



HEALTH AND SAFETY POLICY AND PROCEDURES

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Approval at plenary required?	Yes
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Committee:	Finance and Premises

1. Review Procedures

The Health and Safety Policy for The St Marylebone Church of England School is to be reviewed annually by the Finance & Premises Committee with notification being given to the full Board of Governors on the results of the review.

If there are any amendments required to be made to the policy as a result of a review, then these will have to be presented to the Board of Governors for acceptance of the amendment.

The next review of the Policy Document will be January 2023.

2. Amendments

Amendments are to be introduced on the approval of the Finance & Premises Committee. The Board of Governors is to be advised on the nature of any amendments.

It is the responsibility of the Director of Finance & Administration to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

amdt No	Date of Issue	Incorporation Details		
		Name	Signature	Date
1				
2				

3. Distribution of Copies

Master Copy	Director of Finance & Administration
Copy One	Governor Responsible for Health & Safety
Copy Two	Headteacher
Copy Three	Premises Manager and/or their designate and/or their designate
Copy Four	Teacher responsible for School Journeys
Copy Five	All staff - via staff portal
Copy Six	Reception for Visitors, Contractors & Parents Viewing

4. Statement of Intent

The Board of Governors believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the School and is consistent with its Church of England ethos.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.

- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Board of Governors recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

SECTION A - ORGANISATION

1. Introduction

1.1 In order to achieve compliance with the Board of Governors' Statement of Intent, the school's governors and staff will have additional responsibilities assigned to them as detailed in this Policy.

2 The Board Of Governors

2.1 The Board of Governors has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils (see Statement of Intent on page 2 of this policy).
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) Any contracts awarded such as cleaning, catering services and building works etc. are tendered in accordance with public procurement guidelines.

3. The Headteacher / Director of Finance and Administration

- 3.1 The Headteacher and Director of Finance & Administration support the Board of Governors by ensuring that:
- a) This Policy is communicated adequately to all relevant persons.
 - b) Appropriate information on significant risks is given to visitors and contractors.
 - c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
 - d) All staff are provided with adequate information, instruction and training on health and safety issues.
 - e) Risk assessments of the premises and working practices are undertaken annually.
 - f) Safe systems of work are in place as identified from risk assessments.
 - g) Emergency procedures are in place.
 - h) Machinery and equipment is inspected and tested annually to ensure it remains in a safe condition.
 - i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
 - j) Arrangements are in place to inspect the premises and monitor performance.
 - k) Accidents are investigated and any remedial actions required are taken or requested.
 - l) The activities of contractors are adequately monitored and controlled.
 - m) A report to the Governors on the health and safety performance of the school is delivered to every Finance & Premises Committee meeting.

4. Teaching/Non-Teaching Staff Holding Post/Positions of Special Responsibility

- 4.1 This includes the Senior Management Team, Heads of Departments, Clerical Managers/Supervisors, and Premises Manager and/or their designate and/or their designate. They must:
- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
 - b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to, or refer to the Headteacher or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their physical areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated appropriately.
- i) Include health and safety in the annual report to the Governors.

5. Special Obligations Of Class Teachers

5.1 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 health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) 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.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents via the Staff Portal, defects and dangerous occurrences to the Headteacher or

6. School Health And Safety Representatives

- 6.1 The Board of Governors and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union.
- 6.2 Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.
- 6.3 They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Board of Governors.
- 6.4 Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role in resolving any problems that need further action or in reviewing procedures.

7. Obligations Of All Employees

- 7.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
 - a) Act 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 issued by the 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 and near misses in accordance with current procedure.
 - e) Cooperate 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 identify 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.
- j) Cooperate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

7.2 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 purchases are considered.

8. Obligations Of Contractors

- 8.1 When the premises are used for purposes not under the direction of the Headteacher then, *subject to the explicit agreement of the Director of Finance and Administration*, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform either the Headteacher or the Director of Finance and Administration of any risks that may affect the school staff, pupils and visitors.
- 8.3 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

9. Pupils

- 9.1 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.
 - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

SECTION B - PROCEDURES AND ARRANGEMENTS

1. Introduction

- 1.1 The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.
- 1.2 The procedures provide a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File and on the school intranet.

2. Accident Reporting, Recording and Investigation

- 2.1 All staff are required to ensure that all accidents, incidents and near misses are reported via the Staff Portal. All such reports will be reviewed by the Designated Safeguarding Lead who will ensure, when appropriate, that the accident is investigated and reported to either the Headteacher or the Director of Finance and Administration and the Health and Safety Executive as appropriate.

3. Asbestos

- 3.1 The Premises Manager and/or their designate is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.
- 3.2 Staff must not permanently fix items to walls (nailing or drilling). Items are expected to be displayed on walls but the plastered surface should not be penetrated without permission from either the premises team or the Director of Finance & Administration.
- 3.3 Staff must report any damage to asbestos materials immediately to either the Headteacher or the Director of Finance & Administration.
- 3.4 Where damage to asbestos material has occurred the area must be evacuated and secured.

4. Audit

- 4.1 The Board of Governors, or an external contractor working on their behalf, will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

5. Behaviour Management / Bullying

- 5.1 All staff must be familiar with the school policies for behaviour management and bullying. Any

incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

6. Premises Management and Cleaning

- 6.1 The Premises Manager and/or their designate is responsible for ensuring the safe maintenance and cleaning of the school premises in accordance with the Director of Finance and Administration's instructions.

7. Contractors

- 7.1 The Director of Finance & Administration and the Premises Manager and/or their designate are responsible for the selection and management of contractors in accordance with the school policy.

8. Curriculum Safety (including out of school learning activities)

- 8.1 All curriculum leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.
- 8.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- 8.3 Guidance from CLEAPSS, Association for Physical Education [AfPE] and other lead bodies should be adopted as appropriate.

9. Display Screen Equipment

- 9.1 The Director of Finance & Administration is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.
- 9.2 Staff are reminded that laptops are not intended to be used for long periods of time without appropriate independent screens, keyboards and mice. Laptops should not be used on laps, chair arms and other unsuitable surfaces.

10. Educational Visits and Journeys

- 10.1 The Headteacher and the Educational Logistics and Operations Manager are responsible for ensuring that all school trips are managed in accordance with the school policy for School Visits.
- 10.2 All teachers must be familiar with this policy.

11. Electrical Equipment

- 11.1 The Premises Manager and/or their designate is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.
- 11.2 The Premises Manager and/or their designate is responsible for ensuring that all portable electrical equipment is tested in accordance with the School procedures for using and maintaining electrical equipment.
- 11.3 All staff must be familiar with the school procedures and report any problems to the Premises Manager and/or their designate. Staff are reminded that they must not bring electrical equipment into school without the permission of either the Headteacher or the Director of Finance & Administration.

12. Fire Precautions And Emergency Procedures

- 12.1 The school maintains separate policies and plans as follows:
- a) Fire Safety Management Policy
 - b) Emergency Plan
 - c) School Evacuation Plan
- 12.2 All staff are expected to be familiar with the contents of these documents.
- 12.3 Further details are available in Appendix 2.

13. First Aid

- 13.1 The school has assessed First Aid requirements and a number of staff have been trained.
- 13.2 Ample First aid supplies are provided.
- 13.3 A detailed description of the procedures for First Aid can be found in Appendix 1.
- 13.4 All staff must be familiar with the school arrangements for First Aid.

14. Grounds Maintenance

- 14.1 The Premises Manager and/or their designate is responsible for grounds maintenance on the school site.

15. Hazardous Substances

- 15.1 The Premises Manager and/or their designate is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- 15.2 Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. Where hazardous substances are the direct responsibility of the School's lab technicians, and not to be used or moved by any other persons, the substances will be clearly identified as such.
- 15.3 All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Premises Manager and/or their designate will complete an assessment for any authorised products.
- 15.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:
- a) Spirit based marker pens
 - b) Corrective fluid
 - c) Aerosol paints
- 15.5 All the above should be used in a well ventilated area.
- 15.6 Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

16. SEN

- 16.1 The St Marylebone Church of England School complies with the school's SEN policy and all teaching and support staff should be familiar with this policy and supporting guidance.
- 16.2 The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.
- 16.3 All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.
- 16.4 The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- 16.5 Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

17. Lettings / Shared Use of Premises / Use of Premises Outside School Hours

- 17.1 The Headteacher and Director of Finance and Administration are responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.
- 17.2 The Premises Manager and/or their designate is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

18. Lone Working

- 18.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 18.2 Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.
- 18.3 Any member of staff working after hours must notify the Premises Manager and/or their designate, or other School Keeper on duty, of their location and intended time of departure.
- 18.4 Lone workers should not undertake any activities which present a significant risk of injury.

19. Managing Medicines and Drugs

- 19.1 No pupil is allowed to take medication on the school site unless prescribed by a medical practitioner and accompanied by written consent and direction from his/her parent/carer.
- 19.2 Staff must notify the headteacher if they believe a pupil to be carrying any unauthorized medicines/drugs.
- 19.3 Further guidance is available in appendix 1.

20. Maintenance and Inspection of Equipment

- 20.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager and/or their designate.
- 20.2 Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place which records all maintenance and repair.
- 20.3 All faulty equipment must be taken out of use and reported to the Premises Manager and/or their

designate or Head of Department. Staff must not attempt to repair equipment themselves unless they are trained to do so.

21. Manual Handling and Lifting

- 21.1 The Headteacher and the Director of Finance & Administration will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.
- 21.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager and/or their designate for assistance.
- 21.3 Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- 21.4 Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

22. PE Equipment

- 22.1 The Head of PE is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.
- 22.2 Risk assessments must be completed for all PE activities and all staff must be familiar with these.
- 22.3 Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- 22.4 All PE equipment must be visually checked before lessons and returned to the designated store area after use.
- 22.5 Pupils must not use the PE equipment unless supervised.
- 22.6 Any faulty equipment must be taken out of use and reported to the Head of Department.

23. Personal Protective Equipment (PPE)

- 23.1 The need for PPE has been identified in Risk Assessments. It is the Headteacher's responsibility to ensure adequate supplies of PPE.
- 23.2 Where the need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.
- 23.3 Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

23.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher.

24. Risk Assessments

24.1 It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

24.2 The Headteacher and the Director of Finance & Administration are responsible for undertaking general risk assessments, including those in respect of infectious diseases and/or pandemics such as COVID-19, with the exception of the areas listed below.

24.3 The Senior Deputy Head will undertake risk assessments for Fire and Emergency Procedures.

24.4 Heads of Department will undertake risk assessments for their specialist areas.

24.5 The Premises Manager and/or their designate will undertake risk assessments for maintenance and cleaning.

24.6 The Educational Logistics and Operations Manager will ensure that risk assessments are completed by all staff who organise and lead school visits.

25. Trades Union Safety Representatives

25.1 Safety representatives are able to support the following major functions:

- a) Investigate potential hazards and dangerous occurrences.
- b) Examine causes of accidents.
- c) Investigate employee concerns and complaints relating to health and safety.
- d) Make representation to the employer on matters arising out of the above functions.
- e) Carry out inspections of the workplace.
- f) Represent employees in consultations with the Health and Safety Executive.

26. Security / Violence

26.1 The Premises Manager and/or their designate is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

26.2 The Premises Manager and/or their designate is also responsible for the security of the site during after school use and lettings.

- 26.3 The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.
- 26.4 Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. Staff should report people seen to be standing outside of the school gates. Staff should notify reception who will contact the local Police.
- 26.5 If an intruder becomes aggressive staff should seek assistance.
- 26.6 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an accessible office with more than one member of staff present at all times.
- 26.7 Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

27. Site Maintenance

- 27.1 The Premises Manager and/or their designate is responsible for the maintenance of the school premises.
- 27.2 He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to either the Headteacher or the Director of Finance & Administration.
- 27.3 All staff are responsible for reporting, using the Premises Log, any damage or unsafe condition to the Premises Manager and/or their designate immediately. Staff should contact him by mobile if the matter is urgent.

28. Smoking

- 28.1 It is illegal to smoke anywhere on the school premises or within the school grounds.

29. Staff Training and Development

- 29.1 Relevant heads of learning and line managers are responsible for annually assessing the health and safety training needs of all staff for whom they are responsible and for arranging any identified training.
- 29.2 All new staff will receive specific information and training as part of the school induction process.
- 29.3 All staff will receive fire awareness training on an annual basis.
- 29.4 Staff who have been given specific health and safety responsibilities and duties will be provided with

the necessary levels of information, instruction and training to enable them to carry out these duties.

29.5 Health and safety will be a regular agenda item for staff meetings and on the September INSET days in each new school year.

30. Stress

30.1 The school governors and headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect.
- b) Training to enable them to carry out their jobs competently.
- c) Having control to plan their own work and seek advice as required.
- d) Involvement in any major changes.
- e) Clearly defined roles and responsibilities.
- f) Consideration of domestic or personal difficulties.
- g) Individual support, mentoring and referral to outside agencies where appropriate.

31. Visitors

31.1 All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

31.2 Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

31.3 Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

32. Water Inspections and Testing

32.1 The School appoints an external contractor to satisfy its obligations as to water safety. The Premises Manager and/or their designate is responsible for facilitating the inspection and testing of water storage and supply facilities by the appointed contractor, at intervals as required by legislation and as advised by the School's health & safety advisors. The Premises Manager and/or their designate is also responsible for the flushing water systems according to advice provided by the School's health and safety advisors.

33. Working at Height

- 33.1 The Premises Manager and/or their designate is responsible for the purchase and maintenance of all ladders in the school.
- 33.2 All ladders conform to BS/EN standards as appropriate.
- 33.3 The Premises Manager and/or their designate is also responsible for completing risk assessments for all working at height tasks in the school.
- 33.4 Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor.
- 33.5 If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- 33.6 Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Manager and/or their designate to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
- 33.7 Your knees should be no higher than the top platform of the ladder.
- 33.8 Never overreach. Try always to keep one hand free on the ladder to steady yourself.

34. Disposing of Sharps

- 34.1 See section 2.7 of the Supporting Pupils with Medical Conditions Policy.

35. Supporting Policies, Procedures and other documents

- 1. Educational Visits and Journeys
- 2. Supporting Pupils with Medical Conditions
- 3. Anti-Bullying Policy
- 4. Behaviour for Learning Policy
- 5. Managing Contractors
- 6. Child Protection
- 7. Fire Safety Management Policy
- 8. SEN Policy
- 9. COVID-19 Risk Assessment

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school Health and Safety Policy and agree to follow the procedures outlined in the policy.

Employee's Name:

Employee's Signature:

Date of Signature:

Appendix 1

HEALTH ISSUES

i) Student illness/injury on the school site

- a) The school has a suitable number of first aid qualified staff on site at all times.
- b) It is the school's policy to always have at least 3 members of staff who are qualified First Aiders. Refresher courses are attended on a 3-year cycle to update qualification.
- c) Students who are unwell or who are injured should be assisted by reporting to the on-call Emergency Rota (ER) member of staff who will contact a First Aider if appropriate. If the ER cannot be contacted, a member of staff or fellow pupil should contact Reception on their behalf.
- d) All qualified First Aiders can decide whether first aid will suffice or whether hospital assistance and/or the involvement of parents is required. However, in the event of a head injury, contact with a parent will always be made.
- e) If (in the unlikely event) all the first aiders are absent from the school offices, then students must report to their Head of Year who will consider each case and inform parents if necessary or if there is any doubt.
- f) First Aiders are instructed by the Headteacher to contact parents/involve the emergency service if they are in any doubt.
- g) No student may be sent home or to hospital unaccompanied. In exceptional circumstances a student may be sent home by taxi if prior permission and an agreement to pay is obtained from parents.
- h) Spare inhalers for asthmatics and epipens for students with acute allergies are kept in the School Reception. Students may have access to these with a note from a lesson teacher or Head of Year. Prescription medication and care plans are stored in the Medical Room at High Street and in Reception at Blandford Street. Copies of care plans are also kept in Reception at High Street.
- i) The school does not have the resources to supervise sick students waiting for collection by parents for long periods.
- j) Both staff and students have a responsibility to inform a First Aider if they have reason to believe that a student is unwell/injured and has not informed a member of staff.

- k) First Aid kits are available in various locations around the site. The fire notice in every classroom details the nearest available kit. If any need replenishing or replacing, please see the Principal First Aider.
- l) Staff who have reason to suspect that a student is being subjected to physical or sexual abuse must inform the Headteacher, Designated Safeguarding Lead, Deputy Safeguarding Lead or Head of Year immediately.
- m) All accidents require an Accident Report form. The member of staff who deals with the incident is responsible for completing the form at the earliest possible opportunity.

ii) Staff illness/injury on the school site

- a) A First Aider will also care for staff who become ill or injured whilst at work.
- b) If a member of staff clearly becomes ill during a lesson, a student must find the nearest teacher who will inform a First Aider immediately.
- c) Once the first aiders are involved, the Headteacher must be informed immediately of any life threatening incident relating to students or staff and of any incident requiring hospital treatment as soon as is practically possible.
- d) All accidents require an Accident Report form. The member of staff who deals with the incident is responsible for completing the form at the earliest possible opportunity.

iii) Contagious/notifiable diseases

- a) Suspicion and/or confirmation of contagious/notifiable diseases (e.g.: meningitis; TB.) must be reported immediately to the Headteacher.
- b) Following consultation with a First Aider, the Headteacher will take and follow instructions from a Medical Health Officer.

Appendix 2

FIRE PROCEDURES

- a) If the alarm sounds, the building should always be evacuated, unless there is a test which is known about in advance. If the alarm fails for any reason, a hand bell will be rung.
- b) The school has a clearly laid down procedure for evacuation of the building due to fire, which is written in the Fire Safety Management Policy.
- c) Evacuation routes are posted in every classroom.
- d) All staff have known allocated duties and non-tutors may be called upon to call a register in the absence of a tutor.
- e) There is a fire practice termly (three times each year).
- f) Year 7 students are given instruction on procedures by their Head of Year prior to the Autumn Term fire drill.
- g) To minimise risk of injury and disruption due to a deliberate breakage of fire alarm glass, there may be occasion to vary the above procedure. Staff will be notified in advance on any such occasion.

BOMB ALERT

- a) On receipt of a telephone call, either the Headteacher or Senior Deputy Head must be informed.
- b) Either the Headteacher or Senior Deputy Head will make a decision based on the nature of the call regarding the evacuation of the building. Police advice may be sought in advance of any possible evacuation.
- c) Any evacuation will be carried out as for fire drill.
- d) Subsequent action will be at the instruction of the police.

BOMB ALERT OR FIRE ALARM DURING PUBLIC EXAMINATION PERIODS

- a) Examination rooms will be evacuated following the examination room procedures as instructed by the exams officer.
- b) Invigilators should remain with the candidates until relieved by the Exam Secretaries and Senior Staff to be designated by the Headteacher.