

**Review Date:** January 2023 (annually)  
**Review Officer:** SLT

## Health and Safety Policy

### Rationale

Providing a healthy and safe environment is essential to ensure learning takes place. All stakeholders in the school play a critical part in maintaining high levels of safety around the campus, throughout the day.

### Aims

**This policy aims to:**

- Set clear guidelines as to what stakeholders' role is
- Set clear procedures to maximise health and safety of all at all times
- Remind all that health and safety are a collegial responsibility of all

### Procedures and Responsibilities

The Principal will:

1. Prepare an emergency evacuation procedure and arrange for practice evacuation drills (at least once each term) to take place and for the results of these to be recorded.
2. Make arrangements to draw the attention of all staff employed at the school to the school Health & Safety policies and procedures.
3. Make arrangements for informing staff and pupils on safety procedures.
4. Ensure that regular safety inspections are undertaken.
5. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
6. Work alongside the Facilities Manager to manage health and safety at the school.

The Facilities Manager will:

1. Assist the Principal in the implementation, monitoring and development of the Health and Safety Policy within the school.
2. Monitor general advice on safety matters arising from relevant bodies and advise on its application to the school.
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Assist in carrying out regular safety inspections of the school and its activities, and make recommendations on methods of resolving any problems identified.
6. Provide the Principal with regular maintenance reports.

All staff members will:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with Principal and Facilities Manager, and not interfere with or misuse anything provided in the interest of health, safety and welfare of all.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt, seek immediate clarification from the Principal.
4. Ensure that tools and equipment are in good condition, and report any defects through the correct channels.
5. Use protective clothing – where needed – and safety equipment provided, and ensure that these are kept in good condition.
6. Ensure that offices, classrooms, storerooms, workshops and public areas are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal and/or Facilities Manager and/or nurse.
8. Remove any hazardous objects found.
9. WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE ISSUES IN HEALTH AND SAFETY ARRANGEMENTS, HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL AND/OR THE FACILITIES MANGER.

#### Responsibilities of Teaching Staff Towards Pupils and others in their care:

All staff are responsible for the health and safety arrangements in relation to themselves, co-workers, pupils and any volunteer workers. They will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Be aware of and implement safe working practices and set a good example.
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
4. Ensure that equipment or tools used are appropriate to that use and meet accepted safety standards and are stored securely.
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
7. Provide the opportunity for discussion of health and safety arrangements.
8. Investigate any accident (or incident where personal injury could have occurred) and take appropriate action informing the facilities manager or Principal as appropriate.

#### Responsibilities of Pupils:

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

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene. (this would preclude unsuitable footwear and toys and items deemed dangerous).
3. Observe all safety rules of the School and in particular, the instructions of the teaching staff in the event of an emergency.
4. Use and not willfully misuse, neglect or interfere with things provided for safety purposes.

NB: The Principal will make pupils (and where appropriate parents) aware of these responsibilities through direct instruction and/or letters/ warning letters. See Positive Behavior Policy.

#### Responsibilities of Visitors:

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as is reasonably possible, to observe the safety rules of the school.

## **Weather Guidelines**

The Principal is responsible for any decisions made regarding the weather, using the following points as a guideline.

Rain: Should the open areas be deemed unfit for use, then inside play will be instituted. In the case of outside PE sessions, these will be held indoors as appropriate. As a result of heavy rainfall, the pitch and swimming pool may be deemed unsafe for use.

Thunder and lightning: Outside activities and swimming activities will cease immediately.

Wind: Activities can continue in strong winds, providing there is no danger of equipment becoming airborne, or debris becoming dangerous.

Dust: If levels can be measured and monitored, then the maximum acceptable level is 10 mg/m<sup>3</sup> for an 8-hour period. Air-conditioner filters are to be serviced regularly. Otherwise, the Principal will make a decision.

Heat and Humidity: Should the temperature exceed 42°C or the conditions be deemed inappropriate for outside play, pupils will not be permitted outside. In high temperatures, when pupils still play/do PE outside, water must be available and hats are to be worn when not in shaded areas.

## **Security matters / Responsibilities**

The Principal is responsible for school security. He ensures that the school has and maintains policies and procedures to ensure the safety of the pupils, staff, parents and visitors.

The Principal will ensure that:

1. All staff appreciate the importance of security and understand the school's policy and their responsibilities.
2. Staff training needs are kept under review and training is provided as necessary.
3. Routine security checks are carried out on an on-going basis by the Principal, Head of Security and Facilities Manager.
4. Parents are informed about aspects of the security policy and encouraged to help.

The Head of Security and Facilities Manager must:

1. Maintain the security systems and equipment;
2. Comply with Civil Defense requirements;
3. Carry out regular routine security checks;
4. Raise awareness of security issues.

Staff must:

1. Ensure that, whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the school. Staff should be aware of and conform to operational procedures that affect security, such as guests on site or visitors on site.
2. Must challenge and report any persons on site who are not familiar to them and are not wearing either the official school ID badge, parent ID badge, or a visitor ID badge.

New employees will be informed of this during their induction training. All staff will be issued with a staff ID badge on a green lanyard and must display these whilst on the premises.

Pupils must:

1. Look out for one another.
2. Report any persons on site who are not familiar to them and are not wearing either the official school ID badge, parent ID badge, or a visitor ID badge.
3. Not approach any stranger who is not wearing an ID badge, but report all strangers immediately to the nearest member of staff.

**Security Strategies in School**

Staff:

1. All staff based in school are issued with official school ID badges. These come on a green lanyard and must be worn at all times around school.
2. Staff should contact the School Office, Principal, Head of School or Head of Security in an emergency.
3. All staff must challenge adults who are not wearing an official school ID badge with either green, white or red lanyard.
4. All staff must request approval from their Head of School to exit the building during school hours. If approval is granted, they must sign out and again back in in the log book kept in reception.

Parents and guardians dropping off/collecting pupils:

1. We ask that parents inform the school office at the start of the school year the names of all adults who might drop off or collect their child from The RGSGQ. These names will be added to our school database and copies kept in both the school office and at the front security desk with the Head of Security.
2. All parents and guardians will be issued with an official school ID badge at the beginning of the school year. These come on a white lanyard and should be worn at all times whilst at school so they are visible and adults can be identified easily.
- 3.. Parents who forget their Parent ID badge on white lanyard will be issued a visitor's pass on a red lanyard at drop-off. Dismissal routine is being reviewed to establish the best procedure for time efficiency and safety. Heavy staff presence and visibility is the interim strategy.

Parents, Guardians and Visitors visiting school:

All visitors, including contractors, must report to the security guard at the entrance to school and exchange their photo ID for a visitor's ID with a red lanyard. Details will be logged in the visitor's book. The visitors badge must be worn at all times and the visitor must be accompanied at all times by either a member of school staff or a parent with a parent ID badge with a white lanyard.

Gates:

As a measure of security, all access to the school must be kept locked so traffic is accurately controlled and security guards know at all times who is on site.

Gate	Location	Locked at all times, except:
Main gate	opening onto the road	06:50 – 07:45 (drop-off) 13:15 – 14:00 (pick-up) 14:15 – 15:00 (on Sunday, Monday and Tuesday only – for ECA pick-up)

Inside gate	between the building and the car park	06:50 – 07:45 (drop-off) 13:15 – 14:00 (pick-up) 14:15 – 15:00 (on Sunday, Monday and Tuesday only – for ECA pick-up)
Side gate	between the staff car park and the building	N/A
Outside gym doors	gymnasium	N/A

**Please refer to the following policies for more detail:**

- Safeguarding policy
- Medical policy
- Evacuation Policy
- Positive Behaviour Policy