



THORPE CHURCH OF ENGLAND PRIMARY SCHOOL

Faith, Love and Excellence

Health and Safety Policy

Reviewed - Autumn 2023

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Policy belongs to Physical Environment Committee

Ratified by Coordination Committee

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Statement of intent

At **Thorpe Church of England Primary School**, we are committed to the health and safety of our staff, Children and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment. In partnership with the parish and parents, we will provide quality Education in a safe Christian environment. Through the love of God, we will foster individual pupil uniqueness spiritually, academically, emotionally, socially and culturally and by encouraging each child to strive for personal achievement and an awareness that their contribution is necessary for the good of the community.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- Dress Code Policy
- Emergency Action Plan
- Supporting Children with Medical Conditions Policy
- Administering Medication Policy
- Data Protection Policy

2. Roles and responsibilities

The governing body, in conjunction with the Headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, Children and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made **annually**.

- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, Children and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness **annually**.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the Health and Safety Officer.

The Health and Safety Officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the **LA** and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy for areas of responsibility delegated by the Headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, Children and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.

- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, Children and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Health and Safety Officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of Children.

Children will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff at all times and especially in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other children's, health and safety.

3. Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The Headteacher and Health and Safety Officer will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- Using machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The Headteacher will ensure that there is an appropriate number of first-aid trained staff members.

All staff have had first aid training. The following staff members are paediatric first-aiders:

Attendee		Course Title	Expires	Duration	Provider
Elliott	Susan	Blended Paediatric First Aid	Tue 24/10/2023	2 days	Tigerlilly
Sevier	Lisa	Blended Paediatric First Aid	Tue 12/12/2023	2 days	Tigerlilly
Southgate	Helen	Blended Paediatric First Aid	Mon 11/11/2024	2 days	St John's Ambulance
Wright	Melanie	Blended Paediatric First Aid	Thu 04/07/2024	2 days	St John's Ambulance

Other First Aid

Holmes	Susan	Diabetes Training
Southgate	Helen*	Diabetes Training
Wright	Melanie	Diabetes Training
Orriss	Carly	Diabetes Training

*Additional Pre Residential Diabetic Training

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
The School Office	Mrs Mel Wright
The Staffroom (& taken to playground)	Mrs Mel Wright

4. Contacting the emergency services

The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a child, **office staff** will contact the child's parent. Where necessary, all Children will be evacuated from the building and taken to the designated

emergency assembly point – currently, this is **Outside the Rainbow Room on the playground**. Staff will be aware of any Children who have specific evacuation needs. Staff will be responsible for the safety of Children and responding to any questions from the emergency services, as best they can.

5. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Health and Safety Officer using the standard Accident Report Form.

The Health and Safety Officer will be responsible for informing the Headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion

- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Health and Safety Officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, Children, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Headteacher as appropriate. All hazards will be reported via the **Site Managers Work Book**.

Accident investigation

All accidents, however minor, will be investigated by the Headteacher and the outcomes recorded by the Health and Safety Officer. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Health and Safety Officer together with the Deputy Head will undertake **monthly** evaluations of all reported incidents in the first aid book. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

6. Active monitoring system

We actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- **Termly** inspection of premises, plants and equipment and report to Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

7. Risk assessment

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Health and Safety Officer will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted. Risk assessments will consider the needs of staff, Children, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school has an educational visits coordinator who receives training necessary to carry out the role. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)

- Contamination (water, food, litter, etc.)
- Organisational (task, safety, culture, etc.)
- Footwear (footwear worn for evening events may not be in line with the School Dress Code Policy)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

9. Fire safety

All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a **termly** basis. Firefighting equipment will be checked on an **annual** basis by an approved contractor. Fire alarms will be tested **weekly** from different 'break glass' fire points around the school, and records will be maintained and held in the **school office**. Emergency lighting will be tested on a **six-monthly** basis, and records will be maintained and held in the **school office**.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

10. Evacuation and bomb threat procedure

The school will follow the procedure outlined in Emergency Action Plan

In the event of an emergency, the procedures outlined Emergency Action Plan will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Emergency Action Plan.

11. Visitors and contractors

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, Children or visitors to the school.

12. Construction and maintenance

When undertaking construction or maintenance work, the school will liaise with DHP Property Services.

13. Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or Children which is designed to protect them from specified hazards. The school will provide employees and Children who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. Visitors will also be supplied with PPE when appropriate.

Staff and Children will use the PPE provided, and care for it according to the instructions and training given. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

PPE includes aprons and protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g. school uniform, does not constitute PPE.

Thorough risk assessments are carried out by the Headteacher and Health and Safety Officer to determine the suitable PPE to be used as needed.

Staff will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school understands its duty to cover the costs of purchase, cleaning and repair PPE that is:

- Protective clothing require to fulfil their roles.
- A uniform that employees only wear to work.

14. Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

Working at heights

Staff members are required to sign statements confirming that they have had training to work at heights.

Lone working

Staff members are required to let a member of the Senior Leadership Team know if they are lone working.

Children on site

Staff members who work on site outside of school hours, including holidays are permitted to bring their children on site and they are aware that their children are their responsibility and they should act responsibly at all times.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Display screen equipment

Display screen assessments will be carried out by the Health and Safety Officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

15. Maintaining equipment

Staff and Children can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues **annually**:

- All electrical appliances
- All fixed gymnasium equipment

It is the responsibility of the Health and Safety Officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician should be consulted as necessary.

16. Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Headteacher.

The Health and Safety Officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager, in liaison with the Health and Safety Officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a **termly** basis to ensure continued effectiveness, even when they are known to be reliable.

The Headteacher will ensure that a member of staff is suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or child should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Health and Safety Officer. The Health and Safety Officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A **termly** audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

17. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on 12th March 2013 by R Hayman & Son Limited, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

18. Cleaning

Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of clinical waste.

The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and Children to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

19. Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school keeps up-to-date with national and local immunisation scheduling and advice. All Children' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff are subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and Children and staff are not permitted in school if they are unwell. Staff and Children displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning our policies and procedures addressing infection control can be found in our Emergency Action Plan.

20. Allergens and anaphylaxis

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide the Headteacher with a list of their allergies or relevant medical conditions. Information regarding Children' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on Children who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase spare AAls from a pharmaceutical supplier, such as the local pharmacy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist Children with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

21. Medication

The school's Supporting Children with Medical Conditions Policy will be read, understood and adhered to at all times. Most staff receive First Aid training in supporting Children with medical conditions.

The school will obtain notification from parents regarding any medication that Children are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that Children take – this will be checked prior to administering any non-prescription medication.

22. Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds.

23. Security and theft

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

We are predominantly a cashless school. However, any money taken will be held in a safe and banked as required to ensure large amounts are not held on site. Money will be counted in the school business manager's office, and staff should not be placed at risk of robbery.

Staff and Children are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school has access control and security measures to ensure the safety of the school. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

24. Severe weather

The Headteacher, in liaison with the governing body, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing body will be promptly informed.

25. Safe use of Scout and TMCS minibuses

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant form from the **school office** and supply a photocopy of their driving licence.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

The following staff members hold the required licence to drive the minibus:

Staff member's name	Staff member's role
Helen Southgate	Headteacher
Richard Lubbock	Site Manager

26. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

27. Near misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

28. Monitoring and review

The effectiveness of this policy will be monitored continually by the Headteacher and the governing body. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is **Autumn 24**

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.