



Health and Safety Policy

Lead Person : Deputy Headmaster
Governing Body Committee : Health & Safety

INTRODUCTION

1. The Governors of The Crypt School recognise their corporate responsibility to provide as far as reasonably practicable a safe and healthy environment for the pupils and staff on and off site. They also acknowledge their responsibility to all other school users including parents, visitors and contractors while on site.

POLICY

2. The Governors of The Crypt School will take all reasonable, practicable steps to fulfil their responsibility to provide a safe and healthy environment for all users of the premises, including employees, and to pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974 and all relevant statutory provisions including European Directives.

3. This policy applies to all permanent and temporary accommodation on the site.

PROCEDURE

4. The Governors' duties set out in the Health and Safety at Work Act 1974 are as follows

- a. Make safe plant, places of work, premises, equipment and systems.
- b. Make arrangements for the safe use, handling, storage and transportation of articles and substances.
- c. Provide appropriate security arrangements.
- d. Provide information, instruction, training and supervision by first aid personnel to ensure the health and safety of all those on the premises.
- e. Provide adequate first aid and other welfare facilities.
- f. Provide safe means of access and egress.
- g. Provide opportunities for the participation of trade union representatives in promoting health and safety at work.

5. Governors expect the School's employees to fulfil their legal obligation to co-operate in the operation of this policy; employees are expected to:

- a. Support and implement this policy.

- b. Set a personal example through safe behaviour and comply with appropriate safety warnings.
- c. Make use of the protective equipment available; ensure that pupils make use of protective equipment; observe standards of dress consistent with safety and/or hygiene; accept that the safety equipment, protective clothing and procedures provided must be employed as appropriate to the hazard and in the manner prescribed; not interfere with or misuse equipment which has been provided in the interests of health and safety.
- d. Comply with safety procedures, whether written or brought to their attention by other means; familiarise themselves with procedures for emergency evacuation.
- e. Satisfy themselves when using plant, machinery, tools or equipment that it is not defective and that it is suitable for the task; where there is doubt, refer equipment to a supervisory officer. When required, ensure that it has current valid test certificates where appropriate.
- f. Ensure that any equipment to be purchased, hired or installed by the School is suitable for its intended use and location and complies with the appropriate safety regulations. Full operating and maintenance instructions, written in English, must be provided and made available for use.
- g. Report to the designated person if inadequacies are detected in any safety procedures.
- h. Be conscious of the health, safety and welfare of themselves, their colleagues, pupils in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or those others.
- i. Report all incidents which have led or could lead to damage or injury, accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents in accordance with prescribed procedures, and assist any resulting investigation.
- j. Teach safety as an integral part of courses, both by formal teaching, where appropriate, and by example, by ensuring that no School user sees or is allowed to do anything which does not correspond to the best industrial or teaching practice.
- k. Prohibit any pupil who refuses to adopt safe working procedures from taking part in the lesson, and refer the pupil so that appropriate disciplinary action can be taken.
- l. Inform contractors and other workers not employed by the Governors of appropriate health and safety regulations and of appropriate points from this health and safety policy.

DESIGNATED RESPONSIBILITIES.

6. **The Headteacher.** The ultimate responsibility for the implementation of the health and safety policy within the School lies with the Headteacher. However, the Business Manager is delegated by the Governors to supervise, monitor and control all matters relating to health and safety and to act as the Health and Safety Officer

7. **The Leadership Team.** The Leadership Team expects to:

- a. Ensure that the School is so organised that there is no unacceptable risk to members of staff, pupils, or other users of property.
- b. Ensure that all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.

- c. Set a personal example and encourage a safe attitude towards work amongst all employees.
- d. Ensure that there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- e. Co-operate with the safety representatives of recognised trade unions.

8. **The Health and Safety Officer.** The Health and Safety Officer is the Business Manager who will work in conjunction with the Caretaker. Responsibilities include:

- a. Monitoring and implementing the general safety programme with the Headteacher and the Caretaker.
- b. Carrying out regular programmes of inspection of the premises.
- c. Ensuring all accidents and hazardous situations are reported.
- d. Analysing accident reports and reporting to the Governors' Health and Safety Committee.
- e. Establishing and monitoring first aid procedures, and review from time to time all First Aid and Emergency Regulations.
- f. Being the focal point for day to day references on safety and give advice or indicate sources of advice.
- g. Holding relevant information on health and safety which will include Health and Safety Executive (HSE) guidance notes, codes of practice and copies of this policy and its annexes.
- h. Co-ordinating and implementing the School's safety regulations as approved by the Governors' Health and Safety Committee.
- i. Establishing and monitoring fire procedures with the Deputy Headmaster.
- j. Setting a personal example and encouraging a safe attitude towards work amongst all staff and pupils.
- k. Establishing protective clothing and equipment needs and establishing monitoring procedures for their use.
- l. Maintaining contact with outside agencies.
- m. Reporting all known hazards immediately and stopping any practices or the use of any plant, tools, equipment etc considered to be unsafe until their safety is satisfactory.
- n. Making recommendations for additions or improvements to plant, tool, equipment etc which are dangerous or potentially so.

9. **Heads of Department.** Heads of Department are responsible for:

- a. Safe methods of working exist and are implemented throughout their area of responsibility;
- b. Health and safety regulations, rules, procedures and codes of practice are being applied effectively;

- c. Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- d. New employees working within their area are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headmaster or as necessary;
- e. Regular safety inspections are made of their area of responsibility as required by the Headmaster or as necessary;
- f. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- g. All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- h. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- i. Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- j. They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
- k. All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Headteacher and Business Manager as H&S Officer.

10. Duties Of Class Teachers

Class teachers are expected to:

- a. Exercise effective supervision of their pupils and to know the procedures in respect of 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 Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied.
- c. Give clear oral and written instructions and warnings to pupils where necessary.
- d. Follow safe working procedures personally.
- e. Require the use of protective clothing and guards where necessary.
- f. Make recommendations to the Headteacher or Head of Department 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. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and
- i. Report all accidents, defects and dangerous occurrences to the Headteacher, Business Manager or Head of Department.

11. Duties of All Employees [including temporary and volunteers]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a. In the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b. Observe all instructions on health and safety recommended by the LA H&S annual audit, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Act in accordance with any specific H&S training received.
- d. Report all accidents in accordance with current procedure.
- e. Co-operate with other persons to enable them to carry out their health and safety responsibilities
- f. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g. Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
- h. Exercise good standards of housekeeping and cleanliness.
- i. Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments and identify any training needs.

12. Pupils

Pupils, in accordance with 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; and use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

13. Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

14. The Governors' Health and Safety Committee. The Health and Safety functions of the Governors' Health and Safety Committee are:

- a. The appointment of a Link Governor to monitor Health and Safety issues.
- b. The study of accidents and notifiable diseases, statistics and trends.
- c. The examination of safety reports on a similar basis.
- d. To consider reports which safety representatives may wish to submit.
- e. To consider reports and factual information provided by inspectors for the enforcing authority appointed under the Health and Safety at Work Act.
- f. To assist in the development, implementation and review of School safety rules and safe systems, working within current legislation and co-operating with Trade Union and Professional Association Representatives.
- g. To monitor the effectiveness of the safety content of staff training.
- h. To monitor the adequacy of health and safety communication and publicity in the School.
- i. To provide a link with the appropriate inspectorates of the enforcing authority.
- j. To review annually and revise all health and safety practices in the light of any new legislation.
- k. To make recommendations to the Governing Body.

15. Staff Development Co-ordinator. The Staff Development Co-ordinator determines the education and training needs of staff in consultation with the Headteacher and Business Manager, and ensures that training in safety and related topics is kept under constant review.

GENERAL ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

1. Accident Reporting, Recording and Investigation

All accidents and injuries to any person on the School premises must be reported using the Crypt on-line system.

Record books kept in workshops, laboratories and other departments should be completed.

Incidents and potential hazards should be reported on the hazard form available from the Business Manager. A supply of hazard forms is also kept in the Staff Room.

The school will report and investigate all accidents, incidents and near misses seriously and the school will adhere to the GCC SHE Procedure she/pro/4 accident reporting and investigation.

In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.

2. Asbestos

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

1. complying with all regulations and county policy concerning the control of asbestos
2. removing asbestos containing materials where the risk to building users is unacceptable
3. to have a named officer (the asbestos manager) who will have responsibility for the implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises guidance.

3. Contractors

The school follows the guidance issued by Corporate Building Services as outlined in the property log book for the selection, appointment and monitoring anyone undertaking works. These include:

1. checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. EXOR or a combination taking into consideration nature and scale of the works required)
2. examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
3. having clearly identified personnel who are points of contact for contractors and visiting workers
4. having all significant and unusual hazards and risks on site clearly identified.
5. exchanging information on hazards and risks

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

1. segregation of traffic and pedestrians
2. segregation of contractors and occupants of the school (where possible)
3. safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
4. implications on fire precautions due to possible increased risk and interference with fire alarm
5. system and routes of evacuation

Communication. The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

1. providing visitors with copies of appropriate hazard registers such as the asbestos register
2. telling visitors about hazards on site
3. asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
4. asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
5. controlling access so that contractors know who may also be working on site
6. sign-off/safe completion certificates
7. ensuring completion of the Premises Log Book by contractors and visiting persons

4. Curriculum Safety (including extended schools activity/study support)

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPPSS, AfPE (formally BAALPE) DATA and county procedures and guidance.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

5. Drugs & Medication

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or pediatrician, if needed. The school nurse

and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school or setting staff to administer medicines. However the school recognises that Children with medical needs have the same rights of admission to a school or setting as other children.

The school has adopted the DFE guidance Managing Medicines In Schools And Early Year Settings.

Protective Clothing and Equipment. The School Health and Safety Officer, Heads of Department and Site Manager determine the type and quantity of protective clothing or equipment necessary for the protection of all employees, pupils and visitors, and the circumstances in which clothing or equipment are used if not already directed by statutory regulations. Staff issued with protective clothing are to wear that protective clothing during work hours. Sufficient protective equipment is available for use by staff and pupils. In areas where the wearing of protective equipment is a statutory requirement, members of the public visiting the area are expected to wear the equipment available.

1. Electrical Equipment [fixed and portable]

Portable electrical equipment will be inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing on an two yearly cycle by authorised personnel. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.

Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection

2. Fire Precautions & Procedures

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted.

The named competent person [Business Manager or delegated person] who is responsibility for the implementing the fire Management Plan by:-

- a. Detailing of any significant findings from the fire risk assessment and any action taken.
- b. testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- c. testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
- d. recording of false alarms;
- e. testing and maintenance of emergency lighting systems;
- f. testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
- g. testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
- h. recording and training of relevant people and fire evacuation drills;
- i. planning, organising, policy and implementation, monitoring, audit and review;
- j. maintenance and audit of any systems that are provided to help the fire and rescue service;
- k. the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;

- i. all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

3. First Aid

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.

The guidance issued by the DFE on first aid for schools has been adopted by the school.

4. Glass and Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken

5. Hazardous Substances

GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

6. Health and Safety Advice (where the school buys the service)

Health and safety advice is obtained from Gloucestershire County Council SHE Unit 01452 425349/50 SHUnit@gloucestershire.gov.uk

7. Handling & Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary.

8. Lettings/shared use of premises

The school will follow the guidance issued in Resource Management Factsheet 4: The School Site & Buildings: Use by Governors & Third Parties issued as part of the extended schools guidance.

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

9. Lone Working

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

10. Maintenance / Inspection of Equipment

Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.

11. Personal Protective Equipment (PPE)

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided.

A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

12. Risk Assessments

The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process.

Risk assessment is the responsibility of the school's management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

13. School Trips/ Off-Site Activities

The school complies with DfE and LA guidance on offsite visits and school journeys.

The name competent person nominated as Educational coordinator (N C Dyer/Deputy Headmaster) is responsibility for:

- a. support the head and governors with approval and other decisions;
- b. assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- c. organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
- d. organise thorough induction of leaders and other adults taking pupils on a specific visit;
- e. organise the emergency arrangements and ensure there is an emergency contact for each visit;
- f. review systems and, on occasion, monitor practice.

14. School Transport

Where staff are required to drive as part of their job, line managers/heads of department will detail of any significant findings from the risk assessment and any action taken.

Check that on an annual basis that drivers hold a current and valid drivers licence, undertaken county MIDAS training, hold appropriate business insurance and an MOT where relevant.

15. Staff Consultation

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations. Health & Safety issues will form a standing agenda item at each staff meeting.

16. Staff Health and Safety Training and Development

Line managers/heads of departments within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

Line managers conducting the PAR process will consider health and safety performance and address areas of concern with employees.

Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers/heads of department will be addressed as a matter of priority.

17. Staff Well-being / Stress

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.

18. Use of VDUs / Display Screens

The majority of staff within the school are not considered to be DSE users. The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment.

Line managers heads of department will ensure that DSE workplace assessments are conducted for all users.

DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there is staff changes.

19. Vehicles on Site

The Governors will endeavour to:

- Monitor the access of vehicular and vulnerable (pedestrians & cyclists) traffic to ensure safety and take any necessary steps practicable to ensure pedestrian and cyclists' safety.

20. Violence to Staff / School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headmaster and governing body will liaise with their local Crime Prevention Officer.

Managers/heads of department are responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk line managers will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

If a pupil is thought to be carrying a dangerous weapon (e.g. knife) in school the Headteacher (or a delegated member of the SLT) has the right to carry out a search of that pupil and any possessions of that pupil (bag, locker etc.). The search must be carried out by at least two member of the SLT (a female member of SLT must be present if the search involves a female student). Parents/carers should be informed and a report logged about the incident on to the school's CMIS system. All member of staff and visitors must wear an identification badge at all times whilst on the school site.

21. Working at Height

Line managers/heads of department will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

22. Work Experience

Work experience co-ordinators will ensure that the working practices outlined **Work-related learning and the law** – Guidance for schools and school-business link practitioners and **Work experience** – A guide for secondary schools is followed at all times.

23. Workplace Inspections and Premises Risks

Line managers/heads of departments responsible for premises/departments to undertake workplace inspections every three months.

The Caretaker will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, caretakers should contact Corporate Building Services.

24. Fire regulations for external groups using the school

When signing in visitors are asked to read the procedures regarding fire evacuation. If groups are using the school outside of normal hours, the group leader should be issued with the fire evacuation procedures and inform the group where they should evacuate to if a fire alarm is sounded.

Reviewed – April 2011

Approved Full Governors – May 2011

Next Review – April 2012

Appendices

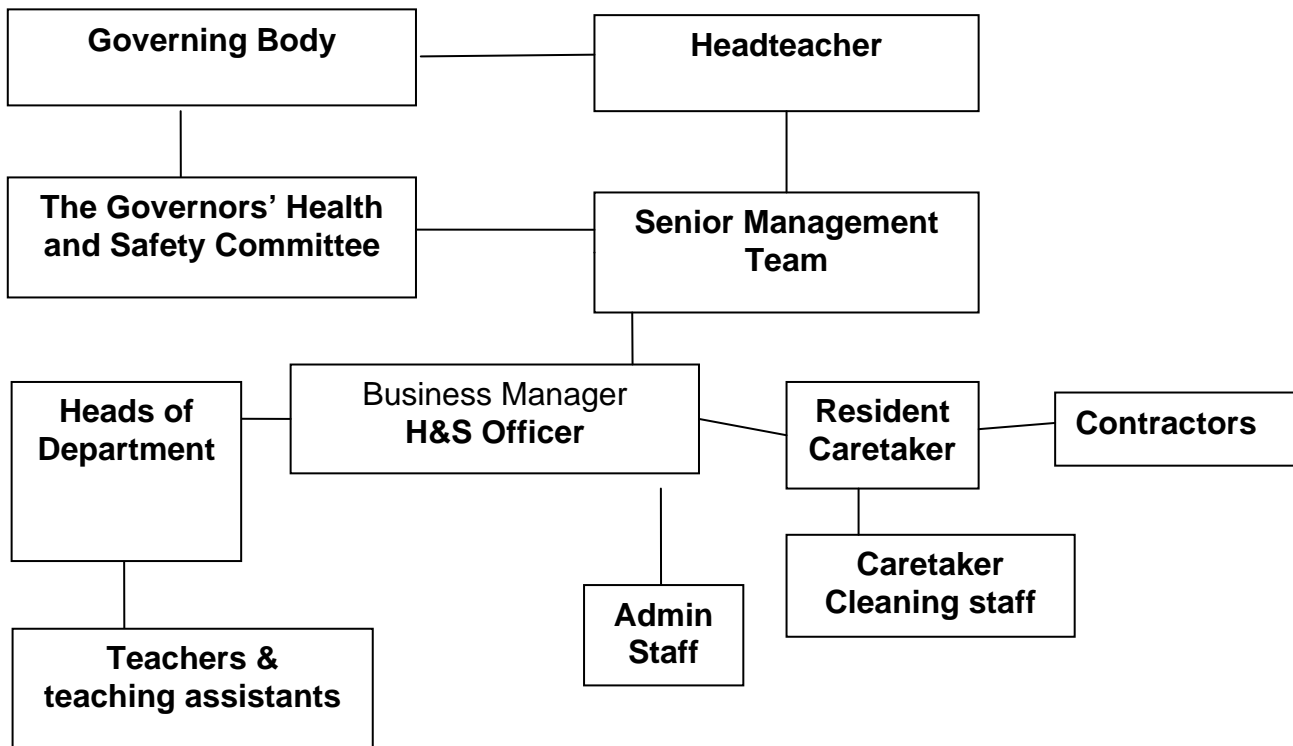
- A. Organisational chart
- B. Policy on Vehicular and Pedestrian Access.

Links to other policies

The Crypt School Health & Safety Handbook
Safety Policy for Educational Visits

Appendix One

ORGANISATIONAL CHART



Appendix Two

VEHICULAR AND PEDESTRIAN ACCESS POLICY

POLICY

1. The Governors' Health and Safety Committee will encourage and promote, for all School users:
 - a. The safe access and passage to, from and within the School site.

- b. The safe parking of vehicles, including bicycles, within the School Site.

PROCEDURE

- 2. The Governors' Health and Safety Committee will:
 - a. Monitor the arrangements for vehicular access to, from and within the School site and make changes when considered necessary to improve safety.
 - b. Monitor the parking facilities within the School site and make any changes necessary to improve safety.
 - c. Identify and promote those areas where parking is permitted.
 - d. Establish and promote the method of vehicular access to, from and within the School site.
 - e. Provide oversight of the designated parking area and the School entrance by means of the School CCTV system.
 - f. Monitor the parking and access situation on the public highway fronting the site and make recommendations to the Highway Authority as considered necessary and appropriate to improve safety.

- 3. The Governors' Health and Safety Committee will inform all School users whenever possible and practical of:
 - a. Those areas where parking is permitted.
 - b. The access arrangements to, from and within the School site.
 - c. The putting down and pick up arrangements for pupils transported by private cars etc.