



**GREAT FINBOROUGH  
CHURCH PRIMARY**

# Safety, Health & Well-being (SHaW) Policy

*See Also:*

*Procedures for dealing with Abuse and Threats against Staff*

*Supporting Children with Medical Needs Policy*

*Critical Incident and Business Continuity Plan*

*Behaviour Policy*

*Visitors Policy*

*Safeguarding Policy*

*Child Protection Procedures*

*Rules for Contractors*

*Lettings Policy*

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<b>Chair of Governors:</b>	Jamie Warner
<b>Chair of Committee:</b>	Ben Thomas
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# Great Finborough Church Primary School Safety, Health and Well-being Policy

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# Great Finborough Church Primary

## Statement of Intent and Commitment – Safety, Health and Wellbeing

The Governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for safety, health and wellbeing, and that the Governing body and Headteacher have specific responsibilities to manage this at school level. These responsibilities are laid out in the scheme of delegation for the school, and are covered in general terms in the County Council's scheme of delegation.

They also have responsibilities to fulfil the duties contained in the scheme of delegation and shall:

- support the published aims and policies of the County Council, and
  - promote continuous improvement in the health and safety performance, and
  - learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
2. The Headteacher, as Local Health and Safety Co-ordinator, will ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.
  3. The governing body will ensure that the Headteacher is supported and assisted in implementing the policy, advice and guidance of Suffolk County Council and will fulfil its own responsibilities for safety, health and wellbeing of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

**This document must be made available to all staff in the school.**

This policy document has been adopted by the whole governing body and is signed by the Chair of Governors on its behalf.

\_\_\_\_\_ (Chair of Governors)

The Headteacher, as the Local Health and Safety Co-ordinator for the school, has also signed the policy.

\_\_\_\_\_ (Headteacher)

Date that this policy was adopted by the Governing Body \_\_\_\_\_

## Organisation

The Headteacher has **responsibility** for day-to-day management of health and safety and is the **Local Health & Safety Co-ordinator**.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person, or to the Headteacher, so that any hazards can be dealt with quickly. This is a legal obligation under the Health and Safety at Work Act 1974 (s.7)

Individual members of staff are responsible for the particular areas as follows:

Task	Name of person responsible	Job title or person responsible
SHaW System & Policy Review	Harriet Elliss	Business Manager
Health & Safety Governor Committee	Premises Committee	Governor
Communication and Information Management	Stephen Dodd	Headteacher
Critical Incident Management	Stephen Dodd	Headteacher
H&S Training, induction & refreshers	Harriet Elliss	Business Manager
Personal safety procedures – to include challenging behaviour and lone working	Stephen Dodd	Headteacher
Planned checks Procedures/ Premises/Equipment	Harriet Elliss	Business Manager
Risk assessments for managed moves, EOTAS and excluded pupils	Stephen Dodd	Headteacher
Infection Control	Stephen Dodd	Headteacher
Incident reporting/investigation	Harriet Elliss	Business Manager
Co-ordination of risk assessment work	Harriet Elliss	Business Manager
Fire procedures including personal emergency evacuation plans	Harriet Elliss	Business Manager
Locally organised building repairs and alterations	Harriet Elliss	Business Manager
First Aid training(training and equipment)	Harriet Elliss	Business Manager
First Aid equipment	Carol Holmes	Teaching Assistant
Vehicle control and pedestrian safety on site	Stephen Dodd	Headteacher
Educational Visits Co-ordinator (EVC)	Stephen Dodd	Headteacher
Stress, Mental Health and Wellbeing	Stephen Dodd	Headteacher
Safeguarding Lead & Child Protection Co-ordinator	Susan Baldry	Assistant Headteacher
Supporting pupils with medical conditions in school	Susan Baldry	SENCo
Premises Security	Mari Green	Caretaker
Contractors on site	Harriet Elliss	Business Manager
Outside lettings (when applicable)	Stephen Dodd	Headteacher

# Arrangements

## 1 Policy Review

- 1.1 This Policy will be reviewed at least annually, and at any time at the request of governors or following a major incident. Each iteration will be presented to the full Governing Body for adoption.
- 1.2 Where significant changes are made in the policy review, these will be circulated and discussed with staff to ensure they are aware.

## 2 Governor Safety, Health and Well-being Committee

- 2.1 The Governing Body Premises Committee is responsible for monitoring health, safety and well-being issues. They will meet at least once a term and the minutes will be recorded and stored on GovernorHub and in the Headteacher's office. Minutes of these Committee meetings will be passed to the full Governing Body on a regular basis and recommendations made as appropriate.
- 2.2 Members of the Governing Body's Premises Committee will make termly Health and Safety Inspections. They will report matters of concern to the Business Manager and Headteacher. Significant items are added to the premises reports prepared by the Business Manager and discussed in detail by the whole Committee.
- 2.3 The Premises Committee will monitor progress on any health and safety work identified to be carried out either from their inspections, from the Property Service or as part of the School Development Plan.
- 2.4 The Headteacher will report termly to the whole Governing Body on health and safety issues.
- 2.5 The Premises Committee will review Incident Reports on a termly basis to identify any patterns or indicators that need to be addressed.

## 3 Communication and Information Management:

- 3.1 The Business Manager checks on health & safety updates on a regular basis: receives the email newsletter from the Suffolk County Council (SCC) Health & Safety Advisor and checks the Health & Safety pages on the Suffolk Learning website.
- 3.2 Subject co-ordinators are responsible for managing subject-specific health & safety guidance and for making teaching staff and the business manager of new information and guidance or their subjects.
- 3.3 When necessary, arrangements will be made for local consultation with trade union representatives on health and safety matters relating to all staff.
- 3.4 A copy of the SHaW Policy is be available to all staff in the Policies file in the school office.
- 3.5 General health & safety information is displayed on a noticeboard in the staffroom, this includes the Health & Safety Law leaflet, the incident reporting procedure and the Organisation section of this policy.
- 3.6 All staff are given a copy of the "Health and Safety Law - What you should know" leaflet as Induction.

## 4 Critical Incident Management and temporary staffing absences

- 4.1 The school is aware of the SCC Critical Incident Guidelines.

4.2 The school has a comprehensive Critical Incident and Business Continuity Plan and is working towards ensuring that all SCC guidance is either included or been considered for this.

4.3 The school has sufficient first aiders to cover staff absences and remain within guidelines and sufficient staff are keyholders to maintain site security in the event of staff absence.

## **5 Health and Safety Training**

5.1 All staff will receive health and safety induction training appropriate to their role, this will include:

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school
- Communication and relationships with other departments, schools and Suffolk County Council.
- General health and safety advice, including the school's own guidance and that from the LA
- The use of the Incident Reporting procedures for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance (e.g., PE, Art, D&T, Science etc)
- For certain staff (Headteacher, Business Manager, Caretaker, Office Administrator etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the local Asbestos Management Plan is available to ALL staff
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Smoking ban on all Council premises
- Fire evacuation and emergency procedures
- Critical Incident procedures
- The arrangements the school has for managing visitors (signing in, accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)
- Information on hazards that are specific to the school, and established controls or precautions
- Trained first aid personnel and first-aid facilities - staff expected to undertake first aid duties are advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds.
- The policy around positive behaviour management (challenging behaviours shown from pupils)
- What to do in an emergency, including fires which start in class
- Fire extinguishers and blankets - location and use
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans.
- Infection Control arrangements
- Employee problems and concerns - the Employee Assistance Programme which the school buys in to and / or access to wellbeing advice, counselling and other staff support schemes
- Use of equipment and/or tools including defect reporting
- Materials and substances in use - handling and labelling systems / warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Arrangements for visits and trips
- Security
- Supervision of work experience students
- Manual lifting and handling - general advice and risk assessment
- Safe stacking of materials
- General housekeeping and maintenance of access and egress

- 5.2 Staff receive additional training, e.g., food hygiene, appropriate to their role.
- 5.3 Governors, the Headteacher and Business Manager will undertake appropriate training to enable them to carry out their responsibilities with regard to Health and Safety including training in risk assessment.
- 5.4 The Business Manager maintains a list of core health and safety training for staff to ensure all staff have received the training required, receive refreshers at appropriate intervals, and there is sufficient coverage for key functions such as health and safety. Wherever possible certificates are obtained to evidence training and, where training is carried out in-house, staff are required to sign a register.

## **6 Personal Safety**

- 6.1 The school has a secure perimeter, with gates locked during the school day, only released from the office. At the end of the day one gate is unlocked to allow for child collection, but the door to the main building remains locked.
- 6.2 The school has lone working risk assessments and procedures for staff who may be on site alone, e.g., after hours or in school holidays, or undertaking lone activities such as banking.
- 6.3 The school has a system for signing in at the front desk. All visitors are given a badge on signing in with a lanyard that denotes whether they are DBS checked.
- 6.4 The school has a policy for dealing with abuse, violence and threats towards staff.
- 6.5 Staff receive BehaviourSafe training every two years to ensure they understand the legal framework and procedures for behaviour management of children.

## **7 Child Safety**

- 7.1 At the end of the day children are collected from the playground. Children in Green, Red, Blue and Purple classes are only released when the teacher sees their parent/carer or an approved person for collection. It is the responsibility of the parent to notify the school of their approved people for collection and any changes to normal collection arrangements.
- 7.2 Children in Silver class may leave school on their own unless the school is advised otherwise by the parent/carer.
- 7.3 The playground is supervised by staff at morning break and lunchtime. Children are not allowed into the playground until there is a member of staff present.
- 7.4 Children may not wear jewellery other than watches or earrings. Earrings must be removed or taped over for sport and swimming lessons.

## **8 Planned Safety Checks/Monitoring**

- 8.1 Individual staff perform a visual check of the school field and playground before use to ensure no dangerous litter or surface damage.
- 8.2 Individual staff perform a visual check before using electrical equipment.
- 8.3 All portable electronic equipment is PAT tested once a year using the supplier commissioned by the Property Service
- 8.4 The school purchases the Core Property Maintenance Service which ensures that all key landlord checks are scheduled and recorded in the Premises Log, this includes checks on equipment such as heating systems, water monitoring, condition survey reviews and provision of an Asbestos Register.

- 8.5 The school uses SCC approved contractors for other checks: SportSafe to check gym equipment annually, SafetyBoss to perform a Fire Risk Assessment every three years and a Health & Safety Audit every three years (reviewed internally annually), and Churches Fire for fire extinguisher maintenance.
- 8.6 The caretaker performs regular checks on the perimeter fence, fire equipment and water temperatures. The business manager carries out periodic checks on fire exit routes.
- 8.7 Work identified from reports from premises walk rounds, legionella checks, condition survey and fire risk assessment are collated in a maintenance document which is updated regularly to show actions taken and presented to Premises governors.

## **9 Infection Control and Supporting Children with Medical Needs**

- 9.1 The guidance on exclusion due to infection is displayed in the staff room and staff are aware that the full current DfE guidance is available on the internet.
- 9.2 Staff are made aware of and follow the arrangements for intimate care.
- 9.3 Where there are specific medical needs, staff are made aware and training is provided when required.
- 9.4 Asthma inhalers are kept in classrooms with the children.
- 9.5 Child epi-pens are kept in the locked First Aid Cabinet in the Resource area. Adult epi-pens are kept on high shelves in the classes they are working in
- 9.6 All other medicines are kept in a locked cabinet in the school office or, if they need to be chilled, in a fridge in the staffroom. Procedures are in place to ensure permission has been given by the parent, staff are willing to administer the medicine, medicine is clearly labelled with the child's name and details of doses administered are recorded.
- 9.7 Controlled Drugs may, in special circumstances agreed with the Headteacher, be stored in the locked cabinet in the school office, but parents will usually be expected to administer these.
- 9.8 The school has a policy specific to Supporting Children with Medical Needs.
- 9.9 Risk assessments have been written for people suffering with asthma, allergies or diabetes. Where the person affected is an adult, their care plan is attached to the risk assessment.

## **10 Incident Reporting/Investigation**

- 10.1 The school follows SCC guidance on incident reporting.
- 10.2 Staff have been briefed and incident report forms and associated procedures are displayed in the staffroom.
- 10.3 First Aid forms for children show information aligned to incident reporting to make follow-up easier.
- 10.4 Accidents to staff or visitors are recorded in the Staff Accident Book kept in the school office and the Business Manager is informed to assess whether an Incident Report is required.
- 10.5 The Business Manager checks details on each incident report before submitting it to SCC and investigates any follow up necessary. Follow up is shared with staff and SCC as appropriate.
- 10.6 Where investigation following an incident report indicates this is necessary, risk assessments are reviewed and updated.

10.7 A member of the Premises committee reviews incident reports and reports back to the committee for discussion (if required)

## **11 First Aid Training & Equipment**

11.1 The school had a first aid kit in each classroom, additional kits to be taken on school trips, and a sports specific kit to be taken to sporting events. Additional First Aid resources are kept in a locked cupboard in the Resource Area. Backup stock is kept in the disabled toilet.

11.2 A member of staff checks kits on a regular basis and updates stock where needed.

11.3 The school has bins for clinical waste which are on contract with PHS.

11.4 The first aid training records are part of the core training record maintained by the Business Manager.

11.5 Lists of current first aiders are displayed in several locations within the school.

11.6 All first aid incidents are recorded on forms which are monitored by the Business Manager and stored in the school office.

11.7 The school holds contact details for the emergency services and local GP practices.

11.8 If a child is taken ill at school, the school will endeavour to contact the parents/carers, but will not wait to make this contact before contacting the emergency services or taking the child to A&E (depending on the severity)

11.9 First Aid arrangements are considered for every school trip and documented on Evolve.

## **12 Risk Assessments**

12.1 The business manager maintains a comprehensive set of risk assessments which are reviewed cyclically, taking advice from the SCC health & safety advisor as needed. New topics are added when identified.

12.2 The full list of risk assessments (excluding those that are trip specific) is available in the staff room and staff are aware they should check this and read the assessments appropriate to their activity. Staff are aware that they need to consider risk assessment when planning an activity and work with the business manager to produce or update one when required.

12.3 When appropriate risk assessments are communicated to visitors.

12.4 Staff leading trips produce the assessments specific to the trip and upload these to Evolve.

## **13 Fire Procedures**

13.1 An external fire risk assessment is commissioned every three years and fire arrangements are discussed with the advisor during the visit. This risk assessment is reviewed and updated annually or when there has been an incident or the building has changed. A copy is available in the school office for staff to view.

13.2 Notices detailing the evacuation procedure, the assembly point and primary and secondary exit routes to the assembly point are displayed in all classrooms, teaching areas, main corridors and offices

13.3 Personal evacuation plans are completed for people who may need to be assisted from the building.

13.4 A timed fire drill is carried out every term. Details of the evacuation are recorded in the Fire Log Book.

- 13.5 Fire extinguishers and other fire equipment such as alarms, emergency lights and fire doors are checked/tested by the caretaker on a regular basis and this is recorded in the Fire Log Book held in the school office.
- 13.6 Fire awareness and fire extinguisher training is scheduled for all staff every three years and recorded on the core training records maintained by the Business Manager.
- 13.7 Any 'hot work' required is referred to the Property Service to ensure the correct permits are obtained.

#### **14 Locally organised Premises Maintenance, Repair & Improvement**

- 14.1 The school uses the Landlord Permission Procedure when planning these works,
- 14.2 The staff have been made aware of the Asbestos Management Plan and are aware that they must not disturb the fabric of the building without appropriate consultation and tests being carried out.
- 14.3 When using external contractors, the school ensure they are appropriately insured and work to appropriate standards.
- 14.4 Contracts for ongoing services will be passed to the Schools' Choice Procurement team to as well as being checked carefully to ensure details are adequate.
- 14.5 Work carried out by employees or volunteers is monitored to ensure it is of appropriate quality. Volunteers and staff will not be used for significant building, electrical or plumbing work.

#### **15 Premises Security and Visitor Safety**

- 15.1 The school is securely fenced with four access gates. These are all kept locked during the school day.
- 15.2 Staff accessing the school field ensure the entrance gate outside Red class is locked before children leave the school to access the field as this is a shared access with the Old School House who may leave it unlocked.
- 15.3 All visitors have to sign in and receive a visitor's badge on arrival. Staff are aware they should challenge anyone in the building without a visitor badge. Lanyards are colour coded to show whether the visitor is DBS checked or not and hence whether they must be supervised.
- 15.4 Risk assessments are written for children who may attempt to leave the site.
- 15.5 An up-to-date list of key holders is kept in the school office. Members of staff issued with keys are required to sign for them. The LA and police are kept informed of changes to emergency key holders. Alarm codes/security door codes should never be divulged to third parties without the permission of the Headteacher.
- 15.6 If there are serious incidents of theft from the school site, the Headteacher will inform the police, the incident will be recorded and the Insurance Team and Schools Accountancy will be informed.

#### **16 Contractors on site**

- 16.1 All contractors are asked to report to Reception to sign in on arrival.
- 16.2 All contractors are asked to sign both the Premises Log Book and the Asbestos Log Book and to read the Rules for Contractors.

- 16.3 Contractors for minor works may attend during the school day, but are asked not to bring vehicles into the playground. Office staff will make staff working in or around the area affected aware and use appropriate screening or monitor the area to prevent access where necessary.
- 16.4 Contractors for major works will be commissioned through the property service and will, unless absolutely necessary, be asked to work in school holiday periods. The Business manager will make the staff likely to be in during these periods aware of their presence and any restriction on access to areas of the site. Advice will be taken from the Property Service of any further precautions needed.

## **17 Lettings**

- 17.1 The school has a lettings policy that details the rooms available and the letting rates.
- 17.2 Potential users are vetted on an individual basis.
- 17.3 The school uses the SCC letting forms when taking bookings. These must be signed by both the requestor and the Headteacher.
- 17.4 Where the lessee wants to use school equipment or bring their own equipment, an agreement will be drawn up regarding conditions of use, e.g., own equipment being PAT tested, or adults only to use equipment and read risk assessments
- 17.5 Fire evacuation procedures will be agreed with lessees.
- 17.6 Lessees will be expected to bring their own first aid provision.

## **18 Vehicle Control and Driving for Work**

- 18.1 Staff and visitors should park in the village car park or the triangle opposite the school.
- 18.2 Vehicles are only allowed in the playground during school hours with the agreement of the Headteacher or Business Manager. A risk assessment for vehicle movements is in place
- 18.3 Vehicles in the playground during school hours should park on the parking pad whenever possible.
- 18.4 When it is necessary for a vehicle to enter the playground, the playground will be supervised by at least one member of staff to ensure that children do not come out of buildings while the vehicle is moving and that the gate is closed once the vehicle is inside.
- 18.5 If a vehicle has to enter when children are in the playground, supervising staff will be alerted and children will be moved to a safe area until the vehicle movement is complete.
- 18.6 If any employee is likely to have to travel for work (this includes both transporting children and activities such as banking), this must be with the agreement of the Headteacher and either the Headteacher or the Business Manager must have sight of that employee's personal car insurance (must be business use insurance), MOR and driving licence before any such driving takes place.

## **19 Educational Visits**

- 19.1 The school follows SCC guidance for educational visits.
- 19.2 The school uses EVOLVE to aid management of risk when planning trips and staff use this to record details, upload relevant documents and request approval from the Headteacher or SCC (as appropriate to the trip type).
- 19.3 The Headteacher is the EVC and has completed the relevant training.

19.4 Risk assessments are completed for each trip, taking into account the activities planned and any medical or behavioural needs of individual children participating.

## **20 Mental Health, Stress at Work and Well-Being**

20.1 The school buys into the Well-being service provided by Schools' Choice and staff are signposted there when needed. This provides a variety of services including telephone and face to face counselling

20.2 The Headteacher operates an open door system for staff to discuss stress, well-being and other issues.

## **21 Child Protection Procedures and Safeguarding**

21.1 The school has a Safeguarding Policy and Child Protection Procedures that are updated at least annually and are kept in line with current government and SCC guidance.

21.2 Individual children at risk are risk assessed as needed, with this being reviewed and updated regularly.

21.3 The school has a DSL team who meet regularly to triage reports from staff and other information to ensure all actions required are completed in a timely fashion.

## **22 Control of Hazardous Substances (COSHH)**

22.1 All cleaning materials and other hazardous substances held on site are kept locked in the cleaning cupboard. A fire cabinet is available within the cupboard for potentially explosive materials, e.g., aerosol polish.

22.2 Kitchen-specific cleaning materials are kept in a locked cupboard and the servery is latched with a high-level hook when not in use.

22.3 COSHH sheets are in the cleaning cupboard and available from Vertas.

## **23 Asbestos**

23.1 The school has an asbestos log book provided by Vertas.

23.2 All staff are aware they must check the asbestos plan before making changes to the fabric of the building, and that any activity affecting the fabric of the main building **MUST** have an asbestos test in place before any disturbance of the abric (the Poppy building is sufficiently new to be asbestos free

**APPENDIX A – Useful Contacts**

<b>Contact</b>	<b>Name</b>	<b>Phone</b>
Chair of Governors	Jamie Warner	School
Critical Incident Management Team	Stephen Dodd Susan Baldry Harriet Elliss Siobhan Howson Jamie Warner	School
Local police	Elmswell/ Stowmarket	01284 774100
Fire service		999
Hospital	West Suffolk	01284 713000
Non Urgent Emergencies		111
Stowmarket Health Centre Combs Ford Surgery		01449 776000 01449 678333
Press and media	Bury Free Press East Anglian Daily Times and Evening Star Suffolk Radio	01284 757844  01473 324788  01473 250000 01473 340707 (out of hours)
Health and Safety Representative	Stephen Dodd	School
Governor for Health & Safety	Ben Thomas	School

## **APPENDIX B – Isolation Points**

### *WATER:*

- Stopcock on pavement outside the school
- Stopcock in table cupboard off hall
- Stopcock in plant room for new block

### *ELECTRICITY:*

- Breakers in hall
- Handle in electricity cupboard in table storage area off hall
- Handle in staff room
- Plant room for new block

## **APPENDIX C - Items to be considered for future iterations/ documents to be updated**

- Procedures for dealing with abuse and threats against staff
- Guidance on dealing with one of these incidents
- Keyholder list
- Wellbeing for staff after threats
- Lockdown/evacuation procedures
- Grouping electrical kit for PAT testing on cyclical basis
- Check list for walk rounds
- Anchoring of wheelie bins
- Work to be done on H&S Advisor and Police advice on Site security
- Additional risk assessments and safe systems of work for external contractors
- Policy for Educational Visits