

St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY
CO-ED SIXTH FORM



HEALTH AND SAFETY POLICY

APPROVED: DECEMBER 2021
DATE TO BE REVIEWED: DECEMBER 2022

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Approved: December 2021

Review: December 2022

At St Martin's we are a family community built from Christian values. We believe, most importantly, that we belong to something much greater than ourselves – Christ is at the centre of our Church of England school community. In all that we do, we seek to show God's care for our students. We live, love and learn together. Students of all faiths and none are welcomed into our school family. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit, alive in every person.

Our vision

A high achieving Christian Girls' School with a thriving mixed Sixth Form where excellence is exemplified and encouraged, ensuring an enriching educational experience where our students appreciate that learning is not a matter for school but for life and productive citizenship.

Our Mission

Inspired by our motto "Caritate et Disciplina" Our mission is to create a safe, caring, happy and inclusive community underpinned by our Christian values. We want our students to shine and grow together in faith and knowledge, developing their unique gifts and talents both in the classroom and in the wider life of the school and beyond.

We believe that reverence for God, respect for self, others and the environment is essential in today's society and we therefore dedicate our effort towards fostering these virtues. During their time at St Martin's, they will be empowered to fulfil their learning potential because they are **Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative**. Our students will fulfil their academic potential, but more than this, they will develop the skills, competencies and personal qualities and characteristics that will help them to be successful in the future in whatever route they choose to take.

'Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech.' Titus 2: 7-8

St Martin's School Prayer

Dear God,

We thank you for your love and your promise to be with us. At school or work, at rest or play, help us to feel near to you and hear your voice. Inspired by St. Martin's example, may we always show respect, encourage one another and serve our community. Help us to be aware of our talents, be enquiring and independent. May your gifts of faith, hope and love shine in us today.

Amen

Inspired by St Martin's School Prayer

We nurture. We develop. We educate. We are St Martin's.

HEALTH AND SAFETY POLICY

1. Purpose/Statement of Intent

St Martin's recognizes that ensuring the health & safety of staff, students and visitors is essential to the success of the school. Health & safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

We are committed to:

- 1.1. Providing a safe and healthy working and learning environment
- 1.2. Preventing accidents and work-related ill health
- 1.3. Meeting our legal responsibilities under health & safety legislation as a minimum
- 1.4. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks
- 1.5. Ensuring safe working methods and providing safe work equipment
- 1.6. Providing effective information, instruction, training and supervision
- 1.7. Consulting with employees and their representatives on health and safety matters.
- 1.8. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- 1.9. Setting targets and objectives to develop a culture of continuous improvement.
- 1.10. Ensuring adequate welfare facilities exist throughout the school.
- 1.11. Ensuring adequate resources are made available for health & safety issues, so far as is reasonably practicable.

Health & safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

2. Organisational Responsibilities

The overall and final responsibility for health & safety of the school is that of the Governing Body of St Martin's. The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher. To ensure health & safety standards are maintained/ improved, the following people have responsibility in the following areas:

2.1. The Governing Body

The Governing Body is responsible for ensuring that:

- 2.1.1. The health & safety policy statement is clearly written and it promotes a positive attitude towards health & safety in staff and students.
- 2.1.2. The Headteacher is aware of his/her health & safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- 2.1.3. Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- 2.1.4. Sufficient funds are set aside with which to operate safe working practices.
- 2.1.5. Health & safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

2.2. The Headteacher

Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Health & Safety Policy is effectively implemented and that proper resources are made available in order to achieve this:

- 2.2.1. He/she will plan ahead as necessary to make human, financial and other resources

available to secure a high standard of health & safety management, taking competent advice on matters of health & safety where relevant.

- 2.2.2. He/she provides the final authority on matters concerning health & safety at work.
- 2.2.3. He/she will make decisions on health & safety issues based on a proper assessment of any risks to health & safety, and will ensure the control of those risks in an appropriate manner.
- 2.2.4. He/she delegates specific responsibility for the implementation and monitoring of the Health & Safety Policy to the School Business Manager.

2.3. School Business Manager and HODs

The School Business Manager, working in conjunction with the School's Health & Safety advisors and the Finance & General Purposes Committee, will advise the Headteacher on health & safety policy. Acting for and on behalf of the Headteacher, he/she has the responsibility for implementing and monitoring the policy, principally through the Heads of Department:

- 2.3.1. This Policy is clearly communicated to all relevant persons.
- 2.3.2. Appropriate information on significant risks is given to visitors and contractors.
- 2.3.3. Appropriate consultation arrangements are in place for staff and their safety representatives.
- 2.3.4. All staff are provided with adequate information, instruction and training on health & safety issues.
- 2.3.5. Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- 2.3.6. Risk assessments of the premises and working practices are undertaken.
- 2.3.7. Safe systems of work are in place as identified from risk assessments.
- 2.3.8. Emergency procedures are in place.
- 2.3.9. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- 2.3.10. Records are kept of all relevant health & safety activities e.g. assessments, inspections, accidents, etc.
- 2.3.11. Arrangements are in place to inspect the premises and monitor performance.
- 2.3.12. Accidents are investigated and any remedial actions required are taken or requested
- 2.3.13. The activities of contractors are adequately monitored and controlled.
- 2.3.14. A report to the Governing Body on the health & safety performance of the school is completed termly.

2.4. Teachers & Support Staff holding posts of responsibility

This includes the Senior Leadership Team, Heads of Departments, ICT Network Manager, Technicians and Premises Manager. They must:

- 2.4.1. Apply the school's Health & Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health & safety procedures and arrangements
- 2.4.2. Develop policies and procedures which identify the key risks in their areas of responsibility and the organization and arrangements for managing those risks
- 2.4.3. Carry out regular health & safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher
- 2.4.4. Ensure that all staff under their management are familiar with the health & safety procedures for their area of work
- 2.4.5. Resolve health, safety and welfare problems that members of staff refer to them, and refer to the School Business Manager any problems to which they cannot

- 2.4.6. achieve a satisfactory solution within the resources available to them
- 2.4.6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- 2.4.7. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- 2.4.8. Ensure all accidents are investigated appropriately
- 2.4.9. Include health & safety in an annual report for the Headteacher

2.5. Class Teachers

Class teachers are expected to:

- 2.5.1. Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- 2.5.2. Follow the health and safety procedures applicable to their area of work
- 2.5.3. Give clear oral and written health and safety instructions and warnings to students as often as necessary
- 2.5.4. Ensure the use of personal protective equipment and guards where necessary
- 2.5.5. Make recommendations to their Headteacher or HOD on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 2.5.6. 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.
- 2.5.7. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorization.
- 2.5.8. Regularly check their classrooms for potential hazards and report any observed to the Premises Manager.
- 2.5.9. Report all accidents, defects and dangerous occurrences to the School Business Manager

2.6. Catering Manager

The Catering Manager is responsible for the safe operation of the catering facilities and must:

- 2.6.1. Be familiar with the school Health and Safety Policy.
- 2.6.2. Prepare risk assessments for all catering activities.
- 2.6.3. Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- 2.6.4. Inform the School Business Manager of any potential hazards or defects.
- 2.6.5. Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
School staff must not use the catering facilities and equipment without the prior agreement of the School Business Manager.

2.7. Finance and General Purposes Committee

This Committee provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative.

- 2.7.1. The Committee will review all health, safety and security matters, including a review of policy at least annually.
- 2.7.2. The Committee will advise the Headteacher and/or the manager responsible for

- health & safety, of any current issues in respect of Health, Safety and Security.
- 2.7.3. Safety Representatives, whether appointed by a recognized trade union or elected by the workforce, are automatically members of this Committee.

2.8. Obligations of all Employees

All employees must:

- 2.8.1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- 2.8.2. Observe all instructions on health & safety issued by the Governing Body, School or any other person delegated to be responsible for a relevant aspect of health & safety.
- 2.8.3. Act in accordance with any specific health & safety training received.
- 2.8.4. Report all accidents and near misses in accordance with current procedure.
- 2.8.5. Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- 2.8.6. Co-operate with other persons to enable them to carry out their health & safety responsibilities.
- 2.8.7. Inform their HOD of all potential hazards to health & safety, in particular those which are of a serious or imminent danger.
- 2.8.8. Inform their HOD of any shortcomings they identify in the School's health & safety arrangements.
- 2.8.9. Exercise good standards of housekeeping and cleanliness.
- 2.8.10. Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health & Safety Executive.
- 2.8.11. When authorizing work to be undertaken or authorizing the purchase of equipment, ensure that the health & safety implications of such work or purchases are considered.

2.9. Obligations of Contractors

- 2.9.1. When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 2.9.2. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the School Business Manager of any risks that may affect the school staff, students and visitors.
- 2.9.3. All contractors must be aware of the Schools Health & Safety policy, emergency procedures and Visitors policy and to 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 School Business Manager or their representative will take such actions as are necessary to protect the safety of school staff, students and visitors.

2.10. Students

Students, in accordance with their age and aptitude, are expected to:

- 2.10.1. Exercise personal responsibility for the health & safety of themselves and others.
- 2.10.2. Observe standards of dress consistent with safety and/or hygiene.
- 2.10.3. Observe all the health & safety rules of the school and in particular the instructions of staff given in an emergency.
- 2.10.4. Use and not willfully misuse, neglect or interfere with things provided for their

health & safety.

3. Procedures and Arrangements

3.1. Introduction

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

3.2. Accident and Incident Reporting

- 3.2.1. All staff are required to ensure that all accidents are reported to the School Business Manager who will ensure that the accident is investigated and reported to the Governing Body and the Health & Safety Executive as appropriate.
- 3.2.2. All incidents or near misses i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

3.3. Asbestos

- 3.3.1. The Premises Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.
- 3.3.2. All contractors shall be referred to the Asbestos Log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.
- 3.3.3. Staff must report any damage to asbestos materials immediately to the School Business Manager.
- 3.3.4. Where damage to asbestos material has occurred the area must be evacuated and secured. The Headteacher will immediately notify the Chair of the Governing Body by telephone.

3.4. Contractors

The School Business Manager is responsible for the selection and management of contractors

3.5. Curriculum Safety

- 3.5.1. All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- 3.5.2. Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.
- 3.5.3. All hazardous and potentially dangerous chemicals must be stored securely and safely. An inventory of these substances must be completed and key staff must be trained on their safekeeping.

3.6. Display Screen Equipment

- 3.6.1. The School Business Manager will ensure high level PC users have an understanding of the importance of ergonomics when working, and that they are aware of the importance of regular breaks from high level PC use. He/she will ensure that the appropriate furniture is used to accommodate their work i.e. desks of the right height and computer chairs etc.
- 3.6.2. Free eye tests will be available for staff who use their PCs for more than 5 hours in

- total per day.
- 3.6.3. Staff should ensure that any loose cabling from portable electrical equipment is adequately secured and visible and students are warned, if necessary, of any potential hazard.
 - 3.6.4. Premises staff should ensure that any fixed cabling is secure and as tamper-proof as possible.
- 3.7. Educational Visits
- 3.7.1. The Headteacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.
- 3.8. Electrical Safety
- 3.8.1. The Premises Manager 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.
 - 3.8.2. The Premises Manager will also ensure that all portable electrical equipment is tested regularly as recommended by the Health & Safety Executive.
 - 3.8.3. All staff must be familiar with school procedures and report any problems to the Premises Manager.
Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher
- 3.9. Fire Precautions & Emergency Procedures
- 3.9.1. The Headteacher is responsible for ensuring:
 - 3.9.1.1. That a Fire Risk Assessment is completed and reviewed annually.
 - 3.9.1.2. That the school emergency plan and evacuation procedures are regularly reviewed.
 - 3.9.1.3. The provision of fire awareness training to all staff.
 - 3.9.1.4. That an emergency fire drill is undertaken every term.
 - 3.9.1.5. The preparation of specific evacuation arrangements for staff and/or students with special needs. All student & staff Risk assessments to be available.
 - 3.9.2. The Premises Manager is responsible for
 - 3.9.2.1. The formal maintenance and regular testing of the fire alarm, emergency lighting & megaphone.
 - 3.9.2.2. The maintenance and inspection of the firefighting equipment.
 - 3.9.2.3. The maintenance of exit/escape routes and signage.
 - 3.9.2.4. Supervision of contractors undertaking hot work.
 - 3.9.2.5. All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.
- 3.10. First Aid
- 3.10.1. All staff should be aware of the school's procedure in dealing with first aid emergencies.
 - 3.10.2. First Aid Boxes must be well stocked and the contents checked regularly. Access to the boxes should be restricted to key staff and placed in strategic areas around the school. A guidance card should be placed in the box listing the school's First Aiders, how to contact them and where they are located. First Aid notices should be displayed within classrooms and all other waiting areas stating the names and

locations of first aiders. Contact information should also be displayed on these notices.

- 3.10.3. First Aid Boxes must be well stocked and the contents checked regularly. Access to the boxes should be restricted to First Aiders & each school building will display a list of First Aiders and instructions on how they may be contacted. A First Aider will be designated to keep the first aid boxes and signage up to date.

3.11. Hazardous Substances

- 3.11.1. The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- 3.11.2. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorized persons trained in the safe use of the product.
- 3.11.3. All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Premises Manager will complete an assessment for any authorized products.
- 3.11.4. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.
- 3.11.5. Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

3.12. Inclusion

- 3.12.1. The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEND.
- 3.12.2. All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- 3.12.3. The SENDCo and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- 3.12.4. Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorized by the Headteacher.

3.13. Lettings/Out-of-School hours use

- 3.13.1. The site team are responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school's Health and Safety Policy
- 3.13.2. The Business Manager 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.

3.14. Lone Working

- 3.14.1. Where possible staff should arrange to be in school with others. Staff should sign in and out at reception.
- 3.14.2. There are telephone extensions in the staff room, school office and all departments. Staff should make themselves aware of the location of the nearest telephone & should have a mobile telephone to hand

- 3.15. Managing Medicine & Drugs
- 3.15.1. No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.
 - 3.15.2. Staff must notify the Headteacher if they believe a student to be carrying any unauthorized medicines/drugs.
 - 3.15.3. The school policy for supporting Children with medical needs provides detailed guidance and all staff should be familiar with this policy.
- 3.16. Maintenance and Inspection of Equipment
- 3.16.1. The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.
 - 3.16.2. All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.
- 3.17. Manual Handling
- 3.17.1. The School Business Manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.
 - 3.17.2. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.
 - 3.17.3. Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.
 - 3.17.4. Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.
- 3.18. PE Equipment
- 3.18.1. 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 students.
 - 3.18.2. Risk assessments have been completed for all PE activities and all staff must be familiar with these.
 - 3.18.3. Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
 - 3.18.4. All PE equipment must be visually checked before lessons and returned to the designated store area after use.
 - 3.18.5. Students must not use the PE equipment unless supervised.
 - 3.18.6. Any faulty equipment must be taken out of use and reported to the Head of PE.
- 3.19. Personal Protective Equipment (PPE)
- 3.19.1. Where the need for PPE has been identified in Risk Assessments, it is the HOD's responsibility to ensure adequate supplies of suitable PPE.
 - 3.19.2. Where a need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.
 - 3.19.3. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.
 - 3.19.4. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the HOD.
- 3.20. Risk Assessments
- 3.20.1. 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.

- 3.20.2. The School Business Manager is responsible for undertaking general risk assessments with the exception of the areas listed below.
 - 3.20.3. Subject Leaders will undertake risk assessments for their specialist areas.
 - 3.20.4. The Premises Manager will undertake risk assessments for maintenance and cleaning.
 - 3.20.5. The EVC will ensure that risk assessments are completed by all staff who organize and lead school visits.
 - 3.20.6. The School Business Manager is responsible for ensuring appropriate training is given to all new staff in understanding and managing risk for their specific areas of responsibility as part of their induction programme.
- 3.21. Security/Violence
- 3.21.1. The Premises Manager 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.
 - 3.21.2. Staff must query any visitors on the school premises who are not wearing a visitor badge and escort them back to Reception.
 - 3.21.3. If an intruder becomes aggressive staff should seek assistance immediately.
 - 3.21.4. Meetings with parents known to be verbally abusive or threatening in their behavior should only be held in an area of the school where assistance is available. The Senior Leadership team should be notified in advance of these meetings where possible.
 - 3.21.5. Any incidents of verbal abuse or threatening behavior by parents, visitors or students must be reported immediately to the Headteacher.
- 3.22. Site Maintenance
- 3.22.1. The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.
 - 3.22.2. S/He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the School Business Manager
 - 3.22.3. All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately.
- 3.23. Smoking
- 3.23.1. It is illegal to smoke anywhere on the school premises.
- 3.24. Staff Training & Development
- 3.24.1. The School Business Manager is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.
 - 3.24.2. All new staff will receive specific information and training as part of the school induction process.
 - 3.24.3. All staff will receive fire awareness training on an annual basis.
 - 3.24.4. Staff 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.
 - 3.24.5. Health and safety will be a regular agenda item for staff meetings and on the September PTD in each new school year.
- 3.25. Stress
- 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:
- 3.25.1. An environment in which there is good communication, support, trust and mutual

- respect
 - 3.25.2. Training to enable them to carry out their jobs competently
 - 3.25.3. Control to plan their own work and seek advice as required
 - 3.25.4. Involvement in any major changes
 - 3.25.5. Clearly defined roles and responsibilities
 - 3.25.6. Consideration of domestic or personal difficulties
 - 3.25.7. Individual support, mentoring and referral to outside agencies where appropriate
- 3.26. Visitors
- 3.26.1. All visitors must sign in and out at Reception. This includes parents, SMS, peripatetic Teachers & specialists. A badge will be issued which must be worn at all times in school. In accordance with the visitors policy a green lanyard indicates that a DBS check is available. A red lanyard indicates that a DBS check is not available and the visitor should be accompanied.
 - 3.26.2. Visitors to the school will be made aware of safeguarding and emergency procedures and other safety information as is relevant.
 - 3.26.3. Contractors undertaking maintenance work at the school will be informed of the emergency procedures and any risks in their work area.
- 3.27. Working at heights
- 3.27.1. The Premises Manager is responsible for the purchase and maintenance of all ladders in the school.
 - 3.27.2. All ladders must conform to BS/EN standards as appropriate.
 - 3.27.3. The Premises Manager is also responsible for completing risk assessments for all working at height tasks in the school.
 - 3.27.4. Staff are reminded that `working at height` applies to all activities which cannot be undertaken whilst standing on the floor.
 - 3.27.5. If staff need to hang decorations or displays then a step stool or small step ladder must be used and staff should be trained accordingly. Staff should not carry any working at heights tasks until suitable training is undertaken. Standing on desks, chairs or other furniture is not permitted.
 - 3.27.6. Staff must not work at height when they are alone. If planning to use a step ladder, then they must ask the Premises Manager to help erect the ladder properly and have an assistant to hold the ladder steady and pass up materials needed.
 - 3.27.7. Knees should be no higher than the top platform of the ladder.
 - 3.27.8. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

ORGANISATIONAL RESPONSIBILITY

Governing Body	Overall health & safety
Headteacher	Implementation of day-to-day health & safety practices and procedures for staff and students in the school; Stress Management
Deputy Head i/c Inclusion	Safeguarding & Child Protection Policy and Procedures, Children with Medical Needs
School Business Manager	Health & Safety induction and training, First Aid,

	Accident reporting and Investigation, Fire Prevention, Display Screen Equipment, Risk Assessment compliance, Safe Systems of work, Manual Handling, Health & Safety & other policy circulation to new staff, Staff welfare
Premises Manager	Premises Security & Safety, Contractor Safety, Slips, Trips & Falls, Toilets & Washrooms, Traffic Routes & Vehicle Movements, Grounds Safety, Electrical Equipment, Asbestos Management, Lone Working, Working at Heights
Head of Science	Laboratory Safety, Application of COSHH regulations, PPE
Head of PE	Sports Hall, Gym, PE Equipment Maintenance
ICT Network Manager	Internet Safety
Art Line Manager	Kilns
Head of Art	Specialist Equipment Maintenance and Safety, Application of COSHH regulations, CLEAPPS, PPE
Educational Visits Coordinator	School Trips risk management and assessment
Class teachers	Classroom Safety, Off-site activity safety
All staff	Good H & S practice across the school, risk identification and reporting

The school welcomes the involvement of Union representatives in ensuring that staff have a safe and healthy environment in which to work.

Risk Assessments must be completed by the persons responsible for the Health & Safety areas listed above.

All employees should:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and others
- Report all health and safety concerns to an appropriate person (as detailed above)Guide students on how to stay safe

Associated Policies

- Safeguarding Policy
- Visitors to School Policy
- First Aid Policy
- Medicines in School Policy
- Educational Visits Policy

Health and Safety Policy approved by the Governing Board on 1 December 2021 (final wording 28.02.22)

- Fire Evacuation Policy and Procedures