



GOSFIELD SCHOOL

HEALTH & SAFETY POLICY AND PROCEDURES



Gosfield School Health and Safety Policy

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1. STATEMENT OF INTENT

The Governing Body is committed to ensuring that high standards of health, safety and welfare are provided and maintained to provide a safe and healthy working environment for all staff, pupils and visitors.

The Governing Body recognizes that health, safety and welfare is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the school provision. This commitment also embraces all aspects of occupational health and safety including physical and mental well-being of all employees.

Staff at all levels are expected to embrace this commitment by ensuring a high standard of health, safety and welfare in their area of responsibility as defined in the policy and arrangements, by supporting their staff and pupils to maintain this commitment and leading by example.

The Principal and appointed Health and Safety Coordinator will ensure that the Governing Body's commitment to health and safety, detailed in this policy is actioned and communicated to all employees.

All employees are reminded of their responsibilities as outlined in the policy and the requirements under the Health and Safety at Work Act. This means any breach of health, safety and welfare could lead to the prosecution of the Governing Body and/or individual employees. Failure to comply with safety requirements could also result in disciplinary action.

This statement, policy and arrangements are approved by the Governing Body.

2. ORGANISATION AND RESPONSIBILITIES

Although in practice the Governing Body may delegate specific health and safety tasks to others at the School, the ultimate responsibility no matter who carries out the tasks remains with the Governing Body.

2.1 The Role of the Governing Body

The Governing Body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations 1999):

- to institute a health and safety policy and advise employees of it
- to ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff
- to ensure, so far as is reasonably practicable, the health and safety of pupils in school and on off-site visits
- to ensure, so far as is reasonably practicable, the health and safety of visitors to schools, and volunteers involved in any school activity
- to assess the risks of activities, both in school and off-site, introduce measures to manage those risks, and tell employees about the measures
- to ensure that staff are trained in their health and safety responsibilities
- to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk

2.2 The Role of the Principal

The Principal is accountable to the Governing Body for the implementation of the Health

and Safety Policy and will also discharge the Governing Body's overall duty as employer. This will be achieved through the following systems:

Establishing and maintaining **control** by:

- ensuring the Health and Safety Policy is brought to the attention of all staff
- allocating and defining health and safety responsibilities of all staff
- ensuring managers have access to competent advice and assistance

Securing **co-operation** between staff and pupils to encourage ownership of the Health and Safety Policy by:

- establishing a Health & Safety Committee to facilitate consultation
- facilitating and encouraging local consultation between managers and employees or their representatives
- ensuring arrangements are in place for appropriate co-operation and co-ordination where services are delivered in partnership with other organizations including the self employed

Establishing effective **communication** with regard to health and safety including:

- ensuring relevant health and safety information is appropriately disseminated to managers and staff
- facilitating access of all managers to competent health and safety advice
- ensuring managers lead by example
- ensuring health and safety is included in team meetings
- ensuring health and safety is addressed during appraisals
- ensuring there are facilities for enabling employees to raise health and safety issues, concerns and suggestions
- ensuring where persons are not employees (e.g. employees of a contractor, self-employed persons or voluntary workers) that arrangements are made for the provision of information with regard to relevant risk assessments and the associated preventive/protective measures
- ensuring relevant health and safety information is provided to visitors, temporary and agency staff and voluntary workers

Establishing arrangements to ensure staff are **competent**. These arrangements should include:

- recruitment procedures
- the provision of information, instruction and training to meet these needs

Establishing a **planned** and systematic approach to **implementing** the Health and Safety Policy which includes:

- effective risk assessment to identify, assess and eliminate or control hazards and risks
- ensuring there are Codes of Practice in place to indicate the workplace precautions and arrangements for implementing the policy
- ensuring an annual health and safety action plan is prepared and agreed by the Senior Leadership Team for prioritising different health and safety objectives

Establishing arrangements for **monitoring** health and safety performance including:

- arrangements for inspections of teams, including allocation of responsibilities for undertaking them and specified frequencies
- arrangements for monitoring services (e.g. gas and electrical systems) and equipment

- complying with the School's procedures for monitoring the implementation of health & safety systems
- appropriate investigation of incidents and accidents
- the collation and analysis of incident and accident records
- the investigation and monitoring of sickness absence arising from work related ill health or injury
- arrangements to enable staff to report hazards

Establishing arrangements for **reviewing** health and safety performance including:

- establishing appraisal protocols which ensure issues identified by monitoring within the team, and auditing are addressed
- producing termly reports to the Governing Body summarising health and safety performance according to the criteria and in the format agreed by the Governing body
- ensuring health and safety performance is included in relevant staff appraisals
- establishing procedures for identifying and acting upon failures by any employee (including managers) to achieve adequate health and safety performance
- Ensuring that a copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

2.3 The Role of the Head of Prep and Head of Operations

The Head of Prep and Head of Operations are responsible for carrying out the Principal's duties in his absence

2.4 The Role of the Health and Safety Coordinator (Head of Operations)

The nominated Health and Safety Coordinator has responsibility for the overall co-ordination and monitoring of the implementation of this policy.

Responsibilities include:

- ensuring that the School's Health and Safety Policy reflects current priorities, is monitored, reviewed and revised as necessary
- establishing means of communication on health, safety and welfare matters throughout the school
- ensuring the effective co-ordination of health and safety throughout the school
- ensuring effective monitoring systems are in place in accordance with the school's policies
- ensuring all appropriate health and safety issues are addressed at Senior Leadership Team level
- ensuring all managers have access to competent advice and assistance on health, safety matters
- preparing an action plan for health and safety (annually or longer term as appropriate)
- reporting to the Health and Safety committee

2.5 The Role of Managers

This includes the Senior Leadership Team, Senior Tutors, Heads of Department, Principal First Aider, First Aiders and SENCo.

Managers are responsible for implementing the Health and Safety Policy in their area of control:

This will include ensuring that:

- Codes of Practice appropriate to their department are brought to the attention of all staff within their department and are complied with
- assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the Codes of Practice relevant to the subject area
- relevant health and safety information is communicated effectively to staff
- all incidents occurring in the team are reported; the causes are investigated, and an incident report form is completed
- staff are aware of the safety procedures, including fire procedures, first aid, accident & hazard reporting
- new employees receive appropriate health and safety information, instruction and training, including the relevant department's safety procedures
- both active and re-active health and safety monitoring is undertaken in their area of control (inspections, accident/near miss investigations, appraisals, monitoring checklists)
- staff have the necessary competence to fulfil their duties (provision of information, instruction, training etc.)
- health & safety issues are raised with the principal which cannot be addressed within the team
- health & safety is included as an agenda item at staff meetings
- procedures for identifying and acting upon failures by any employees to adhere to the Health and Safety policy

2.6 The Role of Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher. This applies to student teachers who must be made aware of their responsibilities by their professional mentor.

A class teacher is expected to:

- be aware of and consider risks to self and students
- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough)
- ensure that pupils' coats, bags, cases etc. are safely stowed away
- integrate all relevant aspects of safety into the teaching process and if necessary, give special lessons on safety
- follow safe working procedures personally
- call for protective clothing, guards, special safe working procedures etc. when necessary
- make recommendations on safety matters to the head of subject or team leader

2.7 The Role of the Grounds and Premises Committee /The Head of operations.

The Grounds and Premises Committee is responsible for the upkeep of the premises and its development ensuring appropriate standards relevant to the School's needs and its schedule of accommodation; they will discuss the School's 5 year development plans and raise any issues regarding the School's development and safety.

The Head of Operations

Specific responsibilities include:

- supervising caretaking/cleaning and grounds maintenance staff and monitoring health and safety standards in their area of activity; ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant health and safety information including the Health and Safety Policy and Codes of Practice
- ensuring arrangements are in place with regard to fire precautions
- maintaining the fire register
- liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of or in connection with the operation of the school; and to ensure contractors are aware of any special risks to children which might arise out of their work
- supervising the lettings of school premises to outside organisations, ensuring health and safety requirements are known and understood
- ensuring as manager of the premises budget that premises defects (which affect health and safety) are dealt with or, if this is not possible, for ensuring they are raised with the Principal or the School Governors

2.8 The Role of all Line Managers/Supervisors

All Managers and Supervisors are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule Managers' direct responsibility for Health and Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers' and Supervisors' responsibilities include:

- monitoring the implementation of the Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are investigated
- ensuring individual employees are aware of their responsibilities for health and safety
- making suitable arrangements for consultation with staff
- ensuring employees under their control are adequately trained, informed, instructed and supervised
- health and safety information is communicated to staff
- first aid procedures are complied with
- all accidents occurring in their area are reported and an accident report form is completed

- reasonable arrangements for allowing staff to carry out their functions are complied with
- training needs of staff within the area are identified
- staff are aware of the fire procedures
- new employees receive appropriate health and safety information including specific safety procedures

2.9 All Employees

Health and Safety responsibilities for all employees include:

- take reasonable care of their own health and safety and that of all persons affected by their acts or omissions
- co-operate with the Governing Body so far as is necessary to enable it to meet its responsibilities for health and safety
- use work equipment provided correctly in accordance with instructions and training
- inform the Governing Body immediately (through line managers) of any work situations which represent a serious and immediate danger to health and safety
- Raise any problem concerned with health and safety or hazardous situation with the Health and Safety Coordinator as soon as possible

All employees are reminded of the need to report any accidents which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

2.10 Pupils

Pupils have no particular responsibility in the implementation of the School's Health and Safety Policy, but are nevertheless expected to:

- exercise personal responsibility for safety of themselves and others
- observe the safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with any item provided for safety

3. COMMITTEES WITH RESPONSIBILITY FOR HEALTH AND SAFETY

3.1 Health, Safety and Compliance Committee

The Governing Body has established a Health, Safety and Compliance Committee, which normally meets termly, and reporting to each meeting of the Governing Body. The Health, Safety and Compliance Committee will consist of: the Principal, Head of Prep School, Head of PE, Head of D&T, Head of Science and the Health and Safety Coordinator (Chair). The committee will receive updates from the Health & Safety Coordinator, Principal First Aider, Head of DT, Head of PE, Head of Food Tech and Head of Science. Other management staff and staff representatives may be invited to attend as required.

The Committee will:

- Review compliance with this Health and Safety Policy
- Identify changes to the environment, processes and staffing impacting on health and safety risks
- Identify and review facts, findings and trends from First aid reports
- Review accident/incident data trends and corrective action required/taken

4. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

4.1 Health and Safety Advice

Advice on H&S procedures and documentation is sought from relevant bodies and external advisors as necessary, including the Health and Safety Executive.

4.2 Health and Safety communication and information management

The Health & Safety Coordinator carries out regular checks of all relevant Health & Safety guidance documents, maintains policy documentation and provides regular communicates updates to staff.

Heads of Department / Senior Teachers are responsible for managing curriculum subject-specific information and for keeping the Principal and Health & Safety Coordinator informed about new information and guidance received.

The School's Health and Safety policy including the Statement of Intent, as outlined at the beginning of this policy document, is available to all staff via the staff room notice board, staff shared drive in Key Documents for Staff, the School's websites and a copy is given to new staff when starting at the school. Appendix 1 is displayed in areas where all staff have access: the staff rooms in the Senior and Prep School staffrooms. This information informs employees where they would find the general arrangements for implementing this policy.

A copy of the 'Health and Safety Law – What you should know' leaflet is issued to all new staff. Poster displays have been distributed around the school.

4.3 Accident Reporting

The School has an accident reporting procedure in place, detailed in the First Aid Policy. Details of who to contact in the event of an accident are also detailed in Appendix 1 to this policy.

4.4 Risk Assessment

Under the management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded and the control of those risks documented. Risk assessments should be in place before any activities take place and should be shared with the school Health and Safety Coordinator who will store them in a central file.

Subject specific or learning based risk assessments should be completed and checked by the Head of Department and shared with the Health and Safety Coordinator.

A specific risk assessment may be required to assist with identifying measures the School should take to assist staff returning after a period of absence.

All classrooms will be regularly risk assessed by the Health and Safety Coordinator, particularly if there are changes to layout/access/exits etc.

5. HEALTH AND SAFETY MONITORING, AUDITING AND REVIEW

5.1 Inspections

Health and Safety inspections of the School are carried out annually by the Health & Safety

Coordinator or externally appointed experts. These include annual inspections of the following equipment: PE equipment, climbing frames, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems, Fume cupboards and the kiln.

The School is also inspected periodically by the Independent Schools Association.

5.2 Accidents and Incidents

All accidents are investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary, reports are submitted to the Governing Body.

Accident and incident records are examined on a termly and annual basis to identify any trends that might be mitigated. (Recurring events might highlight a problem not highlighted by a single event.)

6. CONSEQUENCES OF NON-COMPLIANCE

It is necessary to have relevant procedures in place, as stated in this document, to ensure that all employees and managers in the School fulfil their legal responsibilities and the Governing Body is able to meet its legal obligations as 'the employer'. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

It is a requirement for all staff to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy (including the codes of practice), active or reactive monitoring or auditing, an appropriate response is required to hold managers and staff to account and remedy the failure.

For serious breaches of health and safety legislation or the Health and Safety Policy resulting in an employee putting either themselves or others at risk, disciplinary action in accordance with the School's disciplinary procedure will follow.

7. PERFORMANCE DEVELOPMENT REVIEWS (PDR) FOR TEACHERS

The School has a performance management system that is focused on improving teacher practice and pupil achievement. It would not be appropriate to include explicit references to health and safety in every PDR. However, health and safety is considered as part of the PDR process and it would be appropriate to include a health and safety objective where there are specific areas that need development.

Whilst there are few specific links to health and safety in the ten elements that make up the National Standards for Teaching, those carrying out the PDR of teaching staff will need to link health and safety to where it applies within the ten elements, for example, pupil behaviour and management, leadership etc.

8. MAINTENANCE OF FACILITIES AND EQUIPMENT

8.1 Repairs

It is the Teacher's / Supervisor's responsibility to:

- visually check any equipment that they or their pupils are using
- be aware of and assess any risks
- take out of service and/or label any defective equipment
- report any problems as soon as possible

Unsafe equipment or facilities (e.g. leaking pipes, unsafe electrical equipment, dangerous fittings) should be reported immediately to the Head of Operations.

Routine repairs should be notified to Site Team via the online helpdesk facility.

8.2 Maintenance

Maintenance staff will conduct regular checks as detailed in the planned preventative maintenance schedule

9.CRITICAL INCIDENT MANAGEMENT

The School operates a Critical Incident Policy and Lockdown Policy and Procedure, which is regularly reviewed and tested on a periodic basis.

The School has the required number of trained first aiders. The School has reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

10. HEALTH AND SAFETY INDUCTION TRAINING

All staff will receive appropriate induction training, matched to their specific work and responsibilities by their line manager. Members of staff who are new to the School, particularly those with management responsibilities, have a comprehensive induction with the Health and Safety Coordinator.

The following checklist is used:

- Overview of the School's Health and Safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the School – safety policy targets
- General health and safety advice, including the School's own guidance
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illness and fires (see HSE guidance)
- Where appropriate, curriculum specific guidance and arrangements for working from individual subject's leaders
- For certain staff (Principal, Head of operations and the Site team) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available
- Initial advice about the need for 'expectant and new mothers' risk assessments
- Smoking restrictions
- Fire evacuation and emergency procedures
- Employee problems and concerns – specific duties and responsibilities for the management of staff welfare and employee assistance programme
- Grievance procedures (as they relate to health and safety)
- Information on hazards that are specific to the school, and established controls or precautions
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)

- Materials and substances in use – handling and labelling systems/warning signs. COSHH (control of substances hazardous to health) requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Trips and visits protocol
- Physical examinations relating to statutory maintenance requirements where applicable (eg electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors).
- Trained first aid personnel and first-aid facilities
- Fire extinguishers and blankets – location and use
- Security
- Restricted areas and equipment
- Manual lifting and handling – general advice and risk assessment (see HSE guidance)
- Safe stacking of materials
- Safety procedures for machines where applicable, including design technology equipment
- General housekeeping and maintenance of access and egress
- Safeguarding Procedures

11. PERSONAL SAFETY PROCEDURES, SCHOOLS SAFE AND CONTROL OF VIOLENCE

All staff, who may deal with anyone presenting challenging or threatening behaviour, have access to the policy 'Physical Contact and Use of Reasonable Force Policy' which can be found in the key documents for staff on the staff shared drive

Visitors are directed to use the main entrance to the School. All the signs are clear and visible from the outside of the building and from the car park. Visitors and people entering the School are monitored. All visitors/people sign in at reception and are issued with a badge or label. CCTV systems are in use and are checked upon request in writing to the Head of Operations or Network Manager.

The key holders for the School include the Principal, Head of Operations, Head of Finance, and Site team. Changes to this list are advised annually.

In order to ensure the safety of lone workers, all staff members who come into the School at times when the School is not in session are required to sign in and out on every occasion. Any member of staff who is working alone must have a working mobile phone with them at all times and the number must be registered with the School Office and Estates team. The Assistant groundsman and evening caretaker at times will be required to work alone, in which case a suitable lone working risk assessment will be carried out.

12. PLANNED SAFETY CHECKS

12.1 Equipment

The following equipment is subjected to a formal, appropriate, programmed and recorded maintenance check:

- All indoor and outdoor sports and play equipment
- The School's water system(s) – hygiene, temperature and legionnaires disease checks
- Where applicable, mechanical equipment used in design technology
- Where applicable, fume cupboards and other exhaust ventilation equipment (eg design and technology machines, toilets and reprographic areas.
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Where applicable, lifting gear, winches and hoists, lifts and stays
- Printing and reprographic machines
- Where applicable, autoclaves, compressors
- External fire exit stairs
- Gates and barriers

On a rotation basis, a PAT qualified person checks all the electrical equipment.

Staff are advised to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Technicians or other support staff may perform this task in advance of lessons for the relevant subjects on behalf of the teaching staff.

12.2 Premises

The whole school site is inspected once a year by a person or team that reports to the School's leadership team, Health and Safety Committee and the Grounds and Premises Committee.

There are visual checks on certain items carried out daily. For instance, fire exits and routes, fire and/or security alarm systems. Such checks are essential to ensure that safety critical facilities operate as planned every day.

13. INCIDENT REPORTING/INVESTIGATING

Accidents/injuries to pupils are dealt with by Principal First Aider who will take the child to the Medical Room for treatment. The Principal First Aider assesses severity. All first aid treatments are recorded in the accident Log and on Medical Tracker. The Head of Operations or member of Senior Leadership Team will inspect more severe injuries communicating their findings with the Principal. If in doubt the child's parents are contacted and the child is taken home or to the doctor. Procedures for contacting parents and updating home/ contact information are in place. The School's Incident Form is filled in if the person requires second aid. All adults dealing with body fluid discharges, vomit and other spills must wear gloves. Soiled dressings are placed in the sanitary bins. Parents are notified of all head injuries. The School's Incident Report form and associated guidance is used in the School. A procedure is in place to ensure that the necessary details are recorded on every Incident Report Form, via Medical Tracker, the Schools recording system for student, Staff and Visitor.

- All staff have been briefed on when and how to use the form and, where appropriate, the Medical Tracker systems.
- Every incident is subject to investigation, as appropriate, with a view to preventing recurrence.
- The School reviews relevant risk assessments after any incident or near miss.

The School's Governing Committee periodically reviews the incident history for the School and assesses actions taken/proposed to reduce the likelihood of future incidents.

Infection control arrangements: The School has advice available for staff on infection control, intimate care arrangements and managing medicines and pupils with medical needs.

14. FIRE PROCEDURES

The whole School fire risk assessment is reviewed annually and whenever there are significant changes to the premises or use of the premises.

Notices detailing the evacuation procedure and assembly points are placed around the School, with one in every classroom. The School's emergency fire evacuation procedures are detailed at Appendix 2.

Wheelchair users are advised to use a suitable exit, accompanied by the designated person, in order to evacuate the building. A Personal Emergency Evacuation Plan (PEEP) will be completed by the school Principal First Aider or Health & Safety Coordinator. Relevant staff are made aware of these requirements.

Evacuation practice is carried out once per term.

There is a check to ensure that all fire extinguishers have been examined during annual maintenance checks.

All relevant staff are trained in the use of firefighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.
All relevant staff are to be trained in fire extinguisher use to enable them to escape in an emergency.

Site staff undertake the weekly alarm test. Weekly routine checks are undertaken on all fire exits and doors and records are kept in the fire folder. Chubb conducts the other tests.

The details of the alarm and other safety equipment tests, evacuation drills and fire precautions training are recorded in the Fire folder, held by the Health and Safety Coordinator.

All bins are kept at a minimum distance of 2.5 meters from any building.

Arrangements are in place to ensure no 'hot work' is undertaken in the School without the relevant permission, permit or reference to insurers for advice.

15. LOCALLY ORGANISED PREMISES MAINTENANCE, REPAIR AND IMPROVEMENT

The Principal, Governors and all other relevant staff are aware of the conditions and restrictions in place as advised in the asbestos survey report.

Service specifications are adequate and contractors are required work to appropriate standards.

16. FIRST AID – TRAINING AND EQUIPMENT

All first aid equipment is appropriately located. There are First Aid boxes located around the school. There are also portable First Aid kits available for use on trips and (where applicable) a crash box on each School minibus.

The Principal First Aider monitors stock levels in first aid kits and is responsible for their maintenance and replenishment. Where applicable, the Head of PE will monitor stock levels in first aid kits and ensure maintenance and replenishment in the PE Dept.

Procedures are in place for the safe disposal of clinical waste, including incontinence and sanitary waste.

The Principal First Aider retains records of who is trained in First Aid and when their certificates expire. All the School's staff have been briefed about the School's first aid provisions. A list of staff qualified to give first aid is retained in the School Office, the staff room and Canteen

The School's Incident form is used for reporting injuries and how they are monitored.

A risk assessment is carried out in respect of first aid arrangements for all visits and trips.

17. VEHICLE CONTROL AND PEDESTRIAN SAFETY

Routine deliveries are properly programmed and controlled. All deliveries are made to a designated location on the school site.

There is designated parking for staff, sixth formers and visitors.

Supervision is put in place for busy, high risk times such as beginning and end of the school day.

Refuse collection is normally done at times when the School is not in session.

18. STRESS AND WELL-BEING

The School has taken positive action to manage stress and well-being issues. Stress and workload management issues are discussed and recorded during routine appraisal discussions and during return to work interviews. The School offers a confidential Employee Assistance Programme to all staff.

19. SAFEGUARDING PROCEDURES

Government guidance is followed and supported by the School's Safeguarding Policy.

20. SUPPORTING PUPILS WITH MEDICAL NEEDS

The latest government guidelines are followed and supported by the School's Drugs policy and Medical Care Plan.

The Principal First Aider has the task of monitoring and reviewing the School's policy and practice relating to support given to pupils with medical needs.

21. PREMISES SECURITY AND SAFETY

Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the School) are on site.

Arrangements are in place for dealing with conflict management during and after school hours.

22. CONTRACTORS ON SITE

Any contractors on site must report to reception where there is a signing-in system. Contractors on site must be escorted at all times unless DBS clearance documentation has been provided and checked.

New contractors are provided with separate instructions e.g. no-smoking, details of evacuation procedures and information with regard to suitable clothing and safeguarding procedures.

All contractors who make deliveries must first report to the School Office.

Areas to avoid for the duration of any work are fenced off and all staff are advised to avoid the area,

The Site staff are responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced and that materials are stored reasonably safely. The Head of operations and the Site team must ensure that the contractor is behaving reasonably safely in respect of their own staff, i.e. following common sense safety precautions and avoiding reckless behaviour and have site safety procedures in place.

23. LETTINGS

A list of bookings is kept by the Head of Operations. Prior to each letting, the area is checked to ensure that it is in a suitable condition by the site team.

Specific fire procedures are communicated for lettings at times when the School is not in session.

A member of staff is always available on-site or by phone when a letting is in progress.

The hirer is required to sign to acknowledge receipt of the information pertaining to health and safety and security information relating to the School site.

The School enters into an agreement with the lessee with regard to first aid and equipment, fire procedure, telephone access and emergency procedures.

24. SCHOOL MINIBUSES

The DVLA and Government guidelines are followed. The Head of operations ensures the legal requirements relating to the minibuses, including road tax, MOT and records of routine checks done by the School/driver. All bookings are made by the assistant groundsman and the Head of operations

The School holds a Section 19 permit and provides motor insurance. All minibus drivers are required to provide a valid driving licence prior to driving the buses. Drivers with or without part D1 on their licence (post Jan 1997) will undertake CPC Assessment training or MIDAS training.

Appendix 1**HEALTH AND SAFETY - LOCAL ORGANISATION AND ARRANGEMENTS NOTICE***(Copies to be displayed on notice boards in prominent positions)*

Name of establishment	Gosfield School Limited
Manager responsible for establishment:	The Principal - Mr Rod Jackson
Person in charge of Health and Safety	Health and Safety Coordinator – Mr A Deaves
Location of Health and Safety Policy and procedures/documentation/risk assessments	Head of operations and network Office/ Restricted drive/Staff shared drive/key documents for staff
Location of Fire Register	Digital copy on network/Operations office
Procedure for accident reporting (name of employee to report to and if appropriate, who reports to the HSE)	Principal First Aider – Miss D Masterson Health and Safety Coordinator – Mr A Deaves
First Aiders/Appointed Person(s)	Delphine Masterson, Mya Ely, Prep School, Alison Barlow, Natalie Botwright, Heather Bougeard, Rick Cranfield, Nicola Edwards, Nina Gibbens, Louisa Ings, Lucy Salmon, Elena Roberts, Maria Powell, Jodie Drabwell Stroud, Fiona Appleby, Hector Bunting, Millie Church, John Cooper, Rebecca Coverdale, Adam Morris, Anne Gorman, Nicola Morgan, Zoe Ford, Brent Irvine, Ian Simpson, Cam Brown, Mick Pitts, Deirdre Duffy, Hannah Prince de Sousa, Saffiya Gwynne, Tracey Shadbolt, Hannah Elliman, Sharon Adamson, Kate Burmby, Justin DiMarco, Sharron Francis, Melanie Inwood, Laura Parker-Smith, Gemma Thomson, Bruce Robson, David Harris, Mark Osborne, Philip Oliver, Peter Snowling, Yiannis (John) Ioannou, Franklin Kennedy, Jeff Russell, Jolyon Gadd, Simon Fenwick
Where to report hazards	Medical Tracker RIDDOR – Reporting of injuries, diseases and dangerous occurrences which is located online via the Health and Safety Executive webpage https://www.hse.gov.uk/riddor/report.htm
Fire assembly point	The Plot (main) car park

Fire Marshal/Evacuation Officer	Mr R Jackson/ Miss L Shields/ Mr A Deaves
Name, address and telephone number of nearest hospital	Colchester General Hospital, Mill Road, Colchester 01206 747474
Location of First Aid boxes	Meadow Court First Aid room, Meadow Court corridor, PE Office, Kitchen, Science labs, Both Science Prep room, Food Tech room, Grounds Workshop, Trip Boxes, Minibuses, Forest School, main office Performing Arts centre.

Appendix 2

Fire and Emergency Evacuation Procedure – Autumn Term 2025/2026

Anyone with reason to believe there is a fire risk should use the break glass call points and alert all immediate staff and students. The signal for evacuation of the building is the continuous ringing of the alarm bell. If the alarm is not working, whistles will be used by the Estates team to alert all areas. A member of the Estates team will dial 999, then instruct and direct the emergency services.

The Senior School Alarm is connected to the Sports block, Prep school and the Performing Arts Centre (PAC). Staff who are on the pitches, fields, Pavilion or Forest school will be alerted via radio by **A Deaves, R Hume and S Greenwood**.

In the event of a fire, it is of the utmost importance that everyone makes their way quietly and sensibly to the assembly area, following the evacuation routes (see below).

The **Fire Assembly Point is the Visitor car park** (the plot). All members of staff and all visitors or contractors should assemble there in the designated areas. Should part or all of the Visitor car park be unavailable, the playing field next to the car park may be used, as directed by **R Jackson (The Principal)** or **L Shields**.

Please ensure that all doors are closed, removing any door stops and if safe to do so, close all windows.

Estates team to turn their radios to channel 3, A Deaves will liaise with the Principal Via radio link on channel 2.

1 Responsibilities

All staff have a prime responsibility for ensuring that all students leave the building safely. Evacuation routes, by zone, are detailed in Section 7. It is essential that the evacuation routes are followed, where safe to do so, for speed of exit and to avoid crowding at main exits.

Staff not involved in registering duties should wait in **SILENCE** to enable registers to be easily taken.

Staff with specific responsibilities are:

Control team	R Jackson (Principal)	L Shields (In Charge Officer - ICO)	
	J Cooper (Deputy for Principal)	A Deaves (Deputy for ICO)	R Hume
	T Braybrook	L Clayton	
Student Head count	Tutors		
Evacuation sweep	C Bailey	H Bougeard	S Nicholson

	N East	H Elliman	C Clarkson
	I Simpson		
	A Gwynne	M Pitts	M Frost
	B Vink	S Dellaney	J DiMarco
	D Duffy	Katharine Lane	L Shields
	Steph Ried		
Registers and equipment	C Bailey	S Bowles	L Clayton
	I Bradbury	M Church	T Shadbolt

1.1 Staff in charge of students when the alarm sounds

Accompany the student/s to the assembly area on the Visitors car park via the stipulated evacuation route or the nearest safe alternative route, if necessary. If the car park is not available, evacuation will be on the field next to the car park.

Instruct students to report to their Tutors at the assembly point during school hours. During activity hours, student should remain with their activity lead.

1.2 Reception Staff

M Church or T Shadbolt to collect the fire evacuation box, which contains the registers, activity schedules, a spare radio, first aid kit, list of chemicals and their location on site and other essential diagrams the emergency services may require. **The Fire Box must be taken to the Assembly area as a priority.**

Kitchen staff

Ensure gas is switched off and all hot appliances are left in a safe condition before evacuating the kitchens, via the kitchen doors and report to the assembly point.

J Di Marco to check toilet area and kitchens are vacated before leaving the building and reporting to **L Shields** on arrival at the assembly point.

1.3 All other staff

Report immediately to the assembly point, via the stipulated evacuation route, or the nearest safe alternative route, if necessary.

All staff to please help manage students en route.

1.4 People with a Disability

Special attention is needed for any member of staff, student or visitor who requires assistance. Nobody requiring assistance should be left to move to the assembly area on their own. Please accompany the individual to the assembly area. Please refer to the Personal Emergency Evacuation Plans (PEEP) for those students with special measures in place.

2 Procedure At Assembly Point

The Principal and L Shields (ICO) will have overall control at the assembly point. In the event of either being absent, **J Cooper** will deputise for the Principal and **A Deaves** for **L Shields**

A Deaves/R Hume/T Braybrook/S Greenwood will prevent re-entry to the buildings and direct emergency services. In the event of their absence, **Louise Clayton** will assist.

Attendance Registers will be distributed to the tutors by the attendance officer **M Church** or in their absence **T Shadbolt**, Support staff will be handed staff registers by **T Shadbolt** or in her absence the **M Church**.

2.1 Headcount

Teaching staff with tutor responsibilities will be given their tutor group register and activity club schedules (if after 3.50pm) by **M Church**. Tutors/class teachers are responsible for conducting a headcount and completing the register. During activity time, after 3.50pm, the activity lead is responsible for conducting a headcount and completing the register.

J Cooper to check all tutors are present against the sign in app.

In the absence of a tutor/class teacher, the teacher who took the morning register assumes responsibility for the class during a fire evacuation.

Students must line up in registration order. Tutors/class teachers will face the students.

Once completed the register will be held in the air to indicate that all the students from their class are present. The registers will be collected by **M Church as completed** for Senior school and **H Bougeard** for Prep school. Completed registers will be passed to **L Shields**.

Any tutor who identifies a student missing should inform the principal immediately.

All other staff please report to lead officer as shown in appendix A, **please stay within your group, as per below, please wait in silence and do not move until instructed to do so.** Instructions as follows:

- All **other Teaching staff** (non-tutors) are to wait in the area indicated on the assembly square and await to be registered by **C Bailey**, against the register provided.
- **Visitors and contractors** are to wait in the area indicated on the assembly square and await to be registered by **I Bradbury**. Names will be checked against the Sign In app by **I Bradbury**.
- **Full time support staff, catering team and Peri staff/teachers** are to wait in the area indicated on the map and await to be registered by **S Bowles** against the register provided. Names will be checked against the Sign In app by **S Bowles / L Shields**.
- **Part time staff (non-teaching)** are to wait in the area indicated on the map below and await to be registered by **T Shadbolt**. Names will be checked against the Sign In app by **S Bowles / L Shields**.
- **R Jackson** to visually check all members of SLT are accounted for.

Staff checking registers should stand along the edge of the car park/field and call for staff to register with them.

In the absence of any of the above leads, **L Shields will re-allocate duties.**

All responsible for registers to report to L Shields to indicate that everyone is accounted for and identify any member of staff missing. **L Shields will collate the registers** to account for all Students and Staff. At the end of the evacuation, registers will be put in the fire evacuation box by **L Shields**, **T Shadbolt** will collect these after the event and dispose of, as necessary.

2.2 Unaccounted for Students, Staff or Visitors

If anyone is identified as missing, they will be reported to **A Deaves / R Hume / T Braybrook / S Greenwood via radio link from R Jackson.**

A Deaves / R Hume / T Braybrook / S Greenwood will conduct a search for the missing individual, providing it is safe to do so. Missing individuals will immediately be reported to the emergency services when on site.

3 Dealing with Emergency Services

A Deaves/R Hume/T Braybrook/S Greenwood will liaise with emergency services and act as the communication link with the **Principal**.

4 All Clear Announcement

A Deaves/R Hume/T Braybrook/S Greenwood will indicate when the alarm panels are clear and the buildings are safe to re-enter, via radio link to **the Principal**.

When all staff and students are accounted for and the building is safe to re-enter, **R Jackson** will dismiss the fire evacuation.

5 False Alarm

In the event of a false alarm, **A Deaves / R Hume / T Braybrook** will make their way towards the assembly point and indicate to the Principal that the evacuation can be cancelled.

In the event of a false alarm the **R Jackson** has sole responsibility to cancel the evacuation. All available information will be supplied via radio link from **A Deaves/R Hume/T Braybrook/S Greenwood**. When all staff and students are accounted for **R Jackson** will dismiss the fire evacuation.

6 Out of Hours Alarms

In the event of an evacuation before or after school, all staff must make sure that entry to the building is prohibited. **Staff on site must** cover the front of school and other entrances, as directed by **A Deaves/R Hume/M Jones**.

During the school holidays all staff, students and visitors must sign in and out when on the school premises. Upon hearing the alarm, they must make their way to the assembly point where they will be registered using the Sign In app. All lettings must hold a list of attendees and register them when at the assembly point.

The most senior member of staff on site will dial 999 and instruct, then direct the emergency services, after initial investigation of the alarm.

7 Evacuation Routes

It is essential that all staff with a responsibility for checking that the building is clear, report to L Shields at the assembly point **if there is an issue.**

Evacuation sweep leads are as follows:

SENIOR SCHOOL

Zone 1

History, Storeroom, Kiln room, MFL 1, MFL 2– Please leave via the Fire exit opposite the finance stairs turn right and make your way to the assembly area.

J Dunn /S Reid to check complete evacuation of these areas and report issue to **L Shields**.

Zone 2

Lab 3, Female Toilets– Please leave via the fire exit located next to Lab 3 at the rear of the building turning right and making your way to the assembly point.

Lab1, Prep Room – Please leave via the fire exit located in Lab1 turning right and making your way to the assembly point.

Learning support – Please leave via the fire exit opposite heading straight across the playground exiting through the gate and turning left and make your way around the front of the building to the assembly point.

Lab2, Hall, – Please leave via fire exit located in the Hall room turning left exiting through the gate and turning left making your way around the front of the building to assembly point.

Kitchen – Please leave via the fire exit located at the rear of the kitchen turning left and exiting through the gate making your way around the front of the building to the assembly point.

S Nicholson/C Clarkson to check complete evacuation of these areas and report issue to **L Shields**.

Zone 3

Eng1&3, Geography, REPS, PE1, First aid, Reception and meeting room – Please leave via the fire exit located at the rear door of the main entrance area or the Main entrance to the school Making your way around the building to the assembly point.

Year 6 and Library – Please leave via the fire exit located in the library turning left and making your way to the assembly point.

S Gwynne/ D Masterson to check complete evacuation of these areas and report issue to **L Shields**.

Zone 4

Flat and offices – Please leave via the fire exits opposite the finance office turning right making your way along the back of the building to the assembly point.

K Brine/C Bailey to check complete evacuation of these areas and report issue to **L Shields**.

Zone 5

Art Room, Staff kitchen, Staff room, Business Studies and Reprographics – Please leave via the fire exit located in the Art room continuing along the back of the building to the assembly point.

L Clayton's office, Heads of House office, social spaces – Please leave via the Art corridor stair well and leave the building via the Hall fire exit turning left across the playground exiting via the gate heading along the front of the school to the assembly point.

B Vink / A Gwynne to check complete evacuation of these areas and report issues to **L Shields**.

Zone 6

Maths 2& 3 – Please leave via the stair well opposite Maths 2 turning left heading towards reception then turn right and leave the building via the main front entrance turning left and making your way around the front of the building and heading to the assembly point.

English 2, Maths 1&4 and offices – Please leave via the principal's staircase and out the main front doors turning left, making your way to assembly point.

6th form centre – Please leave via the fire exit located at the rear of the 6th form centre down the fire escape and across to the assembly point.

H Elliman/N East to check complete evacuation of these areas and report issues to **L Shields**.

SPORTS BLOCK

Zone 7

Food tech, DT suite, ICT, changing rooms and PE office - Please Leave via the fire exit located at the front of the building and make your way across to the assembly point.

Sports hall – Please leave via either fire exit located in the sports hall and make your way around the outside of the building to the assembly point.

I Simpson/C Brown to check complete evacuation of these areas and report issues to **L Shields**.



MEADOW COURT PREP SCHOOL

Zone 8

Staff room, year 5 and year 4 – Please leave via the fire exit located at the main entrance to the Prep school turning right and heading along the path around the sports block to the assembly point.

Year 3 – please leave via the fire exit located at the rear of the school turning right through the gate and turning right again making your way along the front of the prep school building following the footpath around the sports block please then head towards the assembly point.

Head of Prep office and Reception – Please leave via the fire exit located in the room heading right along the back of the prep school turning right again headed through the gate, follow the footpath along the front of the prep school and around the sports block to the assembly point.

Year 1 – Please leave via the fire exit located in the room heading right along the back of the prep school turning right again headed through the gate, follow the footpath along the front of the prep school and around the sports block to the assembly point.

Year 2 - Please leave via the fire exit located in the room heading right along the back of the prep school turning right again headed through the gate, follow the footpath along the front of the prep school and around the sports block to the assembly point.

S Delaney / H Bougeard to check complete evacuation of these areas and report issues to **L Shields**.

Zone 9

Nursery and Office – please leave via the fire exit at the main entrance to Nursery, heading down the path around the sports block to the assembly point

H Bougeard / S Delaney to check complete evacuation of these areas and report issues to **L Shields**.

PERFORMING ARTS CENTRE

Zone 10

Performing Arts Centre – please leave via the fire exits through front door exit, side door exits, or auditorium exits.

D Duffy / K Lane to check complete evacuation of these areas and report issues to **L Shields**.

Ratified by the Governing Council of Gosfield School

Signed K Makareff (Chair of Governors) Date: 14/10/25

Signed  Date 14/10/25
Principal

Date of next review: October 2026