

Gosforth East Middle School



Policy Number: 07

Policy Name: Health & Safety Policy

Approved By: Full Governing Body

Approved On: March 2025

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Health and Safety Policy

1. Aims

GEMS is committed to:

- Providing and maintaining a safe and healthy environment for pupils, staff and visitors to prevent/ minimise the risk accidents, work related ill health, injury or loss.
- Establishing and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Ensuring that the premises and equipment are maintained safely, and are regularly inspected and that adequate resources are given to safety issues
- Providing stimulating teaching and other educational opportunities for pupils in safe premises and with due regard to safety as well as Health and Safety guidelines.
- Ensuring that workload and stress factors are taken into account.
- Have robust procedures in place in case of emergencies.
- Ensure all governors and staff have access to health and safety training as appropriate
- Developing and maintaining a positive health and safety culture through communication and consultation with staff and ensuring that health and safety issues are covered in meetings.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

3. Roles and responsibilities

3.1 The local authority and governing board

Newcastle City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.1 The governing body

The governing body:-

- has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to headteacher and school business manager.
- has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- inform employees about risks and the measures in place to manage them
- ensure that adequate health and safety training is provided

The governor who oversees health and safety is health and safety governor.

The GEMS H&S governor monitors this area of work through:

- Chairing the Safeguarding sub-committee meeting which is also the venue for addressing H&S.
- the use of a detailed H&S Audit tool/action plan – reviewed termly with the Site Manager to monitor progress relating to the action plan of H&S Audit tool. This is shared with the safeguarding sub-committee in the first instance, then the FGB
- termly visits to the school with the Site Manager, the H&S union rep and another governor - these three visits focus on a) outside areas, b) general inside areas and c) specialist rooms. A report is written and circulated to the safeguarding sub-committee in the first instance, then the FGB.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day but in reality, the delivery of this responsibility can be delegated to DHTs, HoDs, Site Manager, etc

This involves:

Policy and procedures

- Implementing the health and safety policy as an integral part of the management of the school – and ensuring that this policy is communicated and adhered to by staff
- ensuring the policy is reviewed regularly involving all stakeholders
- ensuring that the school building and premises are safe and regularly inspected,
- providing adequate training for school staff
- ensuring safe systems of work are in place as identified by risk assessments (which will be reviewed regularly)
ensuring that all emergency evacuation procedures are in place and that staff and pupils are aware of such arrangements
- ensuring all purchases have been assessed for suitability and compliance, and that, where appropriate, all equipment is inspected, tested and maintained
- ensuring that only competent contractors are brought onto the school site to carry out works and subsequently making adequate arrangements for the site induction of these contractors so that the activities do not interfere or cause risk to the safety of staff and pupils on site
- ensuring that competent members of staff carry out risk assessments for all activities within their control. The assessments should cover general risks as well as the specific

risks involved with the teaching and supervision of children. Consideration must be given to the use of hazardous substances, provision of Personal Protection Equipment (PPE) and selection of work equipment. General risk assessments have been developed on the Newcastle City Council Services to Schools Extranet.

- requiring all staff to have an Enhanced DBS Clearance, where possible this will be updated on a three-yearly basis – or in the time-scale agreed by the governing body.

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Staff

- ensuring that in their absence, health and safety responsibilities are delegated to another member of staff (eg. a nominated AHT)
- nominating staff to be responsible for specific aspects of health and safety, ensuring all staff are aware of such delegation
- ensuring appropriate consultation arrangements are in place for staff and their elected trade union representative ensuring that all staff carry out their work so as to avoid, so far as reasonably practicable, risk to health or safety of pupils, students, staff, or any member of the public
- ensuring there is enough staff to safely supervise pupils
- ensuring appropriate evacuation procedures are in place and regular fire drills are held
- ensuring only appropriately qualified and experienced members of staff supervise potentially hazardous activities.

Reporting and monitoring

- ensuring records are kept of all relevant health and safety activities e.g. assessments, inspections, testing, evacuations
- ensuring that the health and safety standards and compliance with procedures are adequately monitored
- ensuring adequate arrangements for the reporting of accidents and potential hazards and that such reports are forwarded to the LA as well as the Health and Safety Executive, if required
- ensuring that all major defects and unsafe conditions are appropriately reported
- monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- reporting to the governing board on health and safety matters

3.3 Health and safety leads

The nominated health and safety lead is Tim Stout (Head teacher)

The H&S governor is Jeffrey Lough

3.4 The Site Manager

The Site Manager is Mark Angus and he manages the site on behalf of Equans.

The Site Manager needs a detailed knowledge of the building and grounds.

It is his responsibility to ensure H&S is a paramount consideration in GEMS. In many elements of the H&S agenda, he is central to all procedures relating to the premises.

- Carry out the various policies and procedures associated with the operations of the facility. Specifically those relating to staff supervision, the letting of the building, security and access, maintenance and repair and health and safety.
- Responsible for the day to day supervision of designated employees, maintaining good working relationships and team work.

- Undertake the day to day operation and arrange for appropriate maintenance of plant and associated equipment, including vehicles. To read and record information from utilities meters and report faults to Equans.
- Ensure that the building (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods and supervise the cleaning staff.
- Undertake the clearance of snow from all accessible areas and to grit as necessary.
- Taking delivery and arranging for the storage of materials, stores and other goods.
- Carry out minor and temporary repairs and maintenance tasks or report as necessary in accordance with the agreed procedures. Inspect any work undertaken by external providers.
- Assist in maintaining a healthy, safe and secure environment and to act in accordance with NCC/Equans policies and procedures.

3.5 Department Heads/Senior Managers

Heads of Departments/Senior Managers have the following responsibilities:

- ensuring that all members of their staff adhere to all relevant aspects of the H&S Policy
- ensuring all members of their staff are aware of any safety precautions specific to their department
- ensuring all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities, ensuring that only appropriately trained members of staff use potentially hazardous chemicals, equipment or machinery
- ensuring the curriculum includes instructions in the correct and safe methods of carrying out potentially hazardous activities
- ensuring that members of staff wear appropriate protective clothing (if required)
- ensuring that all equipment and machinery is maintained in a safe and serviceable condition and
- any defective equipment is not used until the necessary repairs are carried out – and for using the correct system for reporting any defects
- making recommendations to the HT on health and safety equipment and on additions necessary or improvements to plant, tools, equipment or machinery
- reporting all hazards to health or safety, faulty equipment or machinery and all accidents to the HT

3.6 Staff

All school staff have a duty to take care of pupils in the same way that a prudent parent would do so. All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- exercise effective supervision over all those for whom they are responsible, including pupils - to know the procedures for fire, first aid and other emergencies and to carry them out
- model safe and hygienic practice for pupils
- co-operate with the school on health and safety matters by following any particular health and safety measures to be adopted in their own Department. Eg. require the use of PPE and guards when necessary
- inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

- be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and report them in accordance with the agreed procedures
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- provide for adequate instruction, information and training in safe working methods – and the opportunity for discussion of health and safety arrangements
- keep the school informed at all times of their whereabouts
- ensure that only trips or visits can be undertaken which have a current risk assessment in place
- ensure that where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and they have the relevant insurance
- support new members of staff – they could be at particular risk and as part of their induction process should be made aware of all Health and Safety procedures that will affect their working practices
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with requirements for safety education.
- avoid introducing personal items of equipment (electrical and mechanical) into school without prior authorisation.

3.7 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Pupils should:-

- exercise personal responsibility for the safety of themselves and their fellow pupils
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- observe all the safety rules of the school and in particular the instructions of the staff in the event of an emergency
- use, and not wilfully misuse, neglect or interfere with things provided for safety purposes.
- adhere to rules around ICT/internet safety

Parents should:-

- inform school where they know of any H&S risks – to support the community aspect of H&S as everyone's responsibility
- remind their child(ren) to respect the H&S procedures in place in school

3.8 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The site manager will oversee this and update the headteacher.

4. Site security

The Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Equans are key holders and will respond to an emergency.

5. Fire – adhere to the Fire Evacuation Plan

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

- Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once a term.
The fire alarm is a loud continuous sounder.
Fire alarm testing will take place once a week.
New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. In the event of a fire please refer to GEMS Fire Evacuation Plan for full detail.
- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are in the front sports cage and are clearly signed.
- Office admin staff take a register of pupils absent, which will then be checked against the attendance register of that day
- Office admin staff will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals Fume
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances.

Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

A water risk assessment is regularly carried out and the Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded

The risks from legionella are mitigated by carrying out monthly checks by an external service (WCS)

6.3 Asbestos

The site has no asbestos on site.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record will be kept of the location of asbestos if it is to be found on the school site

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to head teacher or school business manager immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary a portable appliance test (PAT) will be carried out by a competent person.

All isolators switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the head teacher or Site Manager

7.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

7.4 Specialist equipment

When appropriate....

Parents are responsible for the maintenance and safety of their children's wheelchairs/mobility aids. In school, staff promote the responsible use of wheelchairs/mobility aids.

When specialist equipment is needed, then medical staff, school staff, parents and pupils will work together to ensure compliance and inclusivity.

8. Lone working – anyone lone working will adhere to GEMS's Lone Working Policy / procedures

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone. Anyone working alone must adhere to GEMS's Lone Working Policy.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height and carries and records checks made by Equans.
- Pupils are prohibited from using ladders
- Contractors are expected to provide their own ladders for working at height
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible. Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Anyone Manual Handling will adhere to Equans's Manual Handling Policy

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

Evolve system is completed

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider on school trips and visits or ensure there is a trained first aider where they visit.

12. Lettings

We currently do not have any lettings.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals
Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues
Spitting is discouraged

15.3 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

Clean the environment frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

15.6 Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate
Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

Wash hands before and after handling any animals

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified.

Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The school have Health and Wellbeing support via the school insurance and referrals can be made to Occupational Health where necessary.

18. Accident reporting

18.1 Accident record within teachers drive Accident/Near Miss reporting

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident Information about injuries will also be kept in the pupil's educational record

Records held in the teachers drive accident reporting and passed on to the Health and Safety team at Newcastle City Council and will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

The site manager will report any near misses or observations to the Equans helpdesk (0800 1601163)

18.2 Reporting to the Health and Safety Executive

Newcastle City Council, headteacher or school business manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Newcastle City Council, headteacher or school business manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries.

These are:

- Fractures, other than to fingers, thumbs and toes
Amputations
Any injury likely to lead to permanent loss of sight or reduction in sight
Any crush injury to the head or torso causing damage to the brain or internal organs
○ Serious burns (including scalding)
Any scalding requiring hospital treatment
Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

<http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to Ofsted and child protection agencies

The head teacher or family support coordinator will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The head teacher or family support coordinator will also notify Newcastle City Council child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

It is the responsibility of the HT to ensure the H&S Policy is reviewed every year.

Following every review, the policy will be presented to the Safeguarding / Inclusion committee for discussion and scrutiny and subsequently to the FGB for approval.

In summary, the School will:

- Undertake regular inspections of their premises e.g. termly.
Ensure that an annual Governors Health and Safety Audit is carried out.
- Investigate and analyse any accidents/assaults and ensure an audit of these systems and procedures takes place – and are shared with the FGB.

- Review the H&S Policy every year.
Following every review, the policy will be presented to the Safeguarding / Inclusions committee for discussion and scrutiny and subsequently to the FGB for approval.
- Promote safe working practices by ensuring that health and safety is included in lessons, where appropriate.
- Ensure that all visitors or contractors to site are made aware of the specific health and safety arrangements for the school.
- Ensure all departments have their own risk assessments and that relevant policies are adhered to.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Evolve Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Safeguarding and Child Protection
- Lone Working
- Fire Evacuation Plan
- Manual Handling
- Asbestos Risk Assessment and Plan
