



Health, Safety and Wellbeing Policy

Person responsible: Head teacher

Ratified by the local governing body: Autumn Term 2020

Date for review: Autumn Term 2022

A handwritten signature in black ink, appearing to read 'Anne-Marie Renshaw', is positioned below the text.

**Reverend Anne-Marie Renshaw
Chair of Governors**

(This policy includes a Coronavirus (COVID 19) update

Messing Primary School - Health, Safety and Wellbeing Policy

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1 Statement of Intent

The Governing Body is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the School and that effective management of Health and Safety actively contributes to our success. The safety of both students and employees and visitors will underpin the whole culture and ethos of the School.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Body, Headteacher, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the School and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work etc Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements was approved by the Local Governing Body:

2. Responsibilities - All employees

All employees are responsible for:

Control

- Looking after their own safety and the safety of others who may be affected by their acts and or omissions.

Co-operation

- Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.

Communication

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.

Competence

- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

Planning and Implementation

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring

- Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.

Safety Education

- All employees are responsible for contributing to the safe education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

3. Responsibilities - All managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

Control

- Ensuring this Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
- Ensuring employees under their control carry out their health and safety responsibilities.

Co-operation

- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours.

Communication and Consultation

- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

Competence and Capability

- Ensuring the health and safety competence and capability of employees under their control (see section 12)

Planning and Implementation

- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

Monitoring and Review

- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager or the Head Teacher.

4. Responsibilities - Headteacher

Control

- Ensuring there are appropriate arrangements in the school for implementing the School's Health, Safety and Wellbeing Policy, and ensuring that the Policy and arrangements are effectively communicated and implemented.

Co-operation

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

Communication

- Ensuring appropriate arrangements are in place for the communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils, including ensuring the availability of the asbestos register to all visiting contractors.
- Ensuring that health and safety standards are made available to relevant employees.

Competence and Capability

- Ensuring that all employees are competent and have the capability to carry out their role/function.
- Ensuring that records of health and safety training and development are maintained by the school, as required by law.

Planning and Implementation

- Ensuring the School's health and safety standards are implemented., this includes the management of Coronavirus (COVID 19).
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises.

Monitoring and Review

- Ensuring systems are in place for monitoring and reviewing health and safety in the school.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly (at least annually) reporting school health and safety performance to the Local Governing Body.

Premises Management

- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.

Coronavirus (COVID 19) Management

- Ensuring the school is compliant with the UK Government and DfE guidance and requirements for the management of the Coronavirus (COVID 19).

5. Responsibilities - School Health and Safety Co-ordinator

Whilst the responsibility for Health and Safety within the school has been delegated to the Head Teacher from the Governing body the Head Teacher has delegated some of those functions to be carried out by the school Health and Safety Coordinator but still remains overall responsible.

Control

- Establishing arrangements for the effective co-ordination of health and safety throughout the School.
- Supporting the Headteacher in co-ordinating the development, review and revision of the School's health and safety policy, standards and risk assessments.
- The management and control of Coronavirus (COVID 19)

Co-operation

- Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings).

Communication

- Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers, pupils.
- Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate manager or Head Teacher.
- Ensuring that the Headteacher is kept informed of health and safety issues by including them on the agenda of management group meetings.

Competence

- Co-ordinating the identification of health and safety training and development needs to meet the requirements of the School's health and safety policies, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by the school

Planning and Implementation

- Supporting the establishment of adequate arrangements for:
 - First aid
 - Fire and emergency evacuation
 - Reporting of health and safety incidents, hazards and concerns
 - Other day-to-day health and safety procedures as needed.

Monitoring

- Co-ordinating arrangements for monitoring of health and safety standards within the school.

Premises Management

- Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinating and ensuring compliance with premises related standards and risk assessments.

6. Responsibilities –Governing Body

The Governing Body as the employer is responsible for Health and Safety and Welfare and for ensuring compliance with relevant UK legislation this includes following the Governments and the DfE guidance and requirements for the management of Coronavirus (COVID 19).

Governor's duties include:

Control:

- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.

Competence and Capability:

- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
- Ensuring health and safety is part of the performance management of the Headteacher.
- Ensuring that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

Planning and Implementation:

- Ensuring through the Head Teacher that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations 2015.
- Ensuring that a property consultant is used to assist with any notifiable construction or demolition work on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations 2015.).
- Ensuring the school is following the Government and DfE advice and requirements for the management of Coronavirus (COVID 19)

Monitoring:

- Taking an active part in monitoring health and safety standards in the school, by requiring the Headteacher to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
 - School health and safety inspections, monitoring checks and incident investigations.
 - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff.

- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from the Work-Life Support Wellbeing Programme if used).
- Appointing a Governor who understands the educational visits system and who will agree the higher risk visits (e.g. overseas, adventurous or residential).

7. Responsibilities for School Visits

The School undertakes educational visits and has appointed the Headteacher as an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the school has any part in organising events, trips or activities beyond the school boundaries it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external providers.

The School has developed a policy on visits beyond the school boundaries which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy.
- The visits system, including the school approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

Control

- Developing and implementing a school procedure for the training, support, planning, monitoring and approval of school visits.
- Supporting the governors as required with information, visits approval and other decisions.

Competence and Capability

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid. This must involve training on the school visits policy, and must be updated as necessary.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that DBS disclosures and safeguarding measures are in place as necessary in line with SET (this must include having a specific policy on volunteers).
- Ensuring their own competence is maintained through regular refresher training.

- Managing training of all those connected with visits.
- Understanding when visits can be signed off by the EVC on “everyday risk” and when further advice is necessary.

Planning and Implementation

- Working with leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to the Schools inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each school visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

Monitoring and Review

- Monitoring all aspects of the planning of visits to ensure they meet the Schools requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Submitting electronically within the timeframes set out by ECC, residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement providing sufficient information on the risk management of the visit where appropriate within guidelines set out.
- Understanding when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

Access to Further Advice on Educational Visits

- The School has access to specialist advice on Educational Visits from the ECC Education Visits Team.
- This includes access to advice via phone and e-mails, access to the Educational Visits Website and access to the online risk assessment forms.
- Contact details are contained in Appendix 2.

8. Competent Health and Safety Advice

The School has appointed H&E Health and Safety Consultants as their competent health and safety adviser.

The service offered by H&E Health and Safety Consultants includes:

- Visits to the school every two months to support the school in managing Health and Safety
- Regular contact through emails including 24/7 access to a telephone support for queries.
- Support and advice follow an incidents or accidents
- Regular updates and information including guidance on the management of Coronavirus (COVID 19)

9. Health Protection

The Essex Health Protection Agency www.hpa.org.uk/essex gives advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools or contact the school nurse at the local NHS clinic.

HPA Contact Details: Tel: 0845 1550069 or e-mail EHPTInfo@essexhpa.nhs.uk

10. General Arrangements for Health and Safety

This policy will be implemented through managers and supervisors and monitored by the Head Teacher and Health and Safety Coordinator.

A brief summary of arrangements for managing health and safety is given below:

11. Local Arrangements within the School

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
- Control of asbestos (including asbestos management plan) and legionella.

- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.
- Management of the Coronavirus (COVID 19)

12. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

Performance management: The School follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement.

Health and safety is considered as an integral part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports. Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Reference has been made to Headteacher, manager and employee responsibilities in this policy document.

Training (legal requirement): There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The School keeps a record of Health & Safety training undertaken by employees.

13. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the Schools;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and

- how they can contribute to a safe school, by raising health and safety concerns.

The School ensures that health & safety information is communicated through the following ways:

Receiving help and guidance on health and safety from the retained health and safety consultant.

The Headteacher ensures employees have ready access to information on key people with health and safety responsibilities within the school. This will be through displaying a suitable notice in a prominent position.

Communication within the School is carried out at team meetings, through notice boards and annually by the retained Health and Safety consultant.

14. Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

- In the first instance all employees can raise health, safety and Welfare concerns directly with their line manager or supervisor.
- All employees also have the right to raise health, safety and Welfare concerns with a tradeunion appointed health & safety representative, who can take the matter up ontheir behalf, at present the school does not have a trade union representative. Communication is carried out at meetings..
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred to the Health and Safety Coordinator and Head Teacher.

15. Health and Safety Risk Assessments

Risk Assessments are a legal requirement. The health and safety standards, generic risk assessments, specific risk assessments including guidance are prepared following an assessment of the likely risks in the school areas to which they relate, including the management of Coronavirus (COVID 19).

16. Health and Safety Monitoring and Auditing

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The School will ensure that a health & safety audit of the establishment is carried out at regular intervals by the retained Health and Safety consultant/health and safety governor.
- **Internal Monitoring:** The School ensures that the retained Health and Safety consultant visits the school every bi-monthly.
- **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Head Teacher and Health and Safety Coordinator. A summary report is also presented to the Governing Body at least termly. Serious incidents are reviewed by the Head Teacher and Health and Safety Coordinator and the findings reported to the Governing Body and New Hall Multi-Academy Trust.
- **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
 - Termly inspections of the premises (all curriculum / work areas and general areas).
 - Monitoring of contractor operations under the School's control.
 - Routine checks on equipment and electrical, gas, mechanical and other services.
 - Hazard reporting system which is reviewed at least termly by the Health and Safety Coordinator to assess the types of issues being identified and whether they are being dealt with effectively.
 - Regular reviews and if required adjustments to comply with UK Government and DfE guidance on the management of Coronavirus (COVID 19)

17. Health and Safety Performance Reporting and Review

The Governing Body and Headteacher review the health and safety performance of the school at least annually. This takes the form of a health and safety performance report produced by the Headteacher which is presented to the Governing Body for review, comment and action and includes information and statistics on:

- School health and safety inspections, monitoring checks and incident investigations.
- Any Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing

18. Consequences of Non Compliance with the Schools Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response will be carried out from the Head Teacher to ensure all employees are held to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

19. Review and Revision

The Governing Body will ensure that this Health, Safety and Wellbeing Policy is reviewed biennially and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Appendix 1: Health and Safety Arrangements Notice

. The school Health and Safety Notice identifies employees with specific health and safety responsibilities and the location of key health and safety documents (Risk Assessments policies and standards).

Fire and first aid arrangements are displayed clearly on separate safety notices.

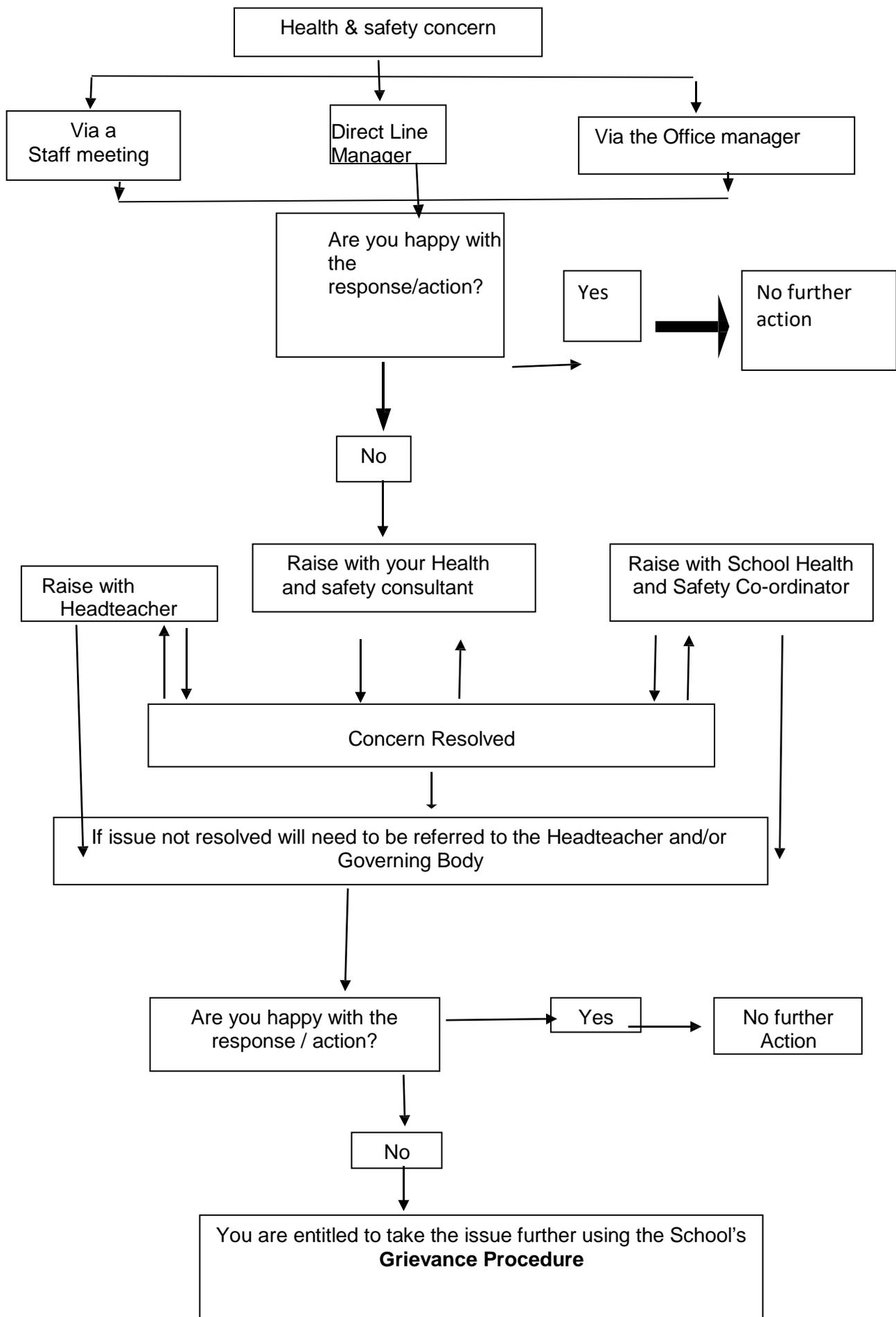
Appendix 1: Health and Safety Local Arrangements Notice

School:	Messing Primary School
Headteacher:	Mrs Jackie Halliday
School Health and Safety Coordinator:	Mrs Ursula Gooday
Educational visits co-ordinator:	Mrs Jackie Halliday
TU Health and Safety Representative / Employee Representative:	N/A
Report health and safety incidents to:	Mrs Ursula Gooday/Mrs Jackie Halliday
Report hazards to:	Mrs Ursula Gooday/Mrs Jackie Halliday
Person(s) responsible for undertaking H&S inspections:	School Governor – Mr William Davenport Mrs Ursula Gooday
Person responsible for co-ordinating fire evacuation arrangements:	Mrs Jackie Halliday
Fire marshals:	N/A
Fire assembly point(s):	On the playground at the rear of the school hall
Day and time of weekly fire alarm tests	Weekly usually Friday 1.30 p.m.
First aiders / appointed persons:	Mrs Melanie Metcalf / Mrs Ursula Gooday/Mrs Sarah Robertson/
Where to find:	Location:
Incident / Accident report forms	Daily medical accident book is filled in as each situation occurs for the pupil to take home. Staff and Pupil accident forms are in place to be filled in where the incident is more serious.
Hazard book	In the School Office
Health and Safety Standards and Information relevant to school / curriculum area	Schools Info Link under Service Areas Health and Safety. School Office as above. Staffroom under Safeguarding Information Folder.

Appendix 2: Getting help on health and safety

ECC Contacts	Name(s)	Contact No. / email
Risk Management Consultancy Service – Health & Safety	<u>H&E Health and Safety Consultants</u>	07914805432 malcolm@heconsultants.net
Health and Safety Champion for schools	<u>HSE</u> 0300 003 1747	Chelmsford Osprey House Hedgerows Business Park Colchester Road Springfield Chelmsford Essex CM2 5PF
Work-life balance / well-being	Keren Prior	0333 013 5859 – Option 2 – Schools
Asbestos / legionella / contractor management advice	Primec	Simon King Director 01787 478350
Educational Visits Adviser	Educational Visits Team	Tel: 01245 430942 Educational.visits@essex.gov.uk
ECC Counselling Service (Confidential service)	Occupational Health Centre	0333 013 5859 – Option 2 – Schools
Other contacts		
School's Property Consultant	Stuart Hall New Hall	01245 467588
School's food safety advisor	Carol Kingstone – School Catering Service	0333 032 1285
Occupational health advice	O/H referral through Denise Lawrence Wellbeing Service Organisation, Development & People ECC Telephone: 0333 013 5888 – Option 1	
School nurse	Tracey Torrie 01206 747126 Susan Evers 01206 747124	
PHE health protection teams	0300 303 8537	
HPA Contact Details:	0845 1550069	

Appendix 3: How to raise a health & safety concern



Appendix 4 FIRE PROCEDURES

SEPTEMBER 2020 EVACUATION PROCEDURES

On the sounding of the alarm the building is always to be evacuated. Exits must be kept clear at all times and unlocked whenever people are present in the building. Please familiarise yourself with the procedures to be followed.

- Headteacher/Senior Teacher responsible for contacting Fire Brigade therefore to bring mobile phone. Office Manager to bring Mobile phone as back up.
- Office Staff responsible for taking registers/visitor signing in books out to evacuation point on playground at the back of the Hall
- Wait for permission to return to buildings

Evacuation procedures

- Children in School to be led out of their class fire exit and on to the playground as calmly and quickly as possible (Class 1 reception door, Class 2 side entrance, Class 3 front entrance and reception Hall).
- Any groups in the Cabin to exit quietly to the playground.
- Classes to line up, horizontally, on playground at the back of Hall
- Children already outside to be urged into line by staff on duty
- Registers to be brought out by Office Staff and children's names called, registers to be held aloft when check completed
- Teachers to take registers – if a teacher is off-site/unavailable Lunchtime Leaders to take register
- Wait for permission to return to building.

After School Clubs Registers to be kept and attendance marked every day

Smiley Club organiser responsible for:

- Raising the alarm(if needed at break glass point)
- Evacuating pupils to assembly point
- Taking register
- Telephone fire brigade – mobile phone

Areas to be checked:

Reception including toilet – **Class 1 LSA**

Class 1 including Boys Toilet – **Class 1 LSA**

Class 2 including Wellbeing room – **Class 2 LSA/teacher if LSA not in**

Class 3 including Girls Toilet – **Class 3 LSA /teacher if LSA not in**

Hall: **Reception LSA/ teacher if LSA not in**

Office: **Office Staff**

Medical Room: **Office Staff**

Medical Room Toilet: **Office Staff**

Staff Room: **Office Staff**

Cabin: **LSA/ Staff member who is in Cabin to check and empty room.**

Smiley Club in Class 3: Staff member to check all toilets

In the absence of the Headteacher/Senior Teacher the Office Staff will ensure these duties are completed.