

Title:	Health and Safety Policy
Associated Policies:	<ul style="list-style-type: none"> • Fire Safety Policy • Critical Incidents and Crisis Management Policy • Emergency Fire Evacuation • Invacuation Emergency Procedures • Safeguarding and Child Protection Policy • Educational Visits and Working Outside the Classroom Policy • Wellbeing Policy • First Aid Policy • Risk Assessment Policy • Workstation Policy • Driving and Travelling Safely in the Minibus Procedures • Supporting Students with Medical Needs Policy • Allergy and Intolerance Policy and Procedures • Self-Harm Procedures and risk assessments

1	Policy Statement
	<p>1.1 The Northampton School for Girls recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and wellbeing of its staff, students, and visitors to its premises, and others who could be affected by its actions. The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.</p> <p>1.2 The school has overall responsibility for the health, safety and welfare of staff, students and visitors and will provide and maintain, so far as is reasonably practicable, working and where appropriate learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc. Act 1974 and associated legislation.</p> <p>1.3 Whilst appreciating that ultimate responsibility rests with the Board of Governors as employer, all Trustees, Governors, Headteacher, Managers and School-based Staff have to work together in the creation and promotion of a positive health and safety culture. The safety culture of the school is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This Policy includes our vision to ensure that the school has a strong and positive safety culture through communication, training, collaboration and leading by example.</p> <p>1.4 In recognising that staff have an important contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. We are committed to ensuring that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.</p> <p>1.5 It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.</p> <p>1.6 Risks will be minimised by forward planning using competent staff, trained and resourced to an appropriate extent whilst working to attainable standards. We will make use of appropriate training and resources to enable all staff to play an active part in achieving a safe and healthy working environment.</p>

	<p>1.7 The school recognises that the effective management of health and safety plays an important role in its overall performance by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.</p> <p>1.8 Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis to maintain and improve where necessary the required standards.</p> <p>1.9 Local organisation and arrangements for the management of health and safety at school level are documented and retained, with those documents forming part of the overall Health and Safety Policy and safety management system.</p> <p>1.10 The school requires each member of staff and visitor to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the school and its management.</p> <p>1.11 Without affecting the generality of the above statement, the school will pay attention to the implementation of the requirements of the Health and Safety at Work Act 1974 and associated legislation in so far as;</p> <p>1.11.1 The provision and maintenance of plant and systems of work, which are safe, and without risks to health.</p> <p>1.11.2 The production of arrangements in connection with the handling, storage and use of any article or substance to ensure safety and an absence of risk to health.</p> <p>1.11.3 The provision of suitable and sufficient information, training and supervision necessary for health and safety purposes.</p> <p>1.11.4 The provision and maintenance of workplaces, which are safe, and without risk to health.</p> <p>1.11.5 The provision and maintenance of safe working environments and adequate arrangements for welfare at work.</p>
--	---

2	Who does this policy apply to?
	2.1 This applies to all staff, students and visitors of the School.

3	Responsibilities for Health and Safety
	<p>3.1 This section details how the school is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture and effective health and safety management. See Appendix A for health and safety responsibilities.</p> <p>3.2 The School Board of Trustees</p> <p>The Board has overall responsibility for health and safety matters but delegates day-to-day responsibilities in line with the School's Scheme of Delegation. The School Board ensures that:</p> <ul style="list-style-type: none"> • The school produces a Health and Safety Policy that is appropriate to its activities, and that this policy is reviewed regularly so that it remains valid; the School Board will promote and follow this Health and Safety Policy; • An effective organisation is created for the management of health and safety; including communicating effectively with parents, staff and students; • The school devises appropriate arrangements for addressing health and safety within the school and within the educational establishments it sponsors; • The school promotes the correct attitude towards health and safety in staff and where appropriate visitors to its premises; the School Board will lead by example on all matters relating to health, safety and welfare; • The school establishes appropriate financing arrangements to cover the cost of implementing the Health and Safety Policy; • The Board will monitor and evaluate the school's health and safety performance through the activities of the Board, including the setting of targets where appropriate; <p>3.3 Headteacher</p> <p>3.3.1 The Headteacher is responsible for overall compliance with, and adherence to, all relevant statutory regulations and best practice, including Health and Safety. This includes the implementation of the Health and Safety Policy and all associated arrangements.</p> <p>3.3.2 The Headteacher will achieve this by:</p> <ul style="list-style-type: none"> • The provision of the necessary physical and human resources; • Ensuring the effective flow of information relevant to health and safety; • The provision of the necessary means of supervision and control of staff; • Ensuring that all relevant Senior Managers and Governors for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction; • Ensuring that all relevant Senior Managers and Governors understand and accept their responsibilities for Health and Safety; • Facilitating or arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the health and safety standards are being provided and maintained; • Providing timely feedback to the Board on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the school; • Ensuring effective use and review of the school risk register; • The Headteacher will seek support and professional advice from external advisors as necessary. <p>3.3.3 The Headteacher leads by example and is responsible for promoting a culture of compliance and having oversight of compliance across the school, including health and safety. They will be informed of the</p>

compliance position relating to the school via regular meetings and will assist with oversight and cultural promotion responsibility.

3.3.4 The Headteacher will regularly liaise with the Governing Board to support day to day management of health and safety and engage colleagues including the School Advisers on matters of health and safety where necessary.

3.3.5 The Headteacher has delegated responsibility for compliance in core areas across the school, including health and safety, and will lead by example. They also have delegated responsibility for the implementation of School policies and development of school procedures. This includes delegated responsibility for appointment and management of personnel responsible for compliance areas within the school (i.e. Designated Safeguarding Lead, SEND coordinator, H&S Manager).

3.3.6 The Headteacher has responsibility for ensuring the planning and implementation of the School's health and safety management system in accordance with this policy.

3.3.7 The Headteacher will ensure that a suitable organisation is created to establish arrangements for satisfying the Health and Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

3.3.8 In particular the Headteacher:

- Leads by example
- Ensures that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- Liaises with the health and safety representatives of the governing body, School and the Board of Trustees where appropriate to inform them of any health and safety issues or risks that arise
- Ensures that up to date information on health and safety is available to school staff and visitors, is easily accessible and promoted throughout the school. This includes the school health and safety policy, associated procedures and risk assessment templates.
- Ensures that all staff are fully trained and equipped to deal with health and safety issues and emergencies
- Ensures that funding is allocated to individual departments for their health and safety requirements
- Ensures that all staff, students and volunteers are aware of their health and safety obligations to one another
- Ensures that regular practice fire drills are undertaken
- Ensures that adequate information related to health and safety is obtained and passed to relevant staff, contractors, members of the public, statutory authorities etc.

3.4 Health and Safety Manager

The Health and Safety Manager is responsible to the Headteacher for the implementation of the School Health and Safety Policy under their areas of control and has specific responsibility for:

- Ensuring the Board is aware of and up to date with any health and safety legislation or reasons for change in health and safety organisation.
- Developing in conjunction with the School Board and the School's Adviser the Safety Management System.
- Effective and supportive line management of School service directors and leads (e.g. AMEY, IT, procurement) ensuring effective communication and collaboration within and between them on all matters pertaining to Health and Safety.

- Ensuring regular review of School policies associated with the Health and Safety Policy.
- Ensuring, in conjunction with the Headteacher, all relevant statutory licenses, registrations, planning requirements etc are obtained and all conditions satisfied.
- Assisting in the implementation of the arrangements contained in the Health and Safety Policy by the provision of appropriate advice and guidance to the school;
- Work to develop a culture of high performing teams and collaboration on all matters pertaining to Health and Safety.
- Ensure support structures for Health and Safety within the school reflect the best practice.
- Monitoring the school performance with regard to the implementation of the Safety Management System by arranging the annual Safety Audit and Inspection of the school and its schools and report findings to the Headteacher;

3.5 Responsibilities of AMEY

AMEY is responsible to the Health and Safety Manager for the implementation of the School Health and Safety Policy under their areas of control.

- Ensuring that the school's building stock is properly designed, modified and maintained so that it is suitable for its use and provides a safe working and learning environment without risks to health;
- Providing appropriate procedures and/or guidance for planning and coordinating the work of any contractors in accordance with the Construction Design and Management Regulations 2015 and Management of Health and Safety at Work Regulations 1999;
- Ensuring all statutory inspections and registers are completed through the provision of appropriate procedures and/or guidance as may be necessary to Estates colleagues, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any construction or works contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Assisting in the implementation of the arrangements contained in the Health and Safety Policy by the provision of appropriate advice and guidance to the school;
- In liaison with the Headteacher; the provision of the necessary means of supervision and control of premises management staff as may be required;
- Ensuring that all managers and staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information, health and safety training and instruction;
- Ensuring that all managers and staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- Arranging audits, inspections and investigations as necessary to enable a suitable and sufficient appraisal of the premise's management related health and safety standards are being provided and maintained.
- Providing timely feedback to the Headteacher on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the premises management teams;

3.6 Chief Finance Officer / The School Business Manager

The Chief Finance Officer will support the implementation of the Health and Safety Policy and overall safety management system through effective planning and allocation of financial resources as may be required.

3.7 Staff

All Staff whether they are fixed term, casual or permanent contract are required to ensure they:

- Are familiar with the School Health and Safety Policy and associated arrangements, including policies and procedures at school level;
- Carry out their duties in accordance with the Health and Safety Policy and associated procedures;
- Cooperate with management on matters of Health and Safety; Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance;
- Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred and immediately bring to the attention of their Line Manager or Health and Safety Manager, any situation or practice of which they are aware, which may lead to injury or ill health;
- Report all accidents, incidents and dangerous occurrences in accordance with policy;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment; ensuring that any equipment used is properly cared for and in the proper working order;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area and that piece of equipment should not be used;
- Report all accidents and incidents, whether serious or not, to their Line Manager and the Health and Safety Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge and others who may be affected by his/her acts or omissions; Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Take responsibility for good housekeeping in the area within which they work;
- Ensure all sharp and hazardous objects which might be used for an individual to self-harm, are secured out of reach of students. This includes plotting compasses and scissors for example;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

Volunteers and self-employed workers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

3.8 Students

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that Students understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, Students are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the school site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the school code of conduct/school behaviour policy.

3.9 Contractors

All Contractors working on School premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on School premises or elsewhere on the school's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

3.10 Health and Safety Committee

3.10.1 The Health and Safety Committee will be comprised of:

- The Headteacher
- The Health and Safety Manager
- Heads of all Faculties/Departments or their Health and Safety Representatives

3.10.2 The Health and Committee will meet three times a year to discuss health and safety. Agenda items may include:

- Reporting of accidents and near misses
- Health and safety and other related policy updates
- Health and safety training

The Health and Safety Committee will assist the Board of Directors and the Headteacher to discharge their responsibilities under any relevant health and safety legislation and responsibilities, monitoring and quality assuring the health and safety practice of the school and the School as a whole.

4	Procedures / Arrangements for Health and Safety
	<p>4.1 Planning is an essential part of the implementation of the School Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the school.</p> <p>4.2 The purpose of the overall safety management system (Health and Safety Policy and all associated procedures), is to ensure that:</p> <ul style="list-style-type: none"> • Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed; • The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the school. <p>4.3 The school may produce associated policies and procedures for implementation across the school.</p> <p>4.4 The areas covered by associated School policies at the time of publishing this policy are:</p> <ul style="list-style-type: none"> • Risk Assessments • Critical Incidents and Crisis Management Plan • Behaviour Policy • Lone working • Safeguarding and Child Protection • Educational visits and learning outside the classroom • Critical Incidents and Crisis Management • Drugs and Alcohol • Workstation Assessment • Medical Needs in Schools (Medicines) Policy. <p>4.5 These policies will be subject to regular review to ensure they remain valid and effective in addressing their specific risk areas.</p> <p>4.6 In the absence of a specific policy or procedure, Northampton School for Girls School delegates via the Headteacher, responsibility for effective management of other H&S matters, including but not limited to:</p> <ul style="list-style-type: none"> • Training • Workplace Safety • Building and site maintenance • Site security • Visitors to sites, including contractors (see also above at Section 3) • Fire • COSHH (control of substances hazardous to health) • Gas safety • Legionella • Asbestos • Equipment and machinery • Electrical safety • PE equipment • Display screen equipment • Working at height

- Manual handling
- Premises hire
- Violence at work
- Vehicle and pedestrian segregation
- Infection prevention and control
- Food safety and hygiene including allergens
- Occupational health, welfare and stress
- Accident and incident reporting / near misses
- Emergency and incident response plans

Advice and support is provided to schools via School colleagues as detailed in section 3 above. Some of these areas of health and safety are managed by AMEY.

4.7 The following section outlines basic arrangements that the school and its schools should have in place to establish, monitor, and review measures needed to meet satisfactory health and safety standards.

In addition, the school maintains documents detailing the organisation and arrangements for health and safety management including links to localised procedures and where to access them. This forms part of the overall safety management system as an extension to this policy document.

4.7.1 Risk Assessment

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments and recording and reporting risks. The school maintains a specific Risk Assessment Policy.

4.7.2 Training

Health and safety induction training will be provided for all new employees and for work experience placement students. A signed register confirming that induction training has been received and understood will be kept.

Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.

Curriculum / Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

Strategic Health and Safety Management and Premises Management Training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

4.7.3 Workplace Safety

The school will take reasonable steps to ensure that the school environment and workplace is reasonably safe for Students, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. The school organisation and arrangements documents detail how this information is managed and stored. Only teachers and Students trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

4.7.4 Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. The school maintains a specific Workstation Assessment Policy covering the use of DSE.

4.7.5 Manual Handling

The school and the school operate in accordance with the Manual Handling Operations Regulations (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments will be carried out and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and Students to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure students or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

4.7.6 Machine Maintenance

The school and its schools operate in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

Schools ensure that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate 'hardware' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and takes appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc.), and providing adequate information, instruction and training.

4.7.7 Slips and Trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff or students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g. food, litter etc.
- Obstructions – particularly bags and trailing cables

To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place,
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- Ensure there is appropriate lighting,
- Ensure there is appropriate storage space

4.7.8 Fire Safety

The school carries out regular whole school fire drills, the frequency of which are recorded in the local health and safety organisation and arrangements documentation. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

Escape routes and fire doors are checked daily to ensure that they are free from obstruction.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

AMEY have designated responsibilities and obligations for fire safety across the site.

4.7.9 Work at Height

The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The school will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height if possible,
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get to and from where you need to work at height.

4.7.10 Accidents and Near Misses

In the event of an accident or near miss taking place either at school, or off-site on a school organised activity, the member of staff will immediately report to whomever is in charge. A first aider should make an assessment of the injury as soon as possible.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a student. Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian. If a student needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the student to hospital and wait for the parent to arrive.

Students will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

Students will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for students to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the student's needs and remain effective. A record of any medication of this sort will be kept. Any medicine administered in school will be recorded.

The accident sheet must be completed for all accidents, major and minor.

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or students
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'

- ‘injuries resulting in hospital visits for treatment in respect of students and employees who are injured out of or in connection with work activities’ (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances).

Senior managers or the board of trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Accident forms will be assessed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

Further details regarding specific management of accidents and near misses are set out in the school’s health and safety organisation and arrangements documentation.

4.7.11 Building and Site Maintenance

AMEY has ultimate responsibility for building and site maintenance. The Headteacher in conjunction with other designated colleagues are responsible for ensuring that AMEY maintain the school premises so as to comply with health and safety laws, and are easily accessible and reasonably safe for the whole school community.

The school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. AMEY will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Legionella
- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
- Electrical Safety certificates

Further details regarding specific management of school buildings and site maintenance are set out in the school’s health and safety organisation and arrangements documentation.

4.7.12 Lone Workers

There will be some situations where staff at the school will be working alone or one on one with a student. Examples of this would be a staff member locking up the school at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school have provisions in place to both identify and manage these risks as set out in the Lone Working Policy.

Any staff, students, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification.
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Working with hazardous materials.
- Working with dangerous machinery.
- Transport of injured persons.

Where it is necessary to work alone or have a one-to-one lesson with a student staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the student can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and student are visible through a window or door panel.

It is especially important to ensure that the student feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the student is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

Schools maintain local guidelines related to lone working by students in school. Further details regarding specific management of lone working are set out in the school's health and safety organisation and arrangements documentation.

4.7.13 Violence at Work

The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks.

The school is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed, and appropriate action will be taken if necessary.

The Parent and Visitor Code of Conduct Policy has been produced to support the welfare of its employees.

4.7.14 Self-Harm and Suicide

Self-harm is when someone inflicts physical harm on themselves, often without anyone else knowing. Self-harm is a behaviour that is often the expression of the person's emotional distress.

Self-harm is not necessarily a suicide attempt and engaging in self-harm may not mean that someone wants to die. Most commonly, self-harm is a way of coping with difficult or painful feelings. However, people who self-harm are statistically at a greater risk of going on to take their own lives. If the emotional problems associated with self-harm escalate, and are not dealt with, the behaviour is likely to continue and become increasingly concerning.

The school is committed to ensuring the health, safety and welfare of all staff and students. NSG promotes actions that prevent or tackle any risks to individuals physical and mental health, for example due to stress.

4.7.15 Vehicle and Pedestrian Segregation

Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

Where bus operators are required to collect / drop off children, the school will follow its Procurement policy. Specifically, the school will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the school at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

4.7.16 Emergency Plan

The school maintains a specific Critical Incidents and Crisis Management Plan that the school may refer to in an emergency which includes communication protocols. In the case of an emergency situation, the school will work

closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the school will carry out its emergency procedures which include:

- Raise the alarm,
- Evacuate,
- Identify a place of safety,
- Nominate competent, responsible people to take control,
- Have appropriate equipment / first aid supplies available,
- Communicate and regularly update key individuals.

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy and associated local organisation and arrangements documentation is designed with this in mind.

4.7.17 Control of Substances Hazardous to Health (COSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. Precautions include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are securely kept. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabeled container. Where they are decanted, full COSHH details should be transferred to the new container and labelled appropriately
- Clear records of chemicals ordered, who they are ordered to, and that they are ordered for
- Safe disposing of chemicals
- Appropriate PPE for use when handling hazardous substances
- Strict 'off-limits' policy for students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the Head of the Science Faculty. Substances that are for use in other practical subjects are under the responsibility of the Head of the Department.

Where chemicals are bought for use in other areas of the school, any that have the red CLP label displayed on it, must be reported to the Health and Safety Manager to ensure records are complete and the school is compliant. This may include items such as fairy washing up liquid, dishwasher tablets, air freshener etc.

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and students will be taught to recognise signs and any posters in use will display signs.

Further details, including department specific information, is outlined in the schools' local health and safety organisation and arrangements documentation.

4.7.18 Employee Wellbeing

The Board of Trustees and the Headteacher takes the health and wellbeing of all its staff and students very seriously, including its legal duty as an employer to protect employees from stress at work and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

Any employee who is experiencing stress is encouraged to talk to their line manager, HR manager or a member of the senior leadership team, and the school will do everything that it can to support them.

A stress risk assessment will be conducted, where appropriate, and the findings acted upon. A referral to the school's Occupational Health Advisor may be actioned, if relevant to the individual case. The school also expects employees to take responsibility for, and do what they can to protect their own wellbeing.

The school is committed to identifying vulnerable students and staff, developing school-based prevention programs and strengthening co-operation with mental health services, students and parents.

The school is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The school will address any instances of bullying and will adopt methods to reduce bullying in our schools.

The school makes available to all staff an 'employee assist program', a 24-hour helpline to support all employees and their immediate family in relation to any health, wellbeing, financial or legal issues or problems. The service offers experienced counsellors, who will offer support in a friendly, nonjudgmental manner. The service also entitles to staff to up to 6 sessions of counselling and other options such as an online CBT course and mini fitness programs. The service is completely confidential and none of the information discussed is fed back to the school.

Further details are outlined in the schools' Wellbeing Policy.

4.7.19 Off-site Visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our students. The school maintains a specific Educational Visits and Learning Outside the Classroom Policy.

Additional specific details are maintained in the schools' local health and safety organisation and arrangements documentation.

4.7.20 Selecting and Managing Contractors

AMEY are responsible for selecting and managing contractors they employ, but will ensure that they consider the same points that the school will consider.

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible and is aware of our school policy and procedures.

The Trustees delegate responsibility to select and oversee the management of contractors to school site managers.

When engaging a contractor, the following will be considered:

- all aspects of the work set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,
- memberships of professional trade bodies
- safety method statement

The school co-ordinates with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

Further information on safeguarding students against visitors or contractors is included in the school's Safeguarding and Child Protection Policy.

4.7.21 Food Safety and Hygiene including Allergens

The school engages in a range of activities involving food; therefore, it has responsibility for ensuring that food hygiene standards are met.

A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer, and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

Wherever food is prepared or served, safe and adequate cleaning routines are established to ensure compliance with health and safety requirements. Whether these duties are carried out by students, teachers, catering staff, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times.

The school takes all allergies seriously and it is important that parents inform the school immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

Specific details of how food safety is managed in the school is included in the schools' organisation and arrangements documentation.

4.7.22 Site Security and Visitors

School security is a vital component of good health and safety, and we want students and staff to feel safe in school. To ensure that our school is a secure environment we:

- Record details of all visitors entering and leaving the site,
- Have a code entry system for authorised staff only to enter the school site,
- Engage the services of an alarm monitoring company through AMEY.

Further details are set out in the schools' local health and safety organisation and arrangements documentation.

4.7.23 Medicines

Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. We will ensure that we consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

The school maintains a specific Supporting Students with Medical Needs in School Policy.

4.7.24 Ionising Radiations

The Health and Safety Manager, in liaison with AMEY, is responsible for ensuring that radon levels are checked in all buildings across the site, according to current regulations and guidance. Records are kept by the Health and Safety Manager.

The Radiation Protection Supervisor (RPS) is responsible for all radioactive sources which are held in the Science Faculty for teaching and learning.

The RPS must ensure the NSG Ionising Radiations Code of Practice is reviewed annually, and that all risk assessments, documentation, records of disposal and checks are kept up to date.

5	Monitoring
	<p>5.1 Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the Board, or sub committees with delegated responsibility, to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy.</p> <p>5.2 The Board of Trustees through its delegated duties will ensure that:</p> <p>5.2.1 Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);</p> <p>5.2.2 Periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;</p> <p>5.2.3 The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;</p> <p>5.2.4 There are procedures to implement new and changed legal requirements and to consider other external developments and events;</p> <p>5.2.5 Sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;</p> <p>5.2.6 Workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;</p> <p>5.2.7 Senior manager appraisals include an assessment of their contribution to health and safety performance;</p> <p>5.2.8 Contractor performance is reported and reviewed;</p> <p>5.2.9 Supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.</p> <p>5.3 To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without unacceptable risk to health and where appropriate to the Environment, the following procedures for monitoring have been established:</p> <p>5.3.1 Annually the School's premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.</p> <p>5.3.2 Annually the School's premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.</p> <p>5.3.3 The Headteacher and managers are required to routinely carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.</p> <p>5.3.4 All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.</p> <p>5.3.5 Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities. Where appropriate the manager responsible or another Senior Manager will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.</p> <p>5.3.6 The Health and Safety Review Group will monitor and quality assure health and safety practice through, for example, analysing accident/incident data and the preparation of statistical information to assist the annual review.</p> <p>5.3.7 The compliance status of the school will be monitored.</p> <p>5.3.8 This Health and Safety Policy will be reviewed routinely and at least every 3 years to ensure it continues to satisfy the aims and objectives of the Board.</p>

6	Consultation Machinery
	<p>6.1 This Policy acknowledges the importance of involving all members of the school community in matters of health and safety including by means of consultation and discussion in order to achieve a collaborative approach to health and safety. This is achieved through:</p> <p>The Headteacher and Senior Managers will routinely liaise with and consult with staff directly on matters relevant to health and safety in accordance with the Consultation with Employees Regulations.</p> <p>6.2 The school will operate regular staff consultation meetings in a manner consistent with local arrangements, with Health and Safety as a standing agenda item to cover items such as but not limited to:</p> <ul style="list-style-type: none"> • Monitor and review the general working arrangements for Health and Safety including the Health and Safety Policy; • Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health; • Assist in the development of safety procedures and systems; • Monitor the effectiveness of Health and Safety training, communications and publicity; • Consider reports and information from the enforcement agencies; • Consider accident statistics and trends; • Consider the circumstances of individual accidents and causes of reportable diseases; • Examine Safety Audit reports and inspections. <p>6.3 All members of the school community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Headteachers or to the Board itself. Before making any decisions, which could have health and safety consequences for staff, the Trustees and/or Headteacher will inform safety representatives about the proposed course of action and give them an opportunity to express their views.</p>
7	Emergency Plans
	<p>7.1 The Headteacher will ensure that emergency plans are prepared to cover all foreseeable major incident types which could put at risk the occupants or users of the school. This will include evacuation and 'Invacuation' (lockdown) arrangements. These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:</p> <ul style="list-style-type: none"> • Save life. • Prevent injury. • Minimise loss. • This sequence will determine the priorities of the emergency plan.

8	Policy Review
	<p>8.1 The Health and Safety Policy is to be monitored and reviewed on a regular basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the school. It will be reviewed every three years or:</p> <ul style="list-style-type: none"> • at other regular intervals as instructed by the Board or Headteacher. • after accidents, incidents and near misses generate significant cause for concern. • after any significant changes to workplace, working practices or staffing. • after any form of notice has been served. <p>8.2 Benchmarking may be used as a tool to support the review of the Health and Safety Policy. Benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the sector. The Health and Safety Executive (HSE) publish an annual report, statistics, and a bulletin, all of which may be used for this purpose.</p> <p>8.3 There are several reasons to review the Health and Safety policy such as, but not limited to: Significant organisational changes have taken place.</p> <ul style="list-style-type: none"> • There have been changes in key personnel. • There have been changes in legislation and/or guidance. • New work methods have been introduced. • There have been alterations to working arrangements and/or processes. • There have been changes following consultation with employees. • The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective. • Information from manufactures has been received. • Advice from an insurance company has been received. • The findings of an external Health and Safety Audit has been received. • Enforcement action has been taken by the HSE or Local Authority (LA). • A sufficient period of time has elapsed since the previous review.

Health and Safety Responsibilities

Health and Safety Responsibility	Designated to
Overall accountability	NSG Governing Board
Overall responsibility	Headteacher
Health and safety management	Health and Safety Manager
Educational visits coordinator	SLT member, usually Deputy Headteacher
Safeguarding of students	Designated Safeguarding Lead (DSL)
Data protection	GDPO – Plumsun, through SLT member
Risk assessments	Health and Safety Manager and HR Manager
Competent person	Health and Safety Advisor – Plumsun
Site	Health and Safety Manager and Administration Manager
Science	Head of Faculty
ADT	Head of Faculty
SPA	Head of Faculty
Ionising radiations	Radiation Protection Supervisor (RPS)
First Aid	Health and Safety Manager (Lead First Aider)
Checks and monitoring procedures. Building maintenance	AMEY – Contact made only via Health and Safety Manager or Administration Manager