



MORDA C of E PRIMARY SCHOOL

Document Type: HEALTH AND SAFETY

Title: HEALTH AND SAFETY POLICY

Reference:	HS-01	Version:	1	Page 1 of 14	
Prepared By:	Head Teacher		Approved By:	Governor Chair of Safeguarding H & S Committee	
Reviewed and Confirmed by Governing Body:			19 May 2016	Issue Date:	19 May 2016

REVISION HISTORY

Version	Issue Date	Summary
1	19-05-16	First Issue in New Format
	17.5.17	Reviewed but unchanged

1. SCOPE

This policy sets out the guidelines for ensuring how Morda Primary School (MPS) ensures compliance with Health and Safety legislation, promotes a safe learning environment for its pupils, staff and visitors and monitors its performance in these areas to seek continuing improvement.

2. STATEMENT OF INTENT

Health and Safety is an important consideration for MPS. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors which meets the requirements of current legislation. Staff shall have regular training in matters relating to health and safety management, control and improvement, and shall play an active role in ensuring the highest possible standards are maintained throughout the school. Where recorded any personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

3. RESPONSIBILITIES

The Governing Body shares with the Local Education Authority (LEA) overall responsibility for health and safety at MPS. Under the provisions of the Health and Safety at Work Act (1974) all staff have a duty of care for themselves and towards others in relation to health and safety in the school.

3.1. Governing Body -

For its part the governing body will:-

- ✓ Ensure health and safety has a high profile
- ✓ Ensure adequate resources for health and safety are available
- ✓ Consult staff and provide training opportunities
- ✓ Monitor and review health and safety

3.2. Head Teacher

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The Headteacher will:-

- ✓ Develop a health and safety culture throughout the school
- ✓ Take day to day operational decisions
- ✓ Ensure staff are aware of their responsibilities
- ✓ Ensure risk assessments of any potentially hazardous activities are conducted by the teacher responsible
- ✓ Report and update Governors in matters relating to Health and Safety.
- ✓ Ensure robust health and safety procedures are developed and implemented
- ✓ Monitor effectiveness of procedures

3.3. Staff

All staff will:-

- ✓ Support the implementation of health and safety arrangements
- ✓ Take reasonable care of themselves and others
- ✓ Ensure, as far as is reasonably practicable, their classroom or work area is safe
- ✓ Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.
- ✓ Conduct or consult risk assessments of any potentially hazardous activity

4. HEALTH AND SAFETY ARRANGEMENTS

- 4.1. The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety Regulations (1999).
- 4.2. Smoking is not permitted anywhere on the school site.
- 4.3. Contractors - When contractors are on site they are expected to follow school safety procedure. The Head Teacher will liaise with contractors as appropriate.
- 4.4. COSHH - All staff will follow the guidance on using controlled or hazardous substances. The Head Teacher will ensure appropriate COSHH Data Sheets are available.

4.5. Monitoring



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- 4.5.1. A Site Maintenance Record Book will be used to record all deficiencies and ensure immediate action is carried out when necessary. All staff have a responsibility to carry out monitoring on a day to day basis and report deficiencies.
- 4.5.2. An annual check will be carried out by a Governor, the Premises Officer and the health and safety representative to monitor the upkeep of buildings and grounds This will be used to prioritise required works and to assess future requirements.
- 4.5.3. The Head Teacher shall ensure the grounds are monitored on a daily basis and defects recorded in the Site Maintenance Record
- 4.5.4. The Governing Body shall ensure Health and Safety matters are monitored through the Safeguarding and H&S Committee at its termly meetings. The Chair of this committee shall ensure the LEA's annual Health and Safety Audit is completed in a timely manner.
- 4.6. Training - The Headteacher will ensure all staff are given appropriate training in line with their specific duties and responsibilities. All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

5. EQUIPMENT

- 5.1. General - Any equipment in school must be used safely and for its intended purpose only. Equipment identified as defective must be taken out of use immediately and labelled accordingly. Administration staff must be informed immediately in order that arrangements for repairs or replacement can be made swiftly. No second hand equipment must be introduced to school without the agreement of the Head Teacher.
- 5.2. Electrical equipment will be tested regularly in accordance with current legislation and Shropshire County Council policy. Plugs and leads will be visually checked regularly. Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire. Electrical sockets should be switched off before a plug is removed.
- 5.3. Fire fighting equipment and alarm systems are maintained via annual contract.



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5.4. PE equipment is maintained via an annual contract.

6. HAZARDOUS SUBSTANCES

Any hazardous substance used on the school premises must comply with, and be handled in accordance with current COSHH legislation. They must be kept in appropriate storage areas which shall be kept locked during school hours. Appropriate COSHH Data sheets shall be available to members of staff.

7. RISK ASSESSMENTS

The Head Teacher will ensure a risk assessment is performed and documented for any activity that has the potential to cause harm. Risk Assessments shall be reviewed every 2 years.

8. EDUCATIONAL VISITS AND OFF SITE ACTIVITIES

The School has a specific policy which deals with health and safety issues during Educational Visits and other off site activities

9. PHYSICAL EDUCATION

9.1. Risk Assessments

Risk assessments will be undertaken for PE activities and are available to staff on the Staff Server in the Risk Assessment folder.

9.2. Lifting and Moving

Care must be taken when lifting or moving P.E. equipment. Each child should be taught how to lift and move equipment. Techniques should be revisited termly with each new class. Children should be stationed at the corners of each piece of equipment. The group leader will control the lift operation.

10. PERSONS AUTHORISED TO WORK WITH CHILDREN

MPS has a documented Safer Recruitment Policy. All staff, volunteers and placement students undergo vetting to establish their suitability for working with



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children. A Single Central Record is maintained which clearly shows their authorised status. While checks are pending a red lanyard shall be issued to indicate the person must be chaperoned at all times. Once vetting procedures are completed a blue lanyard can be issued.

10.1. Badges and Lanyards

All adults in school whilst pupils are present must wear a red or blue lanyard.

- ✓ Blue means the person has been cleared to work unsupervised with children
- ✓ Red means the person is an authorised visitor who must be supervised at all times while children are in the building.
- ✓ **A PERSON IN SCHOOL WITHOUT A LANYARD SHOULD BE CHALLENGED AND ESCORTED TO RECEPTION.**
- ✓ Adults authorised to collect children do not need to wear lanyards. However it is important that adults not known to the person on duty are politely challenged “Do you need any help?” or “Who are you collecting?”

11. VISITORS AND SECURITY

MPS welcome visitors to the school and will ensure they enjoy a safe visit, whilst maintaining the safety of staff and pupils. All visitors must report to reception at the start of their visit and must sign in regardless of time of day. Parents at school for a purpose other than collection of children must also sign in

11.1. Visitor Reception

- 11.1.1. Welcome visitors, establish the purpose of visit and usher into the reception area.
- 11.1.2. The visitor shall sign the visitors’ book and instructed to read the Health and Safety Notice.
- 11.1.3. Mobile phones are not allowed in the Early Years section of the school. Visitors to this area must hand in their mobile phone for the duration of the visit.
- 11.1.4. Issue a visitor badge on a red visitor lanyard ensuring that the number of the badge is recorded in the visitor book. If there is any doubt about the status of the visitor they must be issued with a red lanyard
- 11.1.5. Visitors must be accompanied for the duration of the visit and must not be left alone with children at any time.



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11.1.6. Ensure the visitor meets with the appropriate contact in the school.

11.1.7. Ensure all visitors sign out at the end of their visit

11.2. Deliveries

All delivery people must be chaperoned and if the gate needs to be propped open a member of staff shall stand by the gate to ensure children cannot leave.

11.3. Tradesmen

Tradesmen doing repairs to the school must be chaperoned at all times.

11.4. Visitors to the School House

Visitors to the school house must be observed as they move through the school property.

11.5. Beginning and End of the School Day

11.5.1. Gate to be staffed from 8.35 - 8.50 and from 3.05 - 3.25. and must not be left unattended. Staff should use a 2 way radio or summon help from the office. In the afternoon the clipboard containing details of children who should be at Messy Monkeys and those who have permission to walk home unaccompanied will be collected before the gate is opened.

11.5.2. Unknown people should be challenged and if necessary credentials should be checked by referring to the office, before releasing children into their care.

11.5.3. No children should leave school without a suitable adult **unless they have permission to walk home unaccompanied. If in doubt stop children and double check using the clipboard.**

12. ENSURING CHILDREN ARE SAFELY DISMISSED FROM SCHOOL

12.1. Dismissal from Class

12.1.1. Reception to Year 2



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- ✓ All class teachers to be given copies of the Messy Monkey register
- ✓ No children to move around school unsupervised once the gates have been opened
- ✓ All children not staying in school after 15.15 to be collected by an appropriate authorised person from the classroom.
- ✓ Children attending after-school clubs to be escorted to the member of staff registering the club
- ✓ Children attending Messy Monkeys to be escorted to after-school care
- ✓ Uncollected children should be taken to Messy Monkeys while the issue with the collection of the child is resolved by the class teacher and administrator.

12.1.2. Years 3 to 6

- ✓ Children to be released on to the yard to find the appropriate authorised person present to collect them or to go home unaccompanied if authorised.
- ✓ Children attending after-school clubs to be released to meet with member of staff registering the club
- ✓ Children attending Messy Monkeys to be released to make their own way to the hall

12.1.3. Safe Arrival at Messy Monkeys and After School Clubs

- ✓ Children registered at clubs and Messy Monkeys by a member of staff
- ✓ Absences to be reported immediately via 2 way radio to administrator or senior member of staff on duty.
- ✓ Absences to be treated as an emergency with all available staff conducting an immediate search of the premises and senior staff to lead an investigation into the child's whereabouts. Police to be called as soon as search of school and initial investigation completed if child not found.

12.2. Leaving the School By The Gate

- ✓ While gate is open there must be a member of staff present (see Gate Release Procedures)
- ✓ Member of staff on duty at the end of the day to have:
 - 2-way radio
 - Copy Messy Monkey daily register
 - Register of children authorised to walk home unaccompanied

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- Club register if needed
- ✓ All children leaving to be carefully observed to ensure they are leaving with an appropriate authorised person
- ✓ Any children leaving unaccompanied to be checked against the registers to ensure: a) they are authorised by parents to walk home, b) not on the Messy Monkeys register
- ✓ If there is any doubt children should be kept in school until the issue is resolved

13. LONE WORKING

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure all outside doors are locked and curtains/blinds are closed when it is dark. Any one lone working on a regular basis, should be equipped with a personal mobile phone. Security lights are present in the visitors car park. Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

14. FIRE SAFETY

MPS has a detailed and robust fire safety arrangements and these are detailed in the Fire Safety Manual.

15. LUNCH AND BREAK TIME SUPERVISION

15.1. Staff Pupil Ratio

The safe staff to pupil ratio on the yard is 1 adult per 30 children with a minimum of 2 staff. Some children with particular needs may need one to one support at breaks and should not be included in the staffing ratio.

15.2. Authorised Playground Staff

Staff on duty should ensure that they are on the playground before or at the same time as the children. Teachers releasing children to the yard must be sure there is someone on the playground.

15.3. Positioning, Sight Lines and Roles

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One member of staff should position him or herself at the top of the steps outside Alps class this role is referred to as the Spotter. Their role is to scan the yard continually for dangerous occurrences or behaviours. They shall be equipped with a loud haler to be used to quickly intervene to prevent injuries or misuse of equipment. The loud haler should be used to politely direct children away from dangerous behaviour. Spotters should avoid bending down to speak to children and ensure that they are facing the yard at all times.

Another member of staff is allocated the role of **the west-end patroller**. This person should be moving around the area of the tree and the corner of the playground next to the Children’s Centre to ensure there are no dangerous occurrences or behaviours. Particular care should be taken in looking for potential bullying in this area.

These two roles need to be covered at all times. If someone is called to deal with first-aid or for any reason is unable to keep to the role another member of the team should step in. If no one is available the senior manager on duty should be called in.

Other staff should position themselves so that they can keep an eye on as much of the yard as possible while talking to children.

15.4. Intervening in Potential Problems at the First Opportunity

With careful observation and scanning it is possible to pick up on small problems such arguments, teasing, rough play or an isolated child. These should be dealt with in a low key positive ways:

- ✓ Simply moving closer to be a witness to the problem can be enough
- ✓ Encourage arguing children to express their feelings to each other by modelling the appropriate language eg: “I feel angry when I get tripped up” or “I don’t like it if I get left out of the game”
- ✓ Try to hear and accept children’s feelings by listening carefully and naming the feeling “It seems like you’re quite angry/upset/sad/disappointed about this problem.
- ✓ Avoid becoming part of the problem. Sometimes children report something after saying “I’m telling on you” to a child. Make sure you



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hear both sides of the story before making any judgments or taking any action.

- ✓ Often children can sort out the problem together: ask children to sit down and talk while you are near by. Appeal to the person who isn't upset to help the upset one be happy again (without any judgment).
- ✓ Use warnings to deal with poor behaviour
- ✓ Keep a regular watch on vulnerable children
- ✓ Check with senior staff if you are unsure, our first priority is children's safety and happiness.

15.5. Dealing With Violent Incidents

Violent behaviour must be referred immediately to a senior member of staff by radio or by sending a trusted pair of children.

15.6. Wet Play

During wet playtimes and lunch times children must be supervised in classrooms at a ratio of one member of staff per classroom.

Snowdonia and Alps class are both supervised in the Alps classroom. These children need to be escorted in groups to the room.

One staff member can supervise both in the Hall and Himalayas class as long as both doors stay open and the supervisor moves between the two rooms frequently. Children with a 1-1 supervisor can be used to supervise a whole class but must call on the senior manager on duty if difficulties arise. Senior staff should fill in any gaps in this ratio. It is up to the lead supervisor to allocate staff to classes.

Where it starts to rain during playtime children need to enter the school under the instructions of the senior manager on duty.

15.7. Use Of The Field At Lunchtime

Children may be allowed on to the field under the following conditions:-



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- ✓ All gates to the field apart from the school access gate to be locked
- ✓ The field must be supervised by at least 3 people allowing 1 person to deal with an emergency.
- ✓ One supervisor must be positioned at the North end of the field preventing children from entering the forest school area.
- ✓ Children must be prevented from entering the Community Garden
- ✓ The first aid station needs to move to the South end of the field and ice packs stored in the insulated bag in the box.
- ✓ Children to use the toilets in Snowdonia
- ✓ If two supervisors are on the yard free flow to the field is allowed
- ✓ All supervisors must have 2-way radios.
- ✓ Year 6 children can use the field with one member of staff supervising.

16. FIRST AID

The Head Teacher will ensure sufficient, trained first aiders are present whenever children are on the premises, including out of hours activities, breaks and lunchtimes. Where activities take place off school premises a requisite number of first aiders must accompany the group. First aid duties will be indicated in the Weekly Diary and in the Daily Checklist.

16.1. Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries that children sustain until the child can, if necessary, receive professional medical treatment.

First aid and medical treatment is available in the playground during break and lunch and in reception at other times. Disposable gloves should always be used when dealing with blood and then be placed in the medical bin. First aid boxes for school journeys are available. Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note must be made in the Accident Book, which is kept in the school office, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child



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that goes home must be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

All children and staff suffering a serious injury must be transferred to hospital by ambulance. An ambulance must be called as soon as first aiders or any member of staff at the scene of an accident deem it necessary. The most senior member of staff on site must be informed of any emergency.

16.2. Procedures For Notifying Parents of Injury or Illness not requiring hospital treatment

If a member of staff has any doubt about the correct procedure to follow they must seek advice from the senior manager on duty.

16.2.1. Headbumps - following a slight knock to the head staff will:-

- ✓ Attach green band
- ✓ Phone parents (leave reassuring message if necessary)
- ✓ Give copy of redacted* accident form and letter to the member of staff who will be dismissing the child
- ✓ Hand letter personally to person collecting child and explain

16.2.2. Injuries likely to leave a SIGNIFICANT mark (significant, bruise, scratch or cut) -

- ✓ Phone parents (leave reassuring message)
- ✓ Give copy of redacted* accident form and letter to the member of staff who will be dismissing the child
- ✓ Staff to hand letter personally to person collecting child and explain

16.2.3. Minor Bumps And Scrapes

- ✓ Phone parents (leave reassuring message)
- ✓ Give copy of redacted* accident form and letter to the member of staff who will be dismissing the child
- ✓ Staff to hand letter personally to person collecting child and explain



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16.3. Medication Policy

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms will be kept in the school office. The following Procedures apply:-

- ✓ All medication must be stored safely either in the fridge in the staffroom or in the locked medicine box outside the staff toilets.
- ✓ All medication, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office.
- ✓ It is the responsibility of the admin staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

16.4. Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children.

16.5. Contagious Diseases

MPS follow Health Protection Agency guidance on advice/reporting of diseases as outlined by the Health Authority. A guidance poster is displayed in the office.

16.6. Serious Medical Issues

A register of children with serious medical issues is kept in the staffroom. The register contains guidance on managing medical issues on a day to day basis and in emergencies.

17. STAFF HEALTH AND WELFARE

17.1. Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised,



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where physically possible. A free and confidential counselling service is available. A list of emergency contact names and phone numbers for all staff is held in the school office.

17.2. Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area. Staff must take care when moving or lifting equipment. If in doubt seek help.

17.3. Violence

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

17.4. Use of Display Screen Equipment

All staff using DSE should vary their work routines and follow guidance on regular eye tests. Such equipment must be positioned in such a way as to promote a good working position for the operator.

18. REVIEW

This policy shall be reviewed annually for adequacy at the summer meeting of the Governors' Safeguarding, Health & Safety Committee