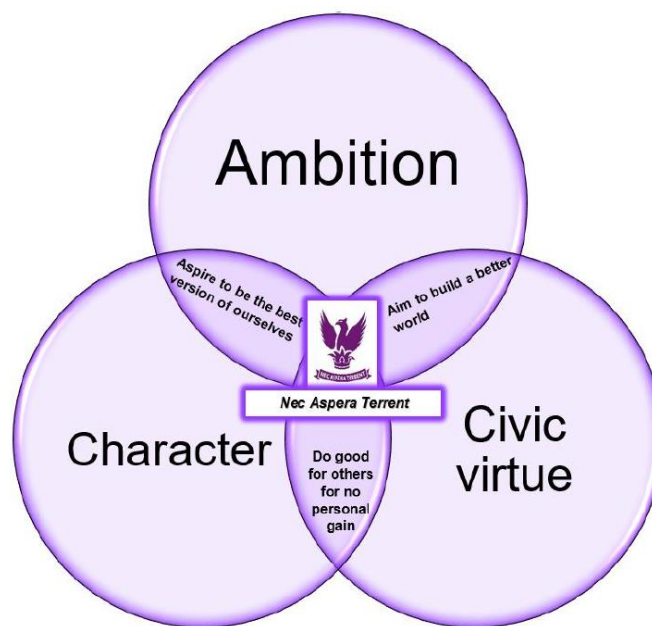




DRAYTON MANOR HIGH SCHOOL

GOVERNORS' HEALTH & SAFETY POLICY



Reviewed by the Governing Body: 1 October 2026
Date of next review: October 2027

GOVERNORS' HEALTH & SAFETY POLICY

Part 1: Governors' Statement of Intent

- It is the policy of Drayton Manor High School to do all that it reasonably can to provide a secure, healthy and safe working and learning environment.
- The School will comply with the provisions of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Regulations that apply to the School's activities.
- The employer for Health and Safety purposes is (the Governing Body/Academy Trust. The employer holds the legal duties under Health and Safety law. Day-to-day management is delegated to the Headteacher, as set out in Part 2.
- The School obtains competent health and safety assistance, as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999, through its Health and Safety Consultants (Hunt and Sykes Safety).
- To achieve this, the School will, so far as is reasonably practicable, provide and maintain
 - plant and systems of work that are safe and without risks to health.
 - arrangements for the safe use, handling, storage and transport of articles and substances.
 - a workplace that is safe and poses no threat to health.
 - any information, instruction, training and supervision that is necessary.
 - a working environment that provides adequate facilities for the employees' welfare while at work.
- The School also recognises its duty of care towards those who are not employees but who may be affected by its activities (students, parents, visitors, and contractors) and will ensure that arrangements are kept in place to ensure their health and safety.
- The Governing Body will review this Policy annually and sooner if there are significant changes in legislation, guidance or the School's activities and make whatever changes are required to keep it up to date with current School and legislative requirements.
- The Policy and all future updates are given to all staff.

Reviewed annually

Date	September
Head – Lisa Mills	
Chair of Governing Body – Jonathan Eva	

PART 2: ORGANISATION

Governing Body	<ul style="list-style-type: none"> • Overall responsibility for health & safety • Policy making and enforcement • Planning • Reviewing Policy • Auditing • Monitoring (Termly Report)
Headteacher	<ul style="list-style-type: none"> • Day-to-day responsibility for health and safety, delegated by the employer • Reporting to Governors on health and safety performance
Senior Management Team	<ul style="list-style-type: none"> • Organising safety management systems • Controlling safety management • Implementing policy – identifying priorities and setting objectives • Monitoring effectiveness of policy • Reviewing policy and systems
Heads of Faculty/Area	<ul style="list-style-type: none"> • Implementing policy in their department • Monitoring compliance with and effectiveness of policy • Monitoring systems of work • Feeding back comments and suggestions on the policy for review
Administration, teaching and non-teaching staff	<ul style="list-style-type: none"> • Putting the policy into practice • Reporting any shortcomings in the policy • Reporting any serious hazards • Feeding back comments and suggestions on the policy and its effectiveness
Students	<ul style="list-style-type: none"> • Following safety rules and instructions • Reporting hazards and accidents to staff

RESPONSIBILITIES OF THE GOVERNING BODY

1 The Governing Body is responsible for ensuring that:

- A School Health and Safety Policy is prepared and arrangements put into place for its effective implementation
- Staff functions are set
- Staff are aware of what is expected of them
- Staff are competent and adequately trained to meet these expectations
- Policy is reviewed annually
- An Annual Health and Safety Audit is carried out by an external consultant
- A member of the Governors' CSWP Committee attends the school's termly Health and Safety Inspection

- Health & Safety Matters including a review of the termly inspection findings, accident stats and other key issues are tabled termly during the CSWP committee meeting
- *(moved to Premises Safety in Part 3, as describes operational practice rather than a governor responsibility).*
- Governors monitor key aspects of Health & Safety, including accident trends, site risks, compliance checks and the effectiveness of safety systems. They review reports, challenge practice where necessary and ensure that appropriate resources and improvements are implemented.
- Statutory compliance (including fire safety, asbestos, legionella, gas, electrical and lifting equipment) is monitored through a compliance schedule audited by the Health and Safety Consultant
- Where the School commissions building or refurbishment work, its duties as client under the Construction (Design and Management) Regulations 2015 are met.

2 Monitoring will be carried out through the Governors CSWP Committee at least once per term normally preceding a Governing Body meeting.

RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher has day-to-day responsibility for Health and Safety on behalf of the employer and will

- ensure this policy is implemented, communicated to all staff and adequately resourced
- ensure competent persons are appointed to the key roles listed above and that responsibilities are delegated clearly
- ensure risk assessments are completed, recorded and reviewed, and that staff receive the training they need
- ensure accidents and incidents are recorded, investigated and, where required, reported under RIDDOR
- report to the Governing Body each term on health and safety performance and compliance.

RESPONSIBILITIES OF ALL STAFF

Under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974, all employees must

- take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do
- co-operate with the School on health and safety matters and follow this policy, risk assessments and safe systems of work
- not intentionally or recklessly interfere with or misuse anything provided for health, safety or welfare
- use work equipment, personal protective equipment and lifting aids in accordance with their training and instructions
- report hazards, defects, accidents, near-misses and any shortcomings in health and safety arrangements promptly to their line manager or the Facilities Manager.

RESPONSIBILITIES OF STUDENTS

Students are expected, in line with their age and understanding, to follow safety rules and instructions given by staff, use equipment and protective equipment correctly, report hazards and accidents to a member of staff, and behave in a way that does not put themselves or others at risk, in line with the Behaviour Policy.

Part 3

Health and Safety Management Policy

Training

Consultation

Assessing and Controlling Risks

Contractors

Monitoring

Review

Implementation

Work Equipment

Premises Safety

Statutory Compliance and Maintenance

Asbestos Management

Fire Safety

Emergency Procedures

Accidents, Sickness and First aid

Medical Conditions and Medicines

Occupational Health and Hygiene

Infection Control and Outbreaks

Other Specific Risks

Cross Reference with Other School Policies

Health and Safety Management

Training and information

- All staff are given information about the risks of their work and the means by which the School controls those risks. Staff apply any risk assessments that apply to their work.
- Where staff feel they do not have sufficient information to be able to deal with any special health and safety risks, they contact the School's Health and Safety Co-ordinator, who will refer the matter to the School's health and safety consultants, if necessary.
- Heads of Department and line managers are responsible for ensuring that all new staff are given a health and safety induction within their first week in the School.
- Temporary staff are given a briefing pack, which is discussed with them to ensure that they have read it and understand it.
- All staff and Governors have their health and safety training repeated at intervals to ensure their knowledge is up to date. Staff receive training relevant to their roles, including fire safety, first aid, de-escalation, medical needs, emergency procedures, asbestos awareness (for premises staff and others whose work could disturb asbestos) and mental health awareness. Training is reviewed regularly to ensure compliance and to maintain a safe working and learning environment. Records of health and safety training are kept by the Facilities Manager.

Consultation

- The School has a consultative structures which meet at least termly. Members of these meetings can be made aware of issues that are on the agenda and have discussed them with the staff in their area of work.
- Any changes the School intends to make that could affect the health and safety of the staff are discussed in good time so that all staff have a chance to understand what the changes will mean and give their views to a member of the Committee. The Senior Leadership Team (SLT) take account of the views expressed at the meeting and give the Committee information on the decision made and the reasons for that decision.

Assessing and Controlling risks

- Each Head of Department and line manager ensures that the work of their Department is assessed, using the School's general risk assessment system and that any significant findings from the assessment are recorded.
- Any queries about the level of risk identified or the controls that should be used, are directed to the School's Health and Safety Co-ordinator, who will take specialist advice where necessary.
- Staff ensure that risk controls are appropriate to the level of risk, are in place and are effective. This is monitored by Heads of Department and line managers.
- Where work involves using hazardous substances, working at height or manual handling, a more detailed assessment is done, using the assessment forms for those types of work.
- Where work is done by a person under 18, including students on work experience and apprentices, the assessment is done by the Head of Department, taking account of their age and inexperience.

- Where a member of staff is pregnant, has given birth within the previous six months or is breastfeeding, and has notified the School in writing, the Head of Department, with support from HR, discusses the work with her and draws up a new risk assessment, taking account of the effects her work could have on her and her baby. If necessary, her working conditions or hours are altered to mitigate any risks identified. If this is not possible, she is offered suitable alternative work on terms that are no less favourable. If no suitable alternative work is available, she is suspended on full pay in line with the Employment Rights Act 1996.
- The school ensures that staff with disabilities or medical needs are provided with reasonable adjustments that allow them to work safely. This may include adapted equipment, modified duties, alternative workspaces or adjusted working patterns based on individual assessment.
- For students with High-Need SEND or behaviour-related vulnerabilities, the school completes individual risk assessments to identify triggers, required reasonable adjustments and safe-working strategies. These assessments ensure that risks are managed proactively and that appropriate measures are in place to protect both the pupil and the wider school community.
- Risk assessments are also completed for educational visits (see the Educational Visits Policy), lettings and out-of-hours use of the premises and practical subject activities (see Other Specific Risks).

Controlling Contractors

- The School contracts work out to authorised contractors but recognises that it cannot contract out its responsibility for the work. Contractors are used in such areas as Premises, IT and Catering, though not exclusively so.
- The School retains an authorised contractors list. Entry to the list is only permitted once the contractor has been assessed and approved by a Head of Department or line manager. Only authorised contractors are allowed on to School premises.
- Contractors are required to submit a copy of their health and safety policy, a risk assessment relating specifically to the work they will do in the School and, in the case of premises contractors, a method statement detailing how the work will be done, what equipment will be brought on to site, the names of those involved with the work and the person who will supervise them.
- A Head of Department or line manager who uses a contractor informs them of the School's requirements relating to their conduct on site and any precautions needed to protect staff and students, ensures that they sign in and out of the School and are made aware of the School's fire and emergency procedures before they begin work.
- Contractors working on site must follow both health & safety and safeguarding requirements. This includes site induction, risk assessments, identity checks, supervision arrangements, and compliance with visitor protocols to ensure the safety of pupils, staff and the contractors themselves.
- Before any work that could disturb the fabric of a building, contractors are shown the relevant part of the School's asbestos register and sign to confirm they have seen it. No such work starts until this has been done.
- For construction and refurbishment projects, the School meets its client duties under the Construction (Design and Management) Regulations 2015. This includes appointing

competent contractors (and a principal designer and principal contractor where more than one contractor is involved), providing pre-construction information, and allowing adequate time and resources for the work to be done safely.

Monitoring

- Each Head of Department and line manager is responsible for checking that staff in their area are aware of the risk assessments that apply to their work and all risk controls are implemented. This is done by means of a termly inspection of their area, looking at the way work is done, checking that equipment is in good order and that their area is physically reasonably safe.
- The Governors' CSWP Committee members inspect the premises once each term, noting any health and safety issues. A report is issued on the inspection, showing action points for those responsible for resolving such issues. The Governors follow up the report at their next meeting to ensure that progress is made.
- The School's health and safety consultants carry out a detailed inspection annually, providing a report and prioritised action plan to the School. This forms the basis for the School's health and safety plan for the following year.
- Accidents, work-related illness and near-misses are recorded. The data is analysed and a report prepared termly for the SLT and Governors, with an annual summary of trends, to help the School to achieve continual improvement in its health and safety performance.
- Where staff may be required to work alone or in isolated areas of the site, the school ensures that appropriate lone-working controls are in place. This includes risk assessment, communication procedures, supervision arrangements and clear guidance on when lone working is not permitted.

Review

- The SLT review the School's health and safety performance, taking account of feedback from staff, the results of all inspections and the annual independent inspection. A concise report is produced detailing any changes that are felt to be necessary. A copy of the report is passed to the Governors.
- The Governors discuss reports at meetings and agree on the changes advised by the SLT. These changes are made promptly and the School's policy is updated in line with those changes.

Implementation

Work equipment safety

Any piece of equipment that staff use, from a pen to a ride-on mower, is work equipment. There are statutory obligations on the School, under the Provision and Use of Work Equipment Regulations 1998, to ensure that all types of work equipment are suitable for the work to be done, are properly maintained and that information and training are provided where necessary.

- Any member of staff buying work equipment considers the following before deciding what to buy
 - whether it is robust enough for the job it is to do
 - the standards used in its manufacture

- the hazards it could introduce to the area in which it will be used (e.g. dust, noise, fumes)
- where appropriate, how it will be powered
- how easy it will be for people to use
- Each Head of Department and line manager ensures that all work equipment in their area is properly maintained, either by Premises staff or outside contractors
- Staff are required to check their equipment regularly, where defects could cause injury or ill health. Any defects are reported promptly to the Head of Department or line manager who ensures that the equipment is either taken out of service (dangerous equipment only) or repaired as soon as is reasonably practicable.
- Portable electrical equipment is subject to user checks and to formal visual inspection and, where appropriate, testing at intervals based on risk, in line with HSE guidance and the IET Code of Practice for In-service Inspection and Testing of Electrical Equipment. The schedule is set by the School's Facilities Manager. Equipment that fails inspection or testing is immediately quarantined until it can be either repaired or safely disposed of.
- Information on how to use work equipment is made available to all staff who need it, particularly where staff are using it for the first time.
- Where staff are using hazardous equipment, such as grinders or circular saws, they are trained in their use and the training is refreshed when necessary.
- Work equipment used for working at height, such as ladders and tower scaffolds, are marked with a unique identifier, entered on to a register and inspected monthly to ensure they are in a safe condition.
- All staff who work at height (moving stage lights, repairing lights or ceilings, fitting cabling), are trained in using the access equipment they need, such that they plan the work, assess the risks, check the equipment and use it in accordance with their training and the Work at Height Regulations 2005.
- Staff driving minibuses (whether owned, leased or hired) are qualified to drive such vehicles. Drivers hold the appropriate licence entitlement (D1, or a car licence meeting the conditions for driving a minibus under a section 19 permit where applicable) and their licences are checked [annually]. Drivers complete MiDAS or equivalent minibus driver training and carry out pre-journey vehicle checks. When driving on longer journeys staff plan the journey to allow for rest breaks and ensure they do not drive while tired.

Premises safety

The Facilities Manager holds overall responsibility for maintaining the premises in a safe condition, but all staff have a responsibility to report any defects and keep their own area in a safe condition.

- The School ensures that all staff have sufficient ventilation in their work area, either through windows or forced ventilation. Teaching staff are encouraged to keep a supply of fresh air flowing through their classrooms.
- Lighting is regularly reviewed by Premises staff and repaired or replaced as necessary. In areas where special lighting is needed for particular tasks, the Head of Department or line manager co-operates with Premises staff to decide on the best type of lighting for that area.

- The School ensures that the heating system in every building is regularly maintained by competent contractors. Staff who are aware of deficiencies in the heating report the defect to Premises staff via the defect system. If the defect cannot be put right within a reasonable time in cold weather, portable heating is provided. Temperatures are maintained in line with the Workplace (Health, Safety and Welfare) Regulations 1992 and the School Premises (England) Regulations 2012. In hot weather, the School follows DfE and UKHSA guidance on managing high temperatures.
- Premises staff ensure that waste is stored only in the appropriate containers and is removed from the School before it builds up. All staff ensure that waste is put into bins to prevent it from becoming a fire or other hazard.
- The school identifies and manages environmental hazards such as waste, hazardous materials, noise, lighting and outdoor risks. Sustainability measures, safe storage and responsible disposal practices are followed to reduce environmental impact and maintain a safe site.
- Departments that produce hazardous waste liaise with Facilities staff to devise the most appropriate means of disposal. Heads of Department and line managers are responsible for ensuring such waste does not get into drains or water courses.
- The School prevents vehicles from coming onto the School site at times when students are coming into School or going home. Staff control all commercial vehicles that come onto site to ensure they do not reverse in areas where pedestrians may be walking.
- The site has a 5mph speed limit and one-way system in areas which is enforced by Premises staff, speed bumps and signage.
- Good housekeeping is vital for premises safety. All staff are required to keep their work area tidy and store everything safely at an accessible level. Where staff need to access higher shelves, they are provided with a kick stool and are required to use it. This is monitored by Heads of Department and line managers.
- The Facilities Manager ensures that the School's water system is managed in line with the HSE Approved Code of Practice L8 and guidance HSG274. A legionella risk assessment is carried out by a competent person and reviewed regularly and whenever there is reason to believe it is no longer valid. A written scheme of control, including temperature monitoring, flushing of little-used outlets and a treatment regime, is agreed with a competent person and put in place by the Facilities Manager.
- Heads of Department and line managers are responsible for ensuring that all staff workrooms allow each member of staff a minimum of 11m³ of space, where this is reasonably practicable.
- Security is controlled by the Facilities Manager. All visitors are required to wear a badge and staff politely challenge anyone who is not wearing a badge and appears to be unaccompanied. If there is any doubt, a member of the SLT is alerted and assistance sought.
- The School follows DfE guidance on school and college security and will meet the requirements of the Terrorism (Protection of Premises) Act 2025 ('Martyn's Law') as they come into force, including having appropriate public protection procedures in place.
- Smoking and vaping are not permitted anywhere on the School site.

- Organisations hiring the premises are required to provide evidence of public liability insurance and relevant risk assessments, are briefed on fire and emergency procedures, and must comply with the School's lettings agreement.

Statutory compliance and maintenance

The Facilities Manager maintains a planned maintenance and compliance schedule, reported termly to the CSWP Committee, which includes as a minimum:

- inspection and testing of the fixed electrical installation (EICR) at least every five years, with remedial work completed promptly
- annual safety checks of gas appliances and pipework by a Gas Safe registered engineer
- thorough examination of lifts, hoists and other lifting equipment at least every six months, under the Lifting Operations and Lifting Equipment Regulations 1998
- examination and testing of local exhaust ventilation, including fume cupboards and dust extraction, at least every 14 months under COSHH
- inspection of pressure systems and kilns under a written scheme of examination
- weekly fire alarm tests, monthly emergency lighting checks, regular fire door inspections and annual servicing of the fire alarm, emergency lighting and extinguishers
- annual inspection of PE, gymnastics and outdoor play equipment
- legionella controls as set out above
- The School has checked its buildings for reinforced autoclaved aerated concrete (RAAC) in line with DfE guidance, and any findings are recorded and managed.

Asbestos management

- The Facilities Manager is responsible for managing asbestos on behalf of the employer, in line with the Control of Asbestos Regulations 2012 and DfE guidance on managing asbestos in schools.
- The School holds an up-to-date asbestos management survey and register, recording the location, type and condition of known or presumed asbestos-containing materials.
- An asbestos management plan sets out how these materials are managed. Their condition is inspected and the plan reviewed, at least annually.
- Staff are told where asbestos is present. They must not drill, pin or fix anything to walls, ceilings or other surfaces without permission from the Facilities Manager and must report any damage immediately.
- A refurbishment and demolition survey is carried out before any refurbishment or demolition work. If asbestos is accidentally disturbed, the area is evacuated and sealed and the Facilities Manager and the School's consultants are contacted immediately.

Fire safety

- The Facilities Manager acts on behalf of the employer under the Regulatory Reform (Fire Safety) Order 2005.

- The School has assessed the risk of fire, using a competent person, and reviews the assessment annually and whenever there are significant changes to the premises or their use, implementing any changes to procedures that are required.
- Where staff or students have mobility, sensory or medical needs that may affect their ability to evacuate safely, a Personal Emergency Evacuation Plan (PEEP) is created. PEEPs outline the support required during an emergency and are reviewed regularly to ensure they remain effective.
- Emergency Officer ensure the School is safely evacuated and all have been trained in their duties.
- Fire evacuation drills are held once each term and the results recorded in a fire log.
- The School's fire and emergency procedures are posted in the School and kept in a legible condition by Facilities staff.
- Premises staff regularly check the School's fire precautions – signage, extinguishers, fire exits, fire doors, emergency lighting, alarm and detection systems – and ensure defects are repaired promptly.
- Heads of Department and line managers ensure that any flammable substances used in their area are stored in accordance with current legislation and guidance, including the Dangerous Substances and Explosive Atmospheres Regulations 2002.
- All visitors to the School, including contractors, are advised of the sound of the fire alarm and given instructions on what they should do if the alarm sounds.

Emergency Procedures: Lockdown, Critical Incident and Evacuation

- In addition to fire evacuation, the school maintains clear procedures for lockdown and other critical incidents. These procedures outline how staff and students should respond to threats inside or outside the building, how communication will be managed, and how safety will be maintained until the situation is resolved.
- These procedures follow DfE guidance on emergency planning and response for education settings. Lockdown procedures are practised at least annually.

Refer to the School's Emergency Procedures Policy for further information.

Accidents, sickness and first-aid

- The School has sufficient qualified first aiders, based on a first aid needs assessment, and a Welfare Officer. Their names are posted at intervals throughout the School.
- If a student, member of staff or visitor becomes ill or has an accident, staff contact a First Aider immediately. The Welfare department, headed by the Welfare Officer, ensures that the most appropriate action is taken and the outcomes recorded.
- All such incidents are recorded by the Welfare department. The is the person responsible for reporting accidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where necessary. Injuries to students and visitors are reportable only where they arise out of or in connection with a work activity and the person is taken directly to hospital for treatment. Records are kept for at least three years.

- First-aid boxes are held in every department and are regularly checked and replenished by First-Aiders.
- The School has an Automated External Defibrillator (AED), located at the Welfare Room and the Main Reception. Staff know where it is and it is checked regularly.

Medical conditions and medicines

- The School meets its duty under section 100 of the Children and Families Act 2014 and follows the DfE statutory guidance 'Supporting pupils at school with medical conditions'.
- Individual healthcare plans are drawn up with parents, the student and health professionals where appropriate, and are reviewed at least annually.
- Medicines are administered only by trained staff with written parental consent. They are stored securely and a record is kept of each dose given.
- The School holds spare salbutamol inhalers and adrenaline auto-injectors for emergency use, in line with Department of Health and Social Care guidance.
- Staff supporting students with medical conditions receive suitable training.

Occupational health and hygiene

- Many School staff use display screen equipment. The Facilities Manager ensures that all staff who use such equipment for most of their working day have their workstation assessed, in line with the Health and Safety (Display Screen Equipment) Regulations 1992, to ensure it can be used without damage to the user's health. Workstations in School staff rooms are also assessed to ensure they are fully adjustable for all users and are properly maintained.
- Eye and eyesight tests are provided by the School on request for users who use display screen equipment, free of charge. If the results show that special lenses are needed, the School provides these at no cost to the user, though the lenses will be mounted only in basic frames.
- Where an assessment shows that additional equipment, such as footrests, improved chairs or document holders are needed, the user's Head of Department or line manager ensures that this is provided promptly.
- Heads of Department and line managers ensure that staff under their control take regular breaks away from the screen to rest their hands and eyes.
- All staff must ensure that they do not lift or move any load that is too heavy for them. Heads of Department and line managers assess the risks of work that involves moving or lifting, in line with the Manual Handling Operations Regulations 1992, and ensure that mechanical aids are provided wherever necessary.
- All staff are made aware of their legal obligation to use any lifting aids that are provided for them.
- Hazardous substances are in use in the School. These include substances that come in containers marked with the hazard pictograms (a black symbol on a white background within a red diamond) required under the GB CLP Regulation. These, together with other substances hazardous to health such as dusts, fumes and biological agents, are subject to the Control of Substances Hazardous to Health Regulations 2002, so Heads of Department and line

managers make themselves aware of the requirements of the Regulations and ensure that work involving their use is assessed using the School's COSHH assessment system.

- All staff using hazardous substances read the COSHH assessment for the work, check the label on the container and follow any safety instructions. They also make themselves aware of what they need to do in the event of a spillage or getting the substance on their skin or into their system.
- Heads of Department and line managers ensure that hazardous substances are stored in accordance with current legal requirements.
- Where the risk of using substances or equipment cannot be completely controlled by other means, the School ensures that personal protective equipment is provided for both students and staff and is used.
- Heads of Department and line managers ensure that all PPE in use in their department (for both students and staff) is in good condition, suitable for the work being done and provides the best level of protection. Specialist advice is sought where necessary.
- The School manages work-related stress using the HSE Management Standards and takes account of the DfE Education Staff Wellbeing Charter. Individual stress risk assessments are completed where needed. The School's system for managing stress is communicated to all Heads of Department and line managers who ensure it is properly implemented in their area.
- The school recognises that mental health and wellbeing are integral to health and safety. Staff and students experiencing emotional distress are supported through early identification, referral pathways and reasonable adjustments. Work-related stress is monitored, and managers ensure that workload, environment and expectations do not place individuals at risk.
- The school assesses the risk of violence or aggression towards staff and students and takes steps to prevent or reduce such incidents. Staff are supported through clear reporting pathways and debriefing. Any incident involving violence or aggression is reviewed to prevent recurrence and improve safety measures.
- Where staff work from home or another remote location, the school ensures that DSE risks are assessed and managed. Staff receive guidance on safe workstation setup, breaks, posture and equipment requirements to minimise the risk of strain or injury associated with prolonged screen use.

Infection control and outbreaks

The School follows UKHSA guidance "Health protection in children and young people settings, including education" for the routine prevention and control of infection, including hand hygiene, cleaning, exclusion periods and immunisation. Outbreaks are reported to the local UKHSA Health Protection Team where required.

Where there are exceptional circumstances, for example, a global pandemic, we will comply with the latest applicable Government advice and related DfE and UKHSA guidelines.

During any such pandemic, we will ensure appropriate measures are in place at all work locations to minimise the spread of infection and protect all employees, students, visitors, contractors and members of the public.

A site/workplace specific risk assessment will be produced detailing the appropriate controls that will be implemented.

We will ensure that any specific measures are enforced, monitor the effectiveness of our controls and coordinate all activities relating to health and safety.

Other specific risks

- Science - practical work and the storage and use of chemicals follow CLEAPSS guidance.
- Design and Technology - machinery is installed and maintained in line with BS 4163 (Health and safety for design and technology in educational and similar establishments), including emergency stop controls.
- PE and sport - activities follow the Association for Physical Education's 'Safe Practice in Physical Education, School Sport and Physical Activity'.
- Educational visits - all visits are planned and risk-assessed in line with the Educational Visits Policy and OEAP National Guidance, and approved by the Educational Visits Co-ordinator.
- Slips, trips and falls: floors and walkways are kept in good repair, spillages are dealt with promptly, and paths are gritted in icy weather.
- Glazing in doors, low-level windows and other critical locations is of safety glass or is protected, in line with the Workplace (Health, Safety and Welfare) Regulations 1992.

Cross Reference with Other School Policies

To ensure a cohesive and comprehensive approach to student and staff wellbeing, this Health & Safety Policy should be read in conjunction with the following school policies:

- **Safeguarding and Child Protection Policy** Addresses the protection of children from harm, which complements the physical safety measures outlined in this policy.
- **Behaviour Policy** Promotes a safe and respectful learning environment, supporting the prevention of incidents that may compromise health and safety.
- **First Aid Policy** Details the procedures for responding to medical emergencies, which operate in tandem with the risk management strategies in this policy.
- **Supporting Pupils with Medical Conditions Policy** Sets out arrangements for individual healthcare plans and the administration of medicines.
- **Risk Assessment Policy** Provides the framework for identifying and mitigating hazards, directly informing the implementation of health and safety controls.
- **Educational Visits Policy** Ensures that off-site activities are planned and conducted with appropriate safety measures, consistent with this policy.
- **Code of Conduct** Reinforces staff responsibilities in maintaining a safe environment, including adherence to health and safety protocols.
- **Emergency Procedures Policy** Outlines the school's response to critical incidents such as fire, lockdown, or evacuation, which are integral to health and safety planning.
- **Online Safety Policy** Digital wellbeing is a core component of overall health and safety. The Online Safety Policy outlines procedures for safeguarding pupils and staff in digital spaces, including the responsible use of technology, cyberbullying prevention, and data protection. It

complements the Health & Safety Policy by addressing risks associated with online activity, remote learning, and the use of school devices and networks.

- **Fire Risk Assessment and Asbestos Management Plan** Site-specific documents held by the Facilities Manager.
- **Lettings Policy** Sets out the conditions for use of the premises by external organisations.
- **Whistleblowing Policy** Enables staff to raise concerns, including about health and safety, without fear of detriment.
- **Accessibility Plan** Sets out how the School improves physical access for disabled students, staff and visitors.