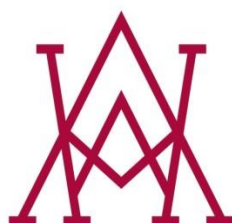


COGNITA



AKELEY WOOD
SCHOOL

Health and Safety Policy

June 2018

Health and Safety Policy



COGNITA

Issue Date: 1st September 2018
SCHOOL NAME AKELEY WOOD SCHOOL ("the School")
PART ONE - STATEMENT OF INTENT

INTRODUCTION

The school believes that ensuring the health and safety of staff, pupils and visitors and positively promoting health and safety is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff (including teaching and non-teaching staff, peripatetic workers and students undertaking work experience) and pupils
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation of articles and substances
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the school
- Providing adequate information, instruction, training and supervision to staff and pupils
- Consulting with staff, pupils and their representatives on health and safety matters
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement
- The regular monitoring and review of health and safety procedures and systems (to include risk assessments, accident records and health and safety related issues and complaints etc)
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The school will establish a Health and Safety Management System to ensure the above commitments can be met. Cognita Schools Ltd, the Head, staff and pupils will play their part in its implementation.

**NAME: Stuart
Rolland
Chief Executive
Europe**

Handwritten signature of Stuart Rolland in blue ink.

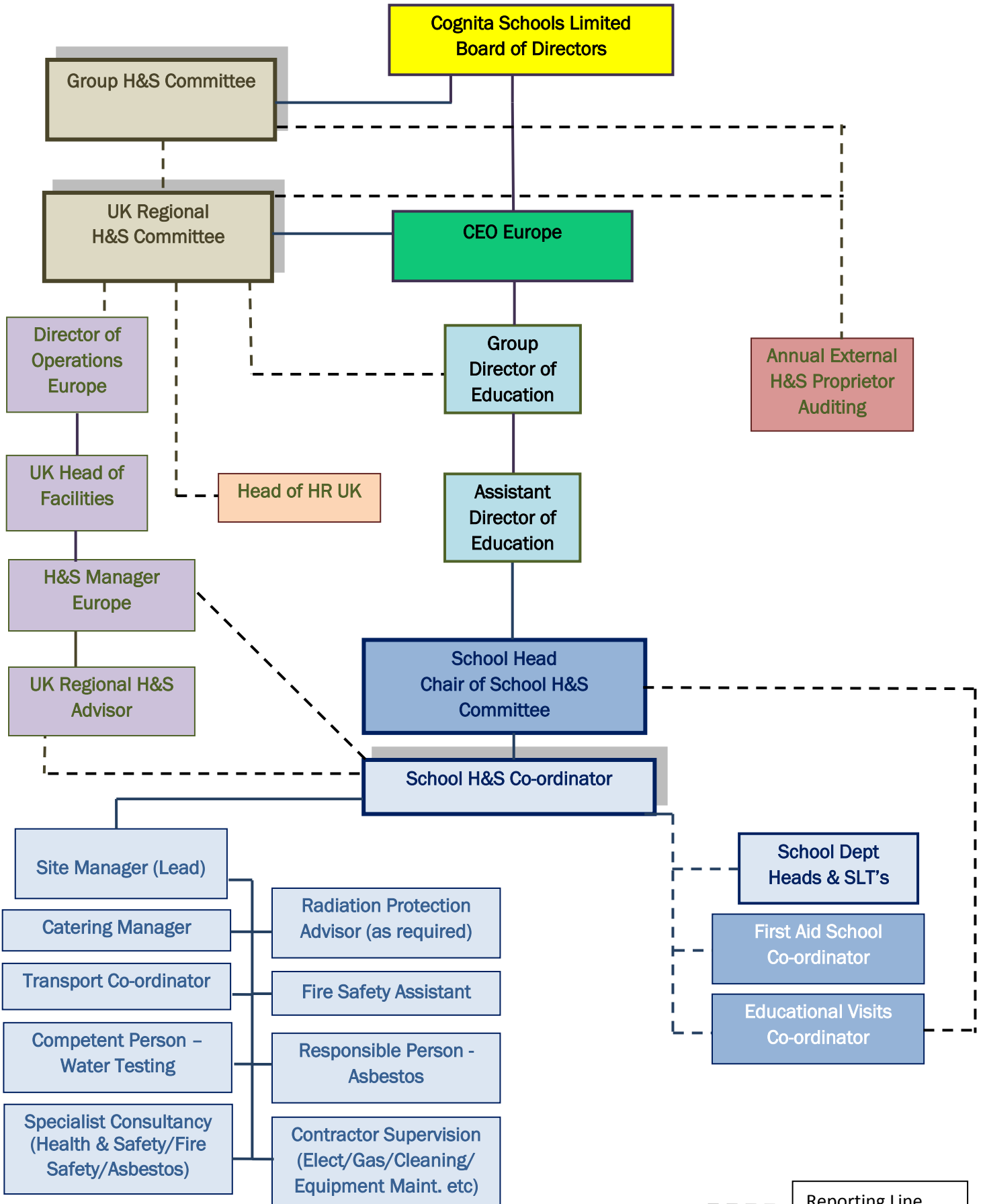
NAME: (Head) SIMON ANTWIS

Handwritten signature of Simon Antwis in black ink.

DATE: 1st September 2018

Health and Safety Policy

Cognita Schools [UK] Health & Safety Management



--- Reporting Line

— Management Line

Health and Safety Policy

PART TWO - ORGANISATION

INTRODUCTION

The Board of Directors of Cognita Schools Ltd are responsible for ensuring the implementation of this Health and Safety Policy.

The Directors delegate responsibility for health and safety management to the Assistant Director of Education and to their Head.

In order to ensure compliance with the law and the school's Statement of Intent the Head will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy.

HEAD WILL ENSURE:

- The promotion of a health and safety culture within the school and on off-site visits in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, relevant HSE and DfE and other appropriate guidance and guidance from Cognita.
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable. This policy applies to all pupils, including those in the Early Years.
- Adequate control of health and safety risks arising out of the school's activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and pupils and others such as contractors, where appropriate.
- The establishment of a school H&S Committee which is representative of the operation and structure of the school and which meets at least Termly.
- That arrangements are in place for the effective consultation with staff, nominated trade union representatives and pupils regarding health and safety matters.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the school.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.

Health and Safety Policy

- The school complies with its reporting and record keeping obligations.
- Accidents, incidents, absence and complaints pertaining to matters of health and safety are properly investigated, if required, and that the school co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- The school's health and safety policy is reviewed annually and in light of any significant change throughout the school academic year. Performance is monitored regularly and reports on the health and safety performance of the school is prepared for the Chair of the School Governance Panel.

SCHOOL H&S CO-ORDINATOR WILL ENSURE:

- The promotion of a positive health and safety culture within the School.
- The implementation of a clear, written School Health and Safety Policy that has been developed from the approved Cognita (UK) model policy and is communicated and regularly updated in accordance with legal obligations (alongside other appropriate guidance and updates from the Cognita Group).
- Maintained liaison with other specialist health, safety and fire safety roles appointed within the School, to co-ordinate compliance actions and provide a central point of contact [please note Cognita UK H&S Line Management structure].
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the School are included.
- The co-ordination of the School's H&S Meetings, ensuring these are conducted in accordance with the Terms of Reference for school H&S committee.
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out
- Liaison with all School Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, HPA, local authority and fire authority, as required.
- Systems are established to allow staff (both teaching and non-teaching) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the School identified Training Co-ordinator.
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.

Health and Safety Policy

- Routine monitoring is established at the School including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.
- Termly updates are provided to the School Safeguarding Governance committee detailing the School's progress with identified compliance issues and areas of focus.

HEADS OF DEPARTMENT AND MEMBERS OF THE SENIOR MANAGEMENT TEAM WILL ENSURE:

- Application of the school's Health and Safety Policy to their own department or area of specialism.
- Development and dissemination of a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy (this may require reading trade journals, ESIS, British Standards, CLEAPSS).
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control (to include supply teachers and work experience students) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are displayed in their specialist area.
- Adequacy of first aid provisions, protective clothing and equipment, registers and log books are available for use in their specialist area.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- So far as is reasonably practicable, that the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigation of any accidents, which occur within their sphere of responsibility.
- Monitoring of the health and safety of his/her department or area of responsibility (including records of risk assessments, health and safety related issues and complaints, and records

Health and Safety Policy

of accidents) regularly) and prepare an annual report for the Head on the health and safety performance of his/her department or area of responsibility.

- Inclusion with the health and safety at departmental/team meetings.

CLASS TEACHERS WILL ENSURE:

- Co-operation with the Head, their Head of Department and their Line Manager on health and safety matters.
- Taking reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request for the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to their Head or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with Curriculum requirements for safety education.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to their Head or Head of Department.

NON-TEACHING STAFF WILL ENSURE:

- Co-operation with the Head, their Head of Department and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the School.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.

Health and Safety Policy

- Observation of all instructions on health and safety issued by Cognita, the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school.
- Implementation of safe working practices which comply with the approved Cognita and school policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
- Tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting of any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Head.
- Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
- If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.
- Minimisation of the occasions when an individual is required to work or study in isolation.
- No interference with or misuse anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

Health and Safety Policy

PUPILS (IN ACCORDANCE WITH THEIR AGE AND APTITUDE) WILL ENSURE:

- Co-operation with the Head and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the school.
- Observation of the school rules, standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head.

HIRERS:-

All hirers of the school must, in addition to the responsibilities of visitors below, ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff

VISITORS AND CONTRACTORS:-

All visitors and other users of the school premises (to include contractors, delivery people and visitors to the school) must:

- Co-operate with the with school on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- Observe the rules of the school.
- Ensure that they comply with the school's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the school site and the host arrangements whilst on site.
- Ensure that they are familiar with the school's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).

Health and Safety Policy

HEALTH AND SAFETY POLICY

PART THREE – ARRANGEMENTS (PLANNING AND IMPLEMENTATION)

The following procedures and arrangements have been adopted to ensure compliance with the Statement of Intent.

RISK PREVENTION

All staff will be reminded of the necessity of assessing and reporting risks at the start of each term. Pupils will be reminded of these requirements at the first assembly of each term. Specific areas of risk will be identified in the annual Risk Assessments carried out during the academic year.

SAFE PROCEDURES

Registration of pupils will take place at the start of morning and afternoon sessions. Registers are kept in the School Receptionist's office. In the event of a fire/fire drill or evacuation of the buildings for other reasons, the registers will be taken outside by the School Receptionist.

Pupil Supervision – when not in class sessions, pupils will be supervised by staff according to the duty rota. Duty staff must ensure that they patrol all areas on a regular basis, ensuring that reasonable standards of safety and quiet are observed. **However**, all staff have a duty of supervision and care, and must intervene to stop any behaviour that they consider may lead to accident or injury.

The Conduct of Visits away from the School site – staff should refer to the relevant sections of the Educational Visits Policy

BUILDING AND PROPERTY MAINTENANCE

All staff are required to report in writing to the Business Manager any maintenance requirement that they may observe. Staff should take reasonable care for their own safety in avoiding building conditions that appear to present immediate danger and ensure that such occasions are reported directly to the Business Manager.

The Business Manager and Head will allocate priority to repair and maintenance tasks, and will make appropriate arrangements for the completion of work by the School's maintenance staff or by external contractors.

In conjunction with the Head and the Business Manager, the Health and Safety Officer will conduct a site inspection at least annually, in conjunction with the process of preparing formal Risk Assessments.

THE INSPECTION AND SERVICING OF EQUIPMENT

In conjunction with the Head, and, as appropriate, with Heads of Departments/Subjects, the Business Manager will make arrangements for the regular inspection and servicing of equipment such as alarm systems, fire extinguishers, security devices, physical education equipment, outdoor play equipment (climbing frames etc) ground maintenance tools and machinery, DT machinery and kitchen equipment. All such checks are logged in the School's Health and Safety files.

Every member of staff of the School is expected to:

- Use only equipment for which he or she is authorised
- Follow rules and safe systems of work set out in training for the use of equipment or machinery
- Respect all items provided to ensure health and safety of equipment or machinery
- Report immediately to the Health and Safety Officer any defects of equipment or machinery and also record these in the Maintenance File located in the School Receptionist's office.

ELECTRICITY

Following from the above, there is also a statutory requirement for all electrical installations up to the permanent socket outlets to be tested and certified on a regular basis.

Health and Safety Policy

All portable electrical appliances are recorded on an inventory, noting serial numbers and/or any other specific marks of identification. The Health and Safety Officer is responsible for keeping these inventories up-to-date. The dates of any maintenance or repairs carried out should be noted beside the appliance on the inventory. All portable electrical appliances are inspected on an annual basis, each being labelled to indicate their continuing safety. Any equipment found to be unsafe will be withdrawn from use immediately, and a decision made as to whether repair is economical. If not, the equipment should be withdrawn from use and removed from the inventory.

Staff intending to use any item of electrical equipment should consider the following:

- Is the plug obviously damaged in any way?
- Do there appear to be any loose or bared wires?
- Does any part of the equipment appear to be missing?
- Does the equipment become unusually hot whilst running?
- Is the equipment particularly noisy when running?
- Is there any smell of burning when the equipment is running?

If the answer to any of these questions is yes, then do not use the equipment and report immediately to the Health and Safety Officer. No portable electrical appliance should be used on the premises before it has undergone the appropriate PAT test.

Fixed electrical installations must never be tampered with or altered in any way other than by a qualified electrical contractor.

At the end of the day, all staff should ensure that there are sufficient power sockets for all appliances being used.

Extension cables should only be used in circumstances where there are no power outlets within easy reach. If they are crossing a floor where people might trip on them, they must be 'bridged'. Extension cables used in a 'one-off' situation must not be left *in situ* after use.

No member of staff should use any item of electrical, or other mechanical equipment, without sufficient knowledge and training. The School is responsible for ensuring appropriate opportunities for training and for the provision of appropriate supervision for the use of machinery e.g. in the CDT centre or Science laboratories. If tools and /or machinery are hired for a particular purpose, the School shares, with the hirer, a responsibility for ensuring that potential users are familiar with the machinery and any potential dangers, in addition to the provision of training as it is appropriate.

A record is kept of all checks of electrical installations and appliances, and of other machinery from time to time in use in the School buildings and grounds.

GAS

Every member of staff of the School is expected to:

- Take reasonable care for his or her own safety in so far as his or her activities may be affected by the dangers of gas.
- Bring to the attention of fellow members of staff any gas defect which may present a danger
- Draw attention to any activity which a fellow member of staff may be performing which would endanger himself or herself or others to the effects of gas
- Report immediately to the Business Manager any defect which has the potential to cause danger from the effects of gas.

Health and Safety Policy

In the event of a suspicion of gas the Business Manager should be informed, the area evacuated and the local restriction valve should be turned off until an engineer has deemed it safe to be re-connected.

HAZARDOUS SUBSTANCES

Throughout the School there will be a requirement for the safe storage of hazardous substances. However, the Science department has a particular responsibility to ensure that an inventory of hazardous substances is maintained, that they are stored securely, and that pupils are given clear instruction and advice upon the handling of these substances. **They must at all times when hazardous substances are in use, wear appropriate clothing, including goggles. This applies equally to other subject disciplines, such as CDT, where resins or solvents may be in common use.**

Every member of the School has a duty to:

- Deal immediately with spillages and in a way appropriate to that individual substance or chemical, as instructed
- Report to the Health and Safety Officer spillages or the exposure of a member of staff or pupil to substances or chemicals
- Follow, without deviation, all instructions provided regarding the safe use of substances and chemicals

Kitchen, cleaning, grounds and maintenance staff must exercise great vigilance in terms of the storage of hazardous materials e.g. fuels, bleaches, scouring agents. All should be secured in lockable cupboards or sheds.

The School's Policy has regard to the COSHH regulation (1989) and COSHH Guidance for Schools (1989).

Asbestos is a hazardous substance which comes under the Control of Asbestos at Work Regulations 2002. An Asbestos register is kept for this purpose and regular surveys are carried out by an independent company, CR Asbestos Surveying, the last taking place in May 2014. Before any structural work is undertaken contractors are made aware of the Asbestos register.

SMOKING

Akeley Wood sites are non-smoking establishments

FIRE PRECAUTIONS

The School is responsible for the conduct of regular Fire Risk Assessments, the last taking place in March 2016. It works closely with the local fire authority and is guided by the requirements and recommendations of the authority.

Fire Notices – The procedures to follow in the event of the discovery of a fire are displayed in each classroom and at other strategic points around the School site. A copy of the Fire Regulation is appended to this Policy. All pupils are regularly reminded of the fire procedures. Staff are responsible for ensuring that a copy of the School's Fire Notices is displayed within each room that they teach in. If one is missing or becomes defaced, replacements can be obtained from the Accounts and Compliance Administrator.

Fire Drills are conducted on at least a Termly basis. The date of each drill, the time taken to evacuate the buildings, and any significant issues arising from the drill, are recorded in the Health and Safety Diary.

Fire Fighting Equipment – the over-riding concern in the event of a fire is the preservation of life. Staff must be aware of the location of glass break points and fire fighting equipment near to their classrooms. Equipment should remain in its designated position at all times. If staff are concerned that it may not be in working order, they should inform the Business Manager as a matter of urgency.

Health and Safety Policy

Alarms are checked weekly and recorded

Fire extinguishers are checked weekly and recorded

Emergency lighting is checked weekly and recorded

Fire practices take place at least once a term

Fire extinguishers are subject to an annual service by an independent provider

The fire alarm system is incorporated within a maintenance contract that services the alarms and emergency lighting every quarter.

FIRE PROCEDURES

Every member of staff of the School is expected to:

- Comply with all fire safety arrangements in place on the site at which work duties are performed
- Respect items and equipment in place for the purpose of fire safety
- Follow procedures in place for the purpose of fire safety
- Take reasonable care for the safety of others in the event of fire
- Attend fire training sessions organised by the Health and Safety Officer

EVACUATION (WHEN IN CLASS)

Upon hearing the alarm, teachers should assemble their pupils and take them to the Assembly Point. Pupils should not stop to collect personal belongings. They should walk quietly in single file and assemble in silence.

If for any reason a teacher cannot use the usual route, he or she should exercise discretion and get the pupils to safety by other routes.

The School Receptionist/ Head's PA will take the registers to the Assembly Point and hand them to Form teachers. A roll call should be taken once the pupils have been assembled.

The assembly should remain silent and await instructions. No child or adult should go back into the School until the bells/sirens are off and the Fire Officer has given the 'all clear'.

Those sitting external examinations should continue unless told to evacuate by the invigilators.

EVACUATION (WHEN NOT IN CLASS)

The procedure is as above, but teachers and pupils must make their own way by the most direct route to the Assembly Point.

EVACUATION RESPONSIBILITIES AKELEY WOOD HOUSE

Akeley Wood House Ground Floor	Fire Warden	Deputy Fire Warden *
Billiard Room Head's Study Head's PA's Office Dinning Rooms Receptionist Visitor Toilets Meeting Room	Administration Manager	Business Manager
Reprographics Welfare Suit Apple Room	Facilities Manager	Site Manager
Kitchen	CHARTWELLS	Facilities Manager
PE Office	Teacher Girls PE	Facilities Manager
Akeley Wood House First Floor	Fire Warden	Deputy Fire Warden
Head of Years Office Exams Office x2 Counselling Rooms Landing Dir of Studies Office	Exams Officer	Director of Studies
SENCO Office	HO Learning Support & SENCO	Facilities Manager
Marketing Suite	Admissions Registrar	Facilities Manager
Akeley Wood House Sixth Form	Fire Warden	Deputy Fire Warden
Study Area and Mezzanine Kitchen Sixth Form Office	Sixth Form Assistant	Facilities Manager
IT Transport Office	Transport Manager	ICT Manager
Jubilee Block	Fire Warden	Deputy Fire Warden
Admin Office Lift	Business Manager	Facilities Manager
Science Block Ground Floor	Fire Warden	Deputy Fire Warden
Science Prep Room	Science Technician 1	Head of Science
Science Block First Floor	Fire Warden	Deputy Fire Warden
Landing Stairwell	Science Technician 2	Head of Science

*Deputy Fire Warden required in the absence of the Fire Warden.

All other areas are considered teaching classrooms and therefore teacher responsible.

EVACUATION RESPONSIBILITIES TILE HOUSE MANSION

EVACUATION RESPONSIBILITIES

Tile House Mansion Ground Floor	Fire Warden	Deputy Fire Warden *
Art Room Reception/First Aid Room Main Hall/Library Dining Room Finance Office Toilets DT Room	Deputy Head	Finance Manager
Kitchen/Office/Servery/Stores	CHARTWELLS	Site Manager
Tile House Mansion First Floor	Fire Warden	Deputy Fire Warden
IT Suite Classrooms Toilets Science Lab/Prep Room Textiles Room Head of Years Office Counselling Rooms Landing	H&S Officer	Lab Technician
Tile House Mansion Second Floor	Fire Warden	Deputy Fire Warden
Staff Room Music Rooms Facilities Office Staff Work Room Caretaker's Flat Classrooms Toilets	Lab Technician	H&S Officer
Tile House Mansion Outside Areas	Fire Warden	Deputy Fire Warden
Sports Dome Outdoor Classroom Areas	KS	ABJ

*Deputy Fire Warden required in the absence of the Fire Warden.

All other areas are considered teaching classrooms and therefore teacher responsible.

Health and Safety Policy

Fire Marshals' responsibilities include the following:

- Being familiar with all exit points for the area concerned
- Being visible at the Fire Assembly Point
- Confirming that the Fire Brigade have been called
- Completing the roll call and identifying any absentees
- Confirming the shutdown of any necessary machinery or utilities
- Ensuring that the alarm system is reset before re-occupation of the premises
- Recording the Fire section of the H&S manual and participating in any debrief following the evacuation.

FIRE EQUIPMENT

The most important issue in case of fire is the preservation of life. All staff must be aware of the location of break glasses and fire equipment near all their teaching rooms.

Equipment must remain in its designated location at all times. If it is used or missing, or if any member of staff is concerned that it may not be in working order, then the Business Manager must be informed as a matter of urgency.

FIRE PRACTICES

Classes should be briefed by their form teachers on the fire procedure during the first week of the school year – including a walk through to the Assembly Point. There will be a fire practice at least once per term. Staff will not normally be notified in advance of these practices. It is the duty of form teachers to brief any new pupils of the fire procedures if they join during the school year.

SITE SECURITY AND TRAFFIC

Akeley Wood School is open to the surrounding countryside, and it is practically impossible to be made entirely secure. Nevertheless there is a responsibility to take all reasonable steps to ensure that intruders cannot gain access, nor pupils leave the site and buildings.

Visitors to the School are required to report to the School Office, where they will be signed in and provided with a visitor's badge. Both staff and pupils are asked to be vigilant in ensuring that all people on site have a valid reason for being in school.

Classrooms are unlocked at 8.00am and may remain open until 8.00pm to enable cleaning to take place. Between 8.00pm and 8.00am, at weekends and during some holiday periods, the buildings are locked and alarmed. If a teacher wishes to gain access to the School after 8:00pm on a weekday, or at weekends, or during a holiday they must contact the Caretaker in advance to request that the relevant facility be opened for their use.

Pupils take their recreation during breaks and at lunch-time in those areas that are designated for them, and levels of supervision are compatible with the age of pupils and the varied areas in which they may play.

The beginning and end of the school day see high volumes of traffic arriving at and departing from the School. Patterns for the movement of traffic are established and are communicated clearly to parents, and staff are on duty at the busiest times to control the movement of traffic. High levels of supervision are provided at those times of the day.

ACCIDENTS

An **Accident Book** is kept in the School Office. Once the immediate circumstances of an accident have been dealt with, the member of staff on duty, or in charge of the lesson/activity during which the accident has occurred, should record the details of the accident, including the names of any witnesses, in the Accident Book, and in accident report form HSAF 1. The report should include the time and location of the accident, the full name of the person(s) involved and a brief summary of the actions taken.

Not all accidents will involve actual bodily harm, but should nonetheless be recorded if they have potential to cause longer term injury. This will be particularly so for head injuries which, however slight, must always be recorded in the Accident Book.

Parents must be informed of any significant accident that takes place to their child whilst he or she is in our care (all cases of head injury, however slight, must be reported). This will normally be done by telephone. If this proves impossible a note should be written in the child's **School Planner**. The information should include details of the

Health and Safety Policy

accident, illness or emergency, what action was taken by the School and suggestions about what further action, if any, needs to be taken by the parents.

The School maintains a record of accidents, grouping by location and type e.g fracture, head injury, cuts, minor grazes and abrasions.

In the event of a more serious accident, the School will involve the emergency services, keeping parents informed of the actions being taken. Before the arrival of the emergency services, decisions must be taken by qualified First Aiders as to whether the victim should be moved etc.

FIRST AID

The duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. Under this legislation the aim is to provide first aid facilities and personnel necessary to meet the needs of the School.

It is the duty of every member of staff of the School to:

- Ensure that all pupils receive first aid when injured
- Seek first aid when injured at school
- Ensure fellow members of staff injured at school, if unable to seek help for themselves, receive suitable attention as soon as possible
- Report any use of the first aid facilities to the Admin. Assistant
- Make correct and authorized use of the first aid facilities
- Ensure that a First Aid kit is taken to any off site activity.

If First Aid is required, a message should be sent to the Admin Assistant in the first instance (Receptionist at THM). A medical room is provided for patients, but no full - time cover is provided.

First aid boxes are located in the medical room, the kitchen, the laboratory, the games store and the CDT workshop.

The names of qualified first aiders are displayed at the site of first aid boxes.

First Aid boxes are checked by the Admin. Assistant on a monthly basis.

OCCUPATIONAL STRESS

Statement of Intent

Akeley Wood School is fully committed to introduce measures for combating stress for its employees whilst engaged on school business and/or on school premises. The School will give full support to any staff who report mental or physical suffering as a result of work related stress.

Any reports of stress will in no way be seen as an adverse reflection on an individual's ability to perform his/her duties satisfactorily, even though stress is in part defined as an inability to cope. All reports made will be treated in the strictest confidence, unless otherwise directed by the individual concerned.

For all confirmed cases of stress, the School will provide local support help towards the employee's recovery and make means for professional counselling if required.

THE ADMINISTRATION OF MEDICINES

Medical Information

The **Pupil Contact Files** in the School Receptionist's office detail the medical complaints of which the School has been informed. A summary of this information is circulated to all teachers at the beginning of each academic year.

Photographs of pupils with serious and life-threatening complaints and allergies are displayed in the staff room and the Admin. Assistant's office, together with details of what to do in an emergency.

Teachers should make themselves aware of any problems that pupils they teach may have.

Health and Safety Policy

Administering Medicine

Medicine may only normally be administered by the Admin. Assistant. If, however, the Admin Assistant is absent from her office for any reason, a first aider with a current certificate may administer medicine.

If any other medicine has been handed to the Admin. Assistant by a parent, it is assumed that parental consent has been given for its administration. Any medicine brought by a child must be accompanied by a note giving permission for its administration, but, again, care must be taken to give the recommended dosage.

If in any doubt, do nothing without consulting the pupil's parent.

Staff Medicine

If staff need to take medicines for their own use from the medical cupboard, they must record this in the First Aid Book.

HAZARDS

Every member of staff of the School is expected to:

- Report hazards immediately to the Health and Safety Officer
- Take reasonable care for their own safety by not continuing with activities which appear to present a hazard of injury until such time as the Health and Safety Officer has authorised that it is safe to do so
- Warn fellow staff members of immediate danger

Any maintenance required must be reported in writing to the Business Manager, by completing a maintenance form within the folder in the School Receptionist's office, who will deal with the problem as soon as reasonably possible. If, for any reason the room is unsafe, then the matter will be dealt with urgently and alternative arrangements for teaching will be made by the Academic Deputy Head in the meantime. All members of staff should be aware of the cleanliness of their teaching rooms, and any complaints should be made to the Housekeeper, via the Business Manager, not to the individual cleaner.

All staff should follow the guidelines relating to working at height. If unsure they should consult their site representative before proceeding. Any work above two metres must not be undertaken before a risk assessment has taken place.

VALUABLE EQUIPMENT AND PROPERTY

All large equipment used in school should be security marked and secured in place if appropriate. For further information contact the Business Manager.

Do not leave any items of personal property in unlocked classrooms. If it is necessary for staff to bring expensive items to school, they should be left with the School Receptionist who will lock them away until required. No confidential material should be left unattended at any time.

HIRERS, CONTRACTORS AND OTHERS

When the premises are used for purposes not under the direct supervision of the Head, the principal person in charge of the activities for which the premises are in use will take responsibility for safe practices.

The Head and/or the Business Manager will seek to ensure that hirers, contractors or others who may use the School's premises conduct themselves and carry out their operations, in such a manner that all statutory and advisory safety requirements are met at all times.

If the premises are hired to persons outside the employ of Cognita Limited, it will be a condition that they are familiar with the School's Health and Safety Policy and that they comply with all safety directives of the Head and/or School owners and agree that they will not, without the permission of the Head or owners:

- Introduce equipment for use on the School premises
- Alter fixed installations
- Remove or tamper with any fire and safety notices and equipment
- Take any action that may create hazards for any person using the premises or for the staff, pupils and parents of the School.

All contractors who work on School premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act (1974) and must have due regard to the safety of all persons using the premises in accordance with ss.3 – 4 of that Act.

Health and Safety Policy

The School's owners, through the Head and Business Manager, draw the attention of all users of the School's premises (including hirers and contractors) to section 2 of the Health and Safety at Work Act (1974), which states that no person shall intentionally or recklessly interfere with or misuse anything that is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

DISABILITY ACCESS

An independent audit into access at Akeley Wood Senior School was carried out in July 2005. This highlighted the fact that the nature of the building and its Listed status did not make this an easy task to overcome. The survey recognised the fact that it was hoped to develop the Senior School site, and any future new build would certainly take into account disability access and facilities.

To quote from the report: "Whilst ideally all areas of the School would be accessible to all, given the numerous barriers that the main block poses we feel it would be more practical and cost effective to target resources at the other buildings on the site, and the proposed buildings, to overcome the barriers to access that the site as a whole poses.

Given the Listed status of the main block, and the practicalities of altering it, we feel this is likely to demonstrate a reasonable approach and, indeed, a sensitive approach to dealing with what is a very impressive and important Listed Building".

The report went on to recommend four levels of priority, as an approach to dealing with accessibility both for public and pupils

Priority 1 – Urgent and relatively low cost

Priority 2 – As soon as reasonably possible

Priority 3M – Carried out under normal maintenance and capital works

Priority 3R – At the next refurbishment

Priority 4 – Specific needs

The School will continue to implement the various priorities

LEGIONELLA

The School looks to ensure that it complies with legislation in relation to Legionella and undertakes full independent surveys for each site with any recommendations being implemented.

Health and Safety Policy

EMERGENCY & FIRST AID RELATED POLICIES AND PROCEDURES

School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Critical Incident Management Plan	Headteacher	September 2018	August 2019
Fire Risk Management Policy	Headteacher	September 2018	August 2019
Fire Risk Strategy	Headteacher	September 2018	August 2019
First Aid Policy	Headteacher	September 2018	August 2019
Prevention and Control of Infection and Communicable Diseases Procedures	Headteacher	September 2018	August 2019
Serious Incident Reporting Procedure	Headteacher	September 2018	August 2019
Supporting Pupils with Medical Conditions Policy	Headteacher	September 2018	August 2019

Health and Safety Policy

FACILITIES RELATED POLICIES AND PROCEDURES

STANDARD REQUIRED FACILITIES RELATED POLICIES			
Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Adverse Weather Policy	Headteacher	September 2018	August 2019
Asbestos Management Plan	Headteacher	September 2018	August 2019
Caretaking and Site Staff Policy	Business Manager	September 2018	August 2019
Catering Policy	Headteacher/Catering Manager	September 2018	August 2019
Control of Contractors Policy	Headteacher	September 2018	August 2019
COSHH (Control of Substances Hazardous to Health) Policy	Headteacher	September 2018	August 2019
Display Screen Equipment Policy	Headteacher	September 2018	August 2019
Electrical Safety Policy	Headteacher	September 2018	August 2019
Legionella Policy	Business Manager	September 2018	August 2019
Lone Working Policy	Headteacher	September 2018	August 2019
Machinery, Plant and Equipment Policy	Business Manager	September 2018	August 2019
Manual Handling and Lifting Policy	Business Manager	September 2018	August 2019
Risk Assessment Policy	Headteacher	September 2018	August 2019
Premises Management Policy	Headteacher	September 2018	August 2019
Security Action Plan	Headteacher	September 2018	August 2019
Security, Workplace Safety and Protection from Violence	Headteacher	September 2018	August 2019
Sun Protection Policy	Headteacher	September 2018	August 2019
Terms of Reference for H&S Committee	Cognita School Support Centre	September 2018	August 2019
Transportation of Students and Staff Policy	Business Manager	September 2018	August 2019
Welfare Provisions (Facilities) Policy	Headteacher	September 2018	August 2019
Working at Height Policy	Headteacher	September 2018	August 2019

Health and Safety Policy

RISK ASSESSMENTS

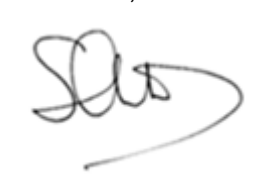
STANDARD REQUIRED RISK ASSESSMENTS			
Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Administration and Faculty Office Areas	Business Manager	September 2018	August 2019
Art Class Rooms	Head of Creative Arts	September 2018	August 2019
Cleaning Activities	Business Manager	September 2018	August 2019
Design Technology Rooms	Head of DT	September 2018	August 2019
Eating Facilities	Business Manager	September 2018	August 2019
Events	Business Manager	September 2018	August 2019
External Grounds and Play Areas	Business Manager	September 2018	August 2019
First Aid Risk Assessment	Welfare Officer	September 2018	August 2019
Fire Risk Assessment	Business Manager	September 2018	August 2019
General Caretaking Activities	Business Manager	September 2018	August 2019
General Class Rooms	Business Manager	September 2018	August 2019
IT Class Rooms	Business Manager	September 2018	August 2019
Learning Support and SEN Class Rooms	Business Manager	September 2018	August 2019
Library	H&S Coordinator THM	September 2018	August 2019
Lone Working	Business Manager	September 2018	August 2019
Main Reception Area	Business Manager	September 2018	August 2019
Music Rooms	Head of Performing Arts	September 2018	August 2019
Reprographics Areas	Business Manager	September 2018	August 2019
School Assembly Areas	Business Manager	September 2018	August 2019
Science Laboratories	Head of Science	September 2018	August 2019
Security Risk Assessment	Business Manager	September 2018	August 2019
Staff Rooms	Business Manager	September 2018	August 2019
Stairs and Communal Areas	Business Manager	September 2018	August 2019
Storage Rooms	Business Manager	September 2018	August 2019
Toilets and Welfare Areas	Business Manager	September 2018	August 2019
Traffic Management	Business Manager	September 2018	August 2019
Use of Passenger Lifts	Business Manager	September 2018	August 2019

Health and Safety Policy

ADDITIONAL RISK ASSESSMENTS – SPECIFIC TO THE SCHOOL			
School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Thunder and Lightning	Business Manager	September 2018	August 2019
Indoor Games and Sport	Director of Sport	September 2018	August 2019
Outdoor Games and Sport	Director of Sport	September 2018	August 2019
Coach Transport	Business Manager	September 2018	August 2019
Playgrounds	Business Manager	September 2018	August 2019
Lunchtime and Break	Business Manager	September 2018	August 2019
Cricket	Director of Sport	September 2018	August 2019
Cross Country	Director of Sport	September 2018	August 2019
Hockey	Director of Sport	September 2018	August 2019
Rugby	Director of Sport	September 2018	August 2019
Football	Director of Sport	September 2018	August 2019
Netball	Director of Sport	September 2018	August 2019

Authorised by [School Head]:

Simon Antwis, Headteacher



Date

31st August 2018

Effective date of the policy

1st September 2018

Circulation

[School Assistant Director of Education /Chair of the School Safeguarding Committee/teaching staff/all non-teaching staff]

Status

Complies with requirements of the Health and Safety at Work etc Act 1974

NOTE: This Model Health and Safety Policy document is subject to review and revision by Cognita, therefore please ensure that you are using the current correct version by checking with your school Head or their nominated Health and Safety Coordinator.

Health and Safety Policy

Ownership and consultation	
Document sponsor (role)	Director of Operations
Document author (name)	Greg Warwick and Melissa Jones
Specialist Legal Advice	n/a
Consultation	n/a

Compliance	
Compliance with	Health and Safety at Work etc Act 1974

Audience	
Audience	Heads

Document application	
England	Yes
Wales	Yes
Spain	No

Version control	
Implementation date	August 2016
Review date	June 2019

Related documentation	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures

Adopted	Sept 2018
Review due	Sept 2019
Signed	William Dockar-Drysdale