

**HEALTH AND SAFETY POLICY  
RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES**

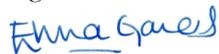
This policy is publicly available on the school website and a copy may be obtained from the school office.

The policy applies to the whole school including the Early Years Foundation Stage (EYFS) along with the out of school care including the breakfast club, the afterschool clubs and the holiday fun clubs. It is inclusive of activities outside of the normal school hours. This policy applies to all staff (teaching and support staff), the Principal and volunteers working in the school. It is provided, along with relevant procedural documents, either in hard copy or electronically to all new employees and volunteers before commencing work at the Gower School. They are required to read and understand such documents and confirm this by signing the induction form.

The Proprietor and Principal of the Gower School are one and the same person. Therefore the use of these names Is interchangeable in this policy depending on the particular function being carried out.

**Monitoring and Review:** This policy will be subject to continuous monitoring, refinement and audit by the Proprietor (Miss Emma Gowers who is also the Principal) and the Health and Safety Manager (Miss Sandra Talton who is also the Senior Children’s Manager). Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number. There is an external annual health and safety audit.

Signed:

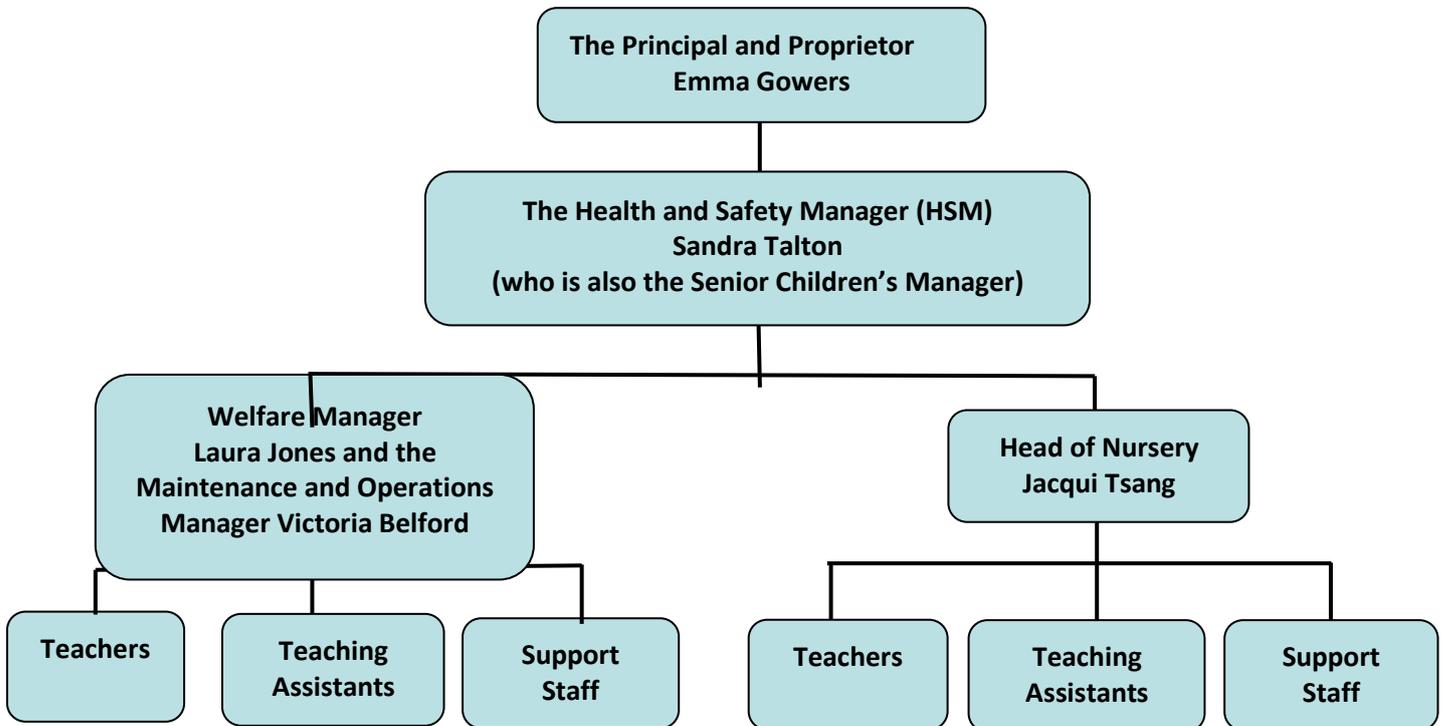


Miss Emma Gowers  
Principal and Proprietor

Date reviewed: October 2017

Date of next review: October 2018

This will next be reviewed no later than October 2018 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.



## Introduction

The Gower School is committed to improving Health and Safety management in all activity. We are supported by advice from the Forum of Private Business, and have a range of contractors for testing our systems such as fire, emergency lighting etc.

Guidance entitled 'Successful Health and Safety Management' and 'Leading Health and Safety at Work' published by the Health and Safety Executive and the Institute of Directors will be used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation's Health and Safety, and measure its performance along with other business activities.

The success of this strategy will be defined by an organisation where all stakeholders understand and fulfil their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives which in turn will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

The main elements include:

- Plan  
Developing an approach that sets objectives that are measured on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits
- Do  
Optimus Safety will assist in introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Check  
Optimus Safety will assist at a strategic and tactical level in implementing monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.
- Act  
Optimus Safety will assist in the review of Health and Safety performance and establish whether the essential Health and Safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the organisation and whether the system has been effective in managing risk and protecting people.

## ***Responsibilities, Arrangements, Powers and Procedures***

**Responsibilities:** The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. A separate organisation chart is kept and maintained in the entrance and reception area to our school. This shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns an example of which are the child protection procedures.

**Health & Safety Policy:** The overall and final responsibility for Health and Safety is that of the Principal. The day to day responsibility for ensuring this and other health and safety policies are put into practice is designated to the HSM who is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises. The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review. The Principal has a general statement of policy; states who is responsible for what (delegation of tasks) and makes arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards

## **OUR POLICY**

**General Statement:** In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Principal/Employer to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any school activity whether it be on the school site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Principal, who visit or work at sites in the control of the Principal. The Employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. Sandra Talton manages the implementation and monitoring of the policy for the Principal.

The arrangements outlined in this policy statement and the various other safety provisions made by the Principal cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Principal will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. It is the Principal's policy to encourage employees, pupils, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

**Employer duties:** The Principal has a duty to:

- be familiar with and ensure the school adheres at all times to the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations;
- ensure that all staff meet our requirements for health, safety and security;
- where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;
- to train and supervise all our staff in the particular health and safety issues that affect children and ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

The Gower School ensures arrangements are made to safeguard and promote the welfare of pupils at the school and realise any guidance issued by the Secretary of State. The Principal takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented and how our pupils are supervised during school hours; the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality
- how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all pupils;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;

**Employee duties:** The Health and Safety at Work etc Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of themselves and of any persons who may be affected by his acts or omissions at work, and
- regards any duty or requirement imposed on the employees or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'
- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this Health and Safety policy and all safety arrangements;
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively and carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained;
- take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.);
- exercise good standards of housekeeping, cleanliness and hygiene as well as know and apply the emergency procedures in respect of fire and first aid;
- ensure that storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents and near misses immediately, using an Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures;
- act as a prudent parent when in charge of pupils, as they have a duty to under common law;

Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with the Principal and request that it is reviewed. The Principal will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate. There is a fixed agenda item on health and safety for our staff meetings.

**Consultation arrangements with employees:** There is a Health and Safety sub-committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety through our weekly staff meetings and in the case of immediate changes, staff are consulted individually by the Health and Safety Manager.

**Health and Safety Manager (HSM) duties:** The HSM, who is Sandra Talton, acts as the focal point for day to day references on safety and gives advice; obtaining, where necessary, external advice. She also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSM will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role includes, but is not limited to the following:

- Monitoring the Health and Safety policy, ensuring that Principal, employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it.
- Being aware of and ensuring compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained appropriately.
- Ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Collating accident information and, when necessary, carry out accident and incident investigations.
- Ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Keeping up to date with current legislation and informing other staff and volunteers as appropriate.
- Making annual health and safety inspections.
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- Ensuring that the fire drill instructions are in all rooms. Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections.
- Ensuring that regular visitors observe the school's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.

- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Principals on health and safety matters.

The HSM undertakes to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace. The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Because the Employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Employer. However, in some circumstances, for example where an employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

**Duties of Staff Holding Posts/Positions of Special Responsibility:** These staff:

- have a general responsibility for the application of the Principal's safety policy to their own area of work and are directly responsible to the HSM for the application of existing safety measures and procedures within that area of work;
- follow the advice or instructions given by the HSM including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the HSM any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the HSM;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the HSM or any relevant adviser appointed by the Principal and shall propose to the HSM requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

**Arrangements:**

- We record the arrival and departure of all staff, children, visitors and contractors who enter our school.
- We ensure that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- Only those staff who are registered child carers and who have been checked by an 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the children in our care.
- A minimum of two staff are always present whenever any children are on our premises. All staff are trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst children are on our premises.
- Parents, visitors, contractors etc. can only enter the building through the main entrance. This entrance is controlled through the use of an intercom and electronic door release from inside the building.
- All children in our care are regularly reminded of what is safe and not safe to do when on our premises.
- We have a full smoke and heat detection system throughout our buildings, with sounders throughout the school and lights in small toilet areas for the deaf. These are tested on a weekly basis.
- We regularly practise what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products, not solvent-based one.

*Working Together to Safeguard Children* (HM Gov: March 2015), helps to outline individuals' responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, September 2016) Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

**Child protection:** If an employee or volunteer suspects that a pupil may be the victim of abuse, they should immediately inform the school's Designated Member of Staff (DMS). It is the school's policy for the school to comply

with the Local Authority's Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.

**Supervision of pupils:** In addition to this being built in to the day to day working practices at The Gower School we also have a separate policy that clearly states the schools approach. We make professional judgements taking into the consideration the age of the pupils and activities in which they are engaged. No pupil is to be allowed unattended into areas of the school which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

**Internet:** Please refer to our E-Safety Policy including Prevent Duty. We use only a filtered broadband service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's teaching materials). Parents are asked to sign authorisation for their child to use the Internet. We seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

#### **Arrangements for the Comfort of Children and Staff**

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, lockable and allow sufficient light through.
- Our doors prevent fingers from being trapped by sudden closures and have safe vision panels fitted so that small children can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is available at all times. All accessible water supplies are safe to drink.

#### **Arrangements for Hygiene:**

- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked daily.
- Only safety-approved cleaning materials are used.
- We have a daily cleaning schedule to cover all areas accessible by children.
- We teach our children about the importance of hygiene and keeping their hands clean.
- Any animals on site are checked to ensure they do not pose a threat to children's health. Any unchecked animals, such as pets, are strictly forbidden (excluding guide dogs).

**Risk Assessment:** The Principal ensures that- (a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and (b) appropriate action is taken to reduce risks that are identified. Our Risks Assessment Policy is an integral part of our health and safety procedures and expands on the detail given in this Health and Safety Policy. Our Risk Assessment Policy when read in conjunction with this Health and Safety Policy demonstrates that our risk assessment is systematic with a view to promoting children's welfare. Particular attention is paid to key areas of risk such as supervision and school trips. The policy contents content includes: when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma), training for staff.

- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the HSM who will prioritise issues and assign resources to undertake remedial/control measures where required.

**Staff Training in Health and Safety, including Risk Assessment:** Staff training in child protection, prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is a set agenda item for the Health and Safety Committee. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards.

**All pupils are expected, within their expertise and ability to:**

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of The Gower School and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

**Recording and Reporting accidents to staff, pupils and visitors:** The HSM ensures that The Gower School complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which The Gower School is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths, major injuries, more than seven day injuries;
- An accident causing injury to pupils, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

**The Curriculum:** We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Although the emphasis is within Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship, our approach is cross-curricular; Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Each class has the opportunity to discuss problems or issues of concern with their teacher, who also use circle time to help children discuss and overcome any fears and worries that they may have.

**The Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements:** The safeguarding and welfare requirements, specified in the Statutory Framework for the Early Years Foundation Stage are contained in whole school policies inclusive of any appendix specific to EYFS.

**First Aid and Medication:** Please refer to the school's separate First Aid Policy. We have in place: practical arrangements at the point of need, the names of those qualified in first aid and the requirement for updated training every three years, at least one qualified person on site when pupils are present, ways to show how accidents are to be recorded and parents informed, access to first aid kits, arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes), hygiene procedures for dealing with spillage of body fluids and guidance on when to call an ambulance.

**Occupational Health Services and Managing Work-Related Stress:** As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The school has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

**Arrangements for Activities and offsite trips:**

- Adults accompanying residential trips have an enhanced DBS certificate and must have made a risk assessment.
- We inform parents of plans for events on our premises.
- We insist that parents sign consent forms to take the children away from the premises for an outing, and encourage parents to come with us.
- We ensure that our staff have access to all necessary equipment for outings and that they use a checklist.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits, Off-Site Activities and Visiting Guests Policy.

**Adventure Activities using licensed providers:** When planning an offsite adventure activity, we check that the provider holds a licence as required by the Adventure Activities Licensing Regulations now under the purview of the health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

**Transport:** We only hire transport that is approved by the local authority, from the local authority. These are seat belted children's buses. Children are accompanied by our staff on these journeys.

**Behaviour of any person (including a parent) on the school premises:** Our School has a written Behaviour Policy setting out the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent

who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

**Theft or other criminal acts:** The HSM will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the HSM will inform the police and record the incident in the incident book

**Violence towards Staff:** If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

**Manual Handling:** The Gower School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

**Slips and Trips:** All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off The Gower School site if in connection with The Gower School. This will be kept by the School Office. Records should be stored for at least three years or if the person injured is a minor.

**Non-Smoking:** Please refer to our separate Non-Smoking Policy. Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises.

**Dealing with Health and Safety Emergencies: Procedures and Contacts:** The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around The Gower School. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception. The HSM has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the HSM for the Head of Nursery for the nursery and the Welfare Manager or the Maintenance and Operations Manager for the school to undertake these duties; which are specified in the daily routines.

**Restraint:** All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Principal and recorded in the child's personal file. The child's parents are informed on the same day. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable.

**Arrangements for the Safety and Security of Equipment:** The following arrangements are put in place to look after all equipment on the premises as well as any hired or purchased equipment:

- electrical equipment and installations are checked by competent persons or organisations.
- gas heating boiler and gas supply lines are regularly checked by competent persons or organisations. Access to these is strictly controlled.
- playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- external play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
- internal play equipment is assessed for safety and suitability prior to use. Only CE-marked equipment (or equipment certified for conformity) is used.
- Regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

**Management of Asbestos:** An Asbestos survey has been undertaken with recommendations implemented; the school has in place both a policy, management plan and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

**Control of Substances Hazardous to Health:** The implications to COSHH applied at The Gower School where both records and working practices reflect the seriousness in which The Gower School implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments.

**Working at Height:** Any situations where work may need to be carried out at height are in consultation with our Health and Safety Manager. We have produced a separate document which relates to staff working at height in our school. For more information, please 'Working at Height' in our Health and Safety Manual.

**School Security:** While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Principal immediately. The Site Manager will direct any intruder that they must leave the school site straight away. If this does not occur the Principal will contact the police immediately.

**Selecting and Managing Contractors and those hiring the premises:** When the premises are used for purposes not under the direction of the HSM then, subject to the explicit agreement of the Principal, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the HSM. The Principal note their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Principal or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal will take such actions as are necessary to prevent persons in their care from a risk or injury. The Principal will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions. For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed 'the site';
- the scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

**Lettings and Hirers:** The HSM is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The HSM is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment.

Hirers must comply with all school policies as described in the letting agreement, adhere to the capacity figures detailed on any lettings documentation. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Principal, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Principal and that they do not, without the prior consent of the Principal: Introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises

**Fire Safety:** In compliance with the ‘Fire Safety Order’ (2005) The Gower School undertakes a fire risk assessment and our Principal complies with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances, develop fire procedures and provide staff training (repeated periodically where appropriate), ensure the safety of staff or anyone else legally on the premises, carry out fire drills and contact emergency services when necessary, appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation), have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a ‘competent person’ (such as, ISO 9001 certified or BAFE approved) and provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

The role of the ‘responsible person’ at The Gower School is undertaken by the Health and Safety Manager who keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

**Further Information:** With reference to the following statements, The Gower School has the required details, policies, procedures and working practices in place. Additionally, documentation is in place concerning: Anti-bullying, Behaviour management, Employment, Fire safety policy and audit and role of fire marshals, First aid and the administration of medicines, Risk assessment, Safeguarding (child protection/safer recruitment, E-Safety and Prevent Duty)

**Legal Status -** being prepared with regard to the:

- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)
- <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Manual. Specifically, there are details on:

#### List of Relevant Documents and References

Workstation and DSE Policy	Non-smoking, alcohol and drugs policy
Absence of children and lost children	Visitors
Accessibility plan and Reasonable Adjustment Policy	Incident Report Sheet
Accident Policy and Procedure	Preventing Exposure to Blood Borne Viruses
Animals on site and farm visits	Ladder safety policy
Answering the door and collection of children	Late collection of children
Arson prevention policy	Legionnaires disease and water testing
Asbestos management (and control of) Policy	Lone worker policy including out of hours
Bad Weather policy	Lost and Uncollected Children
Bad Weather Travel Policy	RIDDOR Regulations 2013
Bereavement and sudden death of a child	violence Handling
Building Maintenance	Reporting Infections
Catering, drinking water and healthy eating	Movement of Individuals
CCTV Policy	Protecting the Health of Employees
Children and young persons’ employment	New or expectant mothers
Cleaning and Decontamination of Environment	Laundry Services
Complaints relating to health and safety	Noise
Control of Contractors	Occupational health
COSHH (Control of substances hazardous to health)	Office and classroom self-audit
Crisis management and critical incident plan	Outdoor equipment inspection

Critical incident report sheet and staff personal notes form	Outside environment
Curriculum health and safety	Spillages
Defect reporting form	Personal protective equipment (PPE)
Display screen equipment	Waste Management
DfE Guidance for Schools	School Trips and Outdoor Key Activities (HSE)
Driving at work	Security, critical incidents and criminal acts
Drugs and Alcohol policy	Internal accident or incident reporting form
Advice and Risk Assessments for Educational Childcare and young person's settings (Public Health England 2)	School Trips and Outdoor Key Activities (HSE) June:2011
Electrical equipment - visual inspection form - PAT	Safeguarding – Child Protection/E-Safety/Prevent Duty
Environmental Management Policy	Single Equalities Policy
Equipment and Materials	Supporting pupils at school with medical conditions
First Aid Treatment; Automated External Defibrillators (AEDs) – A Guide to schools (DfE: October 2015)	Use of Vehicles, Minibuses and Minibus Parking
Gas safety	Work equipment
Glass	Work experience
Guidance on the use of emergency salbutamol inhalers in schools (DoH: 2015)	Personal Protective Equipment
Hand Hygiene Policy	Working at Height
Handyman risk assessment	Learning Outside the Classroom (LOtC) including Residential Visits
Head Lice Policy	Sun safety policy
Housekeeping, slips, trips and falls	Sick child policy
Hygiene good practice policy	Maintenance of Plant, Machinery and Facilities
Incident and Outbreak Management	Use of vehicles on site
Infection Control Monitoring	Workplace safety for teachers, pupils and visitors
Information to Individuals Families and Visitors	Stress
Managing a serious outbreak or Pandemic Contagious Disease	Violence and personal safety
Playgrounds in Strong Winds	

EYFS Physical Environment Policy	EYFS First Aid and Medication
EYFS Physical Equipment Policy	EYFS Risk Assessments
EYFS Health Policy	EYFS Learning Outside the Classroom
EYFS Hygiene Good Practice	EYFS Supervision of Children
EYFS Collection of Children and Missing Children	EYFS Mobile Phones
EYFS Wet & Soiled Policy	