NICHOLAS CHAMBERLAINE SCHOOL

Health and Safety Policy

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Contents

1. Health and Safety School Statement of Intent 4
2. Statement of Health and Safety 4
3. Organisation 6
3.1 Griffins Schools Trust has: 6
3.2 The Governing Body, through the Head, is responsible for: 6
3.3 The Head Teacher is responsible for: 6
3.4 Subject Co-ordinators are responsible for: 7
3.5 Other Teaching and Technician/Support Staff are responsible for: 7
3.6 The Site Manager is responsible for: 7
3.7 The Operations Manager is responsible for: 8
3.8 The Main First Aiders are responsible for: 8
3.9 Safety Reps have the right to: 9
4. Health and Safety Arrangements 9
4.1 Accident reporting, recording and investigation 9
4.2 Bullying and harassment 10
4.3 Child protection 10
4.4 Contractors (management of) 10
4.5 Contractors (management of asbestos) 10
4.6 Contractors and visitors on site 11
4.7 Control of Substances Hazardous to Health (C.O.S.H.H) –including radiation and compressed gases (if applicable) 11
4.8 Radiation 11
4.9 Compressed Gases 12
4.10 Defect Reporting Procedures 12
4.11 Display Screen Equipment (DSE) 12
4.12 Electricity at work 12
4.13 Fire Precautions and Emergency Plans 14
i. General 13
ii. Risk Management File 13
iii. Fire Alarms 13
iv. SS Systems 13
v. Fire Extinguishers 13
vi. Warwickshire County Council 13
vii. Emergency Lighting. 13
viii. Fire Drills 13
ix. Notices 14
x. Hand-held Radios 14
xi. Emergency Planning Procedures 14
4.14 Nicholas Chamberlaine School Dual - Use Sports Facility 14
4.15 First Aid and Medication 14
4.16 Additional First Aiders 16

4.17 First Aid Boxes..... 16
4.18 Recording First Aid Given..... 17
4.19 Action to be taken in case of an accident..... 17
i. Assault: 17
ii. No Injury: 17
iii. Injury: 17
iv. Lunch-time and Breaks..... 18
v. Accidents during lessons..... 18
4.20 Glass and Glazing Risk Assessment..... 18
4.21 Health and Safety Advice 19
4.22 Housekeeping, Cleaning and Waste Disposal 19
4.23 Blood-Borne Diseases/Body Fluids/Vomit..... 19
4.24 Information Dissemination Procedure..... 19
4.25 Jewellery..... 20
4.26 Kiln..... 20
4.27 Lifting Equipment (including lifts and hoists)..... 20
4.28 Lone Working/ Personal Safety..... 20
4.29 Maintenance/Inspection of Equipment 21
4.30 Manual and People Handling..... 21
4.31 Minibuses 21
4.32 Monitoring Arrangements 21
4.33 Offsite and Educational Visits..... 22
4.34 PE Equipment..... 22
4.35 Personal Protective Equipment..... 22
4.36 Pond..... 23
4.37 Risk Assessments 23
4.38 Security..... 23
i. Hand Held Radios..... 23
ii. Security Door System..... 23
iii. ID Badges..... 24
iv. Security Incidents..... 24
v. Personal Property..... 24
vi. Security of Property and Contents..... 24
vii. Alarm system..... 24
viii. Trespassers..... 24
ix. Smoking..... 24
4.39 Sports Pitches / Playing Fields 25
4.40 Staff Consultation / Trade Unions..... 25
4.41 Stress and Staff Wellbeing 25
4.42 Training and Development related to Health and Safety..... 25
4.43 Vehicles Onsite/Car Park Arrangements..... 26
4.44 Violence and Aggression towards Staff..... 26
4.45 Water Hygiene..... 26
4.46 Work Experience Students 26
4.47 Working at Height..... 27
i. Ladders, steps and trestles..... 27
ii. Specification..... 27

iii. Inspection 27
iv. Safe Use..... 27
4.48 Pandemic Preparedness..... 28
4.49 Safeguarding in recruitment.....28
4.50 Allergies and Anaphylaxis.....28

1. Health and Safety School Statement of Intent

Within our school we will meet all of the requirements set out in the Griffin School Trusts health and safety policy. We will demonstrate the trust's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities
- Establishing a proactive and positive health and safety culture
- Encouraging ownership and responsibility at all levels
- Ensuring that the Griffin Schools Trust policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally
- Assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process
- Ensuring that health and safety is included as a standing agenda item at staff meetings
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements

2. Statement of Health and Safety

The Head and Governors of Nicholas Chamberlaine School recognise their responsibility under the Health and Safety at Work etc. Act (1974), and associated regulations so far as is reasonably practicable, to:

- Provide safe systems of work, plant and equipment
- Provide for the safe use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely
- Provide a safe place of work with safe means of access and egress for all persons using the premises
- Provide a safe and healthy working environment with adequate welfare arrangements
- Provide for the health and safety of persons not employed by the school, but who may be affected by its activities
- Encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty

- Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Everybody has a duty to take reasonable care for their own health and safety and that of others who may be affected by what you do or do not do.

The Head and Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Head and Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Head and Governors recognise the Statement of General Policy of Warwickshire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Health and Safety at Work Act 1974.

The Head and Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Warwickshire County Council or such other persons as may be necessary.
The Head and Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Head and Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- Health and Safety Policy
- The Health and Safety at Work, etc. Act 1974
- The Equality Act 2010
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - 2013 (RIDDOR 2013)
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The School Premises (England) Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Asbestos at Work Regulations 2006 - Control of Asbestos Regulations 2012
- The Construction (Design and Management) Regulations 2007 - 2015 (CDM 2015)
- The Regulatory Reform (Fire Safety) Order 2005
- The Regulatory Reform (Fire Safety) Order 2005

3. Organisation

3.1 Griffins Schools Trust has:

- Overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Nicholas Chamberlaine School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974)
- Responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools
- Responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

3.2 The Governing Body, through the Head, is responsible for:

- Ensuring that the schools Health and Safety policy is implemented, monitored and regularly reviewed and revised as necessary
- Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility
- Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary
- Advising the CEO of The Griffin Schools Trust of structural defects that could adversely affect the health and safety of staff, pupils and other persons
- The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school · Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced
- The adoption of safe working practices by staff and pupils, and by contractors on site. Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

3.3 The Head Teacher is responsible for:

- The implementation of the school health and safety policy
- Advising the Governing body of the need to review the school health and safety policy
- The day to day responsibility for health and safety in the school
- Ensuring that risk assessments are carried out and stored for the current year plus 3 years in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the;
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 II. The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Display Screen Equipment Regulations 2002
- Ensuring that staff receive appropriate health and safety training
- Carrying out safety audit and inspection as required by the Griffin Schools Trust · ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with

- Notifying The Griffin Schools Trust and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any Near Miss situations, in accordance with the procedures laid down via the accident report forms
- Notifying The Griffin Schools Trust Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action
- Emergency procedures, including evacuation in case of fire/bomb threats/lock down.
- Ensuring that adequate provision is made for the administration of First Aid
- Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings
- Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the LA's Handbook of Safety Information).

3.4 Subject Co-ordinators are responsible for:

- All matters of health and safety in their faculty, department or subject area
- Bringing to the notice of the Head Teacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area
- Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas
- Producing or signposting to a subject safety policy and revising it as necessary
- Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken)
- Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained
- Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances)
- Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.)

3.5 Other Teaching and Technician/Support Staff are responsible for:

- Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy
- Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Co-ordinator to the Head Teacher · Co-operating with their employer and the Governing body to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

3.6 The Site Manager is responsible for:

- Ensuring that they are familiar with and complies with the school safety policy. They should also be familiar with the Good Estate Management guidelines and Health and Safety at Work Act 1974

- Bringing to the attention of the Head and School Operations Manager any problems or defects affecting the health and safety of any person on the school premises. · Bringing the school safety policy and risk assessments to the attention of any other staff (including such people as contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- Ensuring that any staff under their direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out) with the Schools Operations Manager
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. · Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises
- Informing the Head/ Operations Manager of the arrival (or expected arrival) of contractors for maintenance work.
- Informing contractors of any hazards that could affect their health and safety while working in the school
- The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

3.7 The Operations Manager is responsible for:

- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out) with the Site Manage
- Bringing the school safety policy and risk assessments to the attention of any other staff including such people as contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- Carrying out the safety audit required by The Griffin Schools Trust
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the establishment are dealt with
- Ensuring that staff (including non-teaching staff) receive appropriate health and safety training, both individually and generally
- Ensuring that adequate provision is made for the administration of First Aid · Planning and rehearsing emergency procedures, including fire evacuation drills with the Head Teacher
- Co-ordinating the reporting to The Griffin Schools Trust and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any near miss situations or incidents of violence to staff or pupils; N.B. It remains the duty of the Head Teacher or head of unit or centre to sign all accident report forms, as the responsible person, before they are sent to the Health and Safety Advisor
- Ensuring that all new information on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought promptly to the attention of the relevant persons · Notifying The Griffin Schools Trust and Safety Advisor of any hazards or problem affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action; (NB. Any serious property problems should be notified to The Griffin Schools Trust Estates Management team in the first instance)
- Facilitating and attending a meeting of the establishments Safety Committee, if one is requested by approved trade union safety representatives.

3.8 The Main First Aiders are responsible for:

- Maintaining the First Aid boxes in line with the guidance given in the Good Estate management guidance of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

3.9 Safety Reps have the right to:

- Carry out termly inspections of the premises and submit a written report to the Head. Receive any reports of inspections or accident investigations made by the Health and Safety Executive
- Represent their membership to the Head Teacher on matters affecting the health, safety or welfare of staff
- Represent the staff / union membership on school safety committees
- Receive such training as may be necessary for them to perform their duties.

4. Health and Safety Arrangements

4.1 Accident reporting, recording and investigation

All accidents and incidents will be recorded on the Smartlog digital system, all members of staff have access to Smartlog and are able to report accidents/ incidents as they happen. Where necessary, parents / guardians or other persons should be notified of the accident as a matter of urgency. Head of Year/Subject Leaders/ First Aiders should ensure this takes place.

All serious accidents that occur on the site will be notified to the Head of School on Smartlog. The School Operations Manager will ensure that any RIDDOR are reported.

Accident forms are located on Smartlog for each of the following types of accident/incident/near miss, the person dealing with the incident completes a report from which if necessary will be sent to the Health and Safety Executive (HSE):-

- All injuries requiring medical treatment i.e. casualty, own doctor, dentist, nurse
- An accident in which no one is injured but the Head of School is satisfied that a serious injury could have conceivably occurred
- All assaults, physical or verbal, to staff or students whether injury is caused or not.

If access to Smartlog is not available, the School Operations Manager must be informed immediately.

If the accident is serious, a member of SLT (Senior Leadership Team) should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. The School Operations Manager will coordinate accident investigations and ensure corrective actions are implemented. If members of the public are involved, names and addresses should be taken (including any witnesses). Remedial action should be implemented and included in the final report.

A copy of the accident form should be sent immediately to the Line Manager/Head of Year/Head of Department for investigation. If the accident form is in relation to an accident involving a student, the Head of Year/ Head of Department should inform a member of SLT or the School Operations Manager and make a follow up call to the student's parents.

School Operations Manager will coordinate accident investigations and reviewing accident trends termly, Included a process for reporting to governors being a standing agenda item at governor meetings and

RIDDOR reportable incidents must be reported to HSE within required timescales (deaths and specified injuries immediately, over-7-day injuries within 15 days)

All information is subject to GDPR.

Accident reports and investigation records should be kept for three years if the accident involved a member of staff, or if the accident involved a student until they reach the age of twenty-one.

4.2 Bullying and harassment

Copies of the disciplinary and grievance procedures are available on the school's website. Any issues or concerns can be raised with your line manager or directly with the Head.

4.3 Child protection

Copies of the Safeguarding Policy along with all other policies are available on the shared google drive. TO - Copies of the Safeguarding Policy, along with all other school policies, are available to all staff on the shared Google Drive.

At induction, all new staff are provided with Part One of the statutory guidance, Keeping Children Safe in Education (KCSIE), alongside the Nicholas Chamberlaine Child Protection Policy. Furthermore, all staff receive appropriate, updated safeguarding and child protection training, both at induction and via compulsory annual updates.

4.4 Contractors (management of)

- The School Operations Manager, Site Manager, Caretakers or a nominated GST representative can act as the responsible person to manage contractors
- All contractors are selected through a tendering process
- After the contractor has been appointed a pre contract meeting will take place. At this meeting contractors will exchange information and agree safe working arrangements in consultation with the Site Manager
- The project manager will be responsible for checking method statements and risk assessments prior to commencement of work. If the contract is managed by an external project manager they will report to the Site Manager
- Any concerns should be reported to the Site Manager on extension 267
- Attention should be drawn to the safeguarding procedures of the school and the need for contractors to carry their DBS reference number with them at all times
- Intrusive work can **only be undertaken** with the Site Manager's prior approval, following a review of the asbestos register.

4.5 Contractors (management of asbestos)

- All contractors are made aware of the asbestos registers for NCS available on the atlas database. This system is referred to prior to any intrusive work being carried out, and any refurbishment and demolition surveys completed as required
- Access to the atlas system can be obtained via the Trust Capital and Project Co-ordinator, Site Manager or School Operations Manager.
- Information from the atlas system is to be accessed and shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of atlas
- It must be clarified that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving
- Only approved contractors are allowed to work with asbestos.

- The school's asbestos management plan is reviewed annually to ensure continuous safety and compliance.
- Asbestos management plan is reviewed annually, Duty Holder is Site Manager, asbestos awareness training for premises staff, accidental disturbance of asbestos
- Mandatory asbestos awareness training is provided to all premises staff to ensure they can identify potential risks and maintain safe working practices.
- Any accidental disturbance of asbestos must be reported immediately to the Site Manager, and the affected area must be evacuated without delay.

4.6 Contractors and visitors on site

- All contractors visiting the school are required to report to reception and sign in on arrival. Reception will then contact the Site Manager by radio
- The member of caretaking staff on duty will give all contractors to the school, an abbreviated health & safety policy on arrival to read to ensure they are aware of the school's commitment to health and safety and their own obligations whilst working on the school premise
- Nicholas Chamberlaine School accepts, as an employer, the statutory responsibility for maintaining the health, safety and welfare at work of its employees and others by the way it conducts its undertakings. Likewise, all activities undertaken for or on behalf of the school must be carried out in accordance with all relevant legislation and all reasonably foreseeable risks reduced as low as is reasonably practicable

- Nicholas Chamberlaine School is not absolved of its duty of care where external contractors are appointed to perform tasks. On the contrary the school must ensure that all appointed contractors carry out their activities in a safe manner.

4.7 Control of Substances Hazardous to Health (C.O.S.H.H) – including radiation and compressed gases (if applicable)

- The relevant C.O.S.H.H. records are kept by the appropriate departmental managers, (mainly science, art, technology, caretakers for cleaning items and catering). These items will be available for inspection as and when required. Every effort is made to use non-hazardous alternative substances
- All substances that are used that have the hazardous symbol displayed are required to have a C.O.S.H.H. material data sheet. Subject Leaders are responsible for ensuring that C.O.S.H.H. Substances are stored in a locked cupboard within their department.
- Subject Leaders **must** ensure that all decanted substances must be clearly labelled
- Data forms will instruct staff on all personal protective equipment that will be required when coming into contact with C.O.S.H.H. Items. If required P.P.E. **must** be worn at all times. Failure to wear P.P.E. could result in disciplinary action being taken against staff members
- Data sheets (or CLEAPSS guidance) will provide emergency procedures for cleaning spillages/escape
- Personal Protective equipment must be issued in line with regulations. It must be issued to the person, must fit and be fit for the purpose intended
- All C.O.S.H.H. Items are disposed of in accordance with guidelines. The Science Team Leader Technician, Technology Technician and Site Manager co-ordinate the safe disposal of all C.O.S.H.H. items
- Subject Leaders must ensure that a risk assessment is in place for tasks using the most hazardous substances.

4.8 Radiation

- The Subject Leader for science is responsible for the purchase, transport, storage and use of the equipment and the materials that may pose a radiation hazard
- The local authority radiation protection advisor can be contacted on 01926 742566
- Monitoring equipment is kept in the Aldridge building in a locked metal cupboard within a separate locked cupboard. The equipment is monitored and checked each month and recorded after each use
- The radiation protection supervisor is the TLR post holder for physics. They are responsible for ensuring all the necessary risk assessments are undertaken
- All records are kept within the science department and are clearly indicated.

4.9 Compressed Gases

- The subject leaders for Science and Technology are responsible for purchase, transport, storage and use of the equipment and materials and ensuring the relevant risk assessments are undertaken
- The subject leader ensures that only trained personnel operate the compressed gas equipment
- The location of all compressed gasses is included in the Fire Risk Assessment. Included in the risk assessment is a map with all of these areas highlighted for use by emergency services, with a copy kept in main reception.

4.10 Defect Reporting Procedures

Any member of the school staff who discovers any defects should raise a ticket through Smartlog and assign to the caretakers who will take the necessary steps to:

- The ticket logged will be prioritise and actioned within a reasonable period of time, and record the details on a defect Report Form and file it in the health and safety file
- Remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including, if necessary informing staff and students of the hazard and / or taking the equipment / area concerned out of use
- If the defect is likely to affect the 'normal' running of the school the Head of School through the School Operations Manager shall inform the governing body and the trust
- Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered on the report form
- It will be the responsibility of SLT/tutors to ensure that students are made aware of existing and new health and safety information.

4.11 Display Screen Equipment (DSE)

Employees who are required to habitually use a computer as part of their normal work are defined as "users" under the Health and Safety (Display Screen Equipment) Regulations 1992. In practice this means that staff who regularly use a computer for at least 1 hour per day (such as school administrators or IT technicians) are subject to the provisions of the regulations. The School Operations Manager has a list of users of the Display Screen equipment which is updated annually.

DSE users must complete a workstation self-assessment (available through Smartlog), eye tests are available every 2 years (not 3 years), users should take regular breaks from screen work, reporting DSE-related discomfort early

4.12 Electricity at work

Portable Appliance Testing (PAT) is carried out annually organised by the Site Manager and a rolling programme exists to fulfil the Health and Safety at Work Act 1974. The Site Manager

is responsible for ensuring that all electrical equipment is checked on a rolling programme basis and records detailing the checks are available from the School Operations Manager. All electrical equipment brought into school must be notified to the School Operations Manager or Site Manager and passed on for electrical testing, prior to use in school. Any equipment requiring maintenance should be notified to the Site Manager who will then arrange for a nominated contractor to affect the necessary repairs. Only equipment purchased by the school will be repaired at the schools expense.

All Managers within school should ensure that all electrical items used within their Section/department are PAT tested. Failure to comply could lead to disciplinary action being taken.

All external hirers and contractors are made aware of the schools policy that requires all electrical items used on site require PAT testing.

4.13 Fire Precautions and Emergency Plans

i. General
All Health & Safety guidance notes and inspection documents are located on Smartlog and can be accessed by the School Operations Manager, Trusts Estates Team, Site Services team and finance team. Under the Regulatory Reform (Fire Safety) Order 2005, the Head of School and the School Operations Manager are designated as the "Responsible Persons" for fire safety across the site. Fire risk assessment is in place and reviewed annually, Clarity who is responsible for fire safety, fire warden arrangements, fire evacuation procedures are practised termly and reviewed after each drill arranged by DSL, PEEPs

ii. Risk Management File
Contains records of tests, drills and inspections on Smartlog and can be accessed by the School Operations Manager, Trusts Estates Team, Site Services team and finance team. The Site Manager maintains these.

iii. Fire Alarms
The Site Manager tests weekly from alternate call points and enters the details in the fire precautions manual, which is on Smartlog.

iv. SS Systems
Inspects the system bi-annually and the Site Manager ensures that the inspection details are entered on to Smartlog.

v. Fire Extinguishers
The Site Manager carries out monthly visual checks to ensure that the extinguishers are in place, in good condition, accessible, unobstructed and have the safety pin attached.

vi. Warwickshire County Council
Services the equipment annually and enters the details on the protection equipment and copies the report to Warwickshire County Council. The reports are held on Smartlog.

vii. Emergency Lighting
The Site Manager tests 6 monthly and records the details on Smartlog. The Contractor, SS Systems tests bi-annually and the Site Manager ensures that the details are on Smartlog.

viii. Fire Drills and Evacuation Procedures
The DSL arranges for fire evacuation procedures to be practiced termly. Details are entered in the manual and on Smartlog, and procedures are formally reviewed after each drill to identify any required improvements. Dedicated fire marshal and fire warden arrangements are in place

to ensure safe and efficient clearance of the buildings during an evacuation. For staff and pupils with disabilities, tailored Personal Emergency Evacuation Plans (PEEPs) are established, documented, and practiced to ensure their specific evacuation needs are met safely. On entering the school premises all visitors and contractors are given written instructions to follow should there be a fire alarm.

ix. Notices
Fire guidance and precaution notices are posted around the school and form tutors should refer their students to the guidance contained therein. These notices will be reviewed following any alterations to the school.

x. Hand-held Radios
The school has a number of hand-held radios in order to improve security and communication. The Caretaking staff can be contacted in an emergency through reception on ext. 300. Where a serious incident occurs that requires immediate attention please inform reception immediately. NOTE: If there is a bomb threat, hand held radios must be not used.

xi. Emergency Planning Procedures
All staff must ensure that they fully understand the emergency evacuation procedures assigned to each member of staff highlighted in the school google shared drive.

4.14 Nicholas Chamberlaine School Dual - Use Sports Facility

i. First Aid
First aid courses will be funded for Sports hall evening staff.

ii. In the event of a fire alarm activation (after school):
The member of staff on duty will ensure that all users evacuate the building immediately and call the Fire Brigade at once.
All users must remain outside the building until the alarm has been reset and the Fire Brigade have attended.

iii. In the event of an injury:
Following any incident involving mobility or an upper torso injury an ambulance must be called. Only if an individual refuses an ambulance should this not occur. This refusal must appear as a note on the accident form recorded on Smartlog.

4.15 First Aid and Medication

The school's policy on first aid is governed by the following principles. First aiders must:

- Always err on the side of caution when treating or diagnosing an injury
- Call an ambulance if in doubt regarding the seriousness of an injury - using common sense principles
- Inform, or arrange to inform, the parental contact as soon as possible
- Ensure that a pupil is not allowed to travel if they are not fit to do so
- Treat every incident with an open mind.

The school's management will ensure that, barring illness or re-appointment, a dedicated First Aider will be available in school during the entire school day for the treatment of students.

The school has the following First Aiders with current First Aid at Work or Emergency First Aid at Work Certificates:

Laura Nicklin	Admin
Kim Slinn	Admin

Ayesha Sheikh	Support Staff
Charlotte Perry	Support Staff
Helen Yeomans	Support Staff
Caz Matwijiwskyj	HOY
Bex Clougher	Support Staff
Joy Burgess	Support Staff
Kim Cotton	Support Staff
Jonah Slavic	Support Staff
Jamie Swinburn	Caretaker
Kieran Armson	IT
Gail Cutler	Technician
Damon Bicknell	Technician
Julie Bailey	Technician
Helen Nicklin	Technician
Stuart Tizick	Technician
Tracy Roberts	Technician
Emma Taylor	TA
Angela Flounders	HOY
Claire Randall	HOY
Andrea Darley	HOY
Anita Morgan	HOY
Paula Shaw	Support Staff
Kirsten McKenna	TA
Sophie Farrell Hewitt	TA
Helen Bell	TA
Sharon Yeomans	TA
Tracey Wilkinson	Cleaner
Tina Hudson	Cleaner
Trish Monaghan	Cleaner
Kieran Dovey	PE
Molly Bates	PE
Lee Heaton	PE
Chelsey Dye	PE
Kay Gray	PE
Abdul Tchanile	PE
Callum Walker	PE
Hannah Roberts	SENCO
Eloise Nicklin	Admin (Main First Aider see 3.8)
Jodie Peakall	TA
Michelle Smith	TA
Alexandra-Alina Stoica	TA

Dino Genders	Pastoral
Sonia Taylor	SEN
Lottie Mason	TA
Laani Green	TA
Mel O'Grady	Exams

The first aid list is reviewed termly and updated on the staff shared drive.

i. Storage of Medication

- All medications are stored securely in their original containers, clearly labelled with the student's name, dosage, and expiry date.
- Controlled drugs and prescription medications are kept in a locked storage facility, accessible only to authorised staff members.
- Medications requiring refrigeration are kept in a dedicated, secure medical refrigerator.

ii. Administration of Medication

- Medication will only be administered with explicit, written parental consent and in strict accordance with the prescriber's instructions.
- Before administering any medication, authorised staff must verify the student's identity, the correct medication, the required dosage, the route of administration, and the time of the last dose.

iii. Recording and Digital Parental Notification via Smartlog

- The school utilises Smartlog as its centralised, digital system for all medication logs.
- Immediately upon the administration of any medication, the administering staff member must log all details into Smartlog, including the date, time, dosage given, and the name of the staff member responsible.
- Smartlog will automatically generate and send a real-time notification to the parent or carer, ensuring they are immediately informed that their child has received their medication.

4.16 Additional First Aiders

In the unlikely event that all those named above are absent, the first point of call for first aid at the school is the School Operations Manager and then Head of School.

4.17 First Aid Boxes

First Aid boxes and equipment can be found in the following areas:

- Student Services, The Caretakers Office, all departments where a first aider is situated, Staffrooms, Reception and the Sports Department Office
- The First Aid box contains only those items recommended on the LA's guidance. There are no creams, ointments, preparations or medicines. A list of the permitted contents is held in each box. The Main First Aider checks and replenishes the contents half-termly. When items are used from the First Aid boxes staff should inform the Main First Aider who will arrange for the box to be replenished immediately
- The First Aiders are available to treat cuts, bruises and similar problems that arise during the school day. The First aiders are not Doctors and are unable to diagnose conditions, conduct intrusive examinations or to prescribe any medication whatsoever without the written permission of a student's guardian.

4.18 Recording First Aid Given

All accidents must be recorded by incident reporting on Smartlog. The accident report should be completed by the person involved in the accident or a witness to it. The First Aider/Appointed Persons should where possible treat Students in the presence of a colleague. The record should include the following:

- name of injured person
- date and time of accident
- cause of accident/factors involved
- nature of injury or illness
- treatment given/action taken (including any advice given to the student or their parents/carers)
- signature of person making the record
- The First Aider will keep the Head of School/ School Operations Manager abreast of all recorded accidents through Smartlog notifications.

4.19 Action to be taken in case of an accident

i. Assault:

Report all assaults, verbal or physical to the relevant Head of Department. The Head of Department will then inform the School Operations Manager and a member of the Senior Management Team. If an injury has been sustained staff should see a First Aider and an accident report on Smartlog must be completed. Each incident will be fully investigated by a member of the Senior Management Team, who at the direction of the Head of School/Executive Head will report the incident to the Police. A separate procedure detailing the steps to be taken in the event of an assault is currently being finalised

ii. No Injury:

If the accident involves factors which could be controllable, report the details to the Site Manager and a senior member of staff by logging on Smartlog.
Staff should always remember to record the details on the accident/incident form on Smartlog

iii. Injury:

Within the limit of your knowledge and competence, and applying common sense assess the degree of injury. If you have first aid or Emergency Aid training, apply first aid in accordance with this training and notify a **Senior member** of staff on duty at lunch or break times/ **School Operations Manager** at other times and enter the details on the accident form on Smartlog.

If you have no First Aid training, take the injured person to any of the nominated first aiders.

The School Operations Manager at other times who will then decide on the appropriate action i.e. apply first aid in accordance with his/her training, or arrange for treatment by a First Aider or Appointed Person.

If the injured person needs medical treatment other than First Aid:

- Notify the Ambulance Service on 999 and a member of the Senior Management Team immediately
- Arrange to inform the parental contact
- First aiders on duty will ensure that the details of all accidents occurring at lunch-time or break time are recorded on as an incident on Smartlog the details to the School Operations Manager
- The School Operations Manager will ensure that all details of all accidents are recorded on Smartlog.

iv. Lunch-time and Breaks

The pastoral team may be contacted through reception on the hand-held radios. A staff roster for lunch-time is also available on the staff google share drive.
Within your knowledge and competence, and applying common sense, assess the degree of injury.

- **No Injury:** If the accident involves factors which could be controllable, report the details to the School Operations Manager who will ensure appropriate action is taken and the relevant details are recorded
- **Injury:** If you have First Aid or Emergency Aid Training, apply first aid in accordance with this training and inform the nearest First Aider.

Ensure that the School Operations Manager is made aware of the incident as soon as possible if remedial action is required.

If untrained, take the person to, or call for the senior member of staff on duty who will then decide on the appropriate action i.e. apply first aid in accordance with his/her training, or arrange for treatment by a First Aider or Appointed Person.

If the injured person needs medical treatment other than First Aid, notify the Ambulance Service immediately, and inform a Senior Member of staff. He/she will then arrange for the parental contact to be informed.

The First Aider in attendance will ensure that the details of all accidents occurring at lunch-time or breaks are recorded on the incident log on Smartlog and will report the details to the School Operations Manager at the end of the break.

v. Accidents during lessons

- Within the limit of your knowledge and competence, and applying common sense, assess the degree of injury
- **No injury:** If the accident involves factors which could be controllable, record the details on the accident/incident log on Smartlog and arrange for preventative action to be taken
- **Minor Injury:** If you have First Aid or Emergency Aid training, apply first aid in accordance with this training and notify a First Aider as soon as possible and have the details entered in the accident form
- **Serious Injury**: If the injury is severe the nearest telephone extension should be used to call the emergency services on 999. Contact a First Aider as an interim measure prior to the arrival of the ambulance. Ensure that the Head of School and Reception are aware.
- If the injured person needs medical treatment other than First Aid, the **senior member of staff available** will contact parents
- The School Operations Manager will ensure that the details of all accidents are recorded on the accident form and will report the details of any serious incident to the Head of School at the end of the break.

4.20 Glass and Glazing Risk Assessment

The school's policy is that all new glazing in the school is minimum standard of toughened glass or laminated glass. Where existing windows are not to this standard they should be covered by safety film, which meets the current British Standard.

Following a window breakage, a caretaker must be notified immediately and the area made safe. If the breakage occurs at high level, then access equipment will be necessary and there will be a delay in the repair. The caretaking staff should clear any debris immediately. All

replacement windows will be replaced with regard to European standards i.e., laminated or toughened glass. Where possible the cause and any witnesses to the breakage should be noted and the details passed in writing to the School Operations Manager.

This Risk Assessment has been carried out by ADS Glazing April 2021 and can be viewed on Smartlog and will be reviewed on an annual basis.

4.21 Health and Safety Advice

The school subscribes to WES safety and premises service. Included within this service is a specific professional Health and Safety advisor plus access to other trained staff who will give technical and practical advice assistance and support. This service assists the School to meet our statutory safety and premises responsibilities and undertake annual inspections.

4.22 Housekeeping, Cleaning and Waste Disposal

- The school employs cleaners directly ensuring premises are kept clean, minimising the accumulation of rubbish. Caretaking staff will ensure that all rubbish is removed from the main buildings each night
- Arrangements are in place for wet floor cleaning. This is only done out of school hours and all signs are displayed when this is undertaken
- Premises staff should be contacted immediately to dispose of glass and other sharp objects
- Premises staff and the Site Manager ensure that pathways are cleared of leaves and snow/ ice during cold periods
- Arrangements for security/location of external waste bins
- The Site Manager will ensure that hazardous waste such as fluorescent tubes and computers etc. are appropriately disposed of.

4.23 Blood-Borne Diseases/Body Fluids/Vomit

All staff must wear gloves when dealing with bodily fluids and dispose of the gloves in a First Aid Bin. Refer to first aid.

4.24 Information Dissemination Procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / students, governors and visitors as follows:

i. Employees

- Health and Safety information is available within the google staff information shared drive.
- All policies including the Health and Safety policy are kept on the google shared drive under staff information.
- Any Health and Safety updates will be given to staff during the staff briefing on a Monday morning. Any urgent issues will be sent to staff using the e-mail system
- Health and Safety issues will also be discussed during departmental meetings/ 1:1 meetings or on staff comms.

ii. Students

Tutors will ensure that students are made aware of existing and new health and safety information through tutor time. Additional information will also be given though assemblies/ lessons.

iii. Visitors / Contractors

Reception staff during term time and Caretaking staff during the school holidays will ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit and that they are supplied with the H&S leaflet when they sign in. Caretaking staff will ensure **ALL** contractors are aware of the school's asbestos information and its location.

iv. School Improvement Board (Governors)

The Head of School will ensure that the School Improvement Board are informed of any existing and new health and safety notifications.

v. Trade Unions

The School Operations Manager will ensure that Trade Union health and safety representatives are informed of new health and safety information.

4.25 Jewellery

Refer to school policy on students wearing earrings and other jewellery, instructions to students, etc.

4.26 Kiln

The Kiln is inspected annually. The Subject Leader for Art will ensure that all staff operating the kiln are trained. Firing of the Kiln takes place on a Friday; the firing cycle is over the weekend. The Kiln is in a secure area and is kept free from combustible materials. Ventilation is in the room to extract the fumes. The Subject Leader will ensure that PPE is available and is worn at all times.

Operating and emergency procedures are on display by the Kiln.

The Risk Assessment for the kiln has been completed a copy is held in the department and also with The School Operations Manager.

PPE (thermal gloves and goggles) are provided for the operators and should be used at all times.

4.27 Lifting Equipment (including lifts and hoists)

The school has a key operated lift installed in the main Attenborough building

- Keys for the lift are kept with the Premises staff/Site Managers/ in Student Services
- The lift is serviced / tested on a quarterly basis organised through the Site Manager
- Emergency procedures for the lift are in place within the Emergency evacuation policy
- The school does have a hoist; however, it is currently not in use. Should it be required a designated risk assessment will be created.

4.28 Lone Working/ Personal Safety

Staff working alone in the evening should advise a member of the premises staff. A hand-held radio will then be made available on request. Consideration should be given to working in an area near other members of staff.

To ensure safety, a formal lone working risk assessment is completed for any member of staff routinely or occasionally working outside of standard hours. Staff are required to sign in and out of the building when working alone so their presence is accounted for. Procedures are in place for premises staff to regularly check on lone workers at specific times during evening shifts.

Lone working is strictly prohibited and not appropriate for certain high-risk activities, such as working at height, operating dangerous machinery, or handling hazardous chemicals. In the event of an emergency, lone workers must follow the established emergency contact procedures.

4.29 Maintenance/Inspection of Equipment

All of the equipment below is inspected on an annual basis. Records of these visits and checks are kept on Smartlog:

- PE Equipment
- Lift Inspection
- Access equipment
- Kiln
- CDT Equipment
- Fume Cupboards
- Fire and Safety Equipment
- Emergency lighting
- Portable Appliance Testing
- Extraction equipment
- Air conditioning Units
- Theatre Lighting
- PAT testing – through Sparks Electrical
- Weight load tasting
- Testing of the power packs
- Working at heights equipment on Attenborough and Singh building

4.30 Manual and People Handling

- For activities that require a manual handling operation, e.g. lifting, pushing, pulling, putting down, carrying, supporting or moving an object, person or animal using the hand or any part of the body please contact the Site Manager
- Line Managers will carry out individual risk assessments where needed to identify precautions to minimise manual handling tasks.

4.31 Minibuses

The Site Manager will ensure that the school contracts with a breakdown service provider to attend to the vehicles in the event of a breakdown.

The Site Manager will ensure that the vehicles are subjected to termly safety checks. Staff using the school minibus are required to complete the safety form located in the vehicles prior to each journey. Where the minibus is to be used for a protracted journey a check should be made to see if the vehicle has been serviced recently. Breakdown recovery is with the RAC.

The number for the recovery service is displayed in the front of each minibus.

Staff using the school minibuses must ensure that they report any issues to the Site Manager prior to the start of their journey.

4.32 Monitoring Arrangements

WES Safety and Premises undertake annual health and safety/Security/Fire inspections.

Line Managers will be responsible for Health and Safety checks within their departments. Issues or concerns should be highlighted to the Premises/ Site Managers as a matter of urgency through Smartlog.

The Site Managers will ensure that a Health and Safety visual check in all non-departmental areas is undertaken each day.

All issues will be highlighted to the Premises staff/ Site Managers as a matter of urgency for rectification.

The School Improvement Board will ensure that regular reports of accidents and dangerous occurrences are provided by the School Operations Manager and that any necessary alterations to working practices and procedures are implemented.

Monitoring will be carried out in a number of ways, the governors will call for reports on accidents / incidents to be presented at each meeting of the School Improvement Board meeting, included in this information will be:

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head of School / Site Manager / School Operations Manager.

To help this process, the Head of School through the School Operations Manager will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the Health and Safety Executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

4.33 Offsite and Educational Visits

The Schools Educational Visits Co-ordinator is Alex Parsons-Moore.

The school subscribes to the EVOLVE system. All guidance and documentation that needs to be completed for trips is available on the EVOLVE system. **All trips** need to have the appropriate risk assessments completed including emergency arrangements, supervision requirements, parental authorisation and adequate insurance obtained before a trip will be authorised to leave.

4.34 PE Equipment

These items are inspected annually. The Head of Department should ensure that this inspection does take place and inform the School Operations Manager of any irregularities. All members of the PE department adhere to the BAALPE guidelines.

A pre visual inspection of all equipment is undertaken by the Teacher prior to the start of the lesson.

The Association for Physical Education (AFPE) guidance on safe use of the equipment is followed/adopted published 2008 along with the department policy.

4.35 Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment. Personal Protective equipment must be issued in

line with regulations. It must be issued to the person, must fit and be fit for the purpose intended.

Head of Departments will select the most appropriate equipment and arrange for periodic checking and maintenance of the equipment.

It will be the responsibility of all Line Managers to ensure that P.P.E is used when required.

4.36 Pond

The pond is located in an enclosed area at the rear of Aldridge surrounded by a six-foot fence and secure doors. Warning signs are visible and students are only allowed in the area when supervised. A standing platform is in place and must be used at all times. A risk assessment for the pond is held by the Operations Manager.

4.37 Risk Assessments

The School Operations Manager will ensure that each Head of Department carries out regular risk assessments of their work areas and activities. Heads of Department are responsible for departmental risk assessments. A copy of these risk assessments is kept in the relevant departmental area and a central copy is held in the School Operations Manager office. Advice regarding risk assessments is available from the School Operations Manager and generic forms are available which should be adapted to the individual department's needs. In addition, generic risk assessments are available centrally for common activities.

Risk assessments to be reviewed annually or following accident/incident, Changes to the activity/process, Changes to legislation. Heads of Department are responsible for departmental risk assessments. Generic risk assessments are available centrally, dynamic risk assessments for off-site visits

All off site trips will need to have a risk assessment completed. This includes a dynamic risk assessment for off-site visits to account for changing conditions on the day. Please see Alex Parsons-Moore for help in completing these forms.

4.38 Security

The Governors of the school have made significant investment in the area of security to protect students, staff and visitors. In particular, expenditure on fencing and CCTV cameras have improved security on the site by restricting access during the school day to a single point.

i. Hand Held Radios

Hand-held radios have been purchased to facilitate communication at Nicholas Chamberlaine School. They are used by Senior Managers, Pastoral Managers, Caretaking staff and office staff on duty at lunch. They are also available for use by other staff e.g. Sports Day, during evening events or out of school hours.

Prior to working later that 6.00 pm **staff should advise a member of the caretaking staff**. Hand-held radios are available for staff working late in isolated areas of the premises. The caretaking staff may be contacted from 4.30pm on their mobile telephone on 07767 353152.

ii. Security Door System

After 4.00pm each day the Security System is in operation on designated external doors. All other doors except fire exits will be locked. Access will only be by Authorised Personnel who will have been provided with a security pass/fob through the ICT Support

Department. The main reception will be open until 4.00pm. After 4.00pm the only visitors to the school building should be met and escorted by a member of staff.

iii. ID Badges

Identification badges are provided for all staff to aid the identification of trespassers on the site during the school day. Where staff are concerned regarding the legitimacy of an individual's presence on site they should ask for clarification if they feel comfortable to do so. If not, the Site Manager or a member of the Senior Management Team must be contacted. Staff are encouraged to wear their identification badges at all times. It helps our students put a name to a face.

iv. Security Incidents

In the event of any incident that causes concern, Reception should be contacted on extensions 300 or 301 immediately. A member of the support staff will contact an available member of the Senior Management Team or another appropriate person.
Where staff feel that an incident, e.g. walk-in theft or an approach by strangers to a student, is likely to be repeated at the school or other schools; please advise the School Operations Manager.

v. Personal Property

Where possible this must be kept under lock and key or put out of sight. RPA does not cover loss of items through walk-in theft.

If any member of staff is contacted with regard to an on-going incident they should, dependent on the circumstances and using common sense:

- ring the police (dialing 999) by using the nearest extension
- contact another member of staff for support.

All incidents must then be recorded in an incident log on Smartlog.

vi. Security of Property and Contents

All valuable items such as televisions; videos; computers, phones etc. must as a minimum be marked with an indelible ink. For existing equipment where this is not the case staff must inform, via the defect reporting system the caretaking staff. Equipment as it arrives in school will be security marked prior to distribution.

vii. Alarm system

A significant proportion of the school is alarmed. In order to prevent false activation, staff should ensure that passive infrared detectors are not obscured by units, shelving, displays or other screens that are not secured. Particular care should be taken when erecting temporary displays e.g. Christmas Decorations.

viii. Trespassers

Trespassers should be asked to leave the school site, if staff feels secure to make such a request. In any event staff should inform the Site Manager or a member of the Senior Management Team of the situation. The trespasser(s) will be requested to leave the site. If the circumstances warrant it, the Police will be called. In all circumstances where damage or and assault has occurred, the Police will be informed and a crime reference number obtained. Details of the incident should be noted in writing at once. Where appropriate an incident log must be completed on Smartlog.

ix. Smoking

The school operates a no smoking policy. Signs are placed at the school reception to inform parents and visitors of this policy. Students will be reminded regularly at assemblies and in registration of the school's no smoking policy.

4.39 Sports Pitches / Playing Fields

Ground maintenance maintains all of the playing fields and Sports Pitches. The Subject Leader for PE ensures that Visual Inspections are carried out daily during term time and the Site Manager ensures that pitches are visually inspected weekly and undertake these inspections during the school holidays. **Dogs are not allowed on the school site**. Signs are visible on the main school gates and also in the sports hall to inform visitors to the site that no dogs are allowed.

4.40 Staff Consultation / Trade Unions

- Staff can raise any concerns and make suggestions for health and safety improvements through line management meetings, team briefings, directly to the School Operations Manager or Head of School
- Trade Union health and safety information is displayed along with safety representative information on the noticeboard in staff rooms
- The health and safety law poster is in the reception, Aldridge and Lovelace buildings

4.41 Stress and Staff Wellbeing

It is the school's policy to support colleagues that suffer from occupational stress. Where possible an individual should discuss the situation with their line manager who must take steps to support their colleagues formally or informally depending on the approach requested. Workload and wellbeing considerations will be taken into account during this process. It is recommended that another member of staff nominated by the employee, be nominated as a support contact. The paramount consideration must always be to support colleagues and adhere to their wishes.

There are a number of recognisable signs that could indicate that a member of staff is suffering from occupational stress, possible Sources of Support for individuals suffering from stress are:

- Friend/ Colleague/ Confidante
- Manager/ Supervisor
- Health and Safety at Work Co-ordinator
- Mental Health Lead
- Absence policy
- Trade Union or Association
- In school place to be service
- EDS Teacher Advisor
- Teacher line (08000 562561)
- G.P.
- Teacher Support Network (020 7554 5237)

In addition to the above, there are many external organizations providing confidential counselling. An organisation that we use is The Employee Assistance. They can be contacted on: 0800 562 561. Where stress impacts attendance, reference will be made to the trust's Managing Sickness and Attendance Policy, and occupational health support is also available to assist staff.

4.42 Training and Development related to Health and Safety

- Head of Department/ Line Managers are responsible for establishing minimum health and safety competencies for certain activities, e.g. use of hazardous substances, work at height, use of DSE.

- Line Managers are responsible for establishing minimum health and safety competencies for certain roles.
- Training records are kept in the HR office
- Line Managers/Head of Department are responsible for ensuring staff undertake refresher training

4.43 Vehicles Onsite/Car Park Arrangements

- The Site Manager is responsible for the management of vehicles on site.
- All vehicles are parked at the owner's risk
- Vehicles parked within the gates on the school site can only be moved when students are in lesson. Only emergency vehicles (ambulances) will be permitted to drive across the playground during lesson changeover, break or lunch and this will be under supervision
- Deliveries will only be permitted on the school site during lesson time. No deliveries can be made through the playground during lesson change or breaks/lunch
- The turning circle should be kept clear at all times

4.44 Violence and Aggression towards Staff

All staff/visitors must report all incidents of verbal and physical violence to the Head. Where appropriate, reporting procedures will also include formal notification to the police.

Following any incident, robust support is available for staff, including access to confidential counselling services, occupational health, and time off where required. For staff deemed to be at a higher risk of encountering violent behaviour, a specific risk assessment will be completed to implement targeted preventative measures.

Where the management of behaviour or safety requires physical intervention, staff must strictly adhere to the provisions set out in the school's behaviour policy. To ensure staff are equipped to manage challenging behaviour safely, training is available, focusing heavily on de-escalation techniques and conflict resolution.

4.45 Water Hygiene

The school ensures that all checks for Legionnaires and Water Hygiene are undertaken:

- The water hygiene log book is kept in the Caretakers Office
- The Site Manager ensures water hygiene sampling is undertaken by external contractors
- Automatic flushing systems are in place and checked daily by Caretaking Staff
- Maintenance arrangements for air conditioning units and humidifiers are undertaken through Warwickshire Educational Services on an annual basis.

4.46 Work Experience Students

Before Work Experience placements take place Connexions will arrange a placement visit.

Risk Assessments are completed by the employer and returned to the work experience co-ordinator within the school. Risk Assessments are required prior to the commencement of the work experience fortnight. As part of the risk assessment the induction programme will be clarified and a mentor identified for the student to report to. A visit will also be undertaken during work experience fortnight by staff members, organized through the work experience co-ordinator.

4.47 Working at Height

The Site Manager shall ensure that suitable access equipment is provided to staff, where they need to gain access to a level above or below the ground, and there is no suitable provision in place. The working at Height Risk Assessment is held with the Operations Manager and in each department and reviewed annually.

All staff are subject to the following guidance:-

- Tables, chairs or trolleys should not be used as access equipment, it is dangerous and could be a disciplinary offence
- **Do not** work at a height above 2M without a guard-rail
- **Do not** stand on the top of a stepladder
- **Do not** climb the outside of an access platform
- **Do** check access equipment before use and report defects to the School Operations Manager
- **Do** inform the School Operations Manager of any work, which is to be carried out, for which access equipment is required and has not been provided, or has been provided and is not suitable. Access equipment will be inspected annually. Staff must sign the Information Dissemination form to state that they have received all the necessary information, instruction and training with regard to the equipment with which they have been issued. The school's management strongly discourages the use of non-proprietary equipment.

Staff are encouraged to put up displays, use shelving etc. at a height which can be reached from the ground. For cases where this is not possible, staff are required to use the aluminium steps available through the Caretakers. In addition, small kick steps are provided in each of the departmental areas and the risk assessment for these is held with the Operations Manager

i. Ladders, steps and trestles

A ladder is only specified as a workstation where the use of an access platform is not reasonably practicable, or where the work is of such a nature or at such a height that the risk of injury is low.

ii. Specification

The Site Manager ensures that ladders, steps and trestles purchased or hired for use in the school are good quality and of industrial standard.

iii. Inspection

The Site Manager and Caretakers are responsible for the care and storage of the ladders etc. owned by the school. He/she carries out an inspection of each item every half term including a check for:

- Distortion or any sign of warping
- Missing, loose or defective rungs
- Corrosion.
- Flaws, cracks or damage
- Defective stile or side member
- Security of tie cords
- Condition of cords.

Details of these inspections must be recorded and stored available for inspection.

iv. Safe Use

GS31 gives guidance on the safe use of this equipment, however below are some specific guidelines:

- Inspect the ladder before use and report defects to the School Operations Manager
- Incline the ladder at an angle of 1 in 4 i.e. 4 feet vertical for every 1 foot horizontal
- Ensure that the ladder is the right way up
- Do not use metal ladders where there is an electrical hazard.
- Do not stand on the top platform of a stepladder
- Do not use ladders or stepladders for work involving side loading or over reaching
- Always spread steps and trestles to their fullest extent.

4.48 Pandemic Preparedness

While formal COVID-19 restrictions have been removed, the school maintains robust readiness for potential public health events. The School Operations Manager will maintain a comprehensive outbreak management plan to be activated in the event of an outbreak of any infectious disease.

Procedures are in place for implementing enhanced infection control measures if required, including increased cleaning regimes, respiratory and hand hygiene protocols, and ventilation management. The school will continuously review its arrangements against the latest Department for Education (DfE) guidance on managing infectious diseases in schools and colleges to ensure public health compliance and safety.

4.49 Safeguarding in Recruitment

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In accordance with the statutory guidance 'Keeping Children Safe in Education', all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks. These checks include verifying the candidate's identity, obtaining an enhanced DBS check (including children's barred list information for those engaging in regulated activity with children), and completing all other required pre-appointment verifications.

A comprehensive Single Central Record (SCR) is maintained by the school to log and verify the recruitment and vetting checks for all employed staff.

Appropriate pre-employment checks are also robustly applied to volunteers and contractors prior to them starting work or undertaking activities on the school site, ensuring that all individuals with access to the school environment are thoroughly vetted.

4.50 Allergies and Anaphylaxis

Nicholas Chamberlaine School is committed to ensuring the safety and wellbeing of all pupils with allergies, in accordance with Benedict's Law (Children's Wellbeing and Schools Act 2026). The school maintains a separate, comprehensive Allergies and Anaphylaxis Policy which details specific responsibilities, Individual Healthcare Plans, emergency Adrenaline Auto-Injector (AAI) protocols, and staff training requirements.

This policy is reviewed annually (or following any serious incident) and can be accessed by all staff on the school website and staff shared drive. All staff must familiarise themselves with its contents and the emergency procedures contained within it.