

Health and Safety Policy



Leytonstone School

Signed by Chair of Governors: Robert Wilkinson (chair of finance)

Date Ratified by Governors: 31/1/17

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STATEMENT OF GENERAL POLICY

Name of School: Leytonstone School

1. INTRODUCTION

- 1.1. London Borough of Waltham Forest (LBWF) has a duty under the Health and Safety at Work etc Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors). The Diocesan Authority via Governing Bodies has the same duty in respect of Voluntary Aided Schools.
- 1.2. This statement should be read in conjunction with LBWF Central Safety Policy Statement. Copies of these documents, along with other Local Codes Practice (LCoPs) and information on health and safety matters, will be found in the school safety manual. These details are also available on the Intranet site health and safety pages.
- 1.3. The objectives of this statement are to ensure the following, as far as is reasonably practicable:
 - a) Equipment and systems of work are safe and without risks to health;
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - c) Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety and health;
 - d) A safe and healthy place of work, including safe access to and safe egress from it.
 - e) A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
 - f) Adequate welfare facilities.
- 1.4 This policy has been formulated with reference to the need for employer/employee consultation on health and safety matters and the need to consult individuals before the allocation of particular health and safety functions.
- 1.5. Further advice for determining the risks to health and safety within the establishment and the precautions required to deal with them is available from the Health and Safety Unit on Tel: 020 8496 3408.

Review

A review of this health and safety policy will take place with the Union Safety Representative on an annual basis.

Signed

Headteacher

Date

Chair of Finance

Date

2. THE ORGANISATION FOR IMPLEMENTING THIS POLICY INCLUDING ALLOCATION OF FUNCTIONS

2.1. THE COUNCIL/DIOCESE FOR VOLUNTARY AIDED SCHOOLS

The ultimate responsibility for health and safety in each establishment rests with the employer (LBWF) or the Diocesan Authority. In practise functions are delegated. Reference is made in LBWF Central Safety Policy Statement and LCoP 12 'Managing health and safety'.

2.2. THE GOVERNING BODY

Chair:

The Governing Body will work together with the Head teacher, and the Council to establish and meet health and safety objectives. Specifically, the Governing Body will:

- Act in accordance with the policy and guidelines issued by the Council;
- Ensure that adequate policies and procedures are in place; and
- Monitor the implementation of policies and procedures.

The Governing Body will address health and safety matters via_Governing Body and sub group meetings.

An annual report should be submitted in January or February each year to the Governing Body by the Headteacher or the School Business manager regarding the school's health and safety performance. See Appendix 1.

2.3. THE HEADTEACHER/ DEPUTY HEAD TEACHER

Main functions are:

- (a) To ensure day-to-day management of all health and safety matters in the school in accordance with the health and safety policy, LCoP's etc;
- (b) To ensure that termly inspections and risk assessments are carried out (Refer to LCoP's 12, 15 and 21);
- (c) To submit inspection reports to Governors and the Council's Health and Safety Team;
- (d) To ensure appropriate action is taken;
- (e) To pass on information received on health and safety matters to appropriate people;
- (f) To carry out investigations where necessary;
- (g) To chair health and safety forums (e.g. staff or governing body meetings);

- (h) To identifying staff training needs;
- (i) To liaise with governors and/or the Council Health and Safety unit on policy issues and any problems in implementing the health and safety policy;
- (j) To o-operate with and providing necessary facilities for trade union safety representatives to carry out their function.

2.4. HEADS OF DEPARTMENTS/FACULTIES

Main functions are as follows:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy and LCoP's, etc;
- (b) Drawing up and reviewing once a year departmental procedures from the relevant LCoP's;
- (c) Carrying out termly inspections and making reports to the Headteacher;
- (d) Ensuring appropriate action is taken;
- (e) Arranging for staff training and information;
- (f) Passing on health and safety information received to appropriate people;
- (g) Acting on reports from above or below in the hierarchy.

2.5. OTHER STAFF

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe;
- (c) Checking equipment is safe before use;
- (d) Ensuring safety procedures are followed;
- (e) Ensuring protective clothing/equipment is used, when needed;
- (f) Participating in inspections and the health and safety meetings, if appropriate;
- (g) Bringing potential problems to the relevant manager's attention.

2.6. LEGAL DUTIES OF ALL EMPLOYEES

The Health and Safety at Work Act etc. 1974 states:

“It shall be the duty of every employee while at work:

- (a) To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions”

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- (c) To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (d) To observe standards of dress consistent with safety and/or hygiene.
- (e) To exercise good standards of housekeeping and cleanliness.
- (f) To know and apply the emergency procedures in respect of fire and first aid.
- (g) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (h) To co-operate with other employees in promoting improved safety measures in their school.
- (i) To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

2.7. SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils in classrooms, laboratories and workshops etc is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head of Department or Headteacher before allowing practical work to take place.

Class teachers are expected:

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- (b) To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (c) To give clear instructions and warning as often as necessary.
- (d) To follow safe working procedures personally.
- (e) To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- (f) To make recommendations to their Head of Department/Head of Year Group, etc. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.8. THE UNION SAFETY REPRESENTATIVE

(Refer to LCoP 27 Safety Representatives and Safety Committees)

The Union Safety Representative for the school is:

Health & Safety Governor – Robert Wilkinson
NUT –

Union safety representatives have various rights given to them. For example, they have the right to time off with pay for training, and to the facilities necessary for them to carry out their role; they can also carry out workplace inspections and investigate accidents on behalf of their trades union. These inspections and investigations are quite separate from those carried out on behalf of employers; (i.e. Union Safety Reps do not inspect on behalf of the Headteacher/site manager). Safety representatives must be consulted by employers on any measures that may substantially affect the health and safety of employees, and on a range of other issues.

2.9. PUPILS

The school has a zero tolerance policy on carrying knives or other dangerous items. Are expected:

- (a) To exercise personal responsibility for the safety of self and classmates.
- (b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear).
- (c) All potentially dangerous items or clothing used in class should be kept safely in the work area.
- (d) To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- (e) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

2.10. VISITORS/SECURITY

(Refer to LCoP 9 Improving security in schools)

All visitors must report to the reception office where a “signing in” and “signing out” system is in operation. All visitors must carry a visible ID badge when on site.

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school must be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to the reception office where a ‘signing in’ system is in operation.

2.11. STAFF HOLDING POSITIONS OF RESPONSIBILITY

THE MANAGEMENT CHAIN

Level (1)	Headteacher	Site Manager	School Business Manager
Level (2)	Head of Department	Head of Faculty	
Level (3)	Teacher	Office Manager	

DELEGATION OF FUNCTIONS

- Day to day THE School's Management Team/Site Services Officer and/or Governors.
- Implement departmental/section procedures
- Arrange for staff to be trained/informed
- Check procedures are followed

- Check work area/equipment is safe
- Check procedures are followed
- Report defects
- Carry out special tasks (e.g. first aid)

<u>NAME</u>	<u>POSITION</u>	<u>AREA OF RESPONSIBILITY</u>
Grainne Smyth (1)	Headteacher	Overall – Day to Day
Wendy Woodroof (1)	Business Manager	Day to Day
Sean Goffin (1)	Site Manager	Day to Day reporting to SBM
Deputy Headteacher x2 (2)		
Assistant Headteachers (2)		
Head of Departments (2)		
HOY's (2)		
Teachers (3)		
Support Staff (3)		

3. ARRANGEMENTS FOR HEALTH AND SAFETY

The school Health and Safety manual LCoPs' form part of the school arrangements. These are disseminated to relevant staff and implemented. References to relevant LCoPs are made in this section. See Appendix 2.

3.1. SUPERVISION OF PUPILS

To exercise supervision of students. To give clear instructions and warning as often as necessary. To seek advice and support from teaching staff when necessary.

3.2. PROVISION OF FIRST AID

(Refer to LCoP 35 - First Aid in Educational Establishments)

The school designated First Aider(s) is/are

<u>Name</u>	<u>Location/phone number</u>
Laura Masters	Student Office 8 988 7432
Lisa Nathan	Main Office 8 988 7425
Sean Goffin	Site Services 8 988 7442
Robert Blackburn	CDT 8 988 7467/7464
Su Fayers	Food/Art 8 988 7461/7462
Charu Dawar	Science 8 988 7459/7460
Pallavi Dughrekar	Science 8 988 7459/7460
Gloria Campbell	PE Office 8 988 7441
Michael Davis	as above
Emel Mehmet	Inclusion Office 8 988 7447
Gideon Kagoya	ICT Office 8 988 7466
Phil Nathan	Site Services 8 988 7442
Matt Norman	Reception 8 988 7420
All Midday Assistants	
All Sports Centre Staff	Reception 8 988 7474/7473

First aid boxes are provided in:

Student Office, Staffroom (Kitchen), Science (one in each prep room), CDT, Art, Food Tech, Kitchen and Sports Centre.

The person(s) responsible for checking and maintaining the contents of first aid boxes is/are:

Bruce Donald – 1st Aid boxes are checked on a termly basis and re stocked if necessary.

3.3. ACCIDENT/INCIDENT/DISEASE REPORTING AND INVESTIGATING

(Refer LCoP 1 Accident Reporting etc.)

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, **but only as far as knowledge and skill admit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency “999” service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.
- (c) Accident Forms
Accidents must be reported in accordance with LCoP 1 Accident Reporting and Investigation. Some accidents require reporting immediately (ie by telephoning the Health and Safety Unit on Tel: 020 8496 3408). Staff need to be aware of the accident reporting system.

Accident or Incident Report Form (AIRT 2012)

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtained from the office. Completed forms should be passed immediately to

Wendy Woodroof/Sean Goffin who should investigate the accident and report to the Headteacher. An accident form must be completed where necessary.

NB. Accident book BI 510 is no longer utilised because of the Data Protection Act, but an ordinary exercise book can be used in addition to the accident forms.

The Head teacher must forward without delay the accident form to the Health and Safety Unit.

3.4. FIRE AND EMERGENCY PROCEDURES

(Refer to: LCoP 33 Emergency Procedures and LCoP 34 Fire Precautions)

It is the duty of all members of staff to carry out the fire and emergency procedures as follows:

(i) Escape Routes

Site Services are responsible for ensuring that all escape routes are kept clear and reporting any building defects.

(ii) Fire Fighting Equipment

All fire fighting equipment is serviced annually by:

- The Authority's Central Contract **Thames Valley Fire**
- School Contractor **Thames Valley Fire**

Site Services are responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held by the school.

(iii) Fire Alarms

Fire alarms are tested weekly by **Site Services** and recorded in the fire alarm logbook. Fire alarms maintenance is the responsibility of the School and the system should be inspected/tested four times a year (by the Alarm Contractor). Faults are reported to Multi Alarms.

(iv) Fire Drills

Termly fire drills will be arranged by the **Headteacher** and a variety of evacuation routes used.

The purpose is to remove everyone from the building as quickly as possible, assemble them in a safe place and check attendance. All staff are responsible for the evacuation of the students from their work area. They should follow the guidelines of the Fire and Emergency Evacuation procedure posted in all rooms. The following staff have specific responsibilities:

School Business Manager or Receptionist Call Emergency Services

All Staff responsible Check immediate work area

Headteacher/Deputy Headteacher Take charge of assembly area

(v) Evacuation Procedures for Serious and Imminent Danger

It is the duty of all members of staff to carry out the procedures necessary to stop work and move to a place of safety when faced with a situation presenting serious and imminent danger.

3.5. HEALTH AND SAFETY GUIDANCE AND ADVICE

Staff will receive copies of relevant health and safety documentation issued by the Council' Health and Safety Unit by means of:

LBWF Website (The Hub), Head Teachers Connect or direct email to the School – distribution via staff pigeon holes or the Health & Safety notice board (staffroom).

All staff must ensure that guidance is adhered to.

A central copy of the School Health and Safety Manual is available for all staff at **School Business Managers Office, Student Office and Site Services Office.**

A copy of the Health and Safety Briefing note is displayed in the staff room. Its contents are integrated into the school policy/procedures.

Comprehensive guidance on the various aspects of health and safety can be found on the Intranet site.

3.6. TRAINING

It is the responsibility of senior managers to identify the training needs within their area of responsibility and advise the Headteacher. All staff are encouraged to request release to attend health and safety training courses e.g first-aid, fire safety, manual handling, fuse of computers, lone working/personal safety, work related stress etc.

3.7. MAINTENANCE AND REPAIRS

(Refer to LCoP 3 Building works in education establishments and LCoP 3A Employing competent contractors)

- (i) The School Condition Survey itemises works requirements, together with cost estimates. With Fair Funding all items over £20k are the responsibility of the Council, and those below £20k, the School. All defects must be reported as appropriate, for repairs to be carried out. All maintenance items reported to Strictly Education for their action should be recorded in the Maintenance Book, Ref. PS 6170.

Any concerns regarding outstanding Council repairs and any modifications made to the school should be reported to the School's Organisation Partnership and Development Services on Tel: 020 8496 3548.

- (ii) Lightning protection should be arranged every 12 months either via the Electrical or another Contractor. The school holds the test and inspection certificates.

- (iii) Gas equipment is serviced annually by a CORGI Registered Engineer.

3.8. ELECTRICAL EQUIPMENT

(Refer to LCoP 7 Electricity at work).

- (i) All portable appliances will be tested annually by **Office Test**
A copy of the inventory of the electrical equipment tested including test results will be held in the main office. All staff must visually check all electrical appliances prior to their use and report any defects to the Head of Department/senior staff. All

defective equipment must be taken out of use immediately. **Privately owned appliances must not be used unless they have been PAT tested.**

- (ii) The School should have fixed wiring inspected every 5 years by an approved contractor. This can be arranged and monitored by Campions or the School's own Contractor. Certificates of inspection are held by the school.

3.9. MACHINERY AND PLANT

(Refer to LCoP 32 Work equipment)

- (i) All machinery and plant must be checked for health and safety prior to being used on site.
- (ii) Heads of Department/senior staff must ensure that there is a system of inspection to identify and risk assess any dangerous machinery.
- (iii) Pressurised plant is the responsibility of the School and is inspected and should be tested by an approved contractor.
- (iv) Lifting machines are the responsibility of the School and should be inspected and tested every 6 months.
Therefore arrangements should be made for these machines to be serviced 4 times a year.
- (ii) The boiler is the responsibility of the School and is serviced annually by an approved contractor.

3.10. CONTRACTORS ON SITE

(Refer to LCoP 3a Competent Contractors and LCoP 9 Improving Security in Schools)

Site Services will be responsible for Contractors entering or working within the School S/he will be responsible for monitoring the work.

If contractors' activities create a risk to health and safety of staff, pupils visitors etc the head of establishment should issue any instructions necessary to reduce the risk. The Project Officer should then be notified. Assistance may be sought from Health and Safety Management/School's Organisation Partnership Development Unit. On Tel: 020 8496 3548.

3.11. ASBESTOS

A copy of the asbestos survey is kept **in the Site Services Office**. Staff are made aware of the presence of asbestos material to ensure that it is not interfered with in any manner, and for monitoring purposes.

The asbestos survey report is to be made available to contractors who should only begin work when it is established that asbestos material is not present.

Guidelines for action to be taken on discovery of damaged or disturbed asbestos containing materials are to be found in LCoP Building works in education establishments.

3.12. RISK ASSESSMENT

(Refer to LCoP 15 Risk assessments)

- (i) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm.
- (ii) The Headteacher will ensure that a risk assessment of the premises, methods of work and all school– sponsored activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.
- (iii) The Health and Safety Team will produce some Generic risk assessments. Such assessments are adapted into the school working practises.
- (iv) Regular reminders on risk assessment and topics that may require risk assessing feature in issues of health and safety news.
- (v) Reporting Of Hazards.

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to

Site Services for building defects

Head of Department for equipment

or the appropriate person, if the hazard was due to poor planning of an activity.

The union safety representative should be consulted on risk assessment.

- (vi) Control Of Substances Hazardous to Health (COSHH)

All substances/equipment used within the establishment must comply with LCoP 18 COSHH. Risk Assessments for new substances must be provided. It is the responsibility of the School to inspect and test fume cupboards once a year. The School will hold a copy of the report.

3.13. EDUCATIONAL VISITS (Refer to Requirements for Educational Visits)

The School's Educational Visits Co-ordinator (EVC) is

Wendy Woodroof – School Business Manager
Samantha Hameed – Finance Officer

The school utilises the Advice and Procedures for Educational Visits produced by OUTSET. The school's own procedures are available from the EVC.

3.14. PE EQUIPMENT AND PLAY EQUIPMENT

PE equipment and play equipment shall be inspected annually by:

First Sports Ltd - Trampoline

Regular visual inspections will be undertaken by:

HOD – Jamie Sains

Any defective equipment must be taken out of use immediately and reported to:

Site Services

3.15. CLEANING ARRANGEMENTS

(Refer to LCoP 14 slips/trips/falls, LCoP 7 Electricity at work, LCoP 32 work equipment, LCoP 17 Working alone and LCoP 18 Hazardous Substances)

The school is cleaned by:

In house cleaners

Safe working procedures for cleaning staff are devised by:

Site Services and Cleaning Supervisor in charge of Cleaners

These procedures are held:

Sean Goffin

Problems related to cleaning are dealt with by:

Sean Goffin – Site Manager

3.16. SITE SECURITY

(Refer to LCoP 6 Dealing with violence and LCoP 9 Implementing Security in Schools)
All visitors must report to the main Office/reception where they will be asked to fill in the visitor's book. They will be provided with a lapel badge to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Caretaker/Site Services Officer or a member of the senior management team immediately.

3.17. PROTECTIVE CLOTHING AND EQUIPMENT

(Refer to LCoP 13 Personal Protective Clothing/Equipment)

Where protective clothing and equipment is provided, both staff and pupils must use it at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

3.18. EXTERNAL LETTINGS

External lettings are dealt with by:

Sean Goffin

Where necessary, health and safety information will be passed on to the letting groups e.g. contact personnel, safety rules, emergency procedures, hazard-reporting etc.

3.19. WORK EXPERIENCE

The School Work Experience Co-ordinator is

Steve Barks

To ensure that young people are placed in a safe and appropriate environment, work placements are vetted by

Steve Barks

and their progress is monitored by

Steve Barks

3.20. CONCLUSION

It is everybody's responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is taken, then, guidance should be sought from the Health and Safety Team.

If an improvement or prohibition notice is served by an enforcing officer to a Head teacher should immediately advise the Executive Director of the Children and Young People's Services and the health and Safety Team, and comply with the requirements of the notice.

This policy will be monitored by the Health and Safety Team to assess its effectiveness and to determine whether satisfactory standards of safety performance are being achieved. Monitoring can be achieved by accident/incident reporting, safety inspections, audits etc. The Health and Safety Team will undertake health and safety audits.

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

