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School for
Inspiring Talents

Health & Safety Policy

Health & Safety Policy

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Policy Statement

At SfIT we are committed to the health and safety of our staff, students, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work Act 1974
- The Workplace (*Health, Safety and Welfare*) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (*Design and Management*) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (*School Premises*) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (*Amendment*) (England) Regulations 2019 (*Natasha's Law*)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) '*Health and Safety: Responsibilities and Duties for Schools*'
- DfE (2017) '*Safe Storage and Disposal of Hazardous Materials and Chemicals*'
- HSE (2014) '*Sensible Health and Safety Management in Schools*'

Roles and Responsibilities

SLT will:

- Ensure it provides a safe place for all users of the site, including staff, students, and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.

Health & Safety

- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Principal will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students, and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly, and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the Health & Safety Officer.

The Health & Safety Officer will:

Assist with the creation and implementation of this policy.

- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory Staff and/or Subject and Service Leads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the Principal.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

All Members of Staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.

Health & Safety

- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the legal requirements and Directors through the Operational services.
- Ensure that all staff, students, and visitors are applying health and safety regulations and adhering to any rules, routines, and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous, or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses, and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.

Students will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other students' health and safety.

Training and First Aid

- The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.
- The Principal and Health & Safety officer will ensure staff know how to meet their duties outline in this policy.
- The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.
- The principal will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.
- First aid boxes are located around the school areas and are easily accessible to all staff, the lead pastoral LSA in each school are responsible for their secure storage and use.

Contacting the Emergency Services

- The principal will certify that procedures for ensuring safety precautions are effectively managed are discussed, formulated, and effectively disseminated to all staff.
- Staff will contact the emergency services in an emergency.
- Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.
- Where an ambulance is called for a pupil, office staff will contact the pupil's parent.
- Where necessary, all students will be evacuated from the building and taken to the designated emergency assembly point.
- Staff will be aware of any students who have specific evacuation needs.
- Staff will be responsible for the safety of students and responding to any questions from the emergency services, as best they can.

Accident Reporting and Investigation

- All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Principal, and the Health & Safety Officer using the standard Accident Report Form.
- The Health & Safety Officer s will be responsible for informing the Principal if the accident is fatal or a 'major injury,' as outlined by the HSE.
- More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Reporting Significant Accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury

Health & Safety

- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (*this seven-day period does not include the day of the accident*)
- Fractures, other than to fingers, thumbs, and toes
- Amputation of an arm, hand, finger, thumb, leg, foot, or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system, or other vital organs
- Any degree of scalping 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 that requires resuscitation or admittance to hospital for more than 24 hours

Additional Reportable Occurrences include the following:

- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire, or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- The unintended collapse of any building or structure under construction, alteration, or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Skin diseases including, but not limited to occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Infections including, but not limited to leptospirosis, hepatitis, anthrax, legionellosis, or tetanus

Reporting Procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on **0845 300 9923**, open Monday to Friday 8.30am to 5pm.

Reporting Hazards

- Staff, students, contractors, and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Principal as appropriate. Serious hazards will be reported using the appropriate form available in the school office.

Accident Investigation

- All accidents, however minor, will be investigated by the head teacher or health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- The Principal or health and safety officer will undertake regular evaluations of all reported incidents. They will then identify patterns and trends to take corrective action and minimise the reoccurrence of any incident or illness.

Active Monitoring System

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants, and equipment.
- Monthly reports and updates to the principal.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Risk Assessment

The principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

The health and safety officer will be consulted when risk assessments are being carried out.

Annual Risk Assessments will be conducted for all areas of the school sites.

Risk assessments will consider the needs of staff, students, visitors, and contractors.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk Assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The Directors will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

Health & Safety

The school has appointed an Educational Visits Coordinator and ensured they receive the training necessary to carry out the role. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

Identify the hazards – risk factors considered include:

- Environmental (floor, steps, slopes, etc.)
- Contamination (water, food, litter, etc.)
- Organisational (task, safety, culture, etc.)
- Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Fire Safety

- All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.
- The Principal is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated, and effectively disseminated to all staff.
- Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- The school will test evacuation procedures on a termly basis.
- Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.
- Emergency lighting will be tested on an annual basis, and records will be maintained and held in the school.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Evacuation and Bomb Threat Procedure

The school will follow the procedure outlined in the Emergency Management Plan and the Invacuation, Lockdown and Evacuation Policy and Personal Emergency Evacuation Plan in the event of a crisis. All staff fully understand and effectively implement the school's Bomb Threat within the Emergency Plan. In the event of an emergency, the procedures outlined in the School Emergency Management Plan, the Invacuation, Lockdown and Evacuation Policy, and the Lockdown Procedure will be followed.

Visitors and Contractors

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students, or visitors to the school.

Construction and Maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (**Design and Management**) (CDM) Regulations 2015.

Construction work means the carrying out of any building, civil engineering, or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair, or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.
- The Principal will ensure that all construction and maintenance projects have a formally appointed Principal Designer and Principal Contractor. The Principal will liaise with the Principal Contractor to identify if the scope of the project means that it should be notified to the HSE.
- The principal will also ensure that the Principal Designer and Principal Contractor are provided with a '*Client Brief/CDM Pre-Construction Information*' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The Principal Contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The Principal Designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction, or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g., in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation, and coordination between all members of the project team.

Health & Safety

- The principal contractor has planned for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Principal, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.
- The Principal will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in **The Workplace (Health, Safety and Welfare) Regulations 1992**.

Personal Protective Equipment (PPE)

- PPE means all equipment worn, or held, by staff or students which is designed to protect them from specified hazards. The school will provide employees and students who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- Staff and students will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Students will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.
- PPE includes protective laboratory and workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g., school uniform, does not constitute PPE.
- Thorough risk assessments are carried out by the Health & Safety Officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.
- Staff and students will receive appropriate health and safety training to ensure they know how to properly use, maintain, and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be safely stored, kept clean, and in good repair.
- The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:
 - Protective clothing that staff require to fulfil their roles.
 - The Health & Safety Officer will keep a record of all expenses related to PPE and uniform for HR and finance purposes. Buying the clothes for employees
 - Lending clothes to employees and cleaning or repairing clothing

Work-Related Hazards

Manual Handling

- Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the item in a safe and balanced manner.
- The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

Health & Safety

- The capability and circumstances, e.g., age, of staff will be considered where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.
- All members of staff will receive manual handling information and training as needed.
- To manage these risks, appropriate policies and procedures have been adopted.

Working at Heights

Policy and procedures concerning employees working at heights are addressed in the **Working at Heights Risk Assessment and Policy**. Staff members are required to sign statements confirming that they have received, read, and understood the policy, prior to being allowed to work at heights.

Lone Working

Policy and procedures concerning employees' lone working are addressed in the **Lone Worker Policy and Risk Assessment**. Staff members are required to sign statements confirming that they have received, read, and understood the relevant policies, prior to being allowed to undertake lone working.

Stress Management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who persistently suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the **Staff Wellbeing Policy**.

Display Screen Equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Further risk assessments and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

Maintaining Equipment

Staff and students can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment
- It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Hazardous Materials

- The school will act in accordance with the school's COSHH Policy at all times.
- The school will only purchase hazardous materials from a reputable source, making sure that the relevant Material Safety Data Sheet (MSDS) is provided by the retailer on delivery. No chemicals or other hazardous materials will be used without the permission of the Principal.

Health & Safety

- The Health & Safety Officer s and Health & Safety officer are responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- The Site Manager, in liaison with the Health & Safety Officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in Risk Assessments. Control Measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- All equipment, materials and chemicals will be held in appropriate containers and areas conforming to Health & Safety Regulations.
- Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Principal. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. An audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Asbestos Management

- In accordance with HSE guidance, an Asbestos Management Survey has been undertaken, by the landlords of the school property, by accredited surveying organisations. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.
- Further details concerning the management of asbestos can be found in the **Asbestos Management Policy**.

Cleaning

- Contract cleaners will be monitored by the Principal at Place House. In-house cleaners at College House report directly to the Finance Officer. The standard required will be clear in the Service Level Agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.
- Waste collection services will be monitored by the Site Manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

Infection Control

- The school actively prevents the spread of infection through the following measures:
- Routine Immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- The school keeps up to date with national and local immunisation scheduling and advice. All students' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.
- All staff are subject to a full occupational health check before starting employment at the school.
- The school will ensure that arrangements are in place to minimise any health risks, e.g., flu, by ensuring hygiene standards are maintained and students and staff are not permitted in school if they are unwell. Staff and students displaying signs of infection will be sent home and recommended to see a doctor.

Allergens and Anaphylaxis

- The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies. This is set out in our **First Aid Policy**.
- Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide the Principal with a list of their allergies. Information regarding students' and staff members' allergies is collated and stored securely.
- Under The Human Medicines (Amendment) Regulations 2017, the school can purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on students who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.
- Staff will receive appropriate training and support relevant to their level of responsibility, to assist students with managing their allergies.
- Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the First Aid Policy.

Medication

- The school's Supporting Students with Medical Conditions Policy will be read, understood, and always adhered to.
- Staff will receive annual training in supporting students with medical conditions.
- The school will obtain notification from parents regarding any medication that students are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be always followed. A record will be kept of any medication that students take – this will be checked prior to administering any non-prescription medication.

Smoking

- The school sites are non-smoking premises, and no smoking will be permitted on the grounds.
- The school's **Smoke-Free Policy** will be read and understood by all staff.
- All staff, students, visitors, and contractors will be made aware of the policy.

Security and Theft

- Policy and procedures to reduce security risks are addressed in the **School Security Policy**.
- CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's **Data Protection Policy**.
- Staff and students are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.
- All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.
- The school has access control and security measures to ensure the safety of the school.
- The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g., recent arson attacks.

Severe Weather

The school will act in accordance with the **Adverse Weather Policy** at all times. The Principal will decide on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Directors will be promptly informed.

Safe Use of Minibuses

- Health and safety policy and procedures concerning school minibuses are contained in the school's Minibus Policy. The H&S Officer is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- The driver will have a current license, be aged 21 years or over and hold a full licence
- Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.
- The minibus will carry strictly one person per seat and seat belts will be always worn.
- Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.
- Familiarisation training will be given to new drivers

School Trips and Visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's **Educational Visits and School Trips Policy**.

Near Misses

- A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.
- If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.
- Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the Principal as appropriate.
- The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

Health & Safety

- All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.
- After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Monitoring and Review

- The effectiveness of this policy will be monitored by the Principal, any necessary amendments may be made immediately.
- The school will establish a monitoring system that is backed up by performance measures and these will be reviewed following an incident.

Monitoring, Review and Evaluation (MRE) is undertaken to ensure that we are delivering on what we say we want to achieve. The next scheduled review date for this policy is July 2025