



# **Health and Safety Policy**

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## **Organisation,**

**Roles and Responsibilities** The following section details how iMedia 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. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors. This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

This policy should be read in conjunction with the DfE Health and Safety guidance which includes –

- Health and safety: advice on legal duties and powers - For local authorities, school leaders, school staff and governing bodies February 2014
- Managing asbestos in your school - Departmental advice for school leaders, governors, local authorities and academy trusts March 2015

## **The Governing Body**

The Governing Body has a responsibility as an employer to ensure that:

- iMedia School produces a Safety Policy that is appropriate to the activities of the academy, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- iMedia School devises appropriate arrangements for addressing health and safety;
- iMedia School promotes the correct attitude towards health and safety in both staff and students;
- iMedia School 's Management Team plan, and implement the Safety Policy;
- iMedia School establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving iMedia School 's health and safety performance are set annually.

## **Health & Safety Governor**

The Health & Safety Governor will monitor health and safety within iMedia School and advise the Governing Body on such matters relating to health and safety as the School Governors may remit to them. In particular they are to:

- Oversee the annual review of iMedia School's Health and Safety Policy and associated documentation;
- Receive and review the annual report from The iMedia School's Head Teacher or where appropriate the Health and Safety Coordinator.
- Receive and review any other audit or inspection commissioned by the School or by any other agency;
- Review the minutes of iMedia School's Health and Safety Committee meetings, and attend where appropriate

## **Head Teacher**

The Head Teacher has overall strategic responsibility to the school for ensuring the planning and implementation of iMedia School's Safety Policy and associated management system. He will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Governing Body.

In particular he is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce iMedia School's general statement of intent;

- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the school's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and are provided with suitable and sufficient information and instruction;
- Ensuring that all relevant staff understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management and the Safety Coordinator organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.
- Ensuring that iMedia School's Health and Safety Committee meetings are conducted according to the School's procedures.

### **The Premises Site Manager**

The Site Manager will be responsible for the following, in addition to his responsibilities as a Head Teacher, for ensuring that iMedia School's Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- Ensuring that all hazards presented by premises activities have been identified and the risks created fully assessed and controlled in accordance with the School's procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the school's Buildings Maintenance and Cleaning Staff;
- Ensuring all statutory inspections, tests and registers are completed, for example, electrical, gas, boilers, compressors, fire and asbestos;
- Ensuring appropriate records are maintained of the completion of maintenance routines required to maintain statutory compliance.
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring that the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across the School's Estate in line with recognised best practice and risk assessment.

### **Health and Safety Co-ordinator**

In the absence of an onsite Premises Manager the school will appoint a Health & Safety Coordinator who is responsible to the Head Teacher or other specified Senior Manager, for the following Health & Safety matters, as well as those of the Premises Manager detailed above:

- Coordinating iMedia School's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the School not addressed by specific activity or area risk assessments;
- Conducting routine health & safety inspections to assess progress on any findings from the annual Safety Audit and Inspection. (report to be forwarded to appropriate Health and Safety meeting);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;

- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Premises Manager to ensure contractors comply with internal and external Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility.

### **staff**

All staff are required to ensure that they:

- Are familiar with iMedia School's Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on all matters of Health and Safety;
- Do not misuse anything provided for their health & safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment provided by the Academy;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own health & safety and the safety of all persons within their charge;
- 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;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.
- Ensure any equipment, tools or materials used are appropriately used and that usage complies with any Health and Safety directives required.
- Familiarise themselves with iMedia School's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.

### **Overall function and objective**

To provide effective communication and consultation between the management and the employees to ensure that the health and safety policy is properly maintained and developed.

### **Specific functions**

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/safety representative level.
- To develop policy to improve and maintain health and safety issues for staff and students.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

## **Students**

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with the School staff in order that any statutory or other health and safety matter may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.
- Be aware of health& safety and be active in making recommendations to staff, year representatives and the School Council, to improve health & safety within the school.
- Refrain from bringing into school any dangerous items including weapons and illegal substances of any kind.
- Refrain from smoking within the school boundaries.

## **Visitors**

Visitors are required to:

- Comply with the signing in procedures at reception by providing information about their identity, vehicle details and the purpose of their visit.
- Wear the identity pass issued by reception at all times during their visit on site, returning it at the end of their visit.
- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with the School's staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the School;
- Report any accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## **Parents and Guardians**

Parents and Guardians have a responsibility to:

- Encourage their children to be responsible for their own health and safety and that of others;
- Promote a healthy lifestyle in their children through suitable diet and recreational activities;
- Send their children to the School dressed in a way that is consistent with their own and others' health and safety;
- Ensure the safety of their own and others' children when depositing and collecting students from the academy grounds;
- Support The School's health and safety policy.

## **Contractors**

Visiting contractors are required to:

- Comply with the signing in procedures at reception by providing information about their identity, vehicle details and the purpose of their visit.
- Wear the identity pass issued by reception at all times during their visit on site, returning it at the end of their visit.

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions in line with their calling;
- Co-operate with School staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the School and/or any such instructions given by the Premises Manager;
- Report any accidents, incidents, defects and dangers;
- Provide on request risk assessments and method statements in relation to their activities.

### **Arrangements for Implementation**

The following arrangements will be adopted to ensure that the Governing Body and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the academy site.

### **Distribution of Health and Safety Information**

- The master copy of the Health & Safety Policy, Risk Assessments, Coshh Assessments, Working Documents, Codes of Practice and guidance will be kept in the school main office and one other complete copy will be kept by the Health and Safety Coordinator and/or Premises Manager, as appropriate.

Staff are encouraged to refer to these documents and seek advice whenever they are considering Health and Safety issues.

- Copies of the Health & Safety Policy together with relevant documents concerning specific areas will be kept by the main office.
- A copy of the Health & Safety Policy will be made available to all staff via the School shared drive and staff will be expected to familiarise themselves with the contents. Where policies and guidance are referred to in this Policy copies can be found on the shared drive.
- The Health and Safety Coordinator will issue updates, new guidance and approved revisions as soon as they become available.
- The attention of all new staff including part time, temporary and supply staff will be drawn to the copy of the Health & Safety Policy on the School shared drive and they will receive induction training which will include relevant health and safety issues.
- All staff will receive hard copies of the following documents and are expected to familiarise themselves with the content. These are also available via the School shared drive:
  - Fire Safety and Emergency Evacuation Policy and Procedures.
  - First Aid Policy and Provision.
- The Health and Safety Law poster will be displayed in the Staff Common Room.

### **Procedures for Safe Ingress and Egress of Pupils**

- The school site Parent Handbook defines the procedures for safe ingress and egress of students as well as details regarding the nature and hours of school day. Parents are informed of procedures for if the student drop-off and pick-up as well. Also, safety procedures and expectations are described for those students who ride their bikes and walk to and from school. In addition, the school provides at frequent reminders about traffic and school safety. At the beginning of each school year, school personnel take the time to discuss school rules and safety procedures including safe ingress and egress of students.
- As students of secondary school, their age are sufficiently responsible for safely cross major streets, and avoid troubles. The school maintains contact with them to identify and solve any traffic safety issues when it needed. Adult supervision is also provided

at the end of the day when students are leaving the premises or when waiting to be picked up.

- Upon arrival, students will press the buzzer until a member of staff opens the door and escorts them into the school. It is not permissible for a student to open the door for any reason.
- At the end of the day, all students will leave from the front exit by Summer road. The exit at the back, which leads to the car park, will only be used in a case of emergency or evacuation, where students are escorted out by a member of staff.
- The students are not allowed to stay within the immediate vicinity of the school after they leave. This is to ensure that no disturbance is caused to the community. School disciplinary procedure will be applied to any students who fail to comply.
- Staff members are vigilant about visitors on site, and all school guests are asked to sign in at the reception area. If a person's presence on school is questioned, the police department will be contacted.

## **Accidents, Dangerous Occurrences and Near Misses**

### **Immediate First Aid**

Accidents involving injury or ill health effects will be notified immediately to the nearest first aider to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head Teacher.

### **Completion of Accident Forms**

Staff should ensure that all accidents involving injury or ill health effects are notified to the Health and Safety Coordinator with enough information to allow him/her to complete the appropriate Accident Forms.

### **Internal Reporting and Investigation**

A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the Health and Safety Co-ordinator.

The Health and Safety Co-ordinator will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.

### **Compliance with RIDDOR regulations**

The Health and Safety Co-ordinator will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. He/she will complete the necessary report form (F2508) and, following consultation with the Head Teacher, send it electronically to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with the electronic confirmation (F2508) following as soon as possible.

## **COSHH – Control of Substances Hazardous to Health Regulations 2002**

**Students and staff at iMedia School will not be exposed to any kind of Substances Hazardous such as chemical or biological agents, as they are not available for them to use.**

- Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this Policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.
- In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- Copies of COSHH risk assessments for all chemicals used within the School including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information. Individual departments retain their own COSHH risk assessments including Material Safety Data Sheets (MSDS).

### **Electricity**

at Work the Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- iMedia School will ensure that fixed installations will be inspected and tested at 5-yearly intervals or in the event of a fault developing. The responsibility for arranging such inspections rests with the Premises Manager.
- Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments". The responsibility for arranging such inspections rests with the Premises Manager.
- In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Health and Safety Coordinator or Premises Manager.
- The Head Teacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The Head Teacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

### **Asbestos management**

- checklist for schools Asbestos was used extensively as a building material in Great Britain from the 1950s through to the mid-1980s. It was used for a variety of purposes, typically fireproofing and insulation. Any building built before 2000 can contain asbestos. When asbestos fibres are inhaled, they can cause serious diseases. To ensure that risks from asbestos in buildings are managed, the Control of Asbestos Regulations 2006 place duties on those responsible for the maintenance or repair of work premises. Those responsible for maintenance and repair – duty holders – are responsible for protecting others, who work or use the premises, from exposure to asbestos. In some schools, the responsibility for maintenance or repair is shared, for example between a local authority as employer and the school. In other schools, the responsibility may fall solely to a governing body as employer. All duty holders must ensure that any asbestos containing materials (ACMs) are managed properly. If your

school contains ACMs, this checklist can help you. The checklist has been designed to assist the school management team to review asbestos management arrangements. It takes you through questions to help you check whether suitable precautions are in place and you can record any further action needed.

## **Emergency Procedures**

### **Evacuation**

- Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- In the event of a suspected fire the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly areas details of which are shown on all Fire Action Notices displayed throughout the school.
- The Head Teacher will determine when it is safe to re-occupy the buildings.

### **Evacuation routes**

- **Classrooms 1,2, and 3** follow the **West Fire exit** to the assembly point.
- **Classroom 4** follows the **EAST Fire Exit** to the assembly point

### **Fire**

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist maintenance personnel. Responsibility for arranging such checks and maintenance rests with the Premises Manager.
- All fire stop doors must be free swinging at all times so that they are normally closed. Fire exit doors must be unlocked and easily accessible and operable from within the building.
- The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- Fire Drills will be held once per term, when the Premises Manager will record the evacuation time and the general performance of the drill.
- Appropriate members of staff will be trained how to use relevant fire appliances. The Health and Safety Coordinator will identify fire training needs and will incorporate that information into the Health and Safety Training Plan.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points are set out in Appendix 1.
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment.

## **Bomb Threat**

- In the event of a warning being received by the School the Head Teacher and/or Health and Safety Coordinator and/or the Premises manager will instigate emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- Any suspicious objects should be reported to line managers or directly to the Head Teacher. Under no circumstances should the object be touched or moved.

## **First Aid**

- First Aid boxes will be maintained and located at specific points throughout the school.
- It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders and Appointed Persons on the site at all times. A list of qualified personnel will be maintained and displayed throughout the school.
- The number of qualified personnel required will be determined by completion of a First Aid Risk Assessment.
- A nominated "Appointed Person" for the purposes of the First Aid at Work Regulations 1981 will ensure that first aid box contents are checked periodically and replenished as necessary. A record of such checks should be maintained in the first aid box.
- A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required or if legal action is considered by those involved in an accident.
- External and internal contractors will maintain their own first aid boxes and provide their own trained First Aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the nominated appointed person must be notified so that replenishment can be organised.

## **Management of Health and Safety**

- The Management of Health and Safety at Work Regulations 1999 and the relevant Code of Practice will form the basis of the school's Health and Safety system.
- Risk assessments and safe systems of work will be developed and implemented in each Department by competent persons with the assistance of the Health and Safety Coordinator. These will be available to all employees in the locations set out in section 3.1 Distribution of Health and Safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.
- The Governing Body wishes to ensure that Health and Safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own Health and Safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

## **Risk Assessments**

- Specific risk assessments are required for activities involving fire, manual handling, Legionella, hazardous substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.
- Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves

familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held by The Health and Safety Coordinator.

- Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to their area of work.
- Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in school or by accessing on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.
- A central record of completed risk assessments will be maintained by the Health and Safety Coordinator, using the FDF Risk Manager software. Assessments will be reviewed annually or as and when things change that may affect the assessment.

### **Noise at Work**

- The Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise.
- In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.
- As a general rule the regulations will not apply where noise levels are below 80dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

### **Bullying**

- Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue.
- The DfE has produced a document to advise school leaders, staff and governing bodies on "Preventing and Tackling Bullying" ref: DfE-00062-2011. This document has been produced to help schools prevent and respond to bullying as part of their overall behaviour policy, to understand their legal responsibilities in this area, and to understand the Department's approach.

### **Drugs and Alcohol Policy**

- iMedia School's Drug Policy is located on the website
- Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the Health and Safety of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy.
- Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases line managers and/or Heads of Department may involve disciplinary procedures.

### **Health Promotion**

- The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- Assistance will be given wherever practical in relation to:-
  - A. Smoking cessation courses.
  - B. Encouraging healthy diet (healthy options available in school dining facilities).
  - C. Encourage staff to use the sporting and exercise facilities on site.

### **New and Expectant Mothers**

- The guidance issued by the HSE in their booklet “New and expectant mothers at work – A guide for health professionals” will be followed.
- Staff (full and part-time) is required to inform their Line Manager as soon as possible and in writing when pregnancy has been confirmed.
- The Curriculum Leader Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

### **Smoking Policy**

- iMedia School Smoking Policy will be followed which means specifically that smoking is not allowed in any area within the School boundary.

### **Violence at Work**

- Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSE (Violence at Work – a guide for employers) will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.
- All staff must report to their line manager any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the RIDDOR incident reporting system.

### **Off-site Educational Visits/Activities**

- DfE document “Advice on legal duties and powers for local authority, head teachers, staff and governing bodies” updated on February 2014 summarises the existing health and safety law relevant to schools and explains how it affects local authorities, governing bodies, head teachers and other school staff. It covers activities that take place on or off school premises, including school trips. A good practice guide has been issued by the DFE entitled “Health and Safety on Educational Visits”.
- All visits to sites which involve overnight stays are assessed and approved by the Head Teacher.
- Any teacher wishing to participate in an off-site visit must follow the school Educational Visits guidance and must submit a request for permission together with a risk assessment carried out by a competent person to the Head Teacher at least 10 working days before the visit is due to take place. For visits involving an overnight stay this must be at least 8 weeks before the visit. The risk assessment will be sent to the Trust’s external advisor, currently B&NES, for verification.
- In order to conform with Section 100 of the Children and Families Act 2014, the schools ‘Support for students at school with medical conditions policy’ should be followed.

### **Personal Protective Equipment**

- The requirements for the provision of Personal Protective Equipment (PPE) at Work Regulations 1992 and the Guidance on such provision will be followed.
- The circumstances where these regulations apply are fairly limited within school premises e.g. Science and Technology, grounds maintenance and site maintenance activities, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the academy. Employees must then ensure that it is worn at appropriate times.
- Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

### **Site, Building and Staff Security and Safety**

- **Site**  
The site should be securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras will provide a deterrent to unauthorised access.
- Separation of Vehicular and Pedestrian movement
  - a) The Health and Safety Coordinator and/or Premises Manager will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians.
  - b) The Health and Safety Coordinator and/or Premises Manager will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
  - c) The Health and Safety Coordinator and/or Premises Manager will ensure that deliveries, where possible, are not made during break or lunch times or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
  - d) Separate access will be delineated for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.

- **Buildings**  
A site building risk assessment has been carried out to assess the security systems in place and any urgent risk mitigation remedial works have all been actioned.

- **Staff**
  - A. All staff will wear personal badge identification.
  - B. Staff working either in isolated parts of the building and/or out of normal hours should follow advice on “Lone Working” and findings from risk assessment issued by the academy.
  - C. Contractors should sign in at Reception on commencement of work and sign out at the end of their shift.

- **Visitors**  
Visitors must sign in at Reception and will be issued with a visitor's badge which must be returned on leaving the site.

#### **Statutory Inspections and Examinations**

- Statutory inspections and examinations of boilers, pressure vessels, lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Premises Manager who will confirm that arrangements for inspection and examination are made by the due dates.
- The Premises Manager will maintain appropriate documented evidence of completion of statutory, regular and routine test, examination, inspection and service of equipment and installed services.

#### **Supervision of Pupils**

- The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.
- All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.
- Staff supervising pupils in and around the building will be responsible for ensuring that pupils' behaviour is safe and in accord and with the School code of conduct.

## **Training**

- All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Governing Body.
- The Training Plan will cover:-
  - A. **Induction** Training every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this Policy. On the first day of employment the **Safety Induction checklist** must be completed and a copy of Parts I to III of this Policy will be issued.
  - B. **Management** Training The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.
  - C. **Specialist** Training The Head Teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.
  - D. **Fire** Training All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

## **Work Experience/Placements**

- The Head Teacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience will be subject to an under 18 risk assessment. Students on work experience/placement must have risk assessment completed on their activities prior to the placement starting. This assessment must be signed and dated by their parent guardian before the placement is permitted.
- Pre-meetings/interviews for work placements must also be undertaken.
- Where parents or pupils arrange their own work experience the Employer should be reminded of his responsibilities under the Management of Health and Safety at Work Regulations 1999 and should take into account the following matters:
  - a. The inexperience, lack of awareness of risks and immaturity of young persons.
  - b. The fitting and layout of the workplace or workstation.
  - c. The nature, degree and duration of exposure to physical, biological and chemical agents.
  - d. The form, range and use of work equipment and the way it is handled.
  - e. The extent of the Health and Safety training provided to young persons.
  - f. The risks from agents or other processes carried out at the workplace.
  - g. The protection measures to be taken.
  - h. Any risk notified to him/her by any other employer sharing the same workplace.
  - i. Any work beyond the young person's physical or psychological capacity.
  - j. Any work involving harmful exposure to agents, which are toxic, carcinogenic, and mutagenic or have chronic effects.
  - k. Involving harmful exposure to radiation.
  - l. Extreme heat or cold.
  - m. Noise or vibration.
  - n. The appropriate procedures to be followed in the event of serious and imminent danger and the names of the competent persons who implement the procedures.
- The above are just some of the matters that employers should consider before allowing young persons to work in their establishments.

## **Accident**

iMedia School aims to be a school free of accidents however It acknowledges that unforeseen or unpreventable accidents may occur from time to time without anybody being at fault. If a serious accident occurs the Critical Incident Management procedures are to be followed.

### **The Head Teacher shall be responsible for:**

- Maintaining the school site in good and safe condition
- Arranging for adequate supervision of students
- Providing fully equipped first aid kits
- Ensuring that adequate numbers of staff have current First Aid qualifications and are named as First Aiders,

### **Supervising teachers shall be responsible for:**

- Actively supervising students at all times
- Administering minor first aid for small grazes etc.

### **The nominated First Aid Officers shall be responsible for:**

- Maintaining the first aid kit in the school,
- Providing first aid to the injured when called upon

## **PROCEDURE**

### **In the event of injury to a student:**

1. The supervising teacher shall assist the student and administer minor first aid and send for assistance if required. The nominated First Aid Officer should attend the injured student when called upon.
2. The supervising teacher shall report any serious accident to the nominated First Aid Officer and Head Duputy.
3. The supervising teacher/first aider shall complete an Accident Report in the Accident Book, located in the office, date and sign it, on the same day that the accident occurs.
4. The supervising teacher shall ensure that parents are advised immediately of any serious injury or any head injury to their child.
5. The Head/Assistant Head shall arrange Ambulance transportation if transportation is necessary.
6. The Head Teacher shall arrange for a staff member to accompany the injured student in the Ambulance if parents have not yet arrived.
7. The staff member accompanying the injured student shall remain with the student until the arrival of a parent or guardian.

### **In the event of injury to a staff member:**

1. The nominated First Aid Officer shall provide assistance to the injured staff member.
2. The injured staff member will advise the Head or Head Deputy immediately.
3. The injured staff member (if able) will record details of the incident in the Accident Book. A copy is to also be placed in the office. If unable to do so, then the nominated First Aid Officer or Head Teacher will complete the form. This needs to be done within three days of notification of the accident. (not necessarily three days after the accident)
4. If time off work is required following the accident then the injured staff member will provide the Head with a medical certificate as soon as possible.