by an NICEIC electrical contractor. Any interim or remedial works are carried out by an NICEIC registered contractor.

### **7. Fire Precautions & Procedures (and other emergencies)**

The Site Manager is responsible for undertaking and reviewing the fire risk assessment. Fire drills are scheduled for at least once a term and procedures reviewed if necessary. Staff lists for fire drills are held in finance and updated at least termly. Clear signage is in place indicating exits/escape routes. Staff and students are fully aware of the correct route to follow and where to assemble. This information can also be found at the door of each classroom. Evacuation chairs are provided for disabled students who have a personal evacuation plans. A mobile phone is taken out to contact the Fire brigade if necessary. Fire extinguishers are regularly maintained and replaced if defective. The fire alarm and emergency lighting are regularly tested and inspected.

### **8. First Aid**

The majority of General Office staff are fully trained First Aiders who renew their certificate every three years. PE staff are also First Aiders. Other staff are appointed persons who have undertaken the emergency first aid course and repeat the training every three years. First Aid boxes are located in the Medical Room and are monitored and re-stocked by the Reception Team. A member of the Administrative Team will summon an ambulance if required and will accompany the student to hospital and/or arrange for a relative to be

present. The Human Resources Manager maintains an up to date list of qualified First Aiders, and arranges necessary training.

#### **9. Glass & Glazing**

All glazing is secure and any replacement required is fitted with safety glass.

#### **10. Hazardous Substances**

CLEAPSS Guidelines are strictly followed regarding the selection and use of substances. Hazard data sheets, CLEAPSS Hazards are located in the Science Dept.

#### **11. Health & Safety Advice**

The school obtains competent H&S advice from the LEA's H&S Advisor and the Babcock International website.

#### **12. Housekeeping, Cleaning & Waste Disposal**

The school employs cleaners through the SCC/Babcock International cleaning contract. Cleaning, particularly wet floor cleaning is carried out at the end of the school day when students and staff have left. Together with the cleaners, the Site Management Team ensures that all rubbish is removed at the end of the day. Glass and other sharp objects are disposed of in the rubbish bins or a skip if appropriate.

The waste bins are located in a secure compound away from any buildings. The Site Management Team undertakes routine snow and ice clearance. Grit and sand is purchased before the winter season and we own a snow plough for severe weather conditions.

#### **13. Handling & Lifting**

The Site Management Team has been trained in lifting and handling. Staff and students are discouraged from lifting heavy objects.

#### **14. Jewellery**

Students are only allowed to wear stud earrings and a cross and chain. These must be removed before any physical activities. Reference can be found in the student uniform booklet.

#### **15. Lettings/Shared use Of Premises**

Most lettees have used the school facilities for a number of years and are aware of the areas they have access to and equipment they are allowed to use. A fencing group stores foils in a locked cupboard in the Sports Hall. All lettees are required to provide their own First Aid equipment and they all have mobile phones. They have the Site Manager's number and until 11.00pm on weekdays the team leader is on site in case they need to contact someone during a session. Lettees are required to lodge their insurance details with the Lettings Administrator or take out Surrey CC insurance. The grounds are well lit until after the last letting. The lights are programmed to go off before midnight to minimise disruption to neighbours. Emergency lighting works inside the buildings. Refer also to Lettings Policy.

The school has a premises licence and always complies with requirements. Any food preparation/cooking (i.e. barbecues) during school events is located near or within the Food Technology Dept, the peace garden or PTA Kitchen in St Cecilia's to enable safe access to safety equipment such as fire extinguishers/blankets.

#### **16. Lone Working**

During term time it is rare for staff to be alone on site in the evening because of the hours worked by the cleaners and the team leader. Occasionally staff work at the weekend; the Site Manager is always informed and their mobile numbers given. Staff also sign a book in Reception when they arrive and leave so the Site Manager and team leader know who is in school and where they are working.

### **17. Long Term Evacuation Plan**

The school has an Emergency Plan with all information regarding possible evacuation procedures. 'Buddy' establishments are:

- *St. Thomas of Canterbury Primary School, Horseshoe Lane West, 01483 888388*
  - *Bushy Hill Primary School, Sheeplands Avenue, 01483 598544*
  - *George Abbot School, 01483 888000*

In event of an evacuation a grab bag is ready in the School Business Manager's office and headteacher PA's office containing contact details for students and staff, first aid equipment, mobile phone etc.

### **18. Maintenance & Inspection of Equipment**

18.1 General maintenance is carried out by the Site Management Team. Silt and debris from roofs, gutters and drains is regularly cleared. Filters associated with fans and fan convactor heaters are cleaned annually.

18.2 Boilers are inspected, serviced and maintained every six months (Summer and Winter) by Adgas Heating Ltd 07940 882 368. They also carry out an annual inspection of the gas distribution pipe work and provide certification. Boiler room and plantroom control services are carried out by PJA Control Services, ~~and ECE~~. The sixth form Ground Source Heat Pump is serviced by ISO Energy.

18.3 Exhaust ventilation Control of Substances Hazardous to Health (COSHH) Under these regulations all local exhaust ventilation (LEV) systems require annual test and inspection as detailed in HSG37. Examples of LEV's are; ducted extraction systems servicing weld bays, forge, woodworking, machinery, glue bench, vehicle exhausts. Workshop equipment is inspected and maintained annually by Surrey Commercial Services, 0208 7867830 who also inspect PE equipment and the kiln in the Art Dept. The Main School Kitchen exhaust ventilation is serviced by PW Industrial, 0208 3304547. This is arranged by the Canteen Supervisor. A separate system of vents located in the Kitchen ceiling is cleaned and maintained annually by Adgas Heating Ltd 07940 882 368

18.4 Fume Cupboards in the Science Labs. are serviced annually by Tecomak, 01732 852250.

18.5 Fixed wiring is tested and inspected on a 5 yearly basis, last inspection being 2011. Portable appliance testing is carried out annually by K&R Power, 07775 505 885. Emergency Lighting is tested and inspected on a yearly basis by K&R Power, 01730 826628.

18.6 Lightning Protection is tested annually by K&R Power 01730 826628.

18.7 Water Hygiene: The tanks are inspected monthly and cleaned annually by 3C Environmental Technology, 01252 873656.

18.8 The gas oil tank fuel content gauge for the exam hall is subject to a visual annual inspection by Adgas Heating with the Site Manager.

18.9 Air Conditioning Units are maintained by GDK Air Conditioning, 01483 894160 & Cool Heat Ltd 01420 82410.

18.9 The Staff Kitchen and Sixth Form Water Heater is serviced every six months by FW3-Wessex, 0800 3285708.

18.10 The Intruder Alarm systems are inspected and serviced every six months by Sleep Tight Security - 07967 138959. CCTV is also maintained by Sleep Tight Security.

18.11 All fire extinguishers are checked at least annually and replaced/refilled as required during the rest of the year by CCF Fire and Security Ltd 07930 482 504.

18.12 Stage Lighting is tested and maintained by Good Earth Electrical 07989 163182 or K&R Power 07775 505 585.

18.13 Trees are inspected by Babcock International, Julian Abraham - 07968 893337.

18.14 The Fall Arrest system for the Sports Hall is maintained annually by High-Line Safety Systems Ltd, 01293 522881

18.15 The School lifts are serviced and maintained every six months by Rise Lift Services, Keith Lawmon - 07795 148371 & Phoenix Lifting Company, 01722 410144.

18.16 Evac chairs are inspected and serviced by Evac+ Chair International

### **19. Personal Protective Equipment (PPE)**

Students and staff are provided with PPE where appropriate, particularly in Science and Technology lessons.

### **20. Reporting Defects**

Hazards are initially reported to the Site Manager who assesses what action needs to be taken. He will then carry out the work or arrange contractors as appropriate.

### **21. Risk Assessments**

Heads of Department are responsible for their own department's risk assessment. The Human Resources Manager arranges for risk assessments to be carried out for special circumstances i.e. pregnant staff. If a student or staff with a disability joins the school, specific risk assessment would be undertaken for their special circumstance.

### **22. School Trips/Off Site Activities**

Refer to Educational Visits Policy

### **23. School Transport**

The school owns one minibus and maintains the 11-19 Guildford Partnership minibus. The PE staff use them most frequently and have a check sheet which is completed before each journey. Staff are expected to undergo training prior to driving the minibus Training

is provided by Richard Munford South East Mini Bus Consultancy 01483 278030 and refreshed every three years. The Minibuses are serviced and maintained (including 13 week checks) by Methold Motor Co 01483 223 535. The minibus holds 16 passengers plus the driver with seat belts. No additional passengers may be taken. All passengers are instructed to keep their seatbelts fastened throughout the journey. Occasionally staff may be asked to transport students in their own vehicle. They must have business insurance.

#### **24. Smoking**

Smoking is not permitted anywhere on the school site.

#### **25. Staff Health & Safety Training & Development**

All new staff receive a copy of the HSE guidance on health and safety law, together with a copy of the school's H&S Policy. Their Line Manager is expected to cover job specific requirements.

#### **26. Staff Well Being/Stress**

The school buys into the Employee Assistance Programme (EAP). This is a dedicated, confidential service which provides information and practical help, as well as financial, legal and emotional support in relation to both work or personal life.

#### **27. Supervision (Including Out Of School Learning Activity/Study Support)**

Students are not allowed in the school buildings before registration, or if unsupervised during break times. A duty rota provides for supervision before school, during break and after school. Particular attention is given to supervising students when boarding or leaving the coaches which convey a significant proportion of students to and from home. This is monitored termly by a Governor and members of the SLT. Ratios for school trips are in line with LEA guidelines. All staff and volunteers are required to have Disclosure and Barring Service checks carried out.

#### **28. Use Of VDU's/Display Screens**

Staff are advised not to spend long periods working with VDU's without taking a break. Problems with workstations are reported to ICT staff.

#### **29. Vehicles on Site**

The main body of the school site is closed to vehicles by bollards between 09.00 and 15.30 with access/egress to the front of St. Peter's House. Traffic calming measures including speed humps are in place. The barrier keeps students away from traffic. The car parks are out of bounds to students save sixth form student permitted to park in the church car park. Cycling students are required to dismount and walk through the grounds before securing their bike in the Cycle Shed. Staff and visitors to Artventure are not allowed to drive across the grounds during restricted hours and designated car parking spaces have been provided to enable them to park near the main entrance and walk across the grounds. Stagecoach South buses follow strict rules as to how they enter and leave school grounds and drivers act as banksmen for one another when using the coach park. Large deliveries are unloaded in a specific area behind St Peter's House. Delivery drivers and contractors must not make blind manoeuvres such as reversing. If absolutely necessary a banksman must be used with due regard to students, staff and site personnel. Where possible, traffic should be limited at the beginning and end of the school day and during break times.

#### **30. School Security**

All visitors are required to sign in and out at Reception and to wear a visitor's badge. Contractors working on site are required to wear identification and where possible, logo clothing. The perimeter fence and gates are kept locked at night and weekends unless lettings are taking place. A Guard is employed Monday – Friday from 18:00 until lettings have concluded.

### **31. Violence to Staff**

Verbal or physical violence toward staff is not tolerated. Any incident will be reported to the Headteacher who will take firm and immediate action.

### **32. Working at Height**

The Site Manager follows the 'Working at Height' regulations. Whenever the Team are using a ladder to work at the permitted height, they will work in pairs with one to hold the ladder steady. If the height is greater than that permitted, external contractors will be hired. Students will not be allowed to use ladders and will be kept away from work in progress.

### **33. Child Protection**

St Peter's has adopted the Government's definition of safeguarding and follows the guidelines for keeping children safe in education in all aspects of school life. At St Peter's we have a committed and fully trained safeguarding team who are guided by the school's policies and related documents.

### **34. Monitoring the Policy**

The Site Manager inspects the school on a daily basis. The Resources Committee inspects the school annually as a minimum.

All aspects of H&S are contained in the Resources Committee workplan and monitored at termly meetings. This policy is reviewed annually.