



**Integrity, Fellowship and Endeavour**

## **Health and Safety Policy**

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	<b>(Health and Safety at Work etc Act 1974)</b>
	<b>(Health and Safety at Work Regulations 1992)</b>

## **1. STATEMENT OF INTENT**

- 1.1 The Governing Board and Headteacher of Farmor's School recognise and accept their responsibilities as responsible employers and/or persons in control of premises. The requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
- 1.2 The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed, led by the school's Governing Board and Headteacher. We are committed to:
- providing a safe and healthy learning and working environment and ensuring that the premises are maintained in a safe condition;
  - maintaining safe access to, and egress from, the premises;
  - preventing accidents and work-related ill health;
  - compliance with statutory requirements as a minimum;
  - assessing and controlling risks from curriculum and non-curriculum work activities, including offsite visits;
  - ensuring safe working methods and providing safe working equipment;
  - providing effective information, instruction and training;
  - consulting with employees and their representatives on health and safety matters;
  - developing and maintaining a positive health and safety culture;
  - ensuring that personnel are aware of their responsibilities whether as the employer or employee;
  - monitoring and reviewing our systems and prevention measures to ensure they are effective;
  - setting targets and objectives to develop a culture of continuous improvement;
  - ensuring adequate welfare facilities exist throughout the organisation;
  - ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable; and
  - ensuring safe use, handling and storage of substances at work.
- 1.3 Health and Safety will be managed and monitored to ensure these commitments can be met. All staff should understand and play their part in its implementation. Staff are required to comply with this policy as a condition of employment.
- 1.4 Employees are reminded of their own duties:
- to take care of their own safety and that of others, and

- to co-operate with the Governing Board and Senior Leadership Team so that they may carry out their own responsibilities successfully.

A copy of this policy is given to new members of staff on their induction and given to all staff on an annual basis.

- 1.5 In addition to the commitment, the Governing Board and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors or anyone who is or may be affected by the school's activities, with the necessary information, instruction, training and supervision to ensure the safety of those affected.
- 1.6 This Policy Statement and the accompanying organisation and arrangements will be reviewed on a 3-year basis and revised as and when necessary.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date:

**Headteacher, Farmor's School**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date:

**Chair of Governors, Farmor's School**

**Linked documents:**

This policy should be read in conjunction with the following policies:

- Medical Conditions Policy
- Safeguarding Children Policy
- Trips and Visits Policy

The policy refers to the following documents which, as amended from time to time, are to be read and construed as part of this Health and Safety Policy:

- Asbestos Management Protocol
- Code of Conduct for All Adults
- Critical Incident Plan
- Fire Evacuation Protocol
- Keeping Children Safe in Education
- Misuse of Substances Policy
- Procedure for the Management of Contractors
- Protocol for Access to School Site
- Protocol for Managing Visitors
- GSCB: Quick Reference Guide for New School Staff and Volunteers
- Accessibility Plan

## **2. OBJECTIVES AND RESPONSIBILITIES**

### **2.1 Organisation**

- 2.1.1 In order to achieve compliance with the school's Statement of Intent, members of the School Leadership and Management team will have additional responsibilities assigned to them as detailed in this part of the policy.

### **2.2 Farmor's School has the responsibility to ensure that:**

- a) a clear written policy statement is created which promotes the correct attitude towards safety for staff, visitors and pupils;
- 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; and
- g) the Health and Safety Policy and performance is reviewed annually.

### **2.3 The Governing Board**

- 2.3.1 The Governing Board has ultimate responsibility for ensuring compliance with all aspects of health and safety at work within Farmor's School. Health and safety is a standing agenda item on all committee and Full Governing Board meetings.

### **2.4 The Headteacher**

- 2.4.1 The Headteacher is the key person with responsibility for the effective management of health and safety.
- 2.4.2 The Headteacher will ensure the day to day effective implementation of, and compliance with, this policy by ensuring that:
- a) this policy is communicated 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 representatives;
  - d) all staff are provided with information, instruction and training on health and safety issues at point of induction and annually thereafter, including fire safety;

- e) risk assessments of the premises and working practices are undertaken;
- 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 to ensure it remains in a safe condition ;
- i) records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training 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) reports on health and safety matters are made to any Governing Board committee meeting as appropriate. The Headteacher will report to the Full Governing Board on the health and safety performance of the school as part of his/her Headteacher's report.

## **2.6 Teaching and Associate Staff holding Posts or Positions of Responsibility**

2.6.1 This category includes the Deputy Headteacher(s), Assistant Headteacher(s), School Business Manager, Middle Leaders, Site staff, Catering Supervisor and Associate Staff Managers/Supervisors. They must:

- a) apply the Health and Safety policies 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 health and safety policies/procedures in accordance with the school's policies 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;
- 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 them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- f) carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks 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 reported and investigated appropriately;
- i) provide any information regarding health and safety issues to the School Business Manager to ensure that he/she may include that in the report to the Operational Health and Safety Committee.

## **2.7 Class Teachers**

### **2.7.1 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 particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Approved Codes of Practice e.g. the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), if issued, and to ensure that they are applied;
- c) ensure that pupils are not left unattended for an unreasonable period of time and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time;
- d) give clear oral and written health and safety instructions and warnings to pupils where necessary ;
- e) require the use of personal protective equipment and guards where necessary;
- f) follow safe working procedures personally;
- g) make recommendations to their line managers on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- h) report to the Operational Health and Safety Committee, either in person or via a written report, as requested;
- i) 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;
- j) ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorisation
- k) regularly check their classrooms for potential hazards and report any observed to the Site Staff, and
- l) report all accidents, defects and dangerous occurrences (including near misses) through the school's reporting procedures.

## **2.8 Responsibility of all Employees**

### **2.8.1 In addition to 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 well-being of themselves, other employees and other persons;
- b) observe all instructions on health and safety issued by the Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety ;
- c) act in accordance with any specific Health and Safety training received;
- d) report all accidents and near misses in accordance with school procedures;

- 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 identify in the local health and safety arrangements;
- h) exercise good standards of housekeeping and cleanliness; and
- i) know and apply the procedures in respect of fire, first aid and other emergencies.

2.8.2 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.

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

## **2.9 Obligations of Contractors**

2.9.1 Unless otherwise agreed in writing by Farmor's School, the individual in charge of the activities of any independent contractor will have responsibility for safe practices in the areas under their control within the School.

2.9.2 All contractors who work on school premises are required to identify and control any risk arising from their activities and inform the Business Manager or Senior caretaker of any risks that may affect the staff, pupils and visitors.

2.9.3 The Business Manager will ensure that all contractors are made aware of the school health and safety policy and emergency procedures and that they comply with these at all times.

2.9.4 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 staff, pupils and visitors.

## **2.10 Pupils**

2.10.1 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; and
- d) use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



## **2.11 Visitors, Members of the Public and Volunteers**

- 2.11.1 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.
- 2.11.2 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 control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

## **3. PROCEDURES AND ARRANGEMENTS**

### **3.1 Introduction**

The following procedures and arrangements have been established at Farmor's School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list below provides a brief, alphabetical summary of all the key health and safety arrangements within the School. More detailed policies and written procedures for a number of these areas are also available and are provided as applicable to staff and visitors.

#### **3.1.1 Access**

Any member of staff who needs to access the school out of school hours should contact the Business Manager who will make the necessary arrangements.

During school holiday periods a signing-in book will be kept in School House for all staff to sign in and out during the hours that the buildings are open for staff access.

#### **3.1.2 Accident and Incident Reporting**

All accidents, incidents and near misses/dangerous occurrences, however small, should be investigated and the findings recorded.

These must be reported as promptly as possible on the School Accident Report Form (see Annex 1: Accident Report Form) and handed to Student Services for initial review and passing to the Business Manager. Simple investigations should be completed by the person reporting the accident and full information should be provided on the Accident Report Form.

The Business Manager will review all Accident Report Forms and be responsible for ensuring an appropriate investigation is completed and for informing the school's Health & Safety provider (currently Gloucestershire County Council Safety, Health & Environment (SHE) Unit) and the Health and Safety Executive if the matter is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Significant accidents as defined in RIDDOR and reportable to the Health and Safety Executive are where:

- a) a student or visitor is sent to hospital due to an accident;
- b) an employee is off work for more than seven days due to an accident at work; or
- c) there has been a fatal accident or major injury as listed in the RIDDOR regulations.

The Business Manager should ensure that:

- a) the school's Health & Safety provider is informed. This should be carried out as soon as possible by quickest means (telephone) if the accident is a fatal or major injury as listed by the Health and Safety Executive;
- b) if appropriate, ensure completion of Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) form 2508 online at [www.hse.gov.uk](http://www.hse.gov.uk) ; and
- c) if appropriate, ensure completion of RIDDOR form 2508 and send off to the Health & Safety provider within 10 days by post, email or by telephone.

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident. This should be done by the person responsible for the risk assessment and a copy sent to the person investigating the accident.

### **3.1.3 Accident/Ill Health Evaluation**

The Business Manager will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken. These evaluations will be reviewed by the Finance, Resources & Business Development Committee and reported back to Heads of Departments as appropriate.

### **3.1.4 Active Monitoring Systems**

Active Monitoring involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work. It also provides essential feedback on performance before an accident, ill health, or an incident occurs. Active Monitoring is carried out by:

- a) the periodic examination of documents to check standards are complied with, e.g. reviewing risk assessments, training records, induction records etc;
- b) the systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – this will include physical safety inspections carried out on an annual schedule by the Finance, Resources & Business Development Committee;
- c) environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above;
- d) audits (Health and Safety audits, HR audits, Fire Risk Assessment etc.), annually as above;

- e) regular reports to management meetings (Farmor's School departmental meetings, Leadership team meetings and Governors) ; and
- f) other measures (accident monitoring, Environmental Health visits, Investors in People, OFSTED).

### **3.1.5 Medical Conditions (Medical conditions policy)**

Parents/carers have the prime responsibility for their child's health and should provide school with information about any relevant medical condition that the school should be aware of. This information is requested on the admission form. Should any student's medical condition change at any time it is the responsibility of the parent/carer to inform the school in writing so that accurate and up to date records can be kept.

There is no legal duty that requires school staff to administer medicines. The school has a duty of care for students and the administration of medicines for pupils whilst at or under the care of the school should only be carried out in line with the agreed school protocols as outlined in the Medical Conditions Policy.

### **3.1.6 Alcohol and Drug Abuse**

Pupils are not permitted to bring alcohol or illegal substances to school. In such circumstances the substances will be confiscated, parents informed and actions under the school's Disciplinary Policies will apply. Legal proceedings may also follow.

Through the Personal, Social, Health and Citizenship Education (PSHCE) curriculum, pupils are offered appropriate education and advice. This ensures that all staff present a consistent attitude to alcohol and drugs in line with recommended good practice.

Staff are not permitted to consume alcohol during the school day unless attending an approved function. Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents to themselves, colleagues and pupils. Staff who are deemed to be under the influence of non-prescribed drugs or alcohol will be subject to disciplinary procedures.

### **3.1.7 Asbestos**

To minimise risk from asbestos containing materials on the school's premises, the school will follow its Asbestos Management Protocol. This protocol details how the school intends to comply with its obligations under the Control of Asbestos Regulations 2006 and 2012 through an Asbestos Management Plan

### **3.1.8 Behaviour Management**

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.

### **3.1.9 Bomb Threat**

Any bomb threat will be treated as a serious incident as outlined in the Critical Incident Plan

### **3.1.10 Catering**

The Catering Contractor is responsible for the safe operation of the catering facilities. They must:

- a) be familiar with their school Health and Safety Policy ;
- b) prepare risk assessments for all catering activities;
- c) ensure that all kitchen staff are instructed and informed to work in accordance with these documents ;
- d) inform the Business Manager of any potential hazards or defects; and
- e) be familiar with current Food Safety legislation and the implications for the school.

School staff may not use the catering facilities and equipment without the prior agreement of the Headteacher/Business Manager and Catering Contractor.

#### **3.1.11 Cleaning**

The Cleaning Contractor (Ridge Crest Cleaning) is responsible for maintaining a clean school environment. The Cleaning Supervisor takes day to day responsibility for the cleaning operation and the cleaning team work to Health and Safety procedures that are set and monitored by Ridge Crest Cleaning.

#### **3.1.12 Contractors**

The School is responsible for the selection and management of contractors in accordance with Farmor's School procedure for the Management of Contractors.

It is the duty of the Business Manager to ensure that all contractors are made aware of the School Health and Safety Policy and their obligations under it before commencing any work on site.

A full site induction should be completed before a contractor enters the site, which includes checking all their documentation and insurances. The Business Manager must ensure this is documented prior to the appointment. All contractors must have a booked appointment unless it is to deal with emergency works which must be carried out under the supervision of the Site Team.

School staff must be aware of this policy and immediately report any concerns regarding contractors' activities to the Business Manager.

#### **3.1.13 Critical Incident Plan**

The School has a separate plan for managing a crisis, which should be followed in the event of:

- a) people related issues – major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury;
- b) premises issues – fire, explosions, floods, subsidence; and
- c) technological – computer related issues.

#### **3.1.14 Curriculum Safety (including out of school learning activities)**

The Headteacher, Deputy Headteacher and Assistant Headteachers are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and associate staff and reviewed regularly. Guidance from CLEAPSS and any other lead bodies should be adopted as appropriate.

#### **3.1.15 Display Screen Equipment**

The relevant line managers are responsible for ensuring that display screen equipment assessments are completed for associate and teaching staff who regularly use laptops or desktop PCs.

Staff should not balance laptops on laps, chair arms and other unsuitable surfaces.

#### **3.1.16 Electrical Equipment**

The staff listed below have responsibility for ensuring that testing, inspection and maintenance of equipment is undertaken as required:

- Lead Science Technician – Science department
- Design Technology Technician – Design Technology department
- IT Technician – IT equipment throughout the school
- Site Team – all other areas

It is the responsibility of the user of any equipment to carry out day to day inspections to detect visible signs of damage, obvious faults or deterioration. In the case of equipment used by pupils the class teacher has responsibility for this. Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Site Team, via the Every system, who will arrange repair or replacement.

The Business Manager will ensure that all electrical equipment brought onto school premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

#### **3.1.17 Trips and Visits Policy**

The Headteacher and the Educational Visits Co-ordinator (EVC) of Farmor's School are responsible for ensuring that all school trips are organised and managed in accordance with the school's Trips and Visits Policy. All trip organisers must be familiar with this policy.

On admission to Farmor's School, parents and guardians sign a general consent form allowing pupils to participate in school outings and visits. In certain cases, involving significant journeys and overnight stays, separate written consent is required.

#### **3.1.18 Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of every day life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Some hazards in the workplace may affect the health and safety of new and expectant mothers and their children. Female staff are advised to inform the Headteacher as soon as possible once pregnancy has been confirmed so that a generic risk assessment can be reviewed.

### **3.1.19 Fire Evacuation**

Fire Drills are held three times a year in accordance with the procedure below. All staff, pupils and visitors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, pupil or visitor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the School, should check that everything is in order. If it is not, the room should be vacated and the Headteacher or Business Manager informed immediately as outlined in the fire evacuation protocol.

### **3.1.20 Fire Precautions**

The Business Manager is responsible for:

- a) the formal maintenance and regular testing of the fire alarm and emergency lighting;
- b) the maintenance and inspection of the fire fighting equipment;
- c) the maintenance of exit/escape routes and signage; and
- d) supervision of contractors undertaking hot work.

All staff must be familiar with the school fire safety and evacuation procedures.

### **3.1.21 First Aid and Supporting Pupils' Medical Needs**

The administration of first aid and supporting pupils with medical needs are managed by a team of qualified first aiders in accordance with the school's Medical Conditions Policy.

### **3.1.22 Glazing Safety**

All glazing is strengthened safety glass and will provide protection on fire routes. Posters or notices should not be fixed to glass panels on any evacuation routes, which should be kept clear at all times.

### **3.1.23 Good Housekeeping**

Slips, trips and falls are the largest cause of accidents; however, they are easily prevented by:

- keeping corridors and passageways unobstructed;
- ensuring shelves in storerooms, classrooms and offices are stacked neatly and not overloaded;
- keeping floors clean by ensuring spillages are cleaned up immediately using an appropriate cleaning method; and
- not obstructing emergency exits

All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard.

### **3.1.24 Grounds Maintenance**

The Grounds Contractor (Glebe Contracting) is responsible for maintaining the grounds. The Ground Supervisor takes day to day responsibility for the grounds maintenance operation and the grounds team work to Health and Safety procedures that are set and monitored by Glebe Contracting.

### **3.1.25 Hazardous Substances**

The Business Manager is responsible for ensuring that all maintenance products that may be hazardous to health are assessed before being used. The 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.

No hazardous substances should be used without the permission of the Headteacher. The Business Manager will complete an assessment for any authorised products.

No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS Hazcards. Where an appropriate Hazcard is not available the Head of Department is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or pupils under supervision. These will include such items as:

- spirit based marker pens;
- corrective fluid;
- aerosol paints; and
- adhesives.

These should be used in a well-ventilated area.

Dust and fumes in the practical curriculum are controlled by Local Exhaust Ventilation (LEV).

### **3.1.26 Hazard Reporting**

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, contractor or visitor is encouraged to report any sub-standard condition or practice.

The reporting of hazards should ordinarily be to the Business Manager as soon as possible. However, there may be situation where a defect poses a risk of serious and imminent risk to health and safety and in such situations, this should be reported to the Senior Caretaker in addition to the Business Manager immediately.

A non-urgent defect should be reported via Property Prefect.

In addition to this procedure, hazard reports may be submitted to the School's Operational Health and Safety Committee, Departmental meetings/minutes or via risk assessment procedures.

### **3.1.27 Health and Safety Committees**

Health, Safety and Welfare is on the agenda of all departmental, Head of Department and Pastoral meetings as well as Leadership and Governor Committee and Board meetings, to include discussions about staff, pupils and facilities as appropriate.

In addition, the Finance, Resources and Business Development Committee monitors Health and Safety issues and advises and reports to the Governing Board. The Committee Health and Safety Governor visits once every half term to review Health & Safety with the Senior caretaker and the Business Manager.

### **3.1.28 Inclusion**

The Headteacher is responsible for ensuring that there are adequate facilities and associate staff to ensure the health, safety and welfare of any pupil with disabilities. All teaching and associate staff will be given such 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.

The Deputy Headteacher and Assistant Headteachers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with disabilities.

No student should be excluded from an activity on the grounds of health and safety unless absolutely unavoidable. Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher.

### **3.1.29 Intruders**

Guidance, "Academy Security: Dealing with Troublemakers", was issued by The Department for Children, Schools and Families on 16 December 1997. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around Academies.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. Farmor's School has banned all knives, regardless of the length of the blade.

The Governing Board have determined that nobody (including governors, staff, pupils and parents) has an unrestricted right of access to the school premises, except those with a statutory right to do so. The Governing Board has also authorised the Headteacher (or nominee) in exercising their day to day management of the School, to determine who should have access to the premises.

During the day parents and other visitors to the school should present themselves to the main reception on arrival, they will be signed in and the member of staff they are visiting will be called to reception to collect them. They will be brought back to reception by the member of staff at the end of their visit, as outlined in the school's protocol for managing visitors. Parents who come in to school during the school day to collect pupils should also go to the main reception. Pupils will be notified that their parents are here and will meet their parents in reception.



Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Business Manager (or his/her representative).

Farmor's School buildings and their grounds are private places and anyone entering without authority (including pupils, ex-pupils and parents) is trespassing and may be asked to leave by the Headteacher (or nominee). Causing harassment, alarm or distress, threatening, abusing or insulting staff or pupils, on or off School premises, could be an offence. The Headteacher (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

### **3.1.30 Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site 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. Lone workers should not undertake any activities which present a significant risk of injury.

If possible, staff should avoid working alone in isolated parts of the building especially outside normal working hours or during holidays. If it is necessary and staff are required to work early in the morning or after normal working hours at night they should:

- a) give prior notice to the Business Manager if they intend working early or late and indicate where they will be in the building;
- b) make sure colleagues know;
- c) make sure suitable precautions have been taken to prevent intruders entering the area where they are working;
- d) if possible, take a telephone into the room in which they are working;
- e) consider locking themselves in;
- f) not undertake any activities that leave them at risk of injury; and
- g) report their departure to the evening Caretaker when they leave the premises

### **3.1.32 Machinery and Equipment**

All employees who use, or supervise pupils in the use of, machinery or equipment, must ensure that they understand and comply with legislation relevant to their work. As an example, compliance with:

- Woodworking Machine Regulations 1974; or
- Electrical Equipment (Safety) Regulations 1994.

### **3.1.33 Maintenance of Premises**

The Site Team are responsible for ensuring the safety of the premises through routine maintenance schedules.

#### **3.1.34 Maintenance and Repair of Equipment**

The arrangements for the maintenance and inspection of equipment are under the day to day control of the Business Manager . All faulty equipment must be taken out of use and reported to the Site Team. Staff must not attempt to repair equipment themselves.

#### **3.1.35 Manual Handling**

Farmor's School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site staff for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Any member of staff who may be asked to assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

#### **3.1.36 Personal Protective Equipment (PPE)**

The need for PPE has been identified in Risk Assessments. It is the Headteacher's responsibility to ensure adequate supplies of PPE. 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. Staff and pupils are reminded that they should always wear sturdy footwear in practical areas, for example D&T workshops and kitchen areas.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

#### **3.1.37 Pest Control**

Any occurrence of pest infestation should be reported to the Site Team who will seek advice as appropriate from a professional agency and will act immediately to ensure that appropriate remedial action is taken.

#### **3.1.38 Risk Assessment**

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.

Risk assessments for offsite school trips, both residential and day trips should be carried out in accordance with the school's Trips and Visits Policy.

There will be a regular programme of reviewing management of risk in high risk areas such as Science and Design Technology through an annual programme of review by, and reporting to, the Finance, Resources & Business Development Committee.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The resulting identified defects or deficiencies will be reported to the Business Manager who will discuss with the Headteacher, as appropriate, to ensure that issues are prioritised and resources assigned to undertake the remedial control measures where required.

### **3.1.39 Safeguarding: Guidance for Staff**

Farmor's School follows procedures as set out by the Department for Education (DfE), Keeping Children Safe in Education and guidance given by Gloucestershire Safeguarding Children's Executive (GSCE).

Each year all staff are given a copy of the Schools 'Safeguarding Children Policy' together with Part One of the DfE's document Keeping Children Safe in Education. Staff are required to sign a declaration annually to say that they have read and understand this guidance.

### **3.1.40 Safeguarding: Guidance at New Staff Induction**

On induction, all new employees are given information about school policy and procedure by the School's Designated Safeguarding Lead, together with a copy of the GSCE guidance and the GSCE quick reference for new school staff and volunteers.

### **3.1.41 Safeguarding: Communicating with Pupils**

As part of its commitment to safeguarding both staff and pupils, the school has its own mobile phones to be used by staff to communicate with pupils and the parents when on school activities, thereby preventing the need for staff to give their personal mobile phone numbers to pupils or their parents/carers.

In order to maintain their professional integrity, staff should not communicate with pupils using staff Christian names and should not communicate or socialise with pupils via social networking sites or personal email addresses as outlined in the school's Code of Conduct for all adults.

### **3.1.42 Security**

CCTV systems are installed throughout the school. Their recordings may be used as evidence when investigating reports of poor or dangerous behaviour, or of alleged criminal offences e.g. theft or assault.

The school is predominately cashless, but any cash received in school is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on school premises. Staff who are responsible for carrying monies to and from the bank should ensure that times and journeys are varied and this should never be carried out by a lone individual. Staff should not put themselves at risk in the event of an attempted robbery and should not resist handing over the money to an assailant.

All staff and pupils are responsible for their own personal belongings and should not leave valuables unattended at any time. The school accepts no responsibility for personal items on the school premises. In the event of a theft in the school, staff and/or pupils will be advised to report the incident to the police and will assist them in their investigations.

It is the responsibility of the staff to take appropriate measures to maintain the security of any school equipment being used. If equipment is found to be missing or believed stolen it is important that this is reported immediately to the Business Manager. When using portable and desirable equipment, such as lap-top computers, staff and pupils will be required to follow careful procedures to ensure their security.

### **3.1.43 Security Monitoring**

Stroud Alarms provide an out of hour's security monitoring service for the school, alerting keyholders to alarms and security issues as needed.

#### **3.1.44 Severe Weather Conditions**

In the event of severe weather conditions, it is the responsibility of the Headteacher to decide whether to close the school on grounds of health and safety. In the event of a decision to close, Governors will be informed.

#### **3.1.45 Smoking**

The Governing Board and Headteacher have adopted a no smoking policy throughout the school premises and grounds. All school staff and parents are informed and signs are displayed at main entrances to school buildings.

#### **3.1.46 Staff Training and Development**

The Business Manager is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

Health and Safety forms part of the induction given to all new employees. This induction should take the form of a checklist and new staff should be clearly informed of the School's Health and Safety provisions e.g. action to be taken in the event of a fire, fire exits and knowledge of first aid arrangements. All staff must complete the Educare Health & Safety module as part of the school compulsory training and for all new employees this must be completed within 6 working weeks from the start of their employment.

Additional training must also be given to all staff with special responsibilities, such as the Site Manager , First Aid staff and staff taking pupils on trips.

The school will keep a record of all staff who have been trained and the expiry dates of any qualifications.

#### **3.1.47 Staff and Pupils leaving site during the school day**

As a general rule, any pupils or members of staff going off site during the normal school day must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

#### **3.1.48 Staff Welfare**

Farmor's School believes that its staff are its most important asset and it is committed to creating and sustaining a positive, safe and healthy working and learning environment. The school aims to do this through supportive management practices that promote good health and well-being so that all staff can perform at their best, can feel that their needs are recognised and their contribution valued.

As part of its commitment to staff well-being, Farmor's aims to create an environment where staff are not subjected to unreasonable pressure through the challenges of their working conditions. This aim is supported through:

- the development and implementation of appropriate organisational structures;

- the development and implementation of policies and practices;
- personal and professional development opportunities;
- effective communication;
- developing the school buildings to improve the quality of the working environment; and
- provision of a staff room and dedicated staff work area

### **3.1.49 Stress Management**

Symptoms of stress may include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; high emotions; chest pains; palpitations; sweating and racing heart. Staff suffering from these symptoms are advised to consult their GP without delay.

If a staff member considers they may be suffering from stress for reasons connected with their workload, they should approach the Headteacher or Business Manager who will deal with the issue promptly and in the strictest confidence. Where appropriate a wellbeing risk assessment will be carried out for a member of staff, assessing against potential high risk areas of stress in the workplace as identified under the management of Health and Safety at Work Regulations 1992.

Formal stress counselling may be arranged by the school's Occupational Health provider where appropriate. On return to work following any period of stress-related illness, the school will take account of medical advice and the needs of the school when determining which duties are most appropriate.

### **3.1.50 Transport**

The Site Team are responsible for arranging the maintenance and MOT of the school minibuses. They are also responsible for ensuring that the minibuses are clean and in good condition at all times.

A list of staff and volunteers who currently hold a driving licence with the correct category and who have undertaken the appropriate training is held by the HR Manager. As part of the school's commitment to managing risk and ensuring safety of staff and pupils, only these persons are permitted to drive a minibus.

### **3.1.51 Visitors**

Under the provisions of the Health & Safety at Work Act 1974, Farmor's School has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the School they intend to visit. They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the Business Manager of any potential hazard that may arise due to their work.

For reasons of safety for staff, pupils and visitors, unknown visitors should on no account be allowed to wander through the school premises. Notices are displayed at all entrances requesting all visitors to report to the main Reception to obtain a Visitor's Badge and sign in via the Visitors' App. All visitors are to be made aware of the emergency procedures, which are printed in the Visitors' Hand-out, a copy of which is given to all visitors when they sign in on arrival.

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises.

Always aim to be welcoming and polite to all our visitors. If you see anyone that you think should not be on the school premises, do not approach them directly on your own unless you feel comfortable. If you are unsure, you should inform the Front Reception Desk immediately and ask for a senior member of staff to be called. If satisfied that the visitor is on legitimate business, they should be accompanied to Reception to collect a Visitor's Pass and sign in using the Visitors' App.

Any events, which use the premises out of working hours, especially where visitors to the school are involved, will be subject to particular procedures for the specific event. The key individual organising the event, should check procedures with the Business Manager.

### **3.1.52 Working at Height**

The Business Manager is responsible for the purchase and maintenance of all foot stools and ladders in the School. All equipment must conform to BS/EN standards as appropriate.

The Business Manager is also responsible for ensuring risk assessments are completed for all working at height tasks in the school and for ensuring that all staff receive appropriate guidance and support.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. Staff are further reminded that they are not allowed to stand on desk or chairs to reach heights (including to open and close windows) under any circumstances.

If it is necessary 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.

Staff should not work at height when alone. If staff plan to use a step ladder they must ask the Site Staff to help erect it properly and have an assistant to hold the ladder steady and pass the materials needed.

Knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

### **3.1.53 Work Experience Placements for Pupils**

In the event of an incident or situation that puts pupils at risk whilst on work experience, the Assistant Headteacher (Pastoral) will contact the work placements. The purpose of the call is to ensure that the employer makes arrangements for the pupils' safety and their safe return home.

In the absence of the Assistant Headteacher (Pastoral), the Head of Year, or the Work Experience Coordinator will ensure contact is made with work experience pupils and/or providers, to ensure their safety. For safety reasons, pupils must contact the School if they do not attend placement.

If a student cannot be contacted, the Assistant Headteacher (Pastoral) will make initial contact with the parents. In the absence of the Assistant Headteacher (Pastoral), contact will be made by Head of Year.

**To note:**

This list is not exhaustive. Any Health and Safety concerns, where further guidance is needed, should be directed to a member of the Senior Leadership Team as appropriate.

This policy and guidance materials should be read in conjunction with guidance, policy and procedure from the HSE, which Farmor's School expects high risk departments to take into account when developing and reviewing their departmental policies and procedures.



# Medical Incident Record Form

## 1. Person affected / injured

Mr / Mrs / Miss / Ms /	D.O.B	Male / Female
Forename(s)		Surname
Home address		
Post code		
Telephone No.		
Student	Staff	Visitor
Contractor	Other	Please ✓

Tutor Group	Name of Tutor
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## 2. Person reporting the incident – if other than injured person

Name
Address
Post code
Occupation
Department
Date of report

## 3. Accident / incident

Date / /	Time (24hrs)	Period
Location		
Class	Teacher	
Equipment / machinery involved		

## 5. Actions taken / treatment given by first aider

Not treated	Treated By First Aider	Treated By Paramedic	Taken To Hospital by School/Ambulance	Collected By Parent / Guardian	Please ✓
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Details of Actions / Treatment

Signed	Date / /
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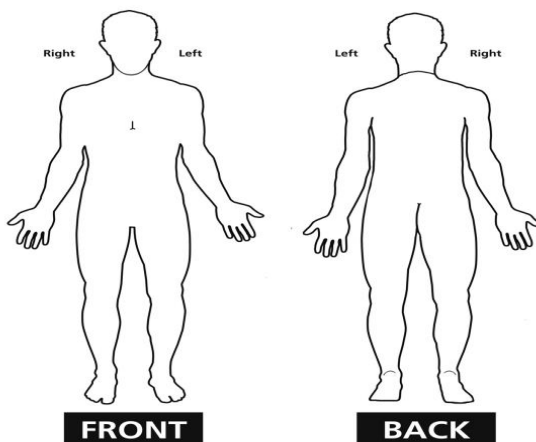
If you used a first aid box have you checked and returned it to the correct location?	Yes	No
Have you informed the Headteacher's PA or Site Manager the first aid box needs restocking?	Yes	No





# Medical Incident Record Form

Date		Time of incident		Location of incident	
Past medical history: <input type="checkbox"/> Not known <input type="checkbox"/> Nil <input type="checkbox"/> Asthma <input type="checkbox"/> Diabetic <input type="checkbox"/> Epilepsy <input type="checkbox"/> Cardiac <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Other					
Time	Breathing	Conscious level Alert/Voice/Pain/Unconscious	Other observations (physical injury etc)		
Outcome: <input type="checkbox"/> Ambulance attended <input type="checkbox"/> Parent/carer collected <input type="checkbox"/> Returned to class/observed in FA					
Who was present: (staff/students)		Attending First Aider(s):		SLT:	



## 6. Investigation – To be carried out by Senior Management of Delegated Person

Investigated By	Job Title
Details of investigation (Please continue on a separate sheet if necessary)	

Signature of investigator	Date / /
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