



## Health and Safety Policy

This policy was approved and ratified by the  
Full Board of Trustees of Cox Green School on 8/10/24

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	4/12/12	4/12/12	June 2013
1.2	Full Governing Body	15/10/13	15/10/13	June 2014
1.3	Full Governing Body	15/10/14	15/10/14	June 2015
1.4	Full Governing Body	20/10/15	20/10/15	July 2016
1.5	Finance & Resources Committee	28/6/16	28/6/16	June 2019
1.6	Finance & Resources Committee	1/3/17	1/3/17	March 2020
1.7	Finance & Resources Committee	29/1/19	29/1/19	January 2022
1.8	Finance & Resources Committee	15/2/22	15/2/22	February 2023
1.9	Full Board of Trustees	5/7/22	5/7/22	September 2024
1.10	Full Board of Trustees	8/10/24	8/10/24	September 2026



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## **Part 1 Introduction**

### **1.1 Foreword**

- 1.1.1 The Health and Safety at Work etc. Act 1974 places a legal duty on Cox Green School to prepare and, where appropriate, revise a written Health and Safety policy and bring the statement, and any revisions made to it, to the notice of all its employees.
- 1.1.2. The Headteacher must ensure that they, and all members of their staff, receive and are familiar with the Health and Safety summary and sign confirmation that they have read this, and also know where they can gain access to the full Health & Safety Policy. Copies of both documents are available on Cox Green School's Staff Intranet.
- 1.1.3. Cox Green School recognises that the management of Health and Safety is an integral part of its work and activities. It is committed to ensuring that Health and Safety requirements are considered alongside other key management requirements and, therefore, this policy is closely linked and should be read in conjunction with other policies and guidelines, wherever relevant.
- 1.1.4 The Cox Green School policy document consists of three parts:
- **Part 1** - The statement of Cox Green School's policy with regard to Health and Safety;
  - **Part 2** - Identifies the roles and responsibilities of Cox Green School and its employees that have been put in place to carry out the policies;
  - **Part 3** - Identifies the arrangements, including systems, processes and procedures that Cox Green School has put in place to deliver the policy and ensure continuous improvement in Health and Safety standards and culture.

The policy of Cox Green School is to provide a safe environment to which staff and pupils can work.

### **1.2 Cox Green School Health and Safety Policy Statement**

- 1.2.1 In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Board of Trustees of Cox Green School will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils, and others whilst engaged in school activities.
- 1.2.2 In particular, the Board of Trustees, in conjunction with the school's Health and Safety Advisors will ensure, so far as it is reasonably practicable:
- a. That all places under its control, where staff, pupils, and others are required to work, are maintained in a condition that is safe and without risk to Health and Safety;
  - b. That hazards arising from the use, handling, storage, and transportation of articles and substances used in Cox Green School are adequately controlled; and
  - c. That equipment and systems of work are safe and without risk to Health and Safety.
- 1.2.3 Furthermore, Cox Green School undertakes to provide adequate information, instruction, training, and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own Health and Safety and that of others.
- 1.2.4 In addition, Cox Green School will ensure, so far as is reasonably practicable, that the Health and Safety of others is not adversely affected by its activities. This would include, for example, visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements, and monitoring these against agreed safety standards.



- 1.2.5 The Headteacher, with the assistance of their Senior and Middle Leaders and all their staff, will endeavour to implement this policy.
- 1.2.6 Cox Green School believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff on Health and Safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
- 1.2.7 Cox Green School undertakes to monitor and review its systems and control measures to ensure they are effective.
- 1.2.8 Cox Green School provides such information, training, and supervision as is necessary to ensure the health, safety, and welfare at work of our employees.
- 1.2.9 Cox Green School maintains any place of work under our control, in a condition that is safe and without risks to health, and the provision and maintenance of the means of access to and egress from it that are safe and without risks.
- 1.2.10 Cox Green School brings to the attention of all employees, that they as individuals have a legal responsibility to take care of the Health and Safety of themselves, students, and others, such as members of the public, who may be affected by their acts or omissions at work.
- 1.2.11 This policy statement supersedes any previously issued.

### **1.3 Cox Green School Commitment to Management of Health and Safety**

Cox Green School is fully committed to ensuring the management of health, safety, and welfare as it applies within its undertaking. In identifying how this will be met, its aims are to ensure, so far as it is reasonably practicable:

- The prevention of accidents and ill health to our staff and others affected by our work including our students, members of the public, contractors, partners, associates, and visitors;
- That all places under Cox Green School's control, where employees are required to work, are maintained in a condition that is safe and without risk to Health and Safety and that the access to and exit from workplaces are safe and without risk;
- That a safe and healthy working environment is provided, with adequate facilities and arrangements for employees' welfare at work;
- That hazards arising from the use, handling, storage, and transportation of articles and substances used in connection with work are adequately controlled;
- That plant and systems of work are safe and without risk to health.

Cox Green School is committed to working towards:

- The establishment of a safety culture that will enable these aims to be delivered;
- Ensuring that Health and Safety becomes integral within the School's management arrangements;
- Reduction of Health and Safety risks through the continued development and improvement of the Health and Safety management system and continued systematic approach.

Cox Green School also undertakes, so far as is reasonably practical, to:

- Ensure all employees are competent to do their tasks and provide whatever information, instruction, training, and supervision is necessary to enable employees, including where appropriate temporary workers, to avoid hazards and contribute positively towards their own safety and health at work and that of other employees;
- Provide suitable guidance instruction and training, where employees are required to work in premises or at locations over which it has no control, to ensure, so far as it is reasonably practicable, any risks associated with their work are adequately controlled;



- Ensure that the Health and Safety of persons not in its employment but affected by either its staff, activities or any premises or facilities made available for their use, are not placed at risk;
- Consult with employees on matters affecting their Health and Safety;
- Regularly review Health and Safety arrangements and maintain an action plan to ensure they are updated together with the delivery of any proposed changes to ensure continuous improvement;
- Review and revise this Policy as necessary at regular intervals (annually).

This applies to all employees, temporary, fixed term and casual staff, and, as appropriate, to partners, associates, and contractors. The Headteacher and the staff receive, read, and are aware of the responsibilities they hold as outlined in the Health and Safety summary. During induction and regular Health and Safety reviews, staff are aware of these requirements.

#### **1.4 Health and Safety Legislation**

As previously stated the main legislation covering all schools is The Health and Safety at Work Act 1974.

The Act is supported by Regulations. Many of these Regulations are relevant to schools. Below are some of the main regulations, which apply to schools. The “arrangements” contained in this policy are intended to ensure compliance with this legislation.

- Building Safety Act 2022;
- Construction (Design and Management) Regulations 2015;
- Control of Asbestos Regulations 2012;
- Control of Lead at Work Regulations 2002;
- Control of Noise at Work Regulations 2005;
- Control of Substances Hazardous to Health Regulations 2002;
- Control of Vibration at Work Regulations 2005;
- Coronavirus Act 2020;
- Electricity at Work Regulations 1989;
- Food Hygiene (England) Regulations 2013;
- Food Safety Act 1990;
- Health and Safety (Consultation with Employees) Regulations 1996;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Health and Safety (First-Aid) Regulations 1981;
- Health and Safety (Miscellaneous Amendments) Regulations 2002;
- Health and Safety (Safety Signs and Signals) 1996;
- Health and Safety at Work (Amendment) (EU Exit) Regulations 2018;
- Ionising Radiations Regulations 2017;
- Lifting Operations and Lifting Equipment Regulations 1998;
- Management of Health and Safety at Work (Amendment) Regulations 2020;
- Management of Health and Safety at Work Regulations 1999;
- Manual Handling Regulations 1992;
- Personal Protective Equipment Regulations 1992;
- Personal Protective Equipment at Work (Amendment) Regulations 2022;
- Provision and Use of Work Equipment Regulations 1998;
- Regulatory Reform (Fire Safety) Order 2005;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Safety Representatives and Safety Committees Regulations 1977;
- School Premises (England) Regulations 2012;
- Special Educational Needs and Disability Regulations 2014;



- Working Time Regulations 1998;
- Workplace (Health, Safety and Welfare) Regulations 1992.

The below legislation is in relation to the Coronavirus Pandemic and is mostly no longer in force:

- Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020;
- Health Protection (Coronavirus, Restrictions) Regulations 2020.

The below legislation becomes relevant in the context of Health and Safety breaches, accidents, or serious failures to comply with regulations:

- Corporate Manslaughter and Corporate Homicide Act 2007;
- Enterprise and Regulatory Reform Act 2013;
- Health and Safety (Fees) Regulations 2012;
- Health and Safety (Offences) Act 2008;
- Sentencing Guidelines for Health and Safety Offences (2016).

## **Part 2 – Managing Health & Safety - Responsibilities for Implementing the Policy**

### **2.1 Responsibilities of the Board of Trustees**

The responsibility for ensuring that Health and Safety procedures within Cox Green School are adequate rests with the Board of Trustees. The Trustees, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored, and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, they will:

- a. Make arrangements to ensure Cox Green School has a written Health and Safety Policy;
- b. Have in place clear procedures to evaluate risk, identify hazards, and put in place risk control measures (including safe systems of work);
- c. Delegate Health and Safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out;
- d. Ensure that persons have sufficient knowledge, experience, and training to perform the tasks required of them;
- e. Ensure a Trustee attends appropriate Health and Safety briefings provided by Cox Green School;
- f. Have Health and Safety on the agenda at Board of Trustees meetings as appropriate;
- g. Ensure that Health and Safety performance is measured. This will be in the form of a formal Health and Safety report in the Finance Premises Report, presented to the Board at least quarterly, including updates on compliance, incidents, and areas for improvement as relevant;
- h. Ensure that Cox Green School's Health and Safety Policy is reviewed annually;
- i. Ensure the Headteacher, as the Manager responsible for Health and Safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the Schools Health and Safety Advisors in terms of local management of premises-related issues in their role as the Responsible Person for Building Health and Safety (RPBS);
- j. Ensure that an annual audit of Health and Safety procedures and practices is conducted by the Health and Safety trustee, and action plans for any identified risks or deficiencies are established.

The Board of Trustees will provide:

- A safe environment for pupils, staff, visitors, and other users of the premises;
- Plant, equipment, and systems that are safe;
- Safe arrangements for transportation, storage, and use of articles and substances;
- Safe and healthy conditions that take account of:
  - Statutory requirements;
  - Approved Codes of Practice;



- DfE or the school's Health and Safety Advisor's guidance.
- Adequate information, instruction, training, and supervision;
- Provision of all necessary safety and protective equipment.

## 2.2 Responsibilities of the Headteacher

The Headteacher is:	<b>Danny Edwards</b>
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The Headteacher as the officer in charge of the day-to-day management of Cox Green School will carry out the duties detailed below. In their absence, the Deputy Headteacher will carry out these functions. The Headteacher will:

- Be the Responsible Person for Building Health and Safety (RPBS);
- Pursue the objectives of the Board of Trustees with respect to Health and Safety;
- Appoint a competent person to ensure that the school meets its Health and Safety duties. A competent person is someone with the necessary skills, knowledge, and experience to give sensible guidance about managing the Health and Safety risks at the school. Cox Green School has appointed the RBWM Health and Safety Officer as the competent person to work alongside the HR and Administration Manager, IT & Facilities Operations Manager, and Site Manager in this role;
- Ensure this Policy is communicated adequately to all relevant persons;
- Monitoring risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk;
- Ensure their duties as the Responsible Person for Building Health and Safety (RPBS) for local management of premises-related issues including asbestos, Fire Safety, Legionella, and glazing are carried out to the best of their ability in accordance with the school's Health and Safety advisors Codes of Practice, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required;
- Ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties;
- Review written reports from the school's Health and Safety Provider, or any other appropriate Health and Safety professionals, concerning Health and Safety issues/possible hazards and to respond in writing within a reasonable period of time to the points made;
- Ensure Cox Green School carries out its own termly Health and Safety inspections of work areas and general areas and records of the inspections are kept;
- Ensure that all accidents, near misses, and dangerous occurrences are reported and recorded, the causes are investigated by nominated persons, and that reasonable steps are taken to prevent a recurrence;
- Accidents/incidents must be reviewed by the Headteacher regularly. Copies of all reports must be sent to the school's Health and Safety Advisor (currently RBWM). Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE);
- Ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated;
- To be assured that all machinery and equipment are inspected, tested (as appropriate), and maintained so that they remain in a safe condition (this includes electrical equipment, local exhaust ventilation, gas appliances, and lifting equipment). Also, to ensure that materials and equipment purchased are safe and without risk when properly used;
- To be assured the training needs of both new and existing staff are assessed, and that all staff (whether permanent or temporary) are provided with adequate information/instruction/training on Health and Safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept;



- Ensure the Health and Safety performance of Cox Green School (and, as appropriate, any specific Health and Safety items) is reported to the Board of Trustees;
- Be assured that arrangements are in place to monitor premises and activities' Health and Safety performance;
- Keep abreast of the changes in Health and Safety policies and procedures with the assistance of the Health and Safety Provider and as advised and included within relevant school bulletins and pass on the information to the staff concerned;
- Ensure that risk assessments are reviewed at least annually by department heads and after any major incident, accident, or change in school operations to ensure that potential hazards are identified and mitigated;
- Ensure that all near misses are investigated thoroughly, with lessons learned being communicated to staff and incorporated into updated risk assessments and training;
- Ensure that Health and Safety information, including policy changes, incident reports, and best practices, are communicated to staff regularly through briefings, emails, or a dedicated section on the Staff Intranet;
- Ensure that comprehensive business continuity plans are in place to minimise the disruption to learning and operations in the event of an emergency. These plans will be reviewed and tested at least annually;
- Ensure that mental health and well-being are prioritised as part of the school's Health and Safety management, including providing support for staff and students under stress, ensuring a healthy work-life balance, and addressing issues like workload and bullying.

### 2.3 Responsibilities of the Health & Safety Co-ordinator

The Health & Safety Co-ordinator is:	<b>Tom Smith</b>
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The Health & Safety Co-ordinator is responsible for:

- Raising awareness of the requirement for Risk Assessments in teaching departments;
- Advising the Senior Leader Link of department non-compliance;
- Completion of risk assessments on communal areas of the school and services in the school;
- Coordinating the termly (3 times a year) general workplace Health, Safety and Fire Safety inspections.
- Keeping records of accidents/incidents/investigations relating to Health and Safety and reporting these to the Headteacher;
- Advising the Headteacher of situations/activities that are potentially hazardous to the Health and Safety of staff, students or others;
- Reporting to the Headteacher regularly through their link staff Health & Safety training;
- Ensuring unsafe conditions that have been reported are dealt with to agreed timescales and a face-to-face meeting is held, to clarify and assess the risk level;
- Liaising with the Site Manager on the findings of the daily Health and Safety Inspection;
- Carrying out an annual Health and Safety Inspection with a nominated member of the Board of Trustees;
- Reviewing departmental risk assessments to ensure they meet school-wide standards and are updated regularly, and will work with department heads to ensure all risk assessments are comprehensive and in place;
- Escalating issues and cases of non-compliance with Health and Safety requirements to the Headteacher for further action, ensuring that corrective measures are implemented promptly;
- Providing formal Health and Safety updates to the Board of Trustees including the Headteacher via the Finance Premises Report on a quarterly basis, summarising incidents and other relevant safety concerns;
- Reviewing accident and incident records to identify patterns and trends, presenting findings and recommendations for preventative measures to the Headteacher;



- Regularly reviewing the Health and Safety training needs of all staff, ensuring appropriate training is provided, maintaining training records, and reporting on compliance during Health and Safety meetings.

#### 2.4 Responsibilities of the Site Manager (Deputy Responsible Person) for Building Health & Safety

The Site Manager is:	<b>Eric Teeder</b>
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The Site Manager is nominated by the Headteacher as the RPBS and is responsible for:

- Deputising for and supporting the Headteacher in the local management of premises-related issues i.e. asbestos, Fire Safety, Legionella, and glazing, in accordance with the school's Health and Safety advisor's policy and standards;
- Implementing the policy in the common parts of the building. In particular, they will liaise with contractors and will provide them with information on any hazards (such as asbestos, electrical services, etc) that they may come across whilst working on school premises;
- Monitoring contractors to ensure they work in a manner that does not place the Health and Safety of staff and pupils at risk whilst on school premises. If in doubt the Site Manager will contact the Borough's Health and Safety Team for advice;
- Completing risk assessments for the duties carried out by the Site Team and ensuring that COSHHE regulations are adhered to and staff trained appropriately;
- Completing risk assessments for building-related activities and services, as well as ensuring that any contractors who work on the site have the appropriate documentation, risk assessments, and method statements;
- Attending any specific training provided, and keeping records of all Health and Safety activities. They must be competent to carry out their role;
- The operational Health and Safety of the site and will carry out a daily inspection of the site;
- Carrying out with the Health and Safety Co-ordinator, the termly (3 times a year) general workplace health, safety, and Fire Safety inspections;
- Ensuring suitable cooperation and co-ordination between Cox Green School/contractors (or service providers/others) to ensure that relevant information is shared, risks associated with both parties' activities are taken into account and adequate control measures are put in place to ensure the safety of anyone who may be affected by the work;
- Co-operating with accredited Safety Representatives, offering them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required time frame;
- Making provision for the inspection and monitoring of work equipment and, as appropriate Fire Safety equipment, throughout Cox Green School;
- Keeping records of all servicing and compliance regulations for equipment, e.g. PAT, Legionella, Asbestos, etc;
- Being aware of and holding keys for all rooms and walk-in cupboards on the site and checking the use and storage type of these walk-in cupboards twice a year;
- Maintaining a formal system for monitoring contractors' compliance with Health and Safety standards, ensuring that regular checks are carried out while work is in progress. Any concerns will be escalated immediately to the Headteacher and the school's Health and Safety advisor;
- Review site and building-related risk assessments at least annually and after any major works or changes to school premises. These assessments will be updated to ensure ongoing compliance with Health and Safety regulations;
- Updating every system with auditing and reviewing the compliance of all Health and Safety checks, ensuring that equipment is tested and maintained in accordance with legal requirements;



- Collaborating with the Health & Safety Co-ordinator to conduct joint inspections of the school premises, ensuring a unified approach to identifying and mitigating risks.

## **2.5 Responsibilities of the SLT Link, Subject Leaders, and Other Managers of Sections or Departments**

- Applying Cox Green School's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of Health and Safety procedures and arrangements.

Subject Leaders are specifically responsible for:

- Drawing up safety procedures for their departments;
- Reviewing these and the Health and Safety arrangements they put in place to ensure they remain relevant and take account of experience at department meetings;
- Ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate;
- Carrying out regular Health and Safety risk assessments of the activities and rooms for which they are responsible, documenting these, and submitting reports to the SLT Link and Cox Green School Health & Safety Co-ordinator, as appropriate;
- Ensuring that all staff (both permanent and temporary, including new starters) under their management are given instruction in the Health and Safety procedures for their area of work;
- Resolving Health and Safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher;
- Carrying out regular inspections of their areas of responsibility to ensure that all plant, machinery, and equipment is appropriately guarded where necessary and is in good and safe working order. Also, to ensure that furniture and activities are safe and record these inspections where required;
- Ensuring that any toxic, hazardous, or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored, and labelled (COSHH);
- Ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to ensure the Health and Safety of other staff, pupils, and any others who may be affected, in areas under their control;
- Assessing the training needs of themselves/their staff and raising any requirements with the Headteacher
- Ensuring all accidents/incidents and near misses occurring in areas under their control are reported and investigated appropriately ensuring staff are adequately instructed in health, safety, and welfare matters in connection with Cox Green School and its activities;
- In specialist departments e.g. Science, Food Tech, Technology & PE, Subject Leaders must use specialist advisory risk assessments and information e.g. CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Services), and ensure that their staff are using these and checking updates;
- Including Health and Safety as a standing item on department meeting agendas.
- Reviewing and updating departmental risk assessments annually, or more frequently if significant changes to activities, staff, or equipment occur. Findings from these reviews will be communicated to the SLT Link and Health & Safety Co-ordinator.
- Conducting an annual audit of COSHH compliance in their areas, ensuring that hazardous materials are properly labelled, stored, and used in line with regulations. Audit findings will be reported to the Health & Safety Co-ordinator.
- Maintain a record of all Health and Safety training completed by staff within their department, including induction training for new staff. These records will be reviewed annually, and any gaps in training will be addressed promptly.
- Ensuring that all new and temporary staff receive a Health and Safety induction specific to their department within their first week of work, covering all relevant procedures, risk assessments, and emergency protocols.



- Ensuring that all accidents, incidents, and near misses in their department are formally investigated, with findings documented and shared with the SLT Link and Health & Safety Co-ordinator. Corrective actions will be implemented to prevent recurrence.
- Ensuring that lessons learned from accidents and near misses are discussed during department meetings and shared with other relevant departments to promote safety improvements across the school.
- Where in specialist departments, reviewing CLEAPSS (and other relevant) risk assessments annually and after any significant changes in activities, ensuring that all staff are trained and updated on the latest guidelines.
- Ensuring their staff are checked annually for competency and have the necessary training and skills to carry out their duties safely.

## 2.6 Responsibilities of Class Teachers

Class teachers have responsibility to:

- Ensure effective supervision of their pupils and be familiar with Cox Green School's emergency procedures (fire, First Aid, etc.) and carry them out when the need arises;
- Follow Health and Safety procedures applicable to their area of work, including when staff are asked to cover lessons;
- Complete risk assessments for all activities that pupils carry out and ensure these are reviewed at least annually or after any significant changes to the activity or environment. Completed risk assessments will be submitted to the relevant Subject Leader for review and record-keeping;
- Give clear Health and Safety instructions and warnings to pupils as often as necessary;
- Ensure the use of personal protective equipment (PPE) and guards in any activities where it is required. Teachers will receive training on the correct use and supervision of PPE to ensure student safety, and PPE use will be included in relevant risk assessments;
- Provide regular Health and Safety reminders to students, particularly before engaging in higher-risk activities. Teachers will ensure that safety instructions are clearly understood by all students before commencing activities;
- Actively engage students in Health and Safety discussions at the beginning of lessons, encouraging students to identify potential risks and discuss safe practices relevant to the activities they will undertake;
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into Cox Green School without prior authorisation and, where necessary, assessing any potential risks;
- Report all accidents/incidents/dangerous occurrences and defects to the Health & Safety Co-ordinator;
- Ensure that all students under their supervision have evacuated in the event of emergency evacuation including those with PEEP (Personal Emergency Evacuation Plan). All students with PEEP are aware of the method of evacuation and have practiced their evacuation from first floor areas;
- Trip leaders are responsible for ensuring that they have PEEP (Personal Emergency Evacuation Plan) documentation for all students requiring a PEEP during the trip to ensure safe evacuation in an emergency;
- Trip leaders have the responsibility to risk assess all offsite trips and visits and the needs of the students attending these trips and visits and provide these to the Educational Visits Co-ordinator;
- Trip leaders have the responsibility for the PEEP for students on trips and visits;
- Trip leaders will complete detailed risk assessments for all offsite trips, taking into account the specific needs of students, including those with medical conditions or disabilities. These risk assessments must be submitted to the Trips and Visits Administrator prior to the trip, and trip leaders will continuously monitor risks during the trip.



## 2.7 Responsibilities of All Staff

When the fire alarm rings, all staff (without putting themselves in danger) are to:

- Ensure doors and windows are closed behind evacuees, not locked;
- Encourage evacuees (by directing those in their charge e.g. students, visitors, etc.) to leave the building by the nearest safe route, telling them where to assemble where appropriate, and to check that the assigned area/zone is clear, however, they should not put themselves at risk;
- Assist any less able-bodied staff, student, or visitors unable to negotiate stairs (as it states in the Personal Emergency Evacuation Plans - PEEP), to designated Refuge (Designated refuge areas are at the top of each staircase.) and ensure that the Incident Manager (IM) and Fire Brigade are informed of their location, also monitoring that where PEEP's are in place, these are operated;
- Direct evacuees to an alternative escape route if the nearest escape route is not clear/safe, to ensure evacuees go to the designated fire assembly point;
- Calmly and assertively direct evacuees to the nearest safe exit and prevent any re-entry into the building during evacuations, instructing evacuees to remain silent to allow commands to be heard;
- Report to the IM, any issues/evidence of the fire, whether the fire brigade has been called and /or progress and problems with the evacuation;
- Support the IM in preventing re-entry by anyone (except the Fire Brigade or other authorised services), to the building, until it is declared safe by the Fire Brigade;
- Remind anyone refusing to leave the building that they are putting themselves and others at risk, and if they still refuse to leave they will be reported and may be subject to disciplinary action;
- Report any problems or issues arising during fire evacuation or drills to the IM, including in relation to the evacuation of any persons, where appropriate, ensuring that this is passed on to the Fire Service.

Under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations, every employee, whatever their level and regardless of whether their employment is casual, fixed term or temporary has a legal duty to:

- a) Act in the course of their employment with due care for the health, safety, and welfare of themselves, other employees, and all other persons;
- b) Follow all instructions on Health and Safety issued by the Trustees of Cox Green School or any other person designated as having responsibility for a relevant aspect of Health and Safety;
- c) Act in accordance with any specific Health and Safety training received;
- d) Report all accidents/incidents and near misses in accordance with current procedure;
- e) Co-operate with other persons to enable them to carry out their Health and Safety responsibilities;
- f) Inform their Line Manager of all potential hazards to Health and Safety and report any defects they observe in the premises, plant, equipment, or facilities;
- g) Inform their Line Manager of any shortcomings they identify in Cox Green School's Health and Safety arrangements;
- h) Exercise good standards of housekeeping;
- i) Know (and where necessary follow) the emergency procedures i.e. for fire, First Aid etc;
- j) Not to interfere with, or misuse anything which is provided for reasons of Health and Safety;
- k) Use any machinery, equipment, dangerous substance, or safety device, in accordance with any information, training and/or instruction provided;
- l) Act as fire warden if asked to, and to attend regular training.

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the Health and Safety implications of such work or purchases are considered.



All staff given responsibilities for specific aspects of Health and Safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager). All staff have duties and responsibilities in respect of Fire Safety and fire precautions.

This includes full-time, part-time, casual, and temporary staff, and will also apply to staff working in premises being managed by other organisations in terms of the procedures and arrangements for Fire Safety that have been put in place at that location, such as the Cox Green Library.

All staff will annually review the Health and Safety Summary and if required the Health and Safety Policy, and attend training sessions to stay informed of best practices, new equipment, and updates to Health and Safety regulations. This training will be planned and reviewed by the Subject Leader to be department specific.

All staff will seek prior authorisation from the Subject Leader before bringing personal equipment or proprietary substances into the school. A risk assessment must be conducted and approved before the equipment or substances are used. This may include seeking authorisation from the Headteacher and Site Manager or Health & Safety Co-ordinator, the Subject Leader will escalate as required.

All staff will report all accidents, incidents, or dangerous occurrences immediately to the Subject Leader and Health & Safety Co-ordinator. A written report will be submitted within 24 hours, and teachers will follow up to ensure corrective actions are taken.

All staff will participate in termly fire drills and emergency evacuation training, ensuring they are familiar with the evacuation procedures for students, including those with PEEPs.

Ensure that all locations of activities and equipment used in lessons are maintained and safe for use. Any faulty or unsafe equipment will be removed from use immediately, and a report will be made to their Subject Leader and the Site Manager to arrange repair or replacement.

Ensure the use of personal protective equipment (PPE) and guards in any activities where it is required.

Cox Green School has identified that all staff must:

- Familiarise themselves with the Fire Safety procedures and arrangements in their workplace and follow them to the best of their ability in the event of a fire/emergency evacuation. Staff will receive information and instructions from the Headteacher to enable them to do this as identified at the end of the document and on each classroom door;
- Follow the Fire Action notices at their place of work, listen to and support those who have been nominated roles as part of the emergency evacuation procedures e.g. Fire Wardens, Incident Managers, Facilities Manager, etc;
- Undertake the relevant section of Cox Green School's Induction programme as well as attend any training, where this is appropriate;
- Report to managers any instances where proper procedures are not being implemented. This could include:
  - Where escape routes are blocked, or fire doors are compromised;
  - Where rubbish or chemicals or flammable materials have been allowed to accumulate e.g. near to fire exit routes or spilling outside of refuse bins etc;
  - Where rubbish etc, has accumulated outside the building causing a potential fire hazard;
  - Where they are aware of faulty electrical equipment or equipment brought into school premises that has not been PAT tested or faulty gas appliances, etc.
- Be aware of the non-smoking policy within all school buildings and the need to take care when discarding any smoking material when external to buildings.



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## 2.8 Responsibilities of the Inclusion Manager

The Inclusion Manager is responsible for:

- Ensuring that all students with mobility or sensory needs have a Personal Emergency Evacuation Plan (PEEP);
- Ensuring that all students with a PEEP and their parents/carers have a copy of the PEEP and are fully understanding of the procedures for the individual in an emergency evacuation;
- Discussing any evacuation concerns with the Health & Safety Co-ordinator;
- Communicating regularly with relevant staff to ensure they are fully informed of the PEEP and any updates, and also ensure that staff involved in the student's care and supervision are familiar with the PEEP and are trained in its implementation during an emergency.
- Conducting a post-evacuation review to assess the effectiveness of the PEEP implementation and identify any areas for improvement following any evacuation drill or emergency. This review will involve consultation with the students and relevant staff.

It should be noted that trip leaders have the responsibility for the PEEP for students on trips and visits.

## 2.9 Responsibilities of Hirers, Contractors, Sub-Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher is ultimately responsible but will delegate to the Site Manager to take all reasonable steps to ensure that hirers, contractors, and others who use Cox Green School premises, conduct themselves and carry out their operations taking all Health and Safety requirements into account. This will include appropriate communication, cooperation, and coordination as identified in items 2.6 and 2.7 above.

When Cox Green School premises or facilities are being used outside of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired by third parties, they must be made familiar with this policy and any relevant standards set by the Cox Green School in connection with their proposed activities. They must also comply with all safety directions given to them by Cox Green School's Board of Trustees (including emergency procedures) and, **will not**, without prior consent of the Board of Trustees:

- Introduce equipment for use on Cox Green School premises;
- Alter fixed installations;
- Take any action which may physically affect the fabric of the building;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for any person using the premises or staff/ pupils at Cox Green School;
- Use any equipment belonging to Cox Green School without prior knowledge and agreement.

All contractors/agents/sub-contractors/suppliers or others working on Cox Green School premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate, and co-ordinate with Cox Green School in order to ensure the safety of all persons who may be using the premises or may be affected by their activities. They must also provide Cox Green School with risk assessments and method statements of said works.

Before any work or activity begins, the Site Manager will hold a pre-use briefing with the hirer or contractor to review Cox Green School's Health and Safety Policies, emergency procedures, and any known risks associated with the site.



The Site Manager will ensure that all parties understand their responsibilities and agree to comply with the school's policies.

A designated Health and Safety point of contact from Cox Green School, such as the Site Manager or Health and Safety Co-ordinator, will be available to external hirers and contractors during their use of the premises to address any concerns or questions related to safety procedures.

All hirers, contractors, and sub-contractors must receive a briefing on Cox Green School's emergency procedures, including Fire Safety, First Aid, and evacuation routes. They must ensure that all members of their team are aware of these procedures and know their responsibilities in the event of an emergency.

Contractors and sub-contractors must submit comprehensive risk assessments and method statements to the Site Manager before work begins. These documents will be reviewed and approved by the Site Manager to ensure all potential risks are adequately controlled.

If conditions change or new hazards arise during work, contractors must immediately update their risk assessments and method statements and communicate these changes to the Site Manager. Work may not proceed until the updated documents are reviewed and approved.

Contractors are responsible for ensuring that their sub-contractors comply with Cox Green School's Health and Safety policies. Contractors and sub-contractors are jointly responsible for maintaining safe working conditions and ensuring that all activities are carried out in accordance with the school's safety procedures.

Hirers and contractors who wish to use Cox Green School's equipment must submit a request in writing to the Site Manager and obtain formal written consent. All borrowed equipment must be inspected before and after use to ensure it is safe and in working order. Any damage must be reported immediately.

In the event that the principal person in charge of the activity or work is absent, hirers, contractors, and sub-contractors must designate a responsible person to oversee Health and Safety and ensure compliance with Cox Green School's policies.

The Site Manager will regularly monitor contractors and hirers while they are on-site to ensure that they comply with Cox Green School's Health and Safety policies. Any breaches of compliance will be reported immediately to the Health & Safety Co-ordinator, and work may be suspended if safety standards are not met.

If hirers, contractors, or sub-contractors fail to comply with Cox Green School's Health and Safety policies, the Health & Safety Co-ordinator, in consultation with the Headteacher, reserves the right to suspend or terminate the activity or contract. Non-compliance may result in penalties or the removal of the contractor or hirer from the premises.

Sub-contractors who are delivering educational services under an EFA sub-contracting arrangement must comply with this policy and any other policies as specified by the school.

## **2.10 Responsibilities of Students**

Students (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the Health and Safety of themselves and others;
- Students are encouraged to actively report any hazards, unsafe conditions, or risks they observe to a member of staff, and to suggest ways in which Health and Safety can be improved in their classrooms or activities.
- Students must observe appropriate standards of dress and hygiene to ensure safety, especially in practical subjects. For example, students must wear appropriate footwear in physical education, lab coats, and



- goggles in science labs, and ensure that long hair is tied back when operating equipment in technology classes.
- Follow the Health and Safety rules of Cox Green School and in particular instructions given by staff in an emergency;
  - Students must pay special attention to Health and Safety rules in activities that involve physical exercise, experiments, or equipment use, such as in science labs, physical education classes, and technology workshops. Failure to follow safety guidelines in these settings may result in removal from the activity to ensure everyone's safety.
  - Students, or their parents/carers, must inform the school of any medical or physical conditions that may affect their ability to participate in school activities or emergency procedures. This information should be communicated to the school's Health and Safety Coordinator or relevant staff as soon as possible to ensure appropriate accommodations are made.
  - Students are encouraged to support their classmates in following Health and Safety rules and to inform staff if they notice any peers struggling to adhere to safety protocols, especially in emergencies or during activities with heightened risk.
  - Misuse of safety equipment, such as activating alarms without cause, may result in disciplinary action.
  - Students who fail to follow Health and Safety rules, including the misuse of safety equipment or failure to comply with emergency procedures, may face disciplinary action under the Behaviour Policy to ensure the safety of all students and staff.
  - Students will receive regular education on Health and Safety practices through assemblies, lessons, and practical demonstrations. This will include training on emergency evacuation procedures, First Aid awareness, and how to safely engage in school activities.

They must not misuse, neglect, or interfere with things provided for their Health and Safety.

### **2.11 First Aiders and Appointed Persons**

It is the responsibility of Cox Green School to provide First Aid support if someone is injured or becomes unwell on school premises whether they be members of staff, visitors, or students. The aim of First Aid is to reduce the effects of injury or illness suffered at work by giving immediate assistance until professional medical aid can be attained or to treat very minor injuries that do not need medical attention.

Therefore, First Aiders have been appointed within Cox Green School in accordance with the First Aid Requirements and generally:

- The H&S Co-ordinator must authorise the selection of First Aiders, and will need to take into account their training and abilities;
- The Student Services Welfare Officer has the responsibility for communal First Aid Equipment and signage and maintaining the First Aid Room, they will also ensure that the list of First Aiders for Cox Green School is reviewed and updated as required;
- The H & S Co-ordinator must also review any specific First Aid needs concerning school trips, travelling, remote, or lone workers.

An assessment of First Aid requirements will need to be carried out in each department by the H&S Co-ordinator, and any necessary facilities and arrangements, appropriate to the circumstances, need to be put in place.

The Health & Safety Co-ordinator will conduct a full site First Aid risk assessment annually and whenever there are significant changes in school activities (e.g., new sports programs or renovations), or staffing or student levels. The risk assessment will determine the number of First Aiders required, the placement of First Aid kits, and any specific First Aid needs.

Where appointed, First Aiders carry out their role in accordance with their First Aider training and must have a valid First Aid Certificate issued by a training organisation approved by the Health and Safety Executive (HSE).



In view of the nature of emergency support they provide all First Aiders who provide First Aid support in any area of Cox Green School's activities are covered by the school insurance.

The First Aid risk assessment can be found at the end of this document.

The school employs a Student Welfare Officer to oversee the First Aid provision at the school. The Student Welfare Officer is responsible for:

- Ensuring First Aid kits are accounted for, and stock checked regularly and replenished when expiring, expired, or used;
- Reviewing First Aid reports, flagging up any patterns or concerns to the Health and Safety Co-ordinator;
- Reporting any incidents, accidents, or injuries that may reoccur, are due to faulty or defective equipment or defects with site furniture, or result in the injured party requiring hospital treatment, or that are serious or severe, to the Health and Safety Co-ordinator;
- Informing the Health and Safety Co-ordinator immediately in the event of a serious or severe injury or one that requires hospital treatment,
- Keeping the list of certified First Aiders, their certifications, and expiry dates;
- Booking recertification for all First Aiders in a timely manner, reminding First Aiders that their certifications are due to expire, and liaising on a suitable date for recertification prior to expiry;
- Reporting changes in the resilience level of backup First Aiders to the Health and Safety Co-ordinator;
- Keeping apprised of changes to First Aid requirements and legislation that impact the school's duty to provide First Aid, or the provision of First Aid equipment and training.
- Reporting changes to the Health and Safety Co-ordinator and ensuring any necessary updates to training, equipment, or procedures are implemented promptly;
- Ensuring any emergency medication is provided for any off-site activities and trips/visits for the students attending;
- Ensuring off-site activities and trips/visits have a suitably stocked First Aid kit.

Specific details are outlined in the Requirements and Guidance; however, a designated First Aider is required to:

- Assess a situation quickly and safely and summon appropriate help;
- Give early and appropriate treatment in order of priority;
- Arrange for the removal of a casualty to hospital, to the care of a doctor, or home;
- Remain with the casualty until handing over to the care of an appropriate person;
- Record any treatments administered and complete the accident/incident report form for any injury;
- Report any injury that means the casualty attends a hospital to the Health and Safety Co-ordinator so that it can be reported to the HSE if required;
- Report all serious injuries to the Schools Health & Safety Advisors and HSE, via the Health and Safety Co-ordinator;
- Regularly check First Aid equipment to ensure the contents of boxes comply with the requirements of the legislation, and adequate supplies are at hand;
- Remind the Student Welfare Officer when their First Aid Certificate is running out and ensure that refresher training is booked in good time.

The medical procedure is clearly defined in the Staff Handbook, which can be found on the staff intranet.

## **2.12 Monitoring the Effectiveness of the Policy/Health and Safety Advice**

The implementation of this policy will be monitored by regular inspection and reviewed by the Headteacher, the Health and Safety Co-ordinator, and others that they may nominate.





No work may begin without an approved Permit to Work form. A Permit to Work certificate must be completed and issued to all contractors/volunteers/staff/others etc., carrying out works to the fabric of any building, and this will involve:

- A check of the Asbestos Survey Register, where one has already been completed, and making those intending to do the works aware of the contents and any actions required to ensure that no asbestos is being disturbed;
- Identifying to those doing the work that, where Asbestos Surveys have been carried out by qualified contractors these have been to **Type 2 standard** which is non-invasive and, therefore, the contractors/volunteers, etc., must proceed with diligence;
- Where known asbestos is likely to be disturbed by the work, a Type 3 Survey will be completed;
- A check to ensure a risk assessment and where appropriate method statement is in place prior to commencement of the work;
- Ensuring the work is authorised in writing via the permit and the person doing the work has signed to say that they have read and agreed the requirements via the permit to work;
- Where the Asbestos Survey has not yet been undertaken to make those doing the work aware that this is the case so that they can review their proposed system of work with this in mind;
- Seeking advice from The Site Manager, and an appropriate Health and Safety Advisor, where there is any doubt as to whether asbestos is present or likely to be disturbed;
- Ensuring that the Site Manager is advised of any works or changes to the building prior to their commencement;
- Ensuring that where they are aware of the presence of asbestos as a result of Asbestos Survey results, they monitor the location on a regular basis to ensure that it has not been disturbed;
- Ensuring that they are aware of the emergency arrangements that must be operated in the event of an unplanned disturbance of asbestos-containing material.

It is essential that the Asbestos Permit to Work system is in place as above and followed when any person is undertaking any work, which could affect the fabric of the building. A copy of the Permit to Work Form can be obtained from the Site Manager.

### 3.3 Contractors

Cox Green School may employ contractors as long as they comply with all matters agreed by the Site Manager and Headteacher. These contractors will be selected after a quote has been submitted to the Site Manager.

Contractors will be selected not only based on their submitted quotes but also their demonstrated ability to meet Cox Green School's Health and Safety standards, previous experience with similar projects, and their compliance with the Construction Design and Management (CDM) Regulations.

Every project or small works to be done within Cox Green School premises will have 3 quotes from different contractors. Once the work has been awarded, the contractor is asked to exchange Health and Safety information as above (and where appropriate agree safe working practices, risk assessments, etc). This will meet the requirements of the Construction Design and Management Regulations (CDM).

All projects (small or large) must have a Health & Safety Plan consisting of:

- Description of work;
- Programme of work;
- Method statements (School and contractor);
- Risk assessments;
- Permits to work;
- Hot Permits to work;
- COSHH and safety sheets of products to be used;
- Any certificates relating to above works.



Method statements and risk assessments submitted by contractors must include detailed plans for managing site-specific risks, particularly those associated with working in a school environment. This includes safety precautions for working near students and staff, noise control, and safeguarding measures.

All COSHH safety sheets must be present before work begins, and contractors must ensure that hazardous substances are stored safely and only used in designated areas. Any hazardous materials left on site must be clearly labelled and secured when not in use.

Contractors must provide regular progress updates to the Site Manager, including any changes to the work schedule, emerging risks, or safety concerns.

All contractors will only be given permission to work in their designated areas when working during term time and will not be permitted to walk around Cox Green School. They must sign in at reception and have a visitor badge/sticker on at all times. Contractors must also sign out when leaving the premises.

Before work commences, a pre-work meeting will be held between the contractor, Site Manager, and any other relevant school staff to review Health and Safety plans, risk assessments, method statements, and permits to work. This meeting ensures that all parties are aligned on safety expectations.

The Site Manager will conduct periodic safety checks while the contractor is on-site to ensure compliance with the agreed Health and Safety Plan. Any deviations from the plan must be reported immediately, and work may be halted until safety standards are restored.

The Site Manager or designated staff will regularly monitor contractor activities to ensure that they remain within designated work areas and adhere to Cox Green School's safety protocols. Any breaches of the agreed Health and Safety Plan will result in the immediate suspension of work until compliance is restored.

If contractors fail to comply with Cox Green School's policies or breach the conditions of their contract (e.g., accessing unauthorized areas), the Site Manager will halt the work until compliance is achieved. Repeated non-compliance may result in the termination of the contract.

Contractors on award of a contract of work agree to abide by Cox Green policies and procedures.

**All staff are requested to challenge anyone without a badge/sticker and to point them in the direction of the reception, or contact the IT or Site Team.**

### **3.4 Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations require Cox Green School to minimise the risks in Display Screen Equipment (DSE) work by ensuring that workstations and jobs are well designed. These apply to VDU/computer monitors used by a "user", e.g. school office staff or staff who use VDUs/computers for continuous spells of an hour or more each day in their work. The Regulations require workstations to be analysed to assess risks, certain minimum requirements to be met, provision for breaks from VDU work, entitlement to eye and eyesight testing (and spectacles if necessary), and provision of information.

All employees using DSE must be assessed to determine whether they are "classified users" under the terms of the Regulations.





The IT Support Team is responsible for PAT testing all IT-owned equipment. Furthermore, they will either PAT test or arrange the PAT testing of departmental equipment. All departmental equipment will be issued with a PAT test sticker to show conformance. All IT-owned equipment is recorded in the Asset Management System and a record of the PAT test will be recorded on that system. In addition, where required, a PAT test sticker will be issued.

Any equipment that fails a PAT test will be removed immediately to avoid use.

### 3.6 Fire Procedures

The Health and Safety Co-ordinator and Site Manager co-ordinate fire prevention activities.

- They arrange for regular evacuation drills to be carried out, at least once a full term. A record of the drills is kept in the fire logbook and a record is emailed to the Headteacher.
- All other evacuations are also recorded.

A range of fire-fighting equipment is available at Cox Green School. The maintenance contract is controlled by the Site Manager. The Site Team will carry out weekly tests on Fire Alarm Call points and keep a log of these tests in the “Every” compliance system. The Site Team will also ensure that all escape routes are kept clear and that fire extinguishers have not been tampered with.

Lifts are not to be used in the event of an evacuation. Appropriate signage indicating this is fitted next to each lift.

Students with mobility issues will have a Personal Emergency Evacuation Plan completed by the Student Welfare Officer alongside the Inclusion Manager and communicated to the student, staff, and parents/carers of the student.

All reports of blocked escape routes are passed to the Site Manager.

The Emergency Response Team (ERT) consist of:

- IT & Facilities Operations Manager;
- Network Manager;
- IT Systems Technician;
- IT & Facilities Technician;
- Site Manager.

In the event of a fire alarm (pre-alarm, investigation delay, or automatic activation), the ERT will respond to the fire panel, and identify the location of the alarm. A member of the ERT will attend the location of the alarm and determine the nature of the alarm. Should there be a threat to life, the ERT will initiate an evacuation if the panel is not already in evacuation mode. In the event of a false alarm without evacuation mode, the panel will be reset.

In the event of an evacuation, the IT & Facilities Operations Manager will be responsible for coordinating the evacuation and ensuring that emergency services are contacted immediately if required. Each member of staff will have an assigned role in the evacuation process, including guiding students to safety and ensuring all areas of the school are evacuated. The IT & Facilities Operations Manager will liaise with emergency services upon their arrival to provide information on the incident and the location of any individuals with mobility issues.

The HR and Administration Manager or their deputy will liaise with the Headteacher or the appointed person in their absence, to ascertain that all are accounted for and liaise with the ERT. Once all accounted for, if then deemed safe to do so (i.e. no fire or need to evacuate) the Headteacher will authorise the return of persons into the buildings.



### 3.7 Emergency Procedures – Critical Incident Plan

In accordance with Health and Safety statutory requirements, it is the responsibility of Cox Green School to:

- Have a plan in place for responding to emergencies in their school;
- Keep it up-to-date;
- Ensure that the relevant people are aware of its existence, contents, and implications for themselves.

Cox Green School emergency evacuation procedures are updated annually and full details are published in the **Critical Incident Plan** document which can be found on the staff intranet. This document is a living document for Cox Green School and is constantly reviewed and amended.

The Critical Incident Plan will clearly define the roles of key personnel during an emergency. The Headteacher or designated deputy will act as the Incident Commander, responsible for coordinating the response. Other SLT members will manage communication with staff, students, and emergency services, as well as oversee the safe evacuation or lockdown of the school.

During a critical incident, the Incident Commander will initiate the communication plan, which includes notifying staff through internal communication systems, providing clear instructions to students, and updating parents through predefined channels, such as text messages or email alerts. Emergency services will be contacted immediately if required, and staff will follow the Critical Incident Plan's communication protocol to ensure timely and accurate information dissemination.

The Senior Leadership Team has an agreed code word which will only be used in the event of a Critical Incident to alert them to attend the Conference Room or other location specified immediately.

Cox Green School will conduct annual critical incident drills, which may include evacuation and lockdown scenarios, to ensure that staff and students are familiar with the procedures. Staff will receive regular training on the Critical Incident Plan, focusing on their specific roles and responsibilities, and will participate in simulations to practice responding to emergencies.

After a critical incident, Cox Green School will implement a post-incident recovery plan, which includes counselling and support services for students and staff, clear communication with parents, and steps to safely return to normal operations. The Headteacher will work with local authorities and mental health professionals to provide the necessary support to the school community.

### 3.8 Containment

In certain circumstances, it may be safer to keep pupils contained on site. These will be circumstances such as a noxious smoke or chemical cloud, a swarm of bees in the school site, or an intruder. In such situations:

- The bell will be rung five times, twice in succession, a total of 10 rings;
- Staff in classrooms should close and lock doors and windows. Close window blinds. Explain to students what is happening and keep the students calm;
- Staff who are teaching lessons on the school field, astroturf, or outdoor courts should radio the Leadership Team or the school office for instruction on whether to return inside school buildings in case of e.g. noxious fumes or to a safe location offsite e.g. via the Manor Green gate if on the field or astroturf pitches. This might be in the event of an intruder posing a threat being on-site whose location is unknown;
- When a decision has been made and the containment is over, SLT will visit all classrooms to deliver release instructions and radio any PE staff who may have taken students off-site with instructions to return;
- The bell will be rung again five times, twice in succession, a total of 10 rings, meaning the containment is over.



During a containment situation, all visitors and external parties on-site (e.g., contractors) will be directed to the nearest safe location by staff. Reception staff will be responsible for ensuring that visitors are aware of containment procedures and that they follow instructions to remain in place until the all-clear is given.

All staff will receive annual training on containment procedures, including how to lock down classrooms, manage students, and the forms of communication.

Following any containment situation or drill, the SLT will conduct a post-incident review to assess the effectiveness of the procedures. Feedback will be gathered from staff and students, and any necessary improvements to the containment plan will be implemented.

### **3.9 First Aid**

It is Cox Green School's policy to provide First Aid support if someone is injured or becomes unwell on the school's premises whether they be members of staff, visitors, pupils, and service users. All staff should follow Cox Green School's medical procedures.

All staff will always use their best endeavours to secure the welfare of students.

Any member of staff can contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency if they deem it necessary and make clear arrangements for liaison with ambulance services on the school site.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The school has completed a First Aid Needs Assessment which is Appendix A to this document. The First Aid Needs Assessment has been put together to identify the requirements for First Aiders and First Aid equipment, and where special risk is identified what additional First Aid equipment may be required.

First Aiders will be required to:

- Assess a situation quickly and safely and summon appropriate help, give early and appropriate treatment; in order of priority. Where necessary, call an ambulance or other professional medical help, or in the case of a student arrange for the student to be collected by their parent/carers. Remain with/ manage the care of the casualty until handing over to the care of an appropriate person;
- Record any treatment administered and ensure that the School's accident/incident report form is completed;
- Regularly check First Aid equipment to ensure the contents of boxes comply with the requirements of legislation;
- Attend training and, where relevant, refresher training and report to their Line Manager when their First Aid certificate is running out to ensure that timely refresher training is booked.

The Student Welfare Officer will ensure that stocks of First Aid equipment are available in school and will provide supplies to the First Aiders.

There should be at least one First Aider on duty during school opening times which from September 2022 are 8:30am to 3pm. If the Student Welfare Officer is absent, then cover is provided via a back-up rota.

Following any significant First Aid incident, the Health and Safety Co-ordinator, Student Welfare Officer, First Aiders, and any other involved persons will conduct a post-incident review to evaluate the response and identify any improvements needed. This review will cover the effectiveness of communication, the availability of equipment, and the timeliness of the response. Any lessons learned will be used to update First Aid procedures and training.



### 3.9.1 **Illness**

If a student feels unwell during the school day they should be given the opportunity to sit quietly in the class or if needed sent to the Student Services Office. If the symptoms persist or are more serious or there is an actual injury the Lead First Aider in student services is called or the student is taken to them.

The parents/carers will be contacted and asked to collect the student as soon as possible.

A quiet waiting area is available at the rear of reception for students to wait and will be monitored during this time if required, otherwise, they will be seated in the reception area where they can be supervised by the reception team.

### 3.9.2 Defibrillator

The School has access to five defibrillator units that are located in Cookham building on the ground floor by the lift, the Fifield Building outside Student Services (FO5) office, Holyport Building on the ground floor in the entrance stairwell, and the Littlewick Building on the ground floor in the entrance stairwell. There is a fifth defibrillator located outside the Leisure Centre's main door and is maintained by the Leisure Centre. The Lead First Aider (Student Welfare Officer) has been fully trained on its use and it can be operated by untrained users by following the step-by-step voice commands that start when the unit is opened.

The defibrillators located on the school site are maintained by the school. If used or requiring maintenance, a sign will be placed instructing anyone who requires one about the locations of the other defibrillators. Routine checks on these are completed regularly by the Student Welfare Officer.

### 3.9.3 Head Injury

Parents will be contacted and informed of any injury to the head, whether minor or major.

In the event of a head injury that requires First Aid/medical attention i.e. bump/cut, feels sick, headache etc, the parents will be asked to collect the student due to possible concussion and advise the parent to seek medical advice or care.

Where there is a serious head injury or any loss of consciousness has occurred, the school will always call 999 for ambulance advice and seek to have an ambulance deployed to the incident. If subsequently a parent/carer with parental responsibility attends and decides they wish to take the student directly to hospital, then the school will pass on the advice given by ambulance reiterating the risk and ultimately the decision to move/take the student to hospital other than via an ambulance will fall to the parent/carer.

If the head injury is minor and does not require medical or aftercare i.e. minor injury with no marking, bruising, swelling, pain etc, the parent will still be called and informed and asked the parent how they wish to proceed. If the parent decides to keep the child in school, the First Aider will inform all class teachers for that day so they are aware and advise the student to report to Student Services if feels unwell. If they do this then the First Aider will contact parents to collect the student.

Please see this link for more useful info: <https://www.nhs.uk/conditions/minor-head-injury/>

### 3.9.4 Procedures in an Emergency First Aid Situation

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a First Aider.







must be reported to the Site Team and Health and Safety Officer for further investigation.

All staff and students handling hazardous substances must wear the appropriate personal protective equipment (PPE), including gloves, goggles, and protective clothing, as indicated in the COSHH risk assessment. PPE will be provided by the school, and staff will receive training on its correct use and maintenance.

### **3.11 Lettings/Shared Use of Premises/Use of Premises Outside School Hours**

Outside of school hours and shared use of the premises is controlled by RBWM via Leisure Focus. They are responsible for all Health and Safety issues concerning the use of the premises, after school, at weekends, and outside term time.

Other areas of the school that are not part of the Leisure services partnership are occasionally let outside school hours. The theatre hire is subject to the use of the technician services of a Cox Green School member of staff who will ensure that the Health and Safety requirements are met.

RBWM is responsible for all Health and Safety issues concerning the Cox Green Library and Leisure Centre when outside of school operating hours.

### **3.12 Lone Working/Work Outside of Normal School Hours/Home Visits**

It is Cox Green School's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Under the lone working requirements, no member of staff should enter Cox Green School building out of hours without notifying the Site Team. Staff members should then also make further contact to inform that they have left the building.

- All staff have a responsibility for their own Health and Safety as this is a particularly high-risk area. In cases of non-compliance staff will no longer hold a key and alarm code.
- On a normal school day staff can only enter the building after 7.00 a.m. and then must vacate by 6.00 pm. (unless formally authorised by the Site Manager)
- Staff who intend to work outside normal working hours must inform the Site Manager so that appropriate safety and security measures can be implemented.
- When working alone, staff should not undertake any hazardous activities and should not enter any building if they think it is unsafe.
- Staff are reminded to switch off all electronic equipment including lights after use and to make sure that windows and doors are secure. The building must be alarmed and secure when leaving Cox Green School grounds.

On occasion, it is necessary for staff to conduct home visits. This should always be done in a minimum of pairs. In addition, staff must:

- Agree the home visit with the LT Link in advance and complete the absence form with a clear itinerary;
- Carry out a risk assessment prior to undertaking the home visit;
- Have a means of contact e.g. mobile fully charged;
- Understand that they must terminate visits should they feel unsafe even if business has not concluded or the task completed;
- Report their safe return and any incidents immediately to their Line Manager or LT link.

The Headteacher must set out the safe arrangements for staff who may visit the parental homes and ensure that staff who home visit are provided with advice with regards to good safe working practices and the reduction of risk.

### **3.13 Managing Medicines/Drugs**

Cox Green School implements an effective policy on administering medicines (see separate Medical Conditions Policy).



- Obtain prior written permission for each and every medicine from parents/guardians before any medication is given.
- Keep written records of all prescribed medicines administered to children, including dosage and how often the medication is to be administered. The written record has a photograph of the student.
- The medication is kept in an individual bag with the student's photograph and details attached.
- All medication will be kept securely in reception, who will deal with the handing out of such medication.

Medical needs of children at school can include:

- Short-term needs i.e. finishing a course of medicine such as antibiotics;
- The requirement for medicines in particular circumstances i.e. children with severe allergies who may need an adrenaline injection or those with asthma who may need to use an inhaler (their own property only);
- Children requiring medicines on a regular and long-term basis.

Annual Auto-injector training is carried out for student Auto-injector users and First Aid staff.

### **3.14 Maintenance and Inspection of Equipment**

Cox Green School ensures that all equipment is maintained, inspected and, where necessary, tested on a regular basis.

There are two levels of inspection, maintenance, and testing of work equipment that must be carried out:

- A visual check by staff of equipment prior to its use. During visual inspections, staff and technicians should look for frayed cables, exposed wires, cracked casings, overheating, and other signs of wear and tear. Any equipment showing these signs must be removed from use immediately and reported to the Site Manager for further inspection;
- Formal maintenance/inspection checks carried out by competent persons such as insurers/specialist contractors or members of staff who have received adequate training. Normally annually. All formal maintenance/inspection checks must be recorded.

### **3.15 Manual Handling and Lifting**

The Manual Handling Operations Regulations apply to a wide range of manual handling activities including lifting, lowering, pushing, pulling, or carrying. The Regulations require that Cox Green School in order to avoid the need for potentially hazardous manual handling as far as possible, carry out a risk assessment and put in place control measures to reduce any remaining risks.

All staff should have a general appreciation of handling and lifting requirements and this topic is part of Cox Green School's general risk assessments. However, where tasks including specific manual handling operations are a requirement of any person's work activities, appropriate manual handling training must be given and a manual handling risk assessment must be carried out so that the necessary control measures are in place.

When manual handling tasks are varied and intermittent, the person must be 'competent' (trained and able) to carry out their manual handling risk assessment as required. If you require training – please email the Site Manager for details.

Risk assessments have been carried out on all manual handling operations in Cox Green School. All risk assessments are completed before the task.

- Caretaking activities, such as distributing deliveries received at reception, moving furniture or equipment during schools' re-organisations etc.
- Setting out PE apparatus, or carrying PE equipment.
- Setting out apparatus in Design, Technology, and Science.
- Moving large projects completed in Design, Technology, and Science.



- Removing refuse or recycling (staff are reminded not to put too much into the bags).

### 3.16 Personal Protective Equipment (PPE)

PPE equipment is to be used at all times as specified by the risk assessment for the job in hand in order that staff, pupils, and visitors are protected at all possible times.

PPE equipment will be provided by the department for which it is required and where necessary for the said job. This will be stored and maintained by the individual departments. Reports of any defect to the equipment or lack of are to be reported firstly to departmental managers, then the Health & Safety co-ordinator. The Subject Leader is responsible for ensuring their staff are effectively trained in the use of PPE before doing any activity or using any equipment that requires the use of PPE. Staff are responsible for ensuring students are effectively trained in the use of PPE at the start of any lessons that require it.

### 3.17 Risk Assessments

Cox Green School has carried out risk assessments for site buildings, services, and site-related activities and put in place control measures for work areas around Cox Green School. These risk assessments are held by the Site Manager or the HR and Administration Manager and can be found on the Cox Green School intranet.

Risk assessments on specific learning activities and lessons are carried out by the teacher concerned.

Other risk assessments are carried out for example:

- Work experience at the school;
- Educational trips;
- Flexi days;
- Extra-curricular activities;
- Stress Management;
- Pregnancy.

Other risk assessments such as departmental risk assessments and trips and visits risk assessments are also undertaken by staff and covered in the responsibilities section above.

The following scale is used in the risk calculation.

**Likelihood Rating** (1 = Highly improbable, 2 = Remotely possible, 3 = Occasionally, 4 = Fairly frequent, 5 = Frequent or regular, 6 = Certainty)

**Severity Rating** (1 = Negligible injury, 2 = Minor injury (singular or repetitive), 3 = Major injury, 4 = Fatality, 5 = multiple fatalities, 6 = catastrophic fatalities)

**Likelihood x Severity = Risk Rating**                      Low = 1 – 5                      Medium = 6 – 10                      High = 10+

### 3.18 School Transport/Mini Bus

Cox Green School has two mini buses. The Site Manager is responsible for the maintenance of these two vehicles. They are responsible for all aspects of the said vehicles. There is a booking system operated by the Site Manager. The keys must be collected along with all documentation required. Staff are requested to return the vehicles in a clean and tidy order. The site team will arrange the fuelling of the minibuses.



To drive vehicles between 9 - 16 passenger seats (Category D1) drivers will need to take an appropriate DVLA test to obtain the D1 entitlement. Should a minibus larger than the school minibuses be required, the member of staff must have a D1 entitlement.

The school minibuses can be driven under B category assuming the below requirements are met.

The school insurance stipulates the requirements for staff driving the minibus as:

- The driver is aged 21 or over;
- The driver has held a car licence for at least 2 years;
- The vehicle is used for social purposes by a non-commercial body;
- The driver is providing his/her services on a VOLUNTARY basis;
- The minibus maximum weight is no more than 3.5 tonnes;
- There are currently no limitations on penalty points or prior driving convictions. However, the school requires the drivers to declare and keep the school informed of such points or convictions which may be required to be disclosed in the event of moving insurer.
- The school reserves the right to restrict or prohibit use of minibuses to staff for any reason.

To drive the school minibuses, the staff member must have completed the Minibus Drivers Form which can be accessed through the Site Team or the IT & Facilities Operations Manager. The form must be completed and submitted to the IT & Facilities Operations Manager for review. The staff member must also sit a familiarisation drive with a member of the Site Team every 5 years.

A personal issue Driver Fob will be issued, which must be used when driving the minibuses. This identifies the driver of the vehicle in an electronic monitoring system, which will be used to monitor the driving performance of the driver and should the school receive a notice of intended prosecution to identify the driver.

All drivers must complete a vehicle log sheet for every journey. All drivers are responsible for checking the vehicles before driving them to ensure they are suitable to be on the road and safe to drive.

All drivers must comply with the law, including all driving legislation at all times.

### **3.19 Vehicle Movement on School Site**

Cox Green School controls vehicle access to the fenced areas of the school between the hours of 8am and 3:15pm. During these hours the Site Staff will act as banksman to see any vehicles onto the site or off the site. This is restricted to deliveries and staff are not permitted to move vehicles during these hours.

No vehicles are allowed to move within the fenced area during student break times.

The school land outside the fenced area is accessed by the general public, staff, and visitors throughout the day. 5 mph Speed limit signs are displayed and speed humps are installed. Bollards have been installed to prevent parking on pedestrian walkways.

There is a school bus bay and students are supervised by duty staff when getting on and off the buses.

There is a school travel plan in place and improvements to the parking and crossing of roads outside the school have been implemented.

### **3.20 Security**

Security is of great importance to Cox Green School. The Site Manager is responsible for ensuring that all the security measures are working effectively and regularly monitored. All breaches of security must be reported to the Headteacher/ Site Manager or IT & Facilities Operations Manager who will take the appropriate action.



Staff should challenge anyone without an ID badge or visitors' badge/sticker and escort them to reception, or contact the IT or Site team. The IT and Site team will be contacted by reception to escort any intruders or visitors that have lost their way. All visitors must report to reception and sign in so they can be accounted for in the case of an emergency. No unauthorised visitors should be given access to the site through any of the security gates and should be directed by all staff to the reception.

Any concerns about the security of the site, and any faults with the school's security systems (gates, fencing, alarm, access control, etc.) should be reported to the Site Team immediately.

### **3.21 Site Maintenance/Premises Team**

The Site Team works on a shift system, but there is at least one staff member on-site at all times during the school day, and are contacted through reception. The site staff work on minor repairs and maintenance-type work. The activities covered by the Site Team are covered by this policy and risk assessments for each activity are completed and stored by the Site Manager.

### **3.22 Glazing and Window Safety**

All windows are checked daily by site users and weekly by the Site Team, with any defects reported immediately to the Site Manager. The windows should not open over the recommended angle and into any area where people might be likely to collide with them. This is particularly important in the case of windows that open into areas where people may pass by e.g. ground floor windows which open onto walkways.

If window openers are at a high level and are hard to reach, opening equipment such as window poles or similar equipment should be kept easily available, or a stable platform or other safe means of access should be provided. Staff must not climb on tables, chairs, or other furniture in order to open or close windows due to the dangers of falls from height.

The Building Regulations 2000 Approved Document Part N and Regulation 14 of the Workplace Health, Safety and Welfare Regulations require:

- Every window or transparent glazed surface (including glazing in stairwells, filled balustrades and display cabinets etc) to be made of a safety material, or protected against breakage and be appropriately marked or incorporate features to make it apparent and therefore all premises need to be surveyed to check that this is the case. Glazing surveys have been undertaken in the school however if there have been any changes since the survey, there may be other areas not identified by the survey which now require review;
- Risk assessments to be carried out by local management to identify if there are any other areas, which for reasons of Health and Safety present a risk if safety glazing is not in place/determine if there is a risk of injury.

### **3.23 Legionella**

The Site Manager has the responsibility for ensuring the management of the water systems at the premises. All maintenance and tests are carried out in accordance with the procedures as advised by the school's Health and Safety Advisor. These include ensuring that:

- Day-to-day management of water systems is carried out in accordance with requirements set out by the Health and Safety Advisors procedures;
- Arrangements for basic day-to-day monitoring of hot and cold-water systems, showers, etc are in place;
- Water testing is carried out by qualified contractors.

A Legionella risk assessment has been carried out and all identified actions completed. The risk assessment is reviewed annually.



Staff are requested to report any defects of hot or cold water as soon as possible to the Site Team.

### **3.24 No Smoking**

Cox Green School has a no-smoking policy in order to provide a healthier working environment which refers to the whole site, including the front of Cox Green School – please refer to the Smoke-Free Policy.

### **3.25 Staff Training**

All new members of staff (both teaching and non-teaching), including temporary or casual staff, must receive Health and Safety induction training/instruction from the Site Team.

The induction includes:

#### **General:**

- The Health and Safety Policy;
- Codes of Practice and where they are kept;
- Fire & Emergency procedures;
- First Aid provision and arrangements;
- Staff responsibilities;
- How to report hazards;
- Accident reporting;
- The "Health and Safety Information for Employees" leaflet or poster.

#### **Job Specific:**

- Hazards associated with work and risk assessment;
- Local rules.

This is provided within the first few weeks of attending Cox Green School. Staff training needs are identified within the department with relevant training provided to those who need it.

Those roles identified as having specific roles, receive the necessary information, instruction, and training in order to carry out their functions by the appropriate Line Manager or Subject Leader.

Further information on Health and Safety training is kept by the Health and Safety Co-ordinator or the school's Health & Safety advisors.

### **3.26 Visitors**

All visitors and other users of the premises should be directed to reception. Any persons staying on-site need to sign in, providing their details and will be required to wear a visitor's badge in a visible position whilst on site. All visitors are required to observe the school's safety rules. The reception staff will instruct all visitors on facilities and evacuation plans. Visitors are required to sign out and return their visitors badge upon leaving. Badges are colour coded to show the level of DBS clearance.

Parents and volunteers should be made aware of the Health and Safety arrangements applicable to them. This should be done by the teacher/staff to whom they are assigned. In the event of an evacuation, they must report to the visitor assembly point, as stated by the emergency plans as previously mentioned.



### **3.27 Working at Height**

The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause injury. The Health and Safety Co-ordinator ensures all work at height is risk assessed and properly planned and organised, with appropriate work equipment being used. All staff who carry out this work must have completed working at height training. Copies are held by the Health and Safety Co-ordinator in the Site Office.

Staff who are not required to work at height must not use chairs or tables for any day-to-day general activities e.g. putting up displays, placing/retrieving items stored above head height, when opening/ closing windows etc. Students should not work at height or stand on chairs or tables.

Falls from height during Drama or PE lessons or as part of caretaking activities must be reported on the Cox Green accident/incident form. The IT & Facilities Operations Manager will be informed.

### **3.28 Violence and Barring Individuals from School Premises**

The Trustees and the Headteacher will not tolerate acts of aggression or intimidation, verbal or physical against staff from any person.

In the case of incidents of violence or abusive behaviour against staff, the school reserves the right to inform and/or call the police. Should members of staff be subjected to violence they will receive all the support needed from Cox Green School in accordance with the procedures on violence or abusive behaviour in the workplace.

All incidents are to be reported to reception immediately so that a member of the SLT can be contacted, or when needed to call the police.

The Conduct and Barring Individuals from School Premises Policy covers this in full and supersedes any of the above in this section.

#### **3.28.1 Barring Individuals**

Cox Green School is private property. People do not have an automatic right to enter.

Parents have an 'implied licence' to come onto school premises:

- For appointments;
- To attend a school event;
- To deliver or collect items;
- To make enquiries at reception.

Individuals who come onto the Cox Green School site outside of these times may be trespassing.

Cox Green School can ask someone to leave the premises and take civil action in the courts if someone trespasses regularly. The Headteacher will write to regular trespassers to tell them that they are potentially committing an offence and reserves the right to inform the police.

The Headteacher, or their representative, will bar an individual from the premises if they feel that their aggressive, abusive, or insulting behaviour or language is a risk to staff or pupils or that staff feel threatened. This decision has been delegated to the Headteacher by the Board of Trustees.



The Headteacher will tell an individual that they have been barred or they intend to bar them, in writing signed by the Headteacher or the Chair of the Board of Trustees.

The individual will be allowed to present their side. The Headteacher will either:

- Bar them temporarily, until the individual has had the opportunity to formally present their side;
- Tell them they intend to bar them and invite them to present their side by a set deadline.

After the individual's side has been heard, the Headteacher will decide whether to continue with barring them.

The decision will be reviewed annually after the date of the letter informing the individual of the decision.

Trespassing is a civil offence. If Cox Green School has reasonable grounds to suspect that someone has committed a criminal offence then the police will be called.

Under Section 547 Education Act 1996, it is a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance.

The Conduct and Barring Individuals from School Premises Policy covers this in full and supersedes any of the above in this section.

### 3.28.2 Removing Individuals from School Premises

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is present on school premises without lawful authority to cause or permit nuisance or disturbance of persons who lawfully use the school premises. Trespassing itself does not constitute a criminal offence.

To have committed a criminal offence, an abusive individual must have been barred from the premises or have exceeded their 'implied licence', then also have caused a nuisance or disturbance.

If a school has reasonable grounds to suspect that someone has committed this offence, then they can be removed from the school by a police officer or a person authorised by the appropriate authority such as the:

- Board of Trustees;
- Local Authority;
- Proprietor of that school.

The Board of Trustees authorises this authority to the Senior Leadership Team, SAFE Team, IT Team, and Site Team.

The Conduct and Barring Individuals from School Premises Policy covers this in full and supersedes any of the above in this section.

### **3.29 Caretaking and Cleaning**

All cleaning of the School's premises (apart from some areas of the PE department and the dual-use library) is completed by an external contractor. Accidents are reported to the Contractor's Site supervisor who will report to the Area Manager who will investigate and report back to the School's HR and Administration Manager.

All cleaners have undertaken Health and Safety training which includes COSHH. When cleaning or vacuuming floors, specific signs are placed in order for "passers-by" to be made aware. Health and Safety induction, training and refreshers are provided by the Contract Area Manager.



### 3.30 Refuse and Recycling

The Site Manager co-ordinates the waste collection by the use of black bags for refuse and green bags for recycling. Students are encouraged to use the recycling for all paper. Each classroom has a green bin for paper recycling and a blue bin for other waste.

The school reminds staff and students not to put too much into the bags, as these can become too heavy for the cleaners to move and the bags can split. During the end of term and specific days, extra resources are at hand to move excess rubbish and recycling.

### 3.31 Bomb Alerts and Suspect Packages

Cox Green School has the following policy that has been given to staff.

Threats may be in another form to a bomb or suspect package, such as a threat to intrude on school site. The following procedure should be used similarly to any threat received by phone.

#### 3.31.1 Bomb Threats Received by Telephone

As soon as it is clear that a caller is making a bomb threat, the recipient should let the caller finish the message without interruption. While the caller talks, listen to the message exactly and listen for clues to the following:

- The caller's gender and approximate age;
- Noticeable conditions affecting speech, such as drunkenness, laughter, anger, excitement, and incoherence;
- Peculiarities of speech, such as accent, mispronunciations, speech impediments, tone and pitch of voice;
- Background noises audible during the call, such as traffic, talking, and machinery.

When the caller has given their message, the following are key questions that should be asked, if possible, after the caller has given their message:

- Where is the bomb located?
- What time will it explode?
- What does it look like?
- When was it placed?
- Who are you?
- Where are you?
- Why are you doing this?

Immediately inform the Headteacher, HR and Administration Manager, and the IT & Facilities Operations Manager.

#### 3.31.2 Suspect Packages

If you receive a suspect letter or package, or discover an unattended suspect package left in the building:

- Do not handle it;
- Warn other members of staff;
- Immediately inform reception or a member of IT/Site staff.

Urgent enquiries should be made to known staff and pupils, working close to the object, if they have knowledge of said package in an effort to eliminate it as a cause for concern.



The person who received the communication should immediately inform the Headteacher, the HR and Administration Manager and the IT & Facilities Operations Manager, without alerting other staff/students or visitors as this could create undue panic.

Depending on the circumstances, a decision will be made by a member of the SLT on whether to activate the evacuation procedure and notify the police.

Further information can be found in the Critical Incident Plan.

### **3.32 Other Related Policies**

The school has a separate Safeguarding Policy, Behaviour Policy, Off-site Visits and Activities Policy and Critical Incident Policy. These policies and other documents are stored on the school's website and staff intranet.

### **3.33 Communication of Policy**

The Policy is published on the school website and the Staff Intranet.

### **3.34 Review of Policy**

This policy shall be reviewed every two years by the Finance & Resources Committee.



## Health & Safety Policy Appendix 1

### First Aid Needs Assessment – Cox Green School – October 2024

This First Aid needs assessment has been completed alongside the First Aid in Schools Guidance updated 10 October 2024.

To view the Government guidance on this matter, please review: <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

#### Legislation:

This First Aid needs assessment is being completed in compliance with the following Legislation:

- Health and Safety (First-Aid) Regulations 1981 <https://www.legislation.gov.uk/uksi/1981/917/made>;
- Health and Safety at Work etc. Act 1974 and associated/amendment regulations <https://www.legislation.gov.uk/ukpga/1974/37/contents>;
- Road Vehicles (Construction and Use) Regulations 1986 <https://www.legislation.gov.uk/uksi/1986/1078/contents/made>
- School Premises (England) Regulations 2012 <https://www.legislation.gov.uk/uksi/2012/1943/contents/made>;

#### Purpose of This Document:

The purpose of this document is to show the First Aid provision that is in place for Cox Green School, and the reasons why the provision has been put in place. Likewise, this document is to provide an overview of why certain First Aid provisions may not be in place. This document will be regularly reviewed, in conjunction with First Aid reports, any raised concerns and suggestions. By keeping this document up to date regularly, it will guide the school in provisioning the necessary equipment and staffing where needed to adequately provide First Aid for the site users.

#### Policies:

The findings of this document will be detailed in the Health and Safety Policy and published on the school's website and staff accessible policies folder.

#### Persons Involved in Updating This Policy:

- The IT & Facilities Operations Manager is responsible for updating this document, and subsequently the Health and Safety Policy;
- The Student Welfare Officer is responsible for the First Aid provision on site and replenishing used or expired provisions; and therefore, is responsible for recording all First Aid reports to be reviewed to update this document;
- The First Aiders and all staff are responsible for reporting any concerns around the First Aid provision at the school, which can be reported directly to the IT & Facilities Operations Manager;
- The First Aiders are responsible for completing First Aid reports which will be used to review and update this document and replenish used First Aid provisions.

#### Review Dates:

This document will be reviewed annually in line with the review of the Health and Safety Policy.



**Overview of Existing First Aid Provision:**

Count	Name	First Aid Qualification	Type	Location	Expiry
1	Emma Doyle	First Aid at Work (FAW)	Dedicated First Aider	Fifield – Student Services (FO5)	28/08/2022
2	Stephanie Bedwell	Schools First Aid course*	Rota - Backup First Aider	Fifield – Print Room (FO1) (Tue: 8-14.45)	02/09/2023
3	Julie Bett	Schools First Aid course*	Rota - Backup First Aider	Cookham – Cover Office (CO11) (Fri: 7-13)	02/09/2023
4	Tina Bloor	Schools First Aid course*	Rota - Backup First Aider	Littlewick – Upstairs Prep Room (LO4) (Mon-Wed: 8-12, Thurs: 8-11.30, Fri: N/A)	02/09/2023
5	Alison Bradshaw	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Cookham – Finance Office (CO9) (Wed: N/A)	29/02/2024
6	Penny Chate	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Cookham – Headteachers PA Office (CO2)	26/09/2026
7	Georgia Cottington	Schools First Aid course*	Rota - Backup First Aider	Fifield – Student Services (FO5)	02/09/2023
8	Tony Critchley	Schools First Aid course*	Rota - Backup First Aider	Cookham – PE Office (CO14) (Mon-Fri: 9-12.30)	02/09/2023
9	Brendan Desmond	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Cookham – Technology (C6/C7) (Mon, Tue, Thurs: 7.25-14.45)	04/02/2023
10	Anne Emery	Schools First Aid course*	Rota - Backup First Aider	Littlewick – Downstairs Prep Room (LO1)	02/09/2023
11	Karen Feetham	Schools First Aid course*	Backup First Aider	Fifield – Student Services (FO5)	02/09/2023
12	Anne-Marie Greenwood	First Aid at Work	Backup First Aider (on leave)	Fifield – Student Services (FO5)	30/03/2026
13	Kate King	Schools First Aid course	Rota - Backup First Aider	Cookham – Reception (CO8) (Mon-Fri: 8.30-13.30)	06/07/2026
14	Olivia Basher	Schools First Aid course*	Rota – Backup First Aider	Walthams – Sixth Form (W7)	08/08/2024
15	Mark Langley	Schools First Aid course*	Rota – Backup First Aider	Fifield – Art Department (F9-F12) (Mon, Fri: N/A)	02/09/2023
16	Gary Nash	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Various – (Including CO6) (Mon-Fri: 6.45-9.45, 12.00-16.30, Fri: 16.00)	12/02/2023
17	Lesley O’Meara	Schools First Aid course*	Rota - Backup First Aider	Cookham – Reception (CO8)	06/07/2026
18	Nota Paraskevopoulos	Schools First Aid course*	Rota - Backup First Aider	Littlewick – Food Tech (L5) W1/W2: M: 12.30-15/12-15.30, T: 10-13.30/11.30-14, W: 12-15.30/12-15.30, Th: 11.30-15.30/10.30-15.30, Fri: N/A)	06/07/2026
19	Sophie Shaw	Schools First Aid course*	Rota - Backup First Aider	Cookham – Reception (CO8)	06/07/2026
20	Kiran Smith	Schools First Aid course*	Backup First Aider	Fifield – Student Services (FO5)	06/07/2026
21	Hannah Thompson	Schools First Aid course*	Rota - Backup First Aider	Cookham – Careers Office (CO15)	02/09/2023

\*includes Epi-pen training. Note: All First Aiders have received training on the use of Epi-Pens and Bucculam. All school staff have received training on Epi-Pens.



Cox Green School provides First Aid provision for students through the Student Welfare Officer who is based in Student Services office in Fifield Building. There are a number of “backup First Aiders” who are on a rota to provide First Aid in the event the Student Welfare Officer is not available for any reason. Staff who require First Aid are seen to by any of the above First Aiders. The Student Welfare Officer is responsible for recording and ensuring all First Aiders are in date for the certifications, and booking recertification courses for those who are going to expire.

The First Aid room is also located in Fifield Building near to the Student Services office. The First Aid room is a dedicated reserved space for unwell persons and contains a wipe-clean bed, fresh water, and medical supplies.

#### First Aid Kits:

The guidance provides a list of items that the HSE recommends where there is no special risk identified to be contained in the First Aid kits, this includes minimum quantities. The below is that list and for comparison what we stock by default in the First Aid kits provided to our First Aiders.

Item	Min Provision Quantity	Cox Green School Quantity
A leaflet giving general advice on First Aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	20
Sterile eye pads	2	2
Individually wrapped triangular bandages (preferably sterile)	2	2
Safety pins	6	6
Medium sized individually wrapped sterile unmedicated wound dressings	6	4
Large sterile individually wrapped unmedicated wound dressings	2	2
Pairs of disposable gloves	3	3
Small sized individually wrapped sterile unmedicated wound dressings	0	2
Finger dressing	0	2
Ice packs	0	2
Face resuscitation shield	0	2
Sterile wipes	0	10
Sterile eye wash	0	2
Sick bags	0	2
Scissors	0	1
Heat retaining blanket	0	1
Microporous tape	0	1
Burn shield dressing	0	1
Bandages	0	2



The school holds a large stock of First Aid supplies that are stored by the Student Welfare Officer, and that all First Aiders can restock from. The Student Welfare Officer is responsible for providing a fully stocked First Aid kit to each First Aider on them passing their First Aid certification, and is responsible for ensuring there is sufficient supplies in stock for resupplying kits. The Student Welfare Officer is also responsible for checking all First Aid kits to ensure the kit is in date and stocked at least once per year.

**Travelling First Aid Kits:**

The guidance provides a list of items that the HSE recommends as a minimum should be contained in a travelling First Aid kit, this is something that is used for off-site activities for example.

Item	Min Provision Quantity	Cox Green School Quantity
A leaflet giving general advice on First Aid	1	1
Individually wrapped sterile adhesive dressings	6	8
Large sterile unmedicated dressing	1	1
Individually wrapped triangular bandages (preferably sterile)	2	2
Safety pins	2	10
Individually wrapped moist cleansing wipes	unspecified	unspecified
Pairs of disposable gloves	2	2
Small sterile unmedicated dressings	0	2
Finger dressing	0	2
Ice packs	0	2
Face resuscitation shield	0	1
Sterile eye wash	0	2
Sick bags	0	2
Eye bandage	0	1
Scissors	0	1
Heat retaining blanket	0	1
Microporous tape	0	1
Bandages	0	2

**Vehicle First Aid Kits:**

The guidance provides a list of items that must in the Road Vehicles (Construction and Use) Regulations 1986 to be contained in a vehicle First Aid kit, this is a kit stored on the school minibuses.

Item	Min Provision Quantity	Cox Green School Quantity
Antiseptic wipes, foil packed	10	10
1 conforming disposable bandage (not less than 7.5cm wide)	1	1
Triangular bandages	2	2
Packet of 24 assorted adhesive dressings	1	1



Large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)	3	3
Sterile eye pads, with attachments	2	2
Assorted safety pins	12	12
Pair of rustless blunt-ended scissors	1	1
Burn shields in small and medium sizes	0	1
Cool pack (chemical ice pack)	0	1
Sick bags	0	4
Face masks	0	4
Pairs of disposable gloves	0	4
Revive aids (face masks for CPR)	0	2

**Location First Aid Kits:**

In addition to the First Aiders' First Aid Kits, there are First Aid kits/boxes located in areas around the school to provide quick access to these items as needed. They are located in:

Location
Cookham – Technology office (CO4)
Cookham – Reception Office (CO8)
Cookham - PE Office (CO14)
Cookham – Staff Room (CO17)
Fifield – Student Services (FO5)
Fifield – First Aid Room (FO9)
Littlewick – Food Technology (L5/L6)
Littlewick – Science lower prep room (LO1)
Littlewick – Science upper prep room (LO4)

**Location of Eye Wash Stations:**

There is one type of eye wash stations in the school, containing pods of sterile saline solution.

Location	Type	Expiry date
C6 – Technology Metal Workshop	Sterile saline solution	10/2026
C7 – Technology Weed Workshop	Sterile saline solution	10/2026
LO4 – Upstairs Science Prep Room	Sterile saline solution	10/2026
L7 – Science Laboratory	Sterile saline solution	10/2026
L8 – Science Laboratory	Sterile saline solution	10/2026



L10 – Science Laboratory	Sterile saline solution	10/2026
L12 – Science Laboratory	Sterile saline solution	10/2026

**Automatic External Defibrillators (AED):**

The school has a provision of Automatic External Defibrillators (AED) which can be used in conjunction with Cardiopulmonary resuscitation (CPR) to save the life of someone in cardiac arrest. These are located in:

Location	Service due
Cookham – Ground floor, by the lift/near C10	
Fifield – Open Area	
Holyport – Ground floor, entrance stairwell	
Leisure Centre – Outside the main door/car park	Managed by Leisure Focus
Littlewick – Ground floor, entrance stairwell	

These AEDs are essential to save someone who is in cardiac arrest, as just CPR will not restart a heart rhythm. All First Aiders are trained in the use of AED and have the code to access these cabinets. The AED located outside the Leisure Centre is a public access AED and registered with South Central Ambulance Service, this AED is maintained by Leisure Focus. The AEDs in school are monitored by the Site Manager, who is responsible for ensuring the AEDs are serviced and have sufficient charge, this is completed fortnightly.

**Bleed Control Kits:**

Location	Expiration/Replacement due
Cookham – Ground floor, by the lift/near C10 – Inside AED Cabinet	
Cookham – C6 – Technology Metal Workshop	
Cookham – C7 – Technology Weed Workshop	
Fifield – Open Area – Inside AED Cabinet	
Fifield – FO6 – Student Services Office	
Holyport – Ground floor, entrance stairwell – Inside AED Cabinet	
Littlewick – Ground floor, entrance stairwell – Inside AED Cabinet	

The school has invested in Bleed Control Kits which can be used by an untrained person to stop a critical or major bleed. Each kit contains basic quick reference instructions, 2 x pair of large gloves individually packed, 1 x trauma shears, 1 x Prometheus Trauma Dressing, 1 x Prometheus Chitogauze XR Pro, 1 x Tourniquet, 1 x Russell Chest Seal.

**Burn Kits:**

Location	Expiration/Replacement due
Cookham – Technology Office (CO4)	
Littlewick – LO1 – Downstairs Science Prep Room	



Littlewick – LO4 – Upstairs Science Prep Room	
Littlewick – L5/L6 – Food Technology Rooms	

The school has invested in Burn Kits which can be used to treat various types of minor burn wounds.

**Critical Incident Bag:**

The school stocks a critical incident bag which has sufficient First Aid kit (and other equipment) for any initial response by the school to a critical incident. This includes First Aid kit to deal with time dependant injuries such as severe and catastrophic bleeding. Any other injuries will generally be dealt with by emergency services who would be called in the event of a mass casualty event.

Item	Quantity
Ambulance Dressing - XX Large (No.4)	6
Ambulance Dressing - X Large (No.3)	6
Large Latex Gloves - Pair	6
Low Adherent Dressing - 100 x 100mm	5
Sterile Non-Woven Swabs 75 x 75mm	4
Tufkut Scissors - 6"	1
Microporous Tape - 2.5cm x 5m	1
Conforming Bandage - 7.5cm x 4m	4
Conforming Bandage - 10cm x 4m	4
Eyepad	4
Gauze Swabs - 75mm x 75mm	1
Triangular Bandage	10
Eyewash 500ml	1
Burns Dressing - 200 x 200mm	3



**First Aid Needs Assessment:**

Area	To Whom	Injury Risk	Medical Support Required	Noted Additions
C6 – Technology Metal Workshop and adjoining workspaces	Staff Students	Lacerations Severe bleeds Amputations Eye contamination Burns	First Aid kit. Eye wash kit or Eye wash station. Bleed control kit. Burn First Aid kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First Aid signage required.
C7 – Technology Wood Workshop and adjoining workspaces	Staff Students	Lacerations Severe bleeds Amputations Eye contamination	First Aid kit. Eye wash kit or Eye wash station. Bleed control kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First Aid signage required.
L1, L2, L3, L4, L8, L9, L10, L11, L12 – Science Laboratories	Staff Students	Lacerations Eye contamination Burns Skin contamination	First Aid kit. Eye wash station. Burn First Aid kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First Aid signage required.
LO1, LO4 – Science Prep Rooms	Staff	Lacerations Eye contamination Burns Skin contamination	First Aid kit. Eye wash kit or Eye wash station. Burn First Aid kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	Burn kit to be on display in LO1/LO4, wall mounts to be installed. First Aid signage required.
L5, L6 – Food technology rooms	Staff Students	Lacerations Burns	First Aid kit. Burn First Aid kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First Aid kit to be displayed. To include small burn gels. Burn kit to be on display. First Aid signage required.
Playground, Dome, Field, Astros	Staff Students	Breaks Dislocations Head injury	Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First Aid signage required.
Exercise Gym	Staff Students	Breaks Dislocations Crush	Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First Aid signage required.



Sports Hall including Climbing wall	Staff Students	Falls from height Breaks Dislocations Internal bleed Head injury	<b>Signage for how to get First Aider. Signage on where nearest First Aid kit is located.</b>	<b>First Aid signage required.</b>
F8 - SAFE Office	Students	Self harm injuries	<b>First Aid kit. Staff advised on nearest First Aider. SAFE Managers to be given basic training on dealing with minor injuries and requesting support if needed.</b>	<b>Student Welfare Officer to provide basic training to SAFE Managers and refresher training.</b>

All First Aid kits, Burn First Aid kits and Eye Wash kits/Eye wash stations can be located centrally or in easy access from multiple locations. There is no guidance on how far these kits/stations should be located, however the school will endeavour to ensure these are located at a reasonable distance given the risks identified in each area.

**Mental Health First Aiders:**

<b>Name</b>	<b>Location</b>	<b>Certification since</b>
Olivia Basher	W7 – Sixth Form	07/06/2023
Emma Doyle	FO5 – Student Services Office	07/06/2023
Ruth Middleton	WO1 – Behaviour Support Office	07/06/2023
Jack Mitchell	CO14 – PE Office	07/06/2023
Peter Okello	HO1 – Maths Office	07/06/2023
Sharon Phelps	F8 – SAFE Office	10/03/2020
Karen Warner	CO13 – HR Office	07/06/2023

The school's Mental Health lead is Charlotte Morgan-Russell, Deputy Headteacher. The SAFE Managers are trained to identify students in need of mental health support.

All staff receive training on identifying those in need of mental health support as part of their safeguarding refresher training. Staff are signposted as to where they can personally receive support.



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**Required Additions Identified by This First Aid Needs Assessment:**

**First Aid Kit Locations:**

Location
N/A

\*First Aid kits in some locations will require burn shields or a full burn kit if needed.

**Eye Wash Stations:**

Location	Type
N/A	Bottled eye wash station

**Bleed Control Kits:**

Location
N/A

**Burn Kits:**

Location
N/A

**Signage:**

First Aid signage is required in various rooms as per above needs assessment. Signage on how to get First Aid needs updating around site as some is worn and at least one per building.

**First Aiders:**

There are sufficient First Aiders and First Aid cover through the required time period of a working day.