

Weston Secondary School - School Specific Health and Safety Policy 2023-24

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Introduction

The school follows the [HET Health & Safety Policy](#) and reference should be made to the main policy.

The information below is school specific health & safety information and procedures. The Headteacher is the overall responsible person within the school however they may delegate different duties to the School Business Manager, Site Manager and Interim Governing Board. See the main policy for roles and responsibilities.

The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff, also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc.

Staff are responsible for the correct reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects.

Accidents in School

- In the case of an accident, follow the [WSS Medical \(First Aid\) Policy](#).
- If possible, take the injured person to the Student Welfare Office. If in doubt DO NOT MOVE, keep him/her warm and call a First Aider.
- First aid equipment is kept in the Student Welfare Office and in first-aid boxes across the site (held within departments).
- Serious accident to student – either phone 999 for an ambulance or take the student to the General Hospital – Casualty. (One adult with student – in addition to the driver). **Take copy of child's information from Bromcom.**

- Contact Parent
- Either
 - a) Wait for parent to come or
 - b) Arrange to meet parent at hospital, or
 - c) Take child to hospital and leave message for absent parent.

Take with you the child's address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet printed from Bromcom. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

An accident log must be completed for minor accidents to students and entered on to Bromcom and Medical Tracker. In the case of a more serious accident (i.e. ambulance called) an online Hamwic Incident form must be completed for students in addition to logging on Bromcom and Medical Tracker. All adult accidents should be completed on an online Hamwic Incident form.

Accident on a School Trip

See our [Off-site Activities Policy](#). Student's health & contact details should be accessed through Bromcom. The Trip Lead will deal with contacting parents. Support will be provided by the Student Welfare Team at all times.

Accident or Illness of Staff - whilst on a school trip

As above but substituting parent for next of kin. This information is stored on Bromcom. Staff should inform the School Business Manager of any changes.

Accident/Incident Reporting

All accident reporting should be completed online, using the links accessed through the Hamwic Intranet.

Staff must also report a near miss in the same way as you report an actual accident, or incident. Please be mindful of this definition: A near miss is an unplanned event/situation resulting in no injury, or damage, but where there was potential for harm, injury, or damage to individuals, or the site. It is important that near miss information is captured, as it can be used to manage and reduce risks and the likelihood of future harm.

All staff need to be aware of this. If in doubt, please contact Tracey Harper, School Business Manager immediately.

When completing our online reporting forms, please be aware of the following expectations:

- Wherever possible, **forms must be completed on the day the accident/incident occurs.**
- **Forms must be completed by the person involved in the accident/incident and not delegated to another colleague (this is to avoid details being misunderstood, or misinterpreted by a third party)**
- All parts of the forms must be completed, and sufficient detail must be given to ensure all facts are clearly and correctly captured (this is to protect the school against any future legal action)
- Staff must report incidents and accidents that take place in school, or while off-site on school business i.e. off-site trips, sporting fixtures and meetings.

- Once the online forms are completed, they are automatically submitted to the Trust; some forms need to be printed and some will provide an email copy to the completer.

Administration of Medicines

See [School Specific First-Aid Policy](#) and [HET's First Aid Policy](#).

Arson

Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day. Site team will be vigilant in removal of graffiti around the school site, research has shown graffiti can lead to arson as the site may appear uncared for.

All movable items, especially dustbins/wheelie bins, will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

Asbestos

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine.

Boiler Room

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the Site Manager. If he is unavailable, they will be escorted, keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

Cooking Activities

Great care must be exercised when the oven and hob are in use. Please see copy of the cooking risk assessment from the Head of Creative Technology for more information.

Contact Information

- H&S is everyone's responsibility, so please make sure you report any hazards, or concerns about the site via the school's SharePoint link [Premises Support Form](#).
- Any non-site related H&S concerns should come directly to the School Business Manager.
- Staff can seek H&S advice from Tracey Harper, School Business Manager

- Or, direct from the Hamwic H&S Manager, Nikki Thorne: Email: Nikki.Thorne@Hamwic.org
Tel: 023 8078 6833, Mob: 07889 602896.

Contractors on Site/Deliveries of Stores

The Site Manager and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the students. Prior to contractors working on site a meeting will be held with the Headteacher to establish safe working procedures.

Coronavirus

Please refer to the latest version of the [Covid Risk Assessment 2023-24](#) for measures that may supersede the details of this policy at the present time.

COSHH – Control of Substances Hazardous to Health

The Site Manager is responsible for the good order of the boiler house, store cupboard, the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials, both by themselves and other members of staff. They are also responsible for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders, etc.

All COSHH Risk Assessments and Data Sheets are stored in a folder and made available to all staff.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

Dogs

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes.

Driving a School Minibus/MIDAS

- Staff wishing to drive a minibus owned, or hired by the school, must be MIDAS trained, have a clean driving licence and registered.
- The school maintains a list of MIDAS trained staff – see Tracey Harper for details.
- Those staff who have received MIDAS training (not completed through the school), are required to present their certificate to the School Business Manager, Tracey Harper for recording and verification.
- Training can be organised by the school; please refer to your Line Manager in the first instance.
- Please refer to the school's [Minibus Policy](#) for further information.

Electrical Equipment

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the school's SharePoint link [Premises Support Form](#). When purchasing new electrical items during the time between tests, the receipt should be retained and the item booked on the next annual test. All second hand or other electrical items being brought in to the school, must have an in-date PAT test before use.

Emergency Evacuation Plan

Emergency evacuation procedures – see [School's Emergency Response Plan](#).

Action after evacuation of the building if the building cannot be re-entered and the muster points are unsafe.

- Headteacher, or other member of SLT, will take the decision to leave the premises.
- In the first instance, staff and students will be moved to Weston Park Primary School.
- Headteacher/SLT will co-ordinate walking to evacuation school, giving clear instruction to staff and students.
- Students will remain in their tutor lines and walk quietly and sensibly with their tutor; the Head of Year will be responsible for the co-ordination and safety of their year groups.
- SLT (and other senior staff without a tutor group responsibility) will support the transfer of the students, in particular, the crossing of roads.
- On arrival at the 'safe' school, students and staff to remain in normal fire lines; location in school may be outside, or within their hall, depending upon weather and availability of space.
- On arrival, register to be retaken of all students and staff.
- All staff in charge of student welfare.
- Headteacher to make the decision whether students are to be collected from 'safe school', or allowed to walk home (this will depend upon the event/incident and time of day).
- SLT to liaise with IT/Admin staff to ensure parents are contacted and asked to collect children (if necessary).
- Tutors and HOY's to co-ordinate the safe collection of students.
- Headteacher in charge of press liaison and missing children (if necessary).

Emergency Rescue Medication

Emergency salbutamol inhalers in school

From 1st October 2014, the Human Medicines (Amendment) (No. 2) Regulations 2014 have allowed schools to keep salbutamol inhalers, without a prescription, for use in emergencies.

Weston Secondary School has two emergency asthma kits which are kept in the Medical Room.

A spare salbutamol inhaler will only be used by pupils where:

- Written parental consent for use of the emergency inhaler has been given
- They have been diagnosed with asthma
- They have been prescribed an inhaler as reliever medication
- The pupil's prescribed inhaler is not available (e.g. it is broken and/or empty).

WSS First Aid Matron is responsible for maintaining the kits to ensure:

- Equipment is present and in working order (checked monthly)
- That replacement inhalers are obtained when expiry dates approach
- Replacement spacers are purchased following use (to avoid possible risk of cross-infection plastic spacers will not be reused)

Each emergency kit contains:

- 1 x Salbutamol inhaler
- 2 x plastic spacers

- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler
- Manufacturer's information
- A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded
- A note of the arrangements for replacing the inhaler and spacers
- A register of students permitted to use the emergency inhaler
- A record of administration

Use of the emergency inhaler will be recorded. This will include where and when the asthma attack took place (e.g. PE lesson, playground, classroom), how much medication was given, and by whom. The name of the child will be clearly recorded in our emergency kit and the parents will be informed.

Spare adrenaline auto-injectors (AAI) in school

From 1st October 2017, the Human Medicines (Amendment) Regulations 2017 has allowed schools in the UK to keep adrenaline auto-injector devices (known as AAIs) without a prescription to use in an emergency on children who are at risk of a severe allergic reaction (known as anaphylaxis) but whose own device is not available or not working.

Weston Secondary School has two emergency anaphylaxis kits which are kept in the Medical Room.

The spare injectors will only be used:

- To help pupils known to be at risk of anaphylaxis, where medical authorisation and written parental consent has been provided.
- Where the pupils own prescribed AAI cannot be administered correctly without delay.

WSS First Aid Matron is responsible for maintaining the kits to ensure:

- The AAIs are present and in date.
- That replacement AAIs are obtained when expiry dates approach

Each emergency kit contains:

- 1 x Adrenaline Auto-Injector 0.3mg (AAI)
- Instructions on how to use the device
- Instructions on storage of the AAI device
- Manufacturer's information
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.
- A note of the arrangements for replacing the injectors
- A list of pupils to whom the AAI can be administered
- An administration record

Use of the spare auto-injector will be recorded. This will include where and when the reaction took place, how much medication was given, and by whom. Any person who has been given an AAI must be transferred to hospital for further monitoring. The pupil's parents should be contacted at the earliest opportunity.

Extended Schools

Other agencies using the school out of hours will follow the school's expectations regarding H&S. They will be first-aid trained, carry out their own risk assessments and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor.

Any issues will be reported as soon as possible by the club leader with regards to a disclosure, or CP issue.

External Exams Emergency Evacuation Procedures

The invigilator must take the following action in an emergency such as a fire alarm, or a bomb alert:

- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Follow the local instruction of the Exams Officer and SLT.
- Make sure that all question papers and scripts are left in the examination room.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to ensure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and issue to the Exams Officer.

Fire

The School follows procedures discussed at annual Fire Awareness/H&S Training for all staff. A fire safety/exit announcement will be given at the beginning of parent assemblies.

Fire practice to take place at least once a term (after each new intake). Fire equipment is tested at regular intervals and used by those trained to do so. Records of fire procedures/training are kept on the school intranet and iAuditor.

Procedure to follow if you discover a fire, or detect any emergency necessitating the evacuation of the buildings (during a normal school day):

- Immediately operate the nearest fire alarm call-point.
- Move persons in your charge from the immediate area of danger.
- Do not attempt a partial evacuation in the vicinity of the problem.
- Ensure that all the students in your care remain safe, are calmly instructed to leave the buildings and are escorted to a point of safety, where they can proceed without risk to the assembly area.
- Where possible, inform Site Team of the location and nature of the emergency.
- Staff should close doors of empty rooms wherever possible.
- In the case of fire: If you are trained to use a Fire Extinguisher, use your discretion over fighting a fire. **Your first duty is to ensure that the area is evacuated and that your action will not endanger the safety of students, colleagues and yourself.**
- In the case of fire, close doors to enclose the area of the fire.
- Inform a member of the Senior Leadership Team (SLT) of the facts at the assembly area.

When the Emergency Evacuation Alarm Sounds:

- Emergency evacuation is signalled by a continuous ringing of the school bell.
- The whole school must be evacuated on this signal; **there are no false alarms.**
Instruct class to:
 - Exit the room, leaving personal possessions behind, i.e. coats, bags, etc.
 - Exit the building by the nearest staircase and/or door in silence
 - Once outside, they are not to re-enter the buildings
 - Go directly to their tutor group fire line
- In the event of the nearest staircase and/or door being blocked by debris, smoke or fumes:
 - On the ground floor – instruct class to leave by way of the windows
 - On the first and second floors – redirect the class to the nearest unblocked escape route, using the connecting doors between classrooms. These doors must be kept clear of obstructions at all times.
Do not use lifts.
- In the event of a less-abled student being part of the group, the teacher/teaching assistant must take personal charge of this individual. The teacher should be aware of their PEEP (Personal Emergency Evacuation Plan). PEEPS are completed and emailed out to all staff when appropriate by the WSS First Aid Matron.

At the Emergency Muster Point:

- The muster point for ALL students, staff and visitors is on the hardcourts at the front of the school (Tickleford Drive) entrance.
- Students to line up on the hardcourt, in tutor groups, as per our fire evacuation plan.
- Tutors to remain with their tutor group, monitoring conduct and behaviour throughout the emergency.
- Heads of Year to collect hard copy of tutor registers from Attendance Officer (Lisa Griffiths), distribute to tutors and assist, as required.
- Tutors to collect their tutor group register from their Head of Year, check for absentees and report any absent students to SLT, as quickly as possible.
- Any unexplained absences to be reported to and investigated by the Attendance Officer.
- All visitors are to report to reception staff, Bev Watters/June Holmes, at the 'Staff/Visitors' muster point, on the hard court. All non-staff in school should sign in and wear a badge.
- Non-teaching staff and those without a tutor group to assign themselves to a year group to support tutors and heads of year, on the hard court.
- Everyone will remain as instructed until dismissed by the designated Fire Drill Lead (Louisa Paston) in charge of the evacuation, deputised by Vicky Keyse / Andy Papanicolaou or Tanya Noble or another member of the SLT in their absences.

Preparing Students for Emergency Evacuation:

- Tutors must take students through our Emergency Evacuation Procedures at the start of each term.
- Students must be told to line up, in register order, at the assembly area, in silence.
- An emergency evacuation drill will be held at least once each term.

Procedure to follow OUTSIDE of the main school day (i.e. before 8.30am and after 2.40pm):

- Assembly point – school hardcourt area at front of school (same as school day procedure).
- Ensure all students in your care have been instructed/or, where possible, escorted to leave the buildings to a point of safety, where they can proceed without risk to the muster point.
- Where possible, inform the Site Manager of the location and nature of the emergency.

- In the case of fire, if you are trained to operate the Fire Extinguisher, use your discretion over fighting a fire. **Your first duty is to ensure that the area is evacuated and that your action will not endanger the safety of students, colleagues and yourself.**
- In the case of fire, close doors to enclose the area of the fire.
- Inform the most senior member of staff available of the facts at the assembly area, subject to their availability.

Important Information for teachers/staff taking P7 lessons/After School Clubs:

- Ensure an accurate fire register is available.
- Staff must take a paper register of all students attending a P7 or After School Club and have this available for inspection throughout the session.
- The register must be taken at every session to ensure we have an accurate record of students on site at all times.

The Assembly Point (NB procedure differs to school day protocol):

- When the fire alarm sounds, all staff, students and visitors on site to make their way to the school hardcourt area at the front of the school.
- Students to remain with the teacher taking their P7/After School Club (students not to be in their tutor line).
- Student registers to be taken by teacher leading the P7/After School Club - (they should have created a register at the start of their after school session).
- Teacher in charge of the P7/After School Club to remain with their group throughout the emergency.
- Staff on site, without the responsibility of a student group (i.e. P7, or After School Club), to congregate together in one line.
- Visitors on site to congregate together in one line.
- Reception/SLT will be able to generate a report from the signing in/out system to ascertain staff remaining on site.
- Wait to be dismissed by SLT on site, or in their absence, a member of the Site Team.

Other Staff Responsibilities:

- Students should not be in school after P6, unless they are involved in a P7, or an After School club where there is an adult in charge of the group and an attendance register has been taken.
- Unauthorised students remaining on site after school, should be asked to leave; staff must ensure that they follow this instruction and leave the school buildings.
- If the event of a fire/emergency situation it is essential to be able to accurately establish who is on the site.
- Students informally remaining in school will not be registered by anyone, making it difficult to account for them in an emergency.

First-Aid/Medical Conditions:

It is the responsibility of the WSS First Aid Matron to check the contents of all first aid kits half termly, or if large amounts of stock have been used.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call an additional first aider for support, then they must do so and remain with the injured person until a complete

handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an EpiPen;
- in the event of the person having difficulty breathing;
- severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury;
- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if there has been an injury to the head.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).

- Jean McCartney is the Student Welfare Lead Matron and is the Principal First-Aider.
- Staff qualified in First-Aid are located across the school site (information concerning this is regularly cascaded to staff and is displayed in the main reception).
- First-aid kits are located across the school site; department leads are responsible for ensuring they are well-stocked and medical supplies are in date.
- Relevant medical information about students is shared with staff throughout the school year, particularly highlighting those with serious and/or life-threatening conditions; this information is also displayed in the main reception.
- Staff must familiarise themselves with which students need specific first-aid treatment in the event of accident/illness.
- Medical information is also collated for staff, to ensure we provide staff with the right treatment and care, in the event of illness.
- Please be aware of the following:
 - Please speak to a member of SLT if you are diagnosed with a condition which may affect your ability to undertake your role safely, so that we can discuss possible work place adjustments.
 - Please speak to a member of SLT if you are taking any medication that may affect your work performance, e.g. ability to drive, memory, and judgement.

- Please make us aware (Line Manager and our main first-aid team) of any new medical conditions (serious and potentially life-threatening) that you have, giving details of your relevant rescue medication; this is to help us ensure your safety and the safety of others in school.

The following are qualified first-aiders, the full list of first aiders is available in Student Welfare Medical Room and Staff Room:

- Jean McCartney
- Julia Trescothic
- Beverley Watters
- Jo Hill
- Alison Shepperd
- Steve Smith
- Louise Major
- Donna Edwards
- Tamsin Saunders
- Kallum McCulloch
- Ben Robertson
- Alex Mo
- Ruby Rennison
- Amanda Macaree

Information and Training

- All new members of staff should receive a Health and Safety induction from the School Business Manager.
- All members of staff should read the H&S section within the Staff Handbook and relevant policies and procedures.
- Annually, all members of staff should undertake online Fire Safety and H&S training, as directed by the HR Officer and/or School Business Manager.
- Staff should be familiar with the H&S noticeboard located in every building entrance.
- General H&S information is also available in the H&S folder in the adminpool\$ folder on the school IT network.

Legionella

A Risk Assessment will be carried out on the water system at the school and all remedial work will be addressed and completed. Statutory checks are carried out and records kept.

Lockdown: Emergency Procedures for Staff

For the most part, emergency procedures mean evacuation; however, there are some instances where there will be a need to keep everyone inside the buildings.

- **In the first instance, staff must immediately report a critical incident (i.e. an intruder on site, potentially violent incident, suspected chemical leak) to Reception. SLT will be contacted immediately.**
- Where possible and the situation allows, a decision to activate this emergency procedure will be made by a member of SLT.
- To make staff aware of the need to lockdown the school and shelter in classrooms/offices, a series of intermittent bells (15 rings) will sound (the bells can only be activated by Reception).
- Staff must familiarise themselves with our School Emergency Response Plan and be able to follow the procedures contained within this document.

When the alarm is raised (15 intermittent rings of the bell):

- All staff to follow the detailed guidance in the School Emergency Response Plan
- School Emergency Response Plan protocol to be followed at all times.
- Staff using outside facilities when the alarm is raised, must stop their activity immediately and take shelter in the closest available classroom.
- Staff outside of classrooms and offices should make their way to the closest classroom, occupied by another member of staff.
- Where possible, staff should avoid being in an office on their own.
- Staff seeing students, or adults, outside of a classroom should take them into the safety of their classroom, or office.
- A register of students and staff should be taken.
- Where possible, SLT will update staff by email, or text (this may not be possible)
- In a lockdown situation, it is the responsibility of all staff members to make sure that the doors and windows of their classrooms and offices are closed, locked and that no one leaves.

Procedure if the LOCKDOWN alarm is raised over a break period:

- Students are to be brought into the school building as safely and quickly as possible; staff to remain calm and purposeful.
- Students to be directed to go to the closest safe place. Where parts of the school are deemed to be unsafe and should be avoided, direction will be given by a senior member of staff.
- Students already in classrooms over a break period i.e. The Hive/Student Welfare, should remain in the room they are in.
- The supervising adult/teacher in the room must take a register of staff and students

The role of staff who are teaching during a lockdown (extract from the School Emergency Response Plan):

- Remain in the classroom with your class
- Close the doors (lock them, where possible)
- Close the windows
- Turn off the lights and other electrical equipment i.e. monitors/computers
- Where possible, close the blinds
- Keep all students away from the windows as far as the room allows
- Ask students to switch off their mobile phones
- Staff to turn their phones to silent
- Staff to retain 2-way radio silence
- No student should be allowed to leave the room
- Where safe to do so, any students, or staff seen outside the classroom, should be brought into your room for their safety
- Teaching staff must remain in control of their class at all times and wait for further information.
- Staff advised not to call Reception for information, as this can block the switchboard and prevent emergency calls being made.

Ending of Emergency Procedures (i.e. raising the All Clear):

- Once the situation has been assessed, SLT will endeavour to end the 'Emergency Procedures' as soon as possible.
- Staff will be alerted that the emergency is over by a series of 5 intermittent bells sounding to indicate the end of the 'emergency' and return to normal working.
- **If site evacuation is required during a lockdown situation, we will raise the 'all clear' first**

(a series of 5 intermittent bells) and then follow it with the fire alarm bell.

Maintenance of Plant and Equipment

- Subject Leaders (including the Site Manager), who have plant and equipment within their departments, are responsible for ensuring it is regularly checked and maintained (by appropriate and responsible party). Items involved include boilers, heating systems, water heaters, fume cupboards, workshop machines, dust extractors, noise tests, kilns, PE equipment, intruder alarms, steam engines, pressure vessels, pneumatic lines, air brushes, oxy-acetylene equipment, etc....
- All paperwork relating to equipment maintenance and testing, must be passed to the Site Manager.
- Documentation relating to ongoing servicing of equipment, must be uploaded onto the Trust 'SharePoint' system - please liaise with the Site Manager.

Nuts/Nut Products including Sesame Seeds

Weston Secondary School has a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day.

Dolce (our external caterer) supply our hot school meals and it is their declared policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

Management of nuts in the Food Technology Department

The following procedures are in place to manage the use of nuts in this department:

- A risk assessment is in place for the department which is reviewed annually; this includes the management of allergies
- Staff within the department are first aid trained, including specific training on anaphylaxis and asthma.
- Staff within the department ensure they are clear on which students have food allergies (working in liaison with our principal first aider to obtain this information)
- No use and/or consumption of peanuts in the department
- No use of nuts in all KS3 lessons
- A Food lesson around allergy awareness is given to students in either Year 7 or 8 (to be organised by SL for Food & Nutrition)
- A review of all allergy care plans is undertaken for all students in Year 9 opting to take Food; this is completed by our school first aider and a food technician. If there are concerns or complications a second meeting is to be held by the SL with the parent.

Personal Safety

If you have a concern for your personal safety whilst at work:

- **During school time:** summon a colleague from an adjoining room and send a student to summon additional support from a colleague and member of SLT.

- **Before, or after school hours:** summon the help of a nearby colleague, or try to make contact by phone. If no one is available, telephone the police on 999. The Headteacher does not need to be consulted regarding this last action if you believe yourself, a student, colleague, or school property, is at a severe risk of harm.
- Staff are also advised that when they believe an interview with a student, or parent, might become fractious, they should ask a senior colleague to be present at the meeting.

Physical Assault, Threatening Behaviour or Verbal Abuse at Work

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Please see [Visitor Code of Conduct Policy](#).

Staff must report any concerns or issues they are facing. What to do:-

- Inform your line manager
- Complete the online report form.
- The Headteacher will then investigate and take any appropriate action

Risk Assessments (RA)

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The Headteacher and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Headteacher who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

Risk identification - All hazards will be identified and recorded unless eliminated completely

Responsibility for risk assessment – The RA will be signed by both the person responsible and Headteacher.

Training requirements – RA training is offered at regular intervals for all staff to attend.

Risk rating – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

Control measures – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

Communication process – All Staff will be made aware of the RA applicable to them.

Review process - RA will be reviewed yearly or earlier if there are significant changes.

Science Related Guidance

Because of the special nature of Science Laboratories, there may be some inherent risks when using them as classrooms, or when Science lessons are covered by non-specialist staff. The following are guidelines for those people and should be issued for non-science and cover lessons. All staff working in the science department should be aware of the local science H&S Policy and any accompanying H&S documentation, including risk assessments.

Science lab rules

Please be mindful of the following three points:

- All lab and prep room doors must be locked when empty.
- Food and drinks of any kind are not permitted in the labs, or prep rooms – that is for both staff and students; both in and out of lessons.
- Students are not allowed in labs, or prep rooms, unaccompanied by a member of staff.

Cleaning of labs

If there is a chemical spill in a science lab, or prep room, this will be quickly and safely dealt with by a Science Teacher and/or Science Technician (in line with CLEAPPS guidance). For this reason, the cleaning staff at WSS are able to undertake routine cleaning of the science labs in a similar way to the cleaning of other classrooms i.e. without worry of any potential exposure to a harmful science- related chemical. In the unlikely event that a cleaner finds a chemical bottle left in a lab, or is concerned about a chemical spill, they must alert a member of the science department and their cleaning supervisor immediately – **cleaners must not attempt to move, clear away, or clean up any chemical themselves.**

Gas

This is operated by a key system and should be turned off when not in use. All science staff, including the technicians, have keys to this system. If in doubt, please request assistance from the Site team.

Electric

The electric system is operated by a key and is turned on at the beginning of the day. There is an emergency stop button at the front of the classroom. In the event of an unexpected power failure, request assistance from any member of the science staff, including the technicians, who all have keys to the system.

Water

In the event of leaks, or damage to taps, water can be turned off under sinks; contact the Site Team.

Fire

Fire extinguishers and fire blankets are available in every science classroom. In the event of a fire, evacuate the room immediately and follow our normal fire procedures. Only attempt to fight fire if your escape route is blocked by fire and/or if a student or adult is affected e.g. hair, or clothing on fire. The Science Technician is a qualified fire warden.

Other guidance

Laboratories (including D&T and IT rooms), contain particular hazards and are recognised as being more dangerous than ordinary classrooms. For this reason, all current risk assessment advice is that laboratories should be locked whenever they are not being used and actively supervised whenever students are present.

Please adhere to this guidance.

Security

- All staff must ensure that they sign in and out of the building; this includes at the start, end and during the day.
- Please safeguard your staff ID badge and school keys. If your badge is mislaid, please report this to IT immediately.
- The rear external gates leading in to the school must remain locked at all times – please ensure it is closed throughout the school day e.g. after moving the minibus.
- If you plan to leave your car in the school car park outside of school hours, please make the site staff aware.
- All students on the school site after normal school hours must be supervised by a member of staff.
- Students who are not, must be asked to leave the school site.
- If any member of staff is working with a student on a one- to-one basis, they should ensure that other staff are aware of these meetings and that doors are kept open. Staff should also speak to their Line Manager if they have any concerns regarding this arrangement and individual students.
- At the end of the day, please ensure you close the windows in your rooms/offices.

Slips and Trips

The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager via the school's SharePoint link [Premises Support Form](#).

Smoking

In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds. Any reference to 'smoking' will also include the use of e-cigarettes.

Stress

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the [Hamwic Education Trust Stress Policy](#).

Summary Guidance:

As an employee of WSS you must:

- Take reasonable care of your own safety and that of any other persons who may be affected by your acts and omissions.
- Co-operate with our H&S procedures and systems.
- Use suitable Personal Protection Equipment (PPE) when directed by your Line Manager and/or if directed under any relevant training you have received.
- Report any defects (in plant, process, systems, or operation) to your Line Manager and/or Site Manager.
- Not intentionally, or recklessly, misuse any school equipment.

- Attend and complete all H&S training, as directed across the year.
- Make us aware if you are suffering from a disease, or illness, that creates any potential risk of harm, or injury to yourself, or others.

Supervision of Students

Conscientious and vigilant supervision of students is a vital ingredient in creating a safe environment. Staff are reminded that they are required to supervise corridors at the change of lessons and be on time for lessons and duties. Staff are also required to intervene and stop any activity that they judge might result in injury, either physical, or emotional, to one, or more of the individuals involved.

All staff are responsible for the safety of the children in their care. Students are received into their tutor lines on the hardcourt from 8.20am, where they are supervised by a member of staff.

Playgrounds and other social areas must be adequately supervised during all break times – see the WSS duty rota.

Our general expectations around duties are:

- Staff are encouraged to use their google calendar to record their duty/duties.
- Staff must be on time.
- Staff must make their presence visible by moving around their duty position as they engage with students.
- Where necessary, communicate notable difficulties, or concerns to tutors in the first instance. Record these incidents on Bromcom and use normal procedures to follow actions through.

Absence on a duty day:

- If a member of staff is unable to do their duty due to a planned absence, they must find someone to cover them; please make the daily duty lead aware of any changes.
- If someone within your team/department is absent on their duty day due to illness, wherever possible, please cover their duty.
- It is important that the safety and wellbeing of our students is not compromised by staff absence.

Training

Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and work place trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

Visitors

All visitors to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit. The school's fire and emergency evacuation procedures are displayed around the school site.