



Whole School Health and Safety Policy

Revised: July 2019
Review Date: July 2020
Responsible: Board of Directors & SLTs

Rationale

Caxton College is committed to ensuring the health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** to maintain the highest possible level of health and safety around the school.

Healthy and safety in school in a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within school. The school commits appropriate resources to making sure that equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

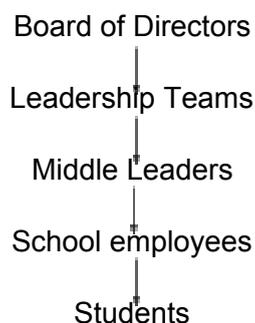
All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities.

All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, students and members of the public.

1. Roles and Responsibilities

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership teams and the Board of Directors carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

Caxton College's health and safety organizational structure



Board of Directors

The Board of Directors recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant school staff or external agencies, depending on the nature of the activity taking place

- the importance of good health and safety practice is promoted throughout school to all staff, students, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- ensuring they are aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school

Maintenance Department

The Health and Safety Officer, Elena Sanchis and the maintenance department will:

- assist the Headteachers in the implementation, monitoring and development of the safety policy within the school
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by any member of staff
- report any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed
- coordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained
- maintain the documentation for the recording and evaluation of fire practice and evacuation drills.
- carry out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- investigate any accident involving a member of staff (or incident where personal injury could have arisen) and take appropriate corrective action
- monitor, within the limits of her expertise, the activities of contractors, hirer and other organisations present on site, as far as is reasonably practicable
- ensure that fire exits and means of escape are inspected at frequent intervals to ensure that they are correctly marked and that they provide free access at all times.
- ensure that relevant protective clothing is provided and worn when necessary
- ensure that all equipment used by the maintenance staff is cleaned, inspected and serviced regularly
- Monitor the cleanliness of the building.
- ensure that contractors use their own tools and equipment and that these are locked away securely at the end of the working day
- ensuring that the Board of Directors is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school

Headteachers

Headteachers of Primary and Secondary take the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the Board of Directors to inform them of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that all staff, students and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken.
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all staff and students are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing

Middle Leaders (Heads of Department and Heads of Year)

Middle Leaders in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department
- ensuring that all students, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during a school activity.

School Employees

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their line-managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred

- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the students taking part in the activity are sure of their own health and safety responsibilities
- Encouraging good hygiene habits in the children, especially after using the toilet and hand washing.
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in proper working order. Any defects should be immediately reported to a member of the Primary or Secondary Leadership Teams and that piece of equipment should not be used.

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

Students

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

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Students that are found to be a risk to health and safety may not be allowed to partake in certain school activities and may be dealt with under the school's behaviour policy if the circumstances require it. We expect students to follow the school Behaviour Policy, as this helps maintain good health and safety around the school.

The Head Teacher and teaching staff will make pupils aware of these responsibilities through direct instruction and notices.

Visitors

All visitors must enter via the Primary or Main Office or the Main Car Park Entrance, where they will be given a visitors badge. Regular visitors and other users of the premises (contractor and delivery person) are expected to observe the safety rules of the school and wear a visitor's badge. Staff seeing anyone without a badge walking around school should guide them to one of the Offices or report it to a member of the SLTs immediately.

2. General arrangements to establish, monitor, and review measure needed to meet satisfactory health and safety standards.

The school implements arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below.

- All staff complete Health & Safety Training provided by the Mutua when they begin employment at Caxton College and this is repeated every 5 years.
- All teaching staff complete a First Aid Course at the start of each academic year delivered by the School Nurse.
- Reporting Health and Safety concerns around the school to our Maintenance Department as soon as they are identified.
- Dealing with illnesses and injuries (First Aid and Healthcare Policy)
- Reporting illnesses or injuries to the School Nurse (First Aid and Healthcare Policy)
- Risk Assessments completed for relevant on or off site activities (Risk Assessment Policy)
- Risk Assessments requested from external agencies regarding residential outdoor and adventurous activity trips.
- Annual Fire Evacuation drills, as well as exit route displayed in all classrooms
- Regular testing and inspection of specific equipment within the school buildings (e.g. lifts, kitchen equipment, equipment within Science labs). This is often carried out by external agencies, as well as staff in our Maintenance department.
- Annual inventory of materials within specific departments (e.g. Science and Physical Education) to ensure equipment is in good, safe working order.

2.1 Safe behaviour and school code of conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various systems in place to monitor behaviour, as well as provisions for behaviour support. These are outlined in the Behaviour for Learning Policies for Primary and Secondary.

2.2 Maintenance of safety records

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

Health and safety file

The school's health and safety file should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file and backed up with an electronic copy. The file should serve as the central health and safety record for Caxton College. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g. Director with overall responsibility for site management and safety, Head of Maintenance, Fire Officer, Headteachers.
- A copy of the Risk Prevention plan.

- A register and copies of risk assessments for all job positions in the school.
- Completed accident records sheets filed in the administration department.
- Copies of any accident report forms and report of any investigation made into the accident / incident and details of any action taken following an accident or incident filed in the administration department.
- Details of emergency procedures – See Fire Procedures, Critical Incidents Policy, First Aid and Healthcare Policy.
- Inspection and statutory examination reports relating to equipment – such as fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records.
- Fire drill records – dates and performance
- Health and safety training records are filed in each worker's folder– names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses)
- Copies of completed health and safety induction checklists (for new staff) are filed in the administration department.
- Copies of annual health and safety audit checklists and action plans

The school keeps records of health and safety incidents and examines these, along with past health and safety records and risk assessments to allow any necessary changes and improvements to be identified. A Health and Safety Inspection will take place if the accidental rate is considered high which is determined by INVASSAT (Instituto Valenciano de Seguridad y Salud en el Trabajo).

2.3 Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the Maintenance Department and Headteachers. This policy and the health and safety file will be reviewed by the Board of Directors, due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the local Government or health & Safety Executive.

Provision will be evaluated and changes for improvement made when and where there is a need for it, subject to funding, or alternative measures will be put in place to mitigate any identified risks to a safe level.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards and staff rooms
- laboratories

This is managed through the use of nominated staff being tasked with these responsibilities and immediate reporting to Maintenance of any issues or accidents.

2.4 Accidents

Procedure and reporting

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report this to the School Nurse. The School Nurse, or a First Aider in the absence of the School Nurse, should assess the injury as soon as possible.

If an ambulance is required, it will be ordered by the School Nurse unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

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

Students will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will remain in the clinic until they can be collected.

Students individual medical requirements are found on the Pupil File as well as details of any allergy medication or other prescription medication that needs to be on-site for students to use regularly or in a case of emergency. Individual medical records are reviewed by the School Nurse to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept on the School Portal, and on Pupil Files. Any medicine administered in school will be recorded by the School Nurse

Recording an accident

The School Nurse keeps a record of all reported students accidents, both major and minor on the School Portal. This record will include names of members of staff supervising at the time of the incident, what happened, actions taken, injuries, and first aid administered.

Serious incidents will also be recorded and reviewed by senior leaders. The Board of Directors will review cases of serious incidents and determine what, if any, steps could be taken to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at meetings held between the School Nurse and Directors to determine whether there are any accident trends that could be avoided.

Any staff accidents are investigated and recorded by the administration department and may involve the Mutua.

Investigation

An investigation may be launched by external authorities in the case of accidents or incidents that include but are not limited to:

- deaths
- 'specified injuries' in respect of employees or students

- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

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

2.5 Lone workers

Staff

At Caxton College there are staff on site until 9.00 pm, so no one member of staff is ever alone in the school building. There will, however, be some situations where staff will be working alone or one on one with a student. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Risk of violence:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

Communication:

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and out of the school site.
- Carry either a mobile phone at all times when lone working.
- Let your line manager know you are coming into work beyond your normal contracted hours, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures, ensuring that you are cleared to leave the site in the event of an incident.

First aid:

For those working on our premises, first aid kits can be found in:

Primary Building:

- The Primary Office
- Baby Caxton area
- Nursery area
- Reception area
- Y1 area
- Reception and Y1 playground
- Y2 area
- Y3-6 playground

- Theatre

Secondary Building:

- Caxton Sports Centre
- Indoor swimming pool
- Secondary P.E department.
- Main Office

Multi-purpose building:

- Kitchen
- Dining room
- Outdoor swimming pool

Emergency procedures:

- If a lone worker falls ill, or into difficulties, they are to use their mobile phone to contact the headteacher or the emergency services.

Access and egress:

- Staff are required to consider weather conditions before coming into and while at work.

Guidance for Directors attending alarm calls after hours:

The Board of Directors assume full responsibility if the alarm goes off out of school hours (rota system). Depending on the situation, they will decide what action is necessary and may include:

- Phoning the on-call member of staff from the maintenance department
- Phoning the appropriate emergency services

Unacceptable lone worker activities

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

- Working at height
- Manual handling of heavy or bulky items

One-to-one lessons

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

Staff who are involved in one-to-one working, wherever possible, should do the following:

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

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

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.

- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

You can find information about the safeguarding provision in our school in our Child Protection and Safeguarding Policy.

Students

Students must follow the following guidelines related to lone working in school:

- No pupil should work unsupervised in an outer building after 5:00pm and will be required to move into a designated area (Ground Floor of Secondary, Caxton Sports Centre, or 6th Form Common Room in the main building. In the case of Primary Students, they will wait in the relevant Car Room until 5:15pm.
- All students unless supervised or the children of staff members should vacate the site by 6.00pm.
- Students who arrive before 9:00am are not supervised unless they are involved in a school activity i.e morning swimming club. Primary students arriving before 9.00am must go to the Breakfast club (8.00am – 9.00am) which is supervised.
- On hearing the fire alarm students must evacuate the building and assemble at the designated meeting points, until the all clear is given.

2.6 Building and site maintenance

The Board of Directors are responsible for ensuring that the school premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole school community.

The Head of Maintenance is responsible for reporting any health and safety concerns relating to the school premises. She will coordinate any safety precautions that are necessary during ongoing site maintenance or building work.

2.7 Environmental statement

Caxton College recognises that it has a responsibility to educate students about caring for the environment and the world we live in. The best way to do this is to instil good practice in our students through example. We aim to do this wherever reasonably practicable by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- organizing campaigns to reduce the use of single use plastic
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- restoring the environment where possible.

2.8 Fire safety and evacuation procedures

The school carries out a fire drill each year, including evacuation from the two main buildings, and the dining rooms. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school.

All fire extinguishers are checked regularly. Fire alarm safety checks are carried out regularly and recorded.

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

2.9 Emergency procedures

In the case of an emergency, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described below. Please see our Major Incidents Policy for further specific details.

Emergency communications

There are several mechanisms in place to ensure that parents, staff, and students can be made aware of an emergency and remain informed. The school advises that in addition to the provisions outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.

i) How the school communicates with students during an emergency

- Through teaching staff - via email, Gmail Hangout, Daily Notices
- Directly to student emails
- Verbally, by visiting classrooms
- Verbally, by holding year group or key stage assemblies, where it is practical and safe to do so.

ii) How the school communicates with parents/families/carers during an emergency (where safe to do so)

- Via the Parent Profile
- Via Email
- Via Progress List
- Via Schooltivity or Classdojo
- Via the School Facebook Page

The school will take proactive measures to prevent emergencies, and the school's health and safety provisions outlined in this policy is designed with this in mind.

2.10 Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and students to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. This training is then repeated every five years of employment. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to staff and students relating to which department they will be working in. Employees and students who are not specifically trained for specialist equipment are not permitted to use it.

2.11 Workplace safety

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

Any hazards around the school site that are noticed by any member of the school community should be reported to the Maintenance Department or to a member of the Leadership Team.

Certain departments such as science labs will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and students trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The school adopts the following precautions to ensure a safe system of work for any staff, students, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Training is provided to enable staff users to adjust equipment to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, students, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

Manual handling

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

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

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

Machine maintenance

The school requires that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use.

Inspections are carried out by the maintenance department and a record kept until the next inspection.

The school ensures that risks created using the equipment are eliminated where possible or controlled by:

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

2.12 Control of substances hazardous to health (CoSHH)

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

- safe storage in locked cabinets or cupboards
- up to date hazard data sheets explaining what the substances are and its composition. It also describes the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate protection for use when handling hazardous substances
- strict 'off-limits' policy for students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the Prep Room member of staff.

All COSHH signage must conform to the requirements of the Spanish regulations listed in the Health and Safety law 31/1995 of 8th November.

2.13 Occupational health services and managing work-related stress

Caxton College takes the health and wellbeing of all its staff and students very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their line-manager, the Staff Well-being Coordinator or a member of the Leadership Teams, and the school will do everything that it can to support them.

2.14 Policy and procedures for off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our students. Many educational trips are organised by an external company who complete their own risk assessment. Before any activity is allowed to take place the Board of Directors will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy

- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct students
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel
- a sufficient level of insurance is in place
- the Headteacher or group leader reports back after the visit.

2.15 Selecting and managing contractors

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

It is the Board of Directors responsibility to select and oversee the management of contractors.

2.16 Security

School security is a vital component of good health and safety, and we want students and staff to feel safe in school.

- All staff are required to wear their identification badge whilst on the school premises.
- Any visitors in school should enter via the Primary or Main Office or the main car park entrance where staff will register them and give them a visitor's badge that must be worn in a visible place.
- If an unknown person is seen without a visitor's badge, identification should be requested and they should be asked/accompanied to the Primary or Secondary Office.
- When a visitor has been arranged by a staff member, the Primary or Secondary Office should be informed beforehand and the visitor procedure followed.

CCTV Cameras (see CCTV Policy)

There are a number of CCTV cameras placed around the school corridors, staircases, and at exit and entry points, to try to ensure staff, students, parents and visitors feel safe and secure. Secretarial Staff, the IT Administration Department, the Leadership Teams and the Board of Directors have access to these recordings. These may be shared with Heads of Year, or parents, if this is deemed necessary (e.g. to support an account of an incident or event). These may also be shared with external agencies, such as police, if this is deemed necessary for investigation into an incident.

2.17 Supervision

Although the school is open from 8.00am to 09.00pm for staff, pupils are supervised from 9.00am until 5.15pm except for staff children who are supervised until 6.00pm depending on contract hours. It is the responsibility of all members of staff to provide a duty of care for all pupils at all times. Staff on duty must be vigilant at all times. The use of mobile phones is not allowed whilst staff are supervising. If a child becomes ill or has an accident the duty supervisor should follow the First Aid and Healthcare Policy.

Before 9.00am

- Primary students can attend the Breakfast Club which opens 08.00 with supervision.
- Secondary students can either wait in the secondary building or on the football or basketball pitches. As students are considered to be independent and responsible, there is no need

for supervision. However, staff are in the building from 8.00am so if a student requires attention they can ask any member of staff or go directly to the Secondary Office.

Primary supervision

- Students should enter the school using the correct door and route (see entrance/exit procedure).
- Students arriving after 9.30 am are considered as late and should enter via the Primary Office to be registered as late. A late sticker is given to the student so the teacher knows they have been registered.
- Students are supervised at all times. There is a duty rota for the morning play, the dining room and the lunchtime play which is made up of teaching and non-teaching staff.
- Students are accompanied to and from the playgrounds for morning break and lunchtime.
- Students are accompanied to the car rooms and the buses (Nursery - Y2) or bus area (Y3-6)
- Students are only allowed to leave the school premises when accompanied by an authorised adult or a secondary sibling. The school accepts no responsibility for children on the premises once they have been collected by an adult.
- If a student goes home early they should be sent to wait at the clinic which is the designated meeting point

Secondary supervision

- Students enter the building using one of two doors.
- Students arriving after 9.30 am are considered as late and should enter via the Secondary Office to be registered as late
- There is a duty rota for morning break and lunchtime which is made up of teaching and non-teaching staff.
- Secondary students except Year 12 and 13 are not allowed to leave the school premises during the day unless authorised.

When students are inside for break or lunchtime, the duty rota staff supervise in their designated areas.

3. Risk assessment (see Risk Assessment Policy)

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all staff are confident and familiar with carrying out risk assessment and recording and reporting risks.

Risk assessments will be reviewed:

- at regular intervals
- after accidents, incidents or near misses
- after any significant changes to the workplace, working practices or staffing
- after any form of notice has been served

The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all controls have been put in place to decrease risk.

	Very unlikely 1	Unlikely 2	50/50 3	Likely 4	Very likely 5
Trivial 1	1	2	3	4	5

Minor 2	2	4	6	8	10
Moderate 3	3	6	9	12	15
Major 4	4	8	12	16	20
Fatality 5	5	10	15	20	25

It is impossible to eliminate all risk, but the school does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.