Barleyhurst Park Primary School

Health and Safety Policy.

This policy is for Barleyhurst Park School and Barleyhurst Park Nursery.

Agreed by Governors: 02.06.2026

To be reviewed: Summer 2027

Contents

	Statement of Intent	Page 1
1	Legal Framework	Page 1
2	Roles and Responsibilities	Page 2
3	Arrangements	Page 4
4	Review and Monitoring	Page 11

Statement of Intent

At Barleyhurst Park Primary School, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.
We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974;
- The Workplace (Health, Safety and Welfare) Regulations 1992;
- The Management of Health and Safety at Work Regulations 1999;
- The Control of Substances Hazardous to Health Regulations 2002;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- The Construction (Design and Management) Regulations 2015;
- The Personal Protective Equipment at Work Regulations 1992;
- The Education (School Premises) Regulations 1999;
- The Ionising Radiation Regulations 2017 (IRR17);
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law).

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: responsibilities and duties for schools';
- DfE 'Safe storage and disposal of hazardous materials and chemicals';
- HSE 'Schools and education';
- DfE 'First aid in schools, early years and colleges';
- UK Health Security Agency 'Health protection in children and young people settings, including education'.

This policy operates in conjunction with the following school policies:

- First Aid Policy;
- Personal Emergency Evacuation Plan (PEEP);
- Lone Working Policy;
- Allergen and Anaphylaxis Policy;
- Whole-school Food Policy;
- Supporting Pupils with Medical Conditions Policy;
- Administering Medication Policy;
- Data Protection Policy;
- Minibus Policy;
- Educational Visits and School Trips Policy;
- Evacuation Procedure.

2. Roles and Responsibilities

The Governing board, in conjunction with the Headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.

- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by Senior Leaders and other members of staff.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Senior Leadership and Premise Team:

- Be familiar with the requirements of health and safety legislation.
- Support the implementation and operation of the school's Health and Safety Policy and for areas of responsibility delegated by the Headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Governing Board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.

- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Arrangements

Fire and Other Emergencies
Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) which will or may arise.
These documents will be kept in the positions indicated.

Type of emergency procedure	Location(s)
1. Fire Evacuation Procedure	On the wall in each room.
2. First Aid Procedure	In the policy file and in the medical room.
3. Business Continuity Plan	In the HT's Office and in the grab bags. (Leadership shared drive)

In an emergency a responsible person is to clear the area of people, take appropriate immediate action, e.g. close doors, isolate services, call emergency services and summon the Headteacher or Deputy Head to arrange follow-up action.

Once emergency procedures have been put in place and activated, the Headteacher or Deputy Head will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept in the Health and Safety file;

*FIRST PRIORITY: **in all hazardous situations it is the safety of people, their removal from danger, care and the application of first aid.***

*SECOND PRIORITY: **call the emergency services where necessary.***

*THIRD PRIORITY: **safeguard premises and equipment, if possible.***

The Headteacher is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.
Fire drills are held termly and are initiated by the Headteacher. Details of the positions of the following isolation points (water, electricity, gas) are kept in the Caretaker's Premise File.

Fire Prevention and Detection Equipment Arrangements
The Caretaker is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

System Type	Location of Test Records
1. Fire Alarm	Check box online.
2. Emergency Lighting System	Check box online.
3. Smoke/Heat Detection	Check box online.

The Caretaker is responsible for conducting a visual inspection of fire-fighting equipment. The Finance Administrator is responsible for arranging the annual test of firefighting equipment.

Hazard Reporting, Risk Assessment and Safety Signs
All employees and governors should report hazards of which they become aware by means of the reporting book in the main office.
The Headteacher is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

First Aid
Un-to-date lists of those trained is on display in the medical room and copies of certificates are also available.

The following staff have been trained for First Aid at Work.
A Protheroe

The following staff have been trained for Paediatric First Aid
B Aldridge
P Archer
A Bailey
C Barringer
T Beach
J Butt-Gow
A Hughes
L Hunt
D Lawal
A Protheroe
H Savill
H Stangroom
K Wolfe

The following staff have been trained in Allergens:
All teachers
All teachings assistants
All serving staff.

The following staff are Gastrostomy trained:
P. Archer
A. Protheroe

The following staff are epilepsy trained:
B. Aldridge
E. Heron
D. Lawal

The following staff have been trained in Food Hygiene:
All teachers
All teaching assistants

All serving staff

First aid boxes are kept in the medical room. There is also a medical box in the Foundation Stage classroom, Nursery area and in the hall.
Travelling first aid boxes are kept at the following areas in the school:

- staffroom;
- Foundation Stage;
- Year 1/2;
- Year 3/4;
- Year 5/6;
- medical room (x4);
- grab bags.

A termly check on the contents of boxes will be made.
Use of first aid materials and deficiencies should be reported to the office who will arrange for replacement.

First aid record books are kept in the following places:

- medical room;
- the Foundation Stage classroom;
- Nursery;
- the school office.

Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the medical room and in the main office.

Accident and Dangerous or Violent Incident Reporting and Investigation
An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry, as soon as practicable, on the MS Form based system for reporting incidents and accidents including near misses.
Accident reports should be drawn to the attention of the Headteacher by including the email address for the Headteacher on the submitted form. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work she will act to remove or isolate the hazard until the necessary modifications or repairs can be made.

Reporting Significant Accidents:
Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Regulations (RIDDOR)n2013, will be reported to the HSE at the earliest opportunity.
The school will report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (not including the day of the injury).
- Fractures, other than to fingers, thumbs or toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toes.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Serious burn injuries (including scalding) which cover more than 10 per cent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other organs.

- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury from working in an enclosed space which leads to hypothermia or heat-induces illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overloading resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or is released.
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the releases is in the open air.
- Accidental release of any substance which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis.
- Lung diseases including, but not limited to: occupational asthmas, farmer's lung, asbestosis, or mesothelioma.
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, r tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompressions illness and hand-arm vibration syndrome.

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome.
- Severe cramp of the hand or forearm.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.
The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Entering and Leaving the Premises
The Caretaker, Deputy Head or the Headteacher are responsible for opening and securing the

building as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in the Lone Working Policy.
During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Caretaker and the Headteacher.

Maintenance of Premises and Housekeeping
All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Caretaker will make a daily check. All employees are required to co-operate with decisions taken as a result of this check. An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard, should report to the Caretaker by means of the Caretaker's book in the main office. Defective furniture should be reported to the Caretaker.
The Finance Assistant is responsible for ordering repairs which are the School's responsibility, e.g. replacement of damaged glazing, under the delegated budget and /or LMS arrangements.
The Headteacher is responsible for determining the programming of structural maintenance works, having taken into account the works identified in the LA's annual inspection.
The Caretaker is responsible for making arrangements for dealing with asbestos in compliance with the LA's policy, in particular when arranging adaptations or improvements.

Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes
The Headteacher is responsible for submitting proposals to the LA for the attention of the Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external board.

Training
The Headteacher will draw health and safety responsibilities together with health and safety arrangements, both from the school and the LA, to the attention of employees as part of their induction training. The INSET Co-ordinators are the Headteacher, the Deputy Head and the Finance Administrator, who will identify health and safety training needs in consultation with the employees concerned. (This may be for teaching staff only or for all staff. If teaching staff only, health and safety training needs of non-teaching staff will be identified by the Senior Leadership Team).

Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming) the Headteacher with the support of the Finance Administrator is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.

Employees who feel that they have need for health and safety training of any kind should notify the Headteacher in writing. The Headteacher is responsible for reviewing the effectiveness of health and safety training.

3.10 Work Equipment

Specific Risks
The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

Equipment	Person Responsible	Authorised to use	Checked by	Inspection frequency
Access equipment (e.g. ladders)	Caretaker	Caretaker	Caretaker	Annual
Caretaking and cleaning equipment (including hand tools)	Caretaker	Caretaker and SLT	Caretaker	Annual
Grounds maintenance equipment	Caretaker	Caretaker and SLT	Caretaker	Annual
PE and play equipment	Teachers	Teachers	Caretaker	Annual

			and Specialist external contractor	
Laboratory Apparatus	N/A			
Technology Equipment	Teachers	All staff and pupils	Deputy Head	Annual
Art and design Equipment	Teachers	Staff and pupils	Caretaker	Monthly
Stage Lighting Equipment	Caretaker	Caretaker and teachers	External specialist contractor	Annual
Mobile Staging	Caretaker	All staff	Caretaker	Each time it is put up.
Portable electrical appliances	Caretaker	Caretaker	Caretaker	Annual

Dangerous Parts of Machinery
The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. wood/metal/plastics working machines, paper guillotine.
Caretaker will:

- conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils;
- will take follow-up action (i.e. taking machines out of service) when necessary.

Teachers are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to the Caretaker any equipment which is not fitted with appropriate safety features (e.g. guards) or is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

Safety Inspections
Health and safety inspections of premises will take place at least once every term. At least once a year the health and safety governor will conduct the inspection jointly with the School's health and safety representative(s).
A Health and Safety Representative will complete the online incident and accident reporting forms found on the MKC Health and Safety portal. Responsibility for follow up actions will rest with the Caretaker and Finance Administrator.

Provision of Information
The Headteacher, Deputy Head and Finance Administrator are responsible for distributing all health and safety information received by the School and for the maintenance of a health and safety information reference system. All employees have been informed of existing information held on the school site relevant to them by the Headteacher. New employees will be informed of all relevant health and safety information as part of the induction process.
All health and safety documentation is kept in the Health and Safety Folders which is kept in the main office and is readily available for reference by all employees. This is the master file. The exception is where information is more appropriately kept at a particular location (e.g. risk assessments for the use of hazardous substances). In such cases the Headteacher will inform the relevant employees of the location and information kept on these files. A record of the content and location of these files will also be kept on the master file by the Headteacher.
All new health and safety information received at the School will be copied. The original will be kept on the appropriate file. The Headteacher will decide on the circulation of each document.

Curriculum Planning (e.g. Educational Visits, Work Experience)

Particular activities requiring the approval of specific persons are identified as follows:-

- Educational visits including overnight stay - Headteacher and LA;
- Educational visits (not including overnight stay) - Headteacher;
- Work experience placement - Headteacher;
- Use of School transport - Headteacher.

Dangerous Substances

Inventories of dangerous substances used in the School are maintained by the following employees.

Name/Post		Type of substance
Caretaker	-	Cleaning Materials
Art Subject Leader	-	Art Materials
Science Subject Leader	-	Science Equipment
DT Subject Leader	-	DT Equipment

Manual Handling

The following employees Headteacher, Caretaker and Senior Leadership Team are responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE which they use.
The Business Support Assistant will be responsible for replacing worn PPE.
PPE will be inspected termly by the Caretaker or more frequently if required. Similarly, a quarterly (or more frequent) check is to be made that PPE is being used by employees and pupils by the Headteacher.
Arrangements for laundering soiled PPE (e.g. overalls contaminated by blood or Board fluids) to be placed immediately in the washing machine by the Teaching Assistant.

Waste Management and Cleaning Arrangements

Waste is collected daily by the cleaners and the Caretaker will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Caretaker who will arrange for its disposal.
All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Caretaker who will arrange for them to be dealt with.
Hazardous materials or substances require special procedures for disposal. All employees are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the LA.
The Business Support Assistant is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA.
An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Caretaker who will assess whether the arrangements can be changed.

Use of Premises Outside School Hours

The Finance Administrator is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

The office staff and Caretaker are responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (*e.g. cordoning off, warning notice*).
The Caretaker is responsible for checking that the premises are left in reasonable order by other users before locking up.

Safety Representatives and Safety Committees
An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the LA's Code of Practice.

Visitors and Contractors
All visitors and contractors should report on arrival on site to the main office.
Staff will:

- Identify a contact person;
- Issue an identification badge;
- Provide them with relevant health and safety information;
- Remind them of their duties to the School community (if applicable e.g. contractors).

Visitors will be invited to sign the Entry Sign system and will be informed of this request by the office staff.
An employee seeing an unidentified person should act in accordance with agreed procedures.
The School will normally use contractors on the Council's approved list. If a contractor is not on a Council approved list, the school is responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act.
Responsibility for liaison with contractors is allocated as follows:

- Building Cleaning - Caretaker;
- Building Maintenance and Improvements - Caretaker or office staff;
- Grounds Maintenance - Office staff;
- Catering - Office staff.

The risk assessment for the cash handling arrangements in the school is undertaken by the Finance Administrator.

Supplies (Purchasing/Procurement and Deliveries)
The Governing Board will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.
The Finance Administrator and SLT are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors. They will also assess any revenue implications of the necessary maintenance of donated items.
All orders must be authorised by the Headteacher.
Deliveries of goods will be reported to the Headteacher or the person who has made the order.
Arrangements for the safe movement and storage of supplies will be made by the Caretaker or the Headteacher.

Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer.
Notification of visits and recommendations should be given to the Headteacher who will;

- Co-ordinate action;
- Report matters requiring authorisation/action to the Governing Board or LA.

3.23 Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

- The Business Support Assistant;
- The Finance Administrator;
- The Headteacher and Deputy Head.

Noise

An employee concerned about the noise levels at work should report the matter to their line manager who will arrange for remedial action or for an assessment to be made by the Health and Safety Officer.

Administration of Medicines

The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.
Records of requests for the administration of medicines to pupils which the School has agreed to meet are kept in the medical room
The administration of medicines record book is kept in the medical room.

Vehicles

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the School are operated in accordance with the law and with the regulations for the use of vehicles. School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.13
Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

The Finance Administrator is responsible for informing the LA of the acquisition of a vehicle in order that registration, taxing and testing can be arranged. The Finance Administrator is responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Council and is responsible for maintaining a list of authorised drivers of School vehicles who have passed the appropriate test.

Bullying/Harassment

The School's policy on behaviour (including bullying) is kept in the policy file. Records of bullying incidents and action taken are kept in the behaviour folder.

Insurance

In addition to the insurances arranged by the LA, the Governing Board has decided to arrange additional cover through Zurich.

Audit, Review, Performance Measurement and Action Plan

The Business Support Assistant is responsible for sending a copy of the School's Health and Safety Statement to the LA.

The Governing Board is responsible for:

- An annual review of the Statement and its implementation in the School;
- A performance measurement exercise;
- Action for improvements being included in the appropriate development plan.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by the Finance Administrator.

The Health and Safety Officer is responsible for external audit of the management of health and safety in the School.

4. Monitoring and Review

The effectiveness of this policy will be monitored continually by the Headteacher and the Governing Board. Any necessary amendments will be made immediately.