WIMBLEDON CHASE PRIMARY SCHOOL

Empowering individuals to thrive and contribute positively in a diverse and ever-changing world

Health and Safety Policy
2026-27

At Wimbledon Chase Primary School, policies are designed to ensure that the child is at the centre of all our decision making. All staff are aware that whole school and class systems are established to ensure that every child is able to share and express their concerns in a safe and confidential manner. We constantly strive to ensure that all children know their worries and views will be taken seriously by all staff and that every child will be treated with respect.

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Part 1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Name/Signature of Chair of Governors:
Kunal Patel

Date: September 2025

Name/Signature of Headteacher
Keith Ellis

Date: September 2025

Review date: September 2026

Part 2: Responsibilities and Organisation

Introduction

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

The Governing Body

The Governing Body is responsible for ensuring that:

a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
c) A lead governor for health and safety is nominated.
d) People have sufficient experience, knowledge and training to perform the tasks required of them.
e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
f) Sufficient funds are set aside with which to operate safe systems of work.
g) Health and safety performance is measured.
h) The school's health and safety policy and performance is reviewed annually.

The Headteacher

Keith Ellis is responsible for the following:

a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
b) Ensure that a clear written local health and safety policy is created.
c) Ensure that the policy is communicated to all relevant people.
d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
g) Arrange for risk assessments of the premises and working practices to be undertaken.
h) Ensure safe systems of work are in place as identified from risk assessments.
i) Ensure that suitable emergency procedures are in place.
j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
l) Ensure arrangements are in place to monitor premises and health and safety performance.
m) Ensure that all incidents are investigated and suitable remedial actions are taken.
n) Report to the Governing Body annually on the school's health and safety performance.

Lead Governor for Health and Safety

Kunal Patel s responsible for the following:

a) Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
b) Scrutinise and review health and safety performance.
c) Provide support and challenge to the Headteacher in fulfilling their health and safety responsibilities.
d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator

Ben Canham is responsible for the following:

a) To coordinate and manage the annual risk assessment process for the school.
b) To coordinate performance monitoring processes.
c) To make provision for the inspection and maintenance of work equipment.
d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.
e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Teaching, Support Staff and others holding positions of special responsibility

The Senior Leadership Team, Site Manager, School Business Manager and Medical Lead assist the Headteacher named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

- Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements; **Ben Canham**
- Carry out regular health and safety risk assessments of the activities for which they are responsible; **Ben Canham & Matt Kimber**

Ensuring that all staff under their line management are familiar with health and safety procedures; systems of work; codes of practice etc. for their area of work; **SLT, Ben Canham & Matt Kimber**

- Resolving health, safety and welfare problems referred to them by members of staff, and/or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them; **Ben Canham & Matt Kimber**
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required; **SLT, Ben Canham & Matt Kimber**
- Ensuring so 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; **Caroline Burnett, Ben Canham & Matt Kimber**

- Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training; **Ben Canham, Matt Kimber & Caroline Burnett**
- Assist with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out; **Caroline Burnett, Ben Canham & Matt Kimber**
- Arrange health and safety courses to meet identified staff training needs. **Caroline Burnett**
- Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility; **Ben Canham & Matt Kimber**
- Undertaking daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly; **Ben Canham & Matt Kimber**
- Ensuring that regular workplace inspections are carried out **Ben Canham & Matt Kimber**
- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; **Keith Ellis, Ben Canham & Matt Kimber**
- Disseminating health and safety information to appropriate persons throughout the school; **Keith Ellis, Ben Canham, Matt Kimber**
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff; **Keith Ellis, Ben Canham, Matt Kimber**
- Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements; **Keith Ellis, Ben Canham & Matt Kimber**
- Ensuring that contractors, members of the public and visitors follow the school's safety procedures; **Ben Canham & Matt Kimber**
- Ensuring that contractors working on at the school are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence. **Ben Canham & Matt Kimber**
- Ensuring equipment maintenance records are kept and maintained. **Ben Canham & Matt Kimber** including:
    - Maintenance of fire alarm and fire extinguishers
    - Maintenance of gas appliances
    - Inspection and testing of portable electrical equipment
    - Maintenance of hoists, lifting equipment etc.
- Ensuring that all new staff receive a copy of the school health and safety policy, and sign to the effect that they have read and understood their responsibilities. **Caroline Burnett, Ben Canham & Matt Kimber**

Accident / Incident Reporting and Investigation

- Ensuring that accidents and cases of work-related ill health involving employees (or non-employees and pupils where the non-employee or pupil is taken directly to hospital) is reported and investigated using the online accident reporting and investigation system at: https://self.merton.gov.uk/service/Accident_or_Incident_Reporting
- and in line with the Corporate Accident and Investigation procedure; **Ben Canham**

- Minor injuries to non-employees (i.e. pupils and visitors) will be recorded locally in the school's electronic first aid record. Where first aid is given this will be reported on the First Aid Record of Treatment electronic form stored in Admin Shared Files **Ben Canham** will investigate all incidents and act on findings to prevent a recurrence.
- **Ben Canham/ Sian Dotchin** is responsible for reporting incidents to Merton's Merton Accident or Incident Reporting Section and for maintaining records.

Consultation with Employees

- Union-appointed safety representatives are **Martin Lowe and Kerry Surkitt.**
- Consultation with employees not represented by a union is provided through the line management system.

Display Screen Equipment and Workstations

- **Matt Kimber** is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet.

Educational Visits

- Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA).
- The school's appointed Educational Visits Co-ordinator (EVC) is
- **Martin Lowe**

Emergency Procedures – Fire and Evacuation

- Escape routes are checked by: **Ben Canham & Matt Kimber** weekly.
- Fire extinguishers are maintained and checked by: **Ben Canham & Matt Kimber / S.E Fire Services** every: **Week / Contractor Yearly**
- Alarms are tested by: **Ben Canham/ Matt Kimber** every: **Week**
- Emergency evacuation procedures will be tested once every term by: **Ben Canham & Matt Kimber**

Fire Safety

- A fire risk assessment will be carried out and local fire safety procedures developed for the premises by **Ben Canham & Matt Kimber** following guidance and documentation available on the Merton Intranet.

First Aid

- First aid boxes are kept in: **Medical Room, Cookery Room, Reception classrooms, Nursery. Midday supervisors have first aid kits in the playground at lunchtimes**

The following employees are available to provide first aid:

Paediatric first Aid.

- **Albena Rupkina**
- **Alex Pearce**
- **Aimee Hewer**
- **Beth Martin**
- **Ben Canham**
- **Caroline Burnett**
- **Claire Nicholas**
- **Diane Peel**
- **Donna Newell**
- **Emma Canham**
- **Feriel Lounissi**
- **Gemma McCarroll**
- **Gill England**

- **Jane Lawless**
- **Jennifer Hickling**
- **Kara Shattel**
- **Lucie Kurti**
- **Martin Lowe**
- **Matt Kimber**
- **Mei Nga Wong**
- **Natasha Martins**
- **Nikki Adamson**
- **Norelbis Gaured**
- **Perveen Nekoo Sankey**
- **Phoebe Bialkowski**
- **Sam Wright**
- **Mei Nga Wong**
- **Sadie Brooker**
- **Sarah Zaffarano**
- **Samantha Harding**
- **Shauneez Oneizime**
- **Teresa Read**
- **Samantha Harding**

Basic First Aid

- **Jayne Mckim**
- **Joanne Fanculli**
- **Lisa Fanculli**
- **Charlotte Appiah**
- **Jasintha Illango**
- **Sophie Karykara**
- **Meena Mistry**
- **Amita Patel**
- **Alison Brown**
- **Tracey Kimber**

General Risk Assessments

- General Risk Assessments will be coordinated by **Ben Canham & Matt Kimber** following guidance and documentation available on the Merton Intranet.
- **Ben Canham & Matt Kimber** will be responsible for ensuring all required actions and control measures are implemented.

Hazardous Substances

- **Ben Canham & Matt Kimber** will identify hazardous substances and ensure Safety Data Sheets **AND** COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Intranet.

Health and Safety Training:

The members of staff named below have received or will receive health and safety training in the following areas:

- **Induction**
  Health and safety induction training will be provided for all new employees and for work experience placement students by **Ben Canham & Matt Kimber** following guidance and documentation in the Staff Handbook.
- **Strategic Health and Safety Management and Premises Management Training**
- Accident Reporting and Investigating **Ben Canham**
- Asbestos Awareness **Ben Canham**
- Control of Substances Hazardous to Health **Ben Canham**
- Critical Incident Management **Ben Canham**
- Display Screen Equipment (workstations) **Matt Kimber**
- Educational Visit Coordinator **Martin Lowe**
- First Aid - Appointed Person **Siân Dotchin**
- Fire Risk Assessment **Ben Canham & Matt Kimber**
- General Awareness for Staff **Ben Canham & Matt Kimber**
- General Awareness for Managers **Ben Canham**

- Introduction for Risk Assessment **Ben Canham**
- Safe Manual Handling of Static Loads **Ben Canham & Matt Kimber**
- Water Safety **Ben Canham / Albion Water**

- **Primary and Secondary PE and School Sport**
  - Risk Management in PE and School Sport: **Martin Lowe / Ben Canham**
  - Safe Supervision of Swimming for Teaching Assistants: N/A
- **Outdoor Education**
  - Educational Visits Coordinator: **Martin Lowe**
- **Occupational Risks**
  - First Aid at Work:
  - Emergency First Aid at Work:
  - Paediatric First Aid (for schools with children up to age 5):
  - All first aiders have paediatric qualification
  - Manual Handling: **Ben Canham & Matt Kimber**
  - Moving and Handling of Disabled Pupils: Ben Canham & Matt Kimber
    Training for the moving and handling of disabled pupils is arranged by Claire Knapman, Inclusion Manager, for all staff involved in the care of a specific pupil. School will work with parents and agree the level of support needed.
- **Caretaking/Site Management**
  - School Caretakers Health and Safety Awareness: **Ben Canham & Matt Kimber**
  - Safe Use and Inspection of Ladders and Stepladders: **Ben Canham & Matt Kimber**
- **Health and Well-Being**
  - Wellbeing Facilitators: **Nikki Adamson**
- **Training Records and Training Needs Identification**
  - Health and safety training records are electronically held by: **Ben Canham & Matt Kimber & Caroline Burnett**
  - Training needs will be identified, arranged and monitored by: **Ben Canham, Matt Kimber & Caroline Burnett**

Information and Advice

- Statutory health and Safety Law Poster(s) is displayed at **Main Office**
- Health and safety advice is available from the Headteacher and from Corporate Safety Services on (020) 8545 3384.

Lead Governor for Health and Safety

- The lead governor with responsibility for health and safety is the Chair of Governors.

Management of Asbestos

- The asbestos register and asbestos management plan is held by:
  Ben Canham & Matt Kimber at **Site Office**
  Ben Canham & Matt Kimber are responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.

Managing Medicines

- Prescribed medication will be administered to pupils following guidance and documentation provided by the Department for Education.
- **Office Staff & Siân Dotchin** are responsible for control of administration of medicines

to pupils.

Manual Handling

- Manual handling risk assessments will be carried out by **Ben Canham & Matt Kimber** following guidance and documentation available on the Merton Intranet.

Monitoring

- Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: **Ben Canham & Matt Kimber** every: **Month**
- Inspections of individual departments and specific work areas will be carried out by SLT or nominated staff every: **Month**

Occupational Health

- Access to occupational health services is via Dura Diamond **via Merton Council.**

On-Site Vehicle Movements

- The risks of persons and vehicles coming into contact will be controlled by the following measures: **5mph speed limit, signage, speed bumps, CCTV, gate duty by Matt Kimber**

Review of Policy

- This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid. Date of next review: **September 2026**

Risk Assessment of Curriculum Activities

- Relevant Curriculum Leads and subject teachers will carry out risk assessments for curriculum activities using curriculum Codes of Practice and following guidance and documentation available on the Merton Intranet.

Safe Plant and Equipment

- Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.
- The school must summarise its general arrangements for organising inspection, maintenance and testing of plant and equipment.
  6 Months service contract by ACS.
- Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by **Ben Canham & Matt Kimber.**
  Any problems or defects with plant and equipment should be reported to **Ben Canham & Matt Kimber.**

Selection and Management of Contractors

- **Ben Canham & Tia Fortescue** are responsible for ensuring that contractors are selected and managed following guidance and documentation available from the Merton Intranet.

Contractors on site

- **Ben Canham & Matt Kimber** are responsible for ensuring all contractors on site are shown all correct work procedures, contact details for site staff and asbestos register when necessary. This includes any specific safety arrangement dependent on work involved.
- **School Security and Visitors**
  All visitors must report to **Office Staff** at **Main Office** where they will be asked to sign in using the electronic system and wear a visitors' badge.
  Other arrangements to ensure the security of pupils and employees on site are:
  Gates locked and CCTV

Violence to Staff

- Assessment of the risks of violence to staff will be carried out by **Keith Ellis** following guidance available on the Merton Intranet. Where applicable the assessment cross-refers to the school's Positive Management of Behaviour Policy.

Health and Safety Responsibilities of Class Teachers

All Class teachers are required to:

a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
c) Give clear oral and written safety instructions and warnings to pupils when necessary.
d) Follow safe working procedures.
e) Require the use of protective clothing and guards where necessary.
f) Make recommendations to the Headteacher or SLT member on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
h) Report all accidents, defects and dangerous occurrences to a member of the SLT.

Health & Safety Responsibilities of All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
b) Cooperate with school management in complying with relevant health and safety law.
c) Use all work equipment and substances in accordance with instruction, training and information received.
d) Report to their manager any hazardous situations and defects in equipment found in their work places.
e) Report all incidents in line with the incident reporting procedure.
f) Act in accordance with any specific health and safety training received.

g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
h) Exercise good standards of housekeeping and cleanliness.
i) Co-operate with appointed Union Health and Safety Representative(s).

Pupils
Pupils, allowing for their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.
b) Observe standards of dress consistent with safety and/or hygiene.
c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Health and Safety Representatives
- **Keith Ellis** and the Governing Body of **Wimbledon Chase Primary School** recognise the role of Health and Safety Representatives appointed by recognised trade unions.
- Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.
- They will also be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

Part 3: Arrangements and Procedures

This details the operational arrangements in place at **Wimbledon Chase Primary School** to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc.

It describes how **Wimbledon Chase Primary School** will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The Arrangements relevant to **Wimbledon Chase Primary School** are listed in the Table of Arrangements below. The table is split into two parts. The first part lists mandatory health and safety arrangements that **ALL** sites/section **MUST** have in place.
The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at **Wimbledon Chase Primary School**
The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue

- Date of Review

The Arrangements and Procedures will either be located here in this document from **page 20** onwards as part of the health and safety policy of **Wimbledon Chase Primary School.** If this is the case then the page number must be entered in the Location of Arrangement column.

Where, for operational reasons and ease of use, size of file/folder etc. certain Arrangements e.g. fire safety management; critical incident management; school trips etc. are contained within other documents then their exact location must be entered in the Location of Arrangement column so that staff are aware they exist and exactly where to find them.

Keith Ellis is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at **Wimbledon Chase Primary School** and for ensuring the following tables are accurately completed at all times.

Additional notes:

Asbestos Management.

Asbestos is controlled within the school following borough procedures. Asbestos assessment is inspected regularly. Any workman on site shall view the asbestos register before commencing work.

Fire Marshalls

It is the job of these Marshalls to check all areas allocated are clear and doors are closed. They should report to fire safety manager on exiting the building. A fire plan is in place.

Lone Working

Although there is no general legal prohibition on working alone, the broad duties of Regulations still apply. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

Control measures may include instruction, training, supervision, protective equipment etc. Employers should take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

Violence/Aggression to staff

The school has considered the potential for violence or aggression on the premises and measures are in place to prevent or reduce the risk. Staff training, issuing of a local procedure, and CCTV/ID badges are all in place.

Workplace Inspections

Workplace inspections will take place termly with a Site Manager and Kunal Patel r allocated governor. Any risks identified will be dealt with ASAP and monitored.

PPE

All PPE equipment is kept in Site Office/Cleaning cupboard. Anyone requiring use of any PPE must report it to site staff firstly. This is passed on through staff meetings along with information on PPE.

Arrangements
All arrangements are available to staff on Staff Shared Resources and Risk Assessments are available via site office.

Arrangements for Risk Assessments

- Site Manager carries out informal daily and weekly inspections as part of his normal duties. If a significant hazard(s) is identified that cannot be eliminated at the time a risk assessment is carried out, control measures implemented as appropriate and a record kept of the findings.
- Staff are able to report defects, repairs required, potential hazards etc. to the Site Manager on the Site/ICT Request Form via staff desktops. If a significant hazard(s) is identified that cannot be eliminated at the time a risk assessment is carried out, control measures implemented as appropriate and a record kept of the findings.
- Site Manager, Headteacher and a representative from the Governing Body carry out formal recorded workplace inspections each term. If a significant hazard(s) is identified that cannot be eliminated at the time a risk assessment is carried out, control measures implemented as appropriate and a record kept of the findings.
- Risk assessments are separated and filed into two main areas i.e. those covering school operational/activity hazards (including violence and aggression and lone working); and those that cover building/physical hazards.
- Risk assessments will be reviewed at least annually; or sooner where there is any significant change; any change in personnel; after any accident or incident or for any other reason the assessment is no longer valid.

Arrangements Note: See Maintenance Programme at end of policy.

Table of Local Operational Arrangements

Table of Mandatory Arrangements

Wimbledon Chase Primary School

Subject Heading	Name of Person Responsible	Location of arrangement	Date of Issue	Date of Review
Accident Reporting and Investigation	BC/MK	Site Office	Ongoing	Ongoing
Asbestos Management	BC/MK	Site Office	Sept 26	Sept 27
Client Handling	BC/MK	Site Office	Ongoing	Ongoing
Communication and Consultation with employees on health and safety matters	BC/MK	Site Office	Staff Meet/ Induction	Staff Meet/ Induction
Control of Hazardous Substances	BC/MK	Site Office	Sept 26	Sept 27
Critical Incident Management	CG/SD	Heads Office	TBC	TBC
Educational Visits / School Trips, including residential visits and any school-led adventure activities	ML	Staff Room, ML Room	Ongoing	Ongoing
Facilities / Buildings Management	BC/MK	Site Office	Various – See Maintenance Table	Various – See Maintenance Table
Fire Safety and Emergency Arrangements including Evacuation Procedures	BC/MK	Site Office	Sept 26	Sept 27

First Aid Arrangements and Supporting Medical Needs	SD	Main Office	Ongoing	Ongoing
Health and Safety Training for all staff	BC/MK	Site Office	Ongoing/ Staff Meet	Ongoing/ Staff Meet
Lettings	BC/KB	Main Office	Ongoing	Ongoing
Lone Working	BC/MK	Site Office	Sept 26	Sept 27
Maintenance and Servicing of Services, Plant & Equipment	BC/MK ACS	Site Office	2x Per year	Sept 27
Managing Work Related Stress	CG/NA	Heads Office	Ongoing	Ongoing
Manual Handling of Static Loads	BC/MK	Site Office	Sept 26	Sept 27
Occupational Health Services	TF	Main Office	Ongoing	Ongoing
On-Site Vehicle Movements	BC/MK	Site Office	Sept 26	Sept 27
Personal Protective Equipment (PPE)	BC/MK	Site Office	Sept 26	Sept 27
Risk Assessment (including general and activity/task specific)	BC/MK	Site Office	Various	Various
Safety in School Science (CLEAPS)	N/A	N/A	N/A	N/A
School / Workplace Safety Inspections	BC/MK	Site Office	3 per year	Sept 27
School Security	BC/MK	Site Office	Ongoing	Ongoing
Selecting and Managing Contractors	BC/MK	Site Office	Ongoing	Ongoing
Slips, Trips and Falls	BC/MK	Site Office	Sept 26	Sept 27
Violence and	BC/MK	Site Office	Sept 26	Sept 27

Aggression to Staff				
Workstation (Display Screen Equipment) Assessments	MK	Site Office	Sept 26	Sept 27

Table of Local Operational Arrangements

Table of Local Operational Arrangements for: WCPS				
Subject Heading	**Name and Job Title of Person Responsible**	**Location of Arrangement**	**Date of Issue**	**Date of review**
Pond	BC/MK – Site CG - Head	Risk Ass File	15/05/21	15/05/27
SPINNEY	BC/MK – Site CG - Head	Risk Ass File	27/03/21	27/03/27
LONE WORKING	BC/MK –Site CG - Head	Risk Ass File	27/03/21	27/03/27
ALLERGIES	SD – PA CG - Head	SD OFFICE	Sian to add	