



# **Health & Safety Policy**

## **Weston Secondary School**

|                 |                 |                   |                   |
|-----------------|-----------------|-------------------|-------------------|
| Reviewed on     | 2026/27, Term 1 | Review frequency  | Annual            |
| Next review due | 2027/28, Term 1 | Template Yes / No | Y                 |
| Owner           | School Leader   | Approved by       | Board of Trustees |



## History of Policy Changes

| Date       | Page   | Change                                                                  | Origin of Change |
|------------|--------|-------------------------------------------------------------------------|------------------|
|            | All    | References to Governing Body changed to Local Governing Committee (LGC) | Annual Review    |
|            | All    | References to Headteacher changed to School Leader                      |                  |
|            | All    | All references to Smoking now include Vaping                            |                  |
| 2026/27 T1 | 6, 3.4 | Zone charts added                                                       | Annual Review    |

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## Introduction

Hamwic Education Trust (HET) believe that all students should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors

to a diverse array of opportunities as well as that all students and adults within HET flourish as individuals and together.

This policy is for all employees working within the HET office (which for ease of reference are referred to throughout this document as 'office').

This also applies to agency workers, consultants, self-employed contractors, volunteers and work experience students.

## **Health & Safety Policy Statement**

HET's Board of Trustees (BoT) recognises that under the Health and Safety at Work etc. Act 1974 it has a duty to ensure, so far as is reasonably practicable, the safety, health and welfare of all persons affected by its activities and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using HET premises or participating in sponsored activities. It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of the HET but is also an essential aspect of the education of its students.

The BoT aims to provide a safe and healthy working and learning environment for staff, students, and visitors. In pursuit of this, it seeks to ensure, as far as is reasonably practicable:

- The provision and maintenance of safe workplaces, and safe systems of work.
- Clear definition of responsibilities of employees at all levels.
- Provision of appropriate information, instruction, training, and supervision.
- Provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety

The arrangements outlined in this policy and the various other safety provisions made by the BoT will not prevent accidents nor ensure safe and healthy working conditions on their own. The BoT strongly believe that only the adoption of safe methods of work and good practice by every individual member of staff can ensure everyone's personal health and safety. The BoT will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on HET premises or while taking part in sponsored activities.

The BoT will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

## **This local Health & Safety Policy must be read in conjunction with the HET Health & Safety Policy.**

Paragraph 6 of the above policy outlines the responsibilities of the School Leader, as follows;

## **Health & Safety Duties of School Leaders**

The overall responsibility for health and safety is that of the School Leader with support from the BoT, the CEO and HET Managed Services. The BoT will work with the CEO and HET Managed Services to ensure the Trust is always health and safety compliant.



As well as the general duties which all members of staff have School Leaders working with HET Managed Services will ensure the implementation of the policy and development of safe working practices and will take all reasonably practicable steps to achieve this end through managed allocation of duties to the heads of appropriate departments, senior members of staff, teachers and others as appropriate.

The School Leader is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

In particular, the School Leader will, in conjunction with HET Managed Services.

- a) Have a working knowledge of the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the HET.
- b) Ensure, always, the health, safety and welfare of staff, students and others using school premises, facilities, or services or attending or taking part in sponsored activities. This will involve ensuring the relevant risk assessments are in place and signing them off.
- c) Ensure safe working conditions for the health, safety and welfare of staff, students and others using our premises and facilities.
- d) Ensure safe working practices and procedures throughout, including those relating to the provision and use of machinery and other apparatus, so that each task is conducted to the required standards and so that all risks are controlled.
- e) Consult where appropriate with members of staff, including school's health and safety representatives on health and safety issues.
- f) Conduct periodic reviews to ensure that the requirements of the policy are being met.
- g) Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- h) Encourage staff, students, and others to promote health and safety.
- i) Ensure that any defects in the premises, its plant, equipment, or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
- j) Encourage all employees to suggest ways and means of reducing risks.
- k) Collate accident and incident information and, where necessary, conduct accident and incident investigations.
- l) Monitor the standard of health and safety throughout school, including all activities, encourage staff, students, and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- m) Monitor first aid and welfare provision.
- n) Monitor the management structure, along with the governors.
- o) Ensure the health and safety audit part of the estates health check is reviewed and any actions completed with the specified time

To enable the School Leaders to meet the above duties the Deputy School Leader (DSL), Senior Leadership Team (SLT), staff and the school site staff will assist with the day-to-day implementation of the policy.

## Procedures

The information below is school specific Health & Safety information and procedures.

### *Procedures and Arrangements*

Each Teacher is responsible for the safety of the children in their care. Students are greeted for morning roll call by a member of staff at 8.25am and taken to tutor for 8.30am.

Recreational areas must be adequately supervised during all break times, see Duty Handbook for more information. Children unable to go out for medical reasons should go to the First Aid room with a friend to be supervised.

Playgrounds must be adequately supervised during all break times. See rotas and zone charts.

All duty staff have a responsibility of a visual check of the apparatus on their duty days.

In the case of an accident follow the school First Aid Policy.

The catering staff, site team and cleaners share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.

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*

If possible, take the injured person to the school First Aid Room. If in doubt DO NOT MOVE them, keep him/her warm and call a First Aider.

First aid equipment is kept in the First Aid Room and in 7 other locations around the school (Main reception, Science, Science prep room, Food Technology, DT, Art & Performing Arts).

Serious accident to Child – either phone 999 for Ambulance or take child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child's information from office file.**

Contact parent

Either;

- a) Wait for the parent to come
- b) Arrange to meet the 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 copied from that in the office file. Be prepared to give details of accident, e.g., was child sick? Did they lose consciousness? What made an open wound?

The online Medical Tracker must be completed for minor accidents to students. In the case of a more serious accident an online form must be completed for students. All staff/visitor accidents should be completed on an online form.

#### *Accident on a School Trip*

See Educational Visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents.

#### *Accident or Illness of Staff - whilst on a school trip*

As above but substituting parent for next of kin. This information is held on Bromcom and accessible to the School Leader, School Business Manager, HR Officer and School Leader's PA. Staff should inform the School Business Manager or HR Officer of any changes.

#### *Administration of Medicines*

See School and HET First Aid Policy.

#### *Allergies*

Due to staff allergies the use of aerosol cans, i.e. deodorant, air fresheners, etc. is prohibited, along with bringing in or deliveries of lily flowers. We are also a nut free school.

#### *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.

All movable items, especially dustbins/wheelie bins, tyres 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. staff/contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine. Staff will be notified of asbestos at induction and again when any changes occur such as a change of classroom.

#### *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 they are 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. All cooking activities will be supervised by a teacher and technology technician.

### *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 children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the School Leader to establish safe working procedures. The Catering Team must ensure that appropriate safety barriers are erected before and during all food deliveries to site and removed once the delivery has been completed safely.

### *COSHH – Control of Substances Hazardous to Health*

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

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. A risk assessment must be in place for a school dog and external dog visits.

### *Driving a School Minibus/MIDAS*

Staff wishing to drive a minibus owned, or hired by the school, must be MIDAS trained and registered.

The school maintains a list of MIDAS trained staff – see Business Manager 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 for recording and verification.

Training can be organised by the school; please refer to your Line Manager in the first instance.

Staff should refer to WSS Minibus policy for more information, which can be found on the WSS landing page.

### *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 Helpdesk Support Ticket System. 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 in school.

### *Emergency Evacuation Plan*

EMERGENCY EVACUATION PROCEDURES (ALSO SEE SCHOOL'S Emergency Management Plan).



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

School Leader, 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.
- School Leader/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.
- School Leader 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.
- School Leader in charge of press liaison and missing children (if necessary).

### *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 and also carry out their own risk assessments; copies provided to school and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety policy and safeguarding information will be passed onto them. 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 safeguarding issue.

### *Fire*

The school follows procedures discussed at annual Fire Awareness Training for all staff.

A fire evacuation drill must 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.

### **What To Do If You Discover A Fire:**

- Raise the alarm: shout 'FIRE' and activate the nearest alarm call point (press call button firmly).
- If possible, contact Reception staff with location of fire to inform Hampshire Fire and Rescue.
- If trained, attempt to put out the fire and only if safe to do so - NEVER PUT YOURSELF AT RISK.
- Leave the building by the safest and nearest route and exit.
- Assist others if possible.
- Proceed to the assembly point on the hard courts.
- Inform Fire Evacuation Manager of whereabouts of the 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.**

Instructions for all staff, students, visitors and contractors:-

When the Alarm Sounds:

- Evacuate the building using the safest and nearest route and exit, ensuring all students and/or visitors under your control leave with you.
- Ensure students are silent.
- Do not collect or allow others to collect personal belongings.
- Check room/area to ensure everyone is out.
- Close the door behind you.
- Help students/persons who need it.
- Proceed to the assembly point on the hard courts and assemble in year group/tutor group order, with all students facing into the centre of the hard courts.
- Students must line up in register order within tutor groups and remain silent.
- Registration to be completed to identify if anyone is missing.
- Do not re-enter building until told to do so.

Please Remember:

- To stay calm.
- To not run.
- To not use the lift in English and Maths.
- Everyone is to keep quiet unless giving instruction and ensure students are silent (especially when outside away from alarm).
- Do not casually chat when at the assembly point.
- Students who attend the The Hive should be taken to their tutor muster groups under the supervision of the SEND team.
- Fire Marshals are responsible for checking and clearing their designated areas during an evacuation.
- Radio communications should be kept to an absolute minimum apart from 'all clears'.

**ALL STAFF, STUDENTS, VISITORS AND CONTRACTORS** should assemble on the hard courts at the main entrance via Tickleford Drive and report as indicated. Staff are to remain in complete silence throughout drill, using non-verbal cues to students/visitors.

All staff should familiarise themselves with:

- Where the fire alarm call points are located.
- Emergency routes and exits.
- Location of assembly point.
- Location of firefighting equipment.
- Cascade position for reporting presence at assembly point and that of others.

All Staff must ensure that they sign in and out using the Inventory system located at both Main Reception and the rear gate to Winchfield Close.

Teaching staff should ensure that classes are explicitly made aware of evacuation routes from their routine, timetabled rooms and every time there is a room change.

Please check the information below and ensure that you know your role.

### Reception:

- Person 1 take 1st Inventory Ipad and stand by gate, where staff access from behind sports centre; tick off staff on Ipad entering from this gate.



- Person 2 take 2nd Inventory Ipad and pick up Emergency Evacuation Grab Bag, proceed to hard court and tick off staff on Ipad entering from this gate, along with checking off all visitors and remain around the 'Visitor' muster sign.
- Request support from floating members of staff in the hard court, i.e. Pastoral or Admin to check all staff accounted for.

In the event of their only being 1 person:-

- Pick up both Inventory ipads, pick up Emergency Evacuation Grab Bag, and hand 1 ipad to a member of staff and direct them to the Person 1 and Person 2 points.
- Turn switchboard to message service.
- Ensure no-one enters the building via Main Reception, taking any visitors on to hard court to muster under 'Visitors' sign.

### **Attendance Administration:**

- Print and take out the registers to assembly point.
- Distribute registers to tutors.

### **Year Group Tutors:**

- Ensure students are lined up in registration order.
- Complete registration and report to the Head of Year.
- Ensure students are silent and facing forward.

### **Head of Year:**

- Collect completed year group registers from tutors and any lists of students off site.
- Report to the Attendance Administration outcome of registration.

### **Fire Marshals:**

- Responsible for clearing their designated area during evacuation by carrying out a thorough sweep of the building.
- Ensure doors are closed.
- Report all findings to Fire Evacuation Manager.

### **Site Manager/Assistant:**

- Liaise with alarm monitoring station/Hampshire Fire and Rescue via telephone.
- Investigate cause of fire and conduct a building check.
- Manage contact with fire rescue at Main Reception.
- Confirm to Fire Evacuation Manager if building is safe.

### **Fire Evacuation Manager (Headteacher & School Business Manager):**

- Oversee entire evacuation.
- Liaise with site team and Hampshire Fire and Rescue on situation inside the building.
- Receive notification of the whereabouts of all persons.
- Determine course of action if anyone is missing.
- Give dismissal instruction.

### **Fire Drill:**

- To take place at least once a term.
- Fire drills will not be organised while examinations are taking place therefore any fire alarm is either a real fire event or the alarm has been set off accidentally/maliciously. In this case the Examinations Officer will report to the Examinations Room to give instructions. Students sitting examinations separately from the main group should evacuate and assemble following instructions from invigilating staff. All students in exams are to line up inside the hardcourts between hall and main hard courts.
- The Fire Evacuation Manager will only dismiss when safe to do so.



**Important Information for teachers/staff taking P6 lessons/After School Clubs:**

- Ensure an accurate fire register is available.
- Staff must take a paper register of all students attending a P6 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 P6/After School Club (students not to be in their tutor line).
- Student registers to be taken by teacher leading the P6/After School Club - (they should have created a register at the start of their after-school session).
- Teacher in charge of the P6/After School Club to remain with their group throughout the emergency.
- Staff on site, without the responsibility of a student group (i.e. P6, 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 P5, unless they are involved in a P6, 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.

*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.

**A fire safety /exit announcement will be given at the beginning of parent Assemblies.**



The following are Fire Wardens:

| FIRE MARSHALS (see separate table for areas of responsibility and deputies in case of absence) |                     |               |                  |                |                 |                 |                 |                 |            |
|------------------------------------------------------------------------------------------------|---------------------|---------------|------------------|----------------|-----------------|-----------------|-----------------|-----------------|------------|
| Alexandra Dejele                                                                               | Ben Robertson       | Brad Jones    | Emily Hide       | Holly Clark    | Kate Bannister  | Liz Feleman     | Nicole Kaye     | Sally Smart     | Tom Fenner |
| Al Sheppard                                                                                    | Bethan Sanders      | Carlie Hooper | Gerry O'Sullivan | Jake Hazel     | Katrina Jones   | Liz Savage      | Peter Dyson     | Sam Winkworth   | Wayne Cady |
| Andy Dyer                                                                                      | Beth Early          | Claire Harlow | Giovanna Moretto | Jamie Tankard  | Kieran Thornton | Louise Major    | Rachel Floyd    | Simon Clarke    |            |
| Anna Kurowska                                                                                  | Bethan Savage-Black | Chris Pink    | Hannah Barton    | Jean McCartney | Kerry Pace      | Maxine Cronin   | Rebecca Connery | Steve Robinson  |            |
| Asma Khan                                                                                      | Bev Brewer          | Diana Rennie  | Hany Glasspool   | Jeremy Cornish | Laima Bagdane   | Nic Arding      | Rebecca Horton  | Tamsin Saunders |            |
| Bony Brown                                                                                     | Bev Walters         | Donna Edwards | Hayley Wither    | Julia Trescott | Laura Franklin  | Nicola Broadway | Ruby Rennison   | Tim Patten      |            |

### *Lockdown: Emergency Procedures for Staff*

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be locked within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

It is important to remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

| Signals              |                               |
|----------------------|-------------------------------|
| Signal for lockdown  | Intermittent bells (15 rings) |
| Signal for all-clear | 5 intermittent bell rings     |

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

**Students should be moved away from the windows and doors for prime safety.**

There are 5 blue lockdown call points around the school site: -

- Main reception – main building
- Science Office
- Maths Office
- Technology Office
- Performing Arts Office



The lockdown bell has a different sound to the fire drill bell, it is also intermittent and will last for 15 rings, whereas the fire drill will constantly ring until the site is declared safe.

As with fire drills, whoever is the first person to be advised of a hazard outside or an intruder on site it is their responsibility to raise the lockdown alarm.

To raise the lockdown alarm this can be done by following one of the below, whichever is safest to do so under the circumstances:

- Telephone
- Going in person to the nearest call point/main reception
- Radio call by announcing 'reception, code blue', repeat 'reception, code blue'.

If alarm activated in another building, other than main reception, the person raising the alarm will need to contact emergency services with the relevant information.

The system will automatically release the front access gates at Tickleford Drive to allow emergency services to access the school site. This also allows all maglock doors to remain closed in the event of the lockdown.

Lifts should not be used in the event of lockdown.

### **Reasons for Shelter in Place/Lockdown:**

- Chemical spillage.
- Weapons crisis.
- Air pollution.
- Nearby fire.
- Dangerous dog.

### **Procedure:**

- Remain calm.
- Listen to instructions.
- See computer/laptop screens for messages, i.e. 'lockdown in progress', 'lockdown all clear' or 'Full Evacuation to Muster Points'.
- Do not provoke an incident.
- 15 intermittent bells will be sounded.
- Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety.
- All students and staff in corridors or communal areas should go to the nearest room; if outside / during social times hide, disperse or go inside and usher students into the nearest available room / changing rooms / gym, then follow the instructions in step 4.
- When you are in a room, you must close and lock or barricade the door then move away from windows and doors.
- If appropriate, move students away from the incident (e.g. to the other side of the building).
- All students and staff in PE sessions outside must remain calm and if safe to do so gather in the gym/changing rooms until 'all clear' signal is given.
- Everyone should remain silent during the procedure.
- The person who is the first to be made aware of the hazard will contact emergency services as necessary.
- If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.
- If sheltering from an intruder on site with weapons, where available, pull-down blinds/shutters and ensure all students/persons are below window height and out of sight.
- Check for missing / injured students, staff and visitors.
- Reassure students and keep them engaged in an activity or game, if it is safe to do so.
- Students will **not** be released to parents during a lockdown.
- To prevent unnecessary escalation, students and staff are **not** permitted to communicate the lockdown position to external sources via message, call or social media. This will allow the emergency services to manage the situation effectively and reduce confusion and panic.



- School should always stay in contact with emergency services and follow instructions.
- The signal for 'all-clear' is 5 intermittent bell rings.

## **FIREARMS AND WEAPONS ATTACK**

Stay Safe' Principles (Run Hide Tell) give some simple actions to consider in an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Full guidance is contained on the NaCTSO website -

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

### **Run:**

- Have an escape route in mind. Have more than one. This could mean going out a window or breaking a window.
- Consider the safest options
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.
- Keep your hands visible so responding officers can quickly identify that you are not a threat.

### **Hide:**

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe. Bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork/heavy reinforced walls.
- Barricade the door to your hiding place and lock the doors.
- Scatter around the room (not visible from the windows and doors).
- Once barricaded, continue to examine your options, be aware of your exits. Is there a window in the room?
- Try not to get trapped.
- Be quiet, silence your phone.
- Move away from the door.

### **Tell:**

Call 999 – What do the police need to know?

- Location – where are the suspects?
- Direction – where did you last see the suspects?
- Descriptions – describe the attacker, numbers, features, clothing, weapons etc.
- Further information – casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.



**ARMED POLICE RESPONSE:**

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

**Officers may:**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so

**SIGNAL FOR ALL CLEAR**

- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.
- **All Clear – 5 intermittent bell rings.**
- If necessary, students and staff may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police. If this is necessary, then the 'all clear' signal of 5 intermittent bell rings will be sounded followed by the **fire alarm**, at which point, vacate the room, proceed to muster points on the hard court and follow further instructions.
- School Leader and SLT will notify parents/carers of the situation in line with emergency services advice.
- Our buddy site for full school site evacuation is Weston Park Primary School as directed by emergency services.
- Once all clear given and situation under control, school will continue as normal, or students will be sent home with a full debrief for all staff to be arranged in the main hall.

**SLT Responsibility for All Clears**

|                                |     |
|--------------------------------|-----|
| Main Building Ground Floor     | DBU |
| Main Building Middle Floor     | NBU |
| Main Building Top Floor        | THA |
| SLT Isolation Room/Sports Hall | CCO |

|                           |     |
|---------------------------|-----|
| Science Block             | SRO |
| Maths                     | SSI |
| English                   | RCO |
| Creative Technology Block | NKA |
| Performing Arts Block     | LWI |

### *First Aid Provision*

It is the responsibility of the Medical Lead and/or First Aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used. They will receive a remuneration for the role of being a First Aider, which is set by the Trust.

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 the FAW 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/ first responder or seek 999 advice on the following occasions:

- a) In the event of a serious injury.
- b) in the event of any significant head injury.
- c) in the event of a period of unconsciousness.
- d) whenever there is the possibility of a fracture/dislocation or where this is suspected.
- e) whenever the First Aider is unsure of the severity of the injuries.
- f) whenever the First Aider is unsure of the correct treatment.
- g) in the event of a severe allergic reaction or following the administration of an EpiPen.
- h) in the event of the person having difficulty breathing, or showing signs of a heart attack/stroke
- i) 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:

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

The 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).

The following are qualified First Aiders:

| Name             | Bi-Code | Job Role                      | Teaching/ Non-Teaching | First Aid Qualification        |
|------------------|---------|-------------------------------|------------------------|--------------------------------|
| Nicole Arding    | NAR     | Assistant SENDco              | Non-Teaching           | Emergency Paediatric First Aid |
| Joanna Brown     | JBR     | Teacher of Geography          | Teaching               | Emergency Paediatric First Aid |
| Gareth Byres     | GBY     | Head of Year                  | Non-Teaching           | Emergency Paediatric First Aid |
| Alexandra Dejoie | ADE     | Teacher of MFL                | Teaching               | Emergency Paediatric First Aid |
| Emily Hide       | EHl     | Teacher of CTEC               | Teaching               | Emergency Paediatric First Aid |
| Jo Hill          | JHI     | LSA                           | Non-Teaching           | Emergency Paediatric First Aid |
| Brad Jones       | BJO     | Teacher of PE                 | Teaching               | Emergency Paediatric First Aid |
| Anna Kurowska    | AKU     | LSA                           | Non-Teaching           | Emergency Paediatric First Aid |
| Amanda Macaree   | AMA     | LSA                           | Non-Teaching           | Emergency Paediatric First Aid |
| Louise Major     | LMA     | Headteacher's PA              | Non-Teaching           | First Aid at Work              |
| Richard Maunders | RMA     | Site Team                     | Non-Teaching           | Emergency Paediatric First Aid |
| Jean McCartney   | JMc     | Student welfare lead/ medical | Non-Teaching           | Emergency Paediatric First Aid |
| Dylan Peacock    | DPE     | Teacher of English            | Teaching               | Emergency Paediatric First Aid |
| Diana Rennie     | DRE     | Head of MFL                   | Teaching               | Emergency Paediatric First Aid |
| Steve Robinson   | SRO     | Director of Careers           | Teaching               | Emergency Paediatric First Aid |
| Angela Ross      | ARO     | LSA                           | Non-Teaching           | Emergency Paediatric First Aid |
| Ruby Rennison    | RRE     | Head of PE                    | Teacher                | Emergency First Aid at Work    |
| Ben Robertson    | BRO     | ICT Manager                   | Non-Teaching           | Emergency Paediatric First Aid |
| Bethan Saunders  | BSA     | Teacher of PE                 | Teaching               | Emergency Paediatric First Aid |
| Tamsin Saunders  | TSA     | Teacher of Drama              | Teacher                | Emergency Paediatric First Aid |
| Alison Shepperd  | ASH     | HLTA                          | Non-Teaching           | Emergency Paediatric First Aid |
| Sally Smart      | SSM     | Head of Humanities            | Teaching               | Emergency Paediatric First Aid |

|                    |     |              |              |                                |
|--------------------|-----|--------------|--------------|--------------------------------|
| Julia Trescothic   | JTR | KS Mentor    | Non-Teaching | Emergency Paediatric First Aid |
| Yurii Zakorchemnyi | YZA | LSA          | Non-Teaching | Emergency Paediatric First Aid |
| Artur Zukowski     | AZU | Site Manager | Non-Teaching | Emergency Paediatric First Aid |

### *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 conducted and records kept.

### *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.

### *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. 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.

Impact Food supplies 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 following procedures are in place to manage the use of nuts in the Food Technology department:

- A risk assessment is in place for the department which is reviewed annually; this includes the management of allergies.
- Staff within the department ensure they are clear on which students have food allergies (working in liaison with our Medical Lead to obtain this information).
- No use and/or consumption of nuts, nut-based products, peanuts, or sesame in the department across all year groups and all lessons.
- Allergy awareness is delivered through wider school initiatives where appropriate.
- A review of allergy care plans is undertaken for students opting to study Food in Key Stage 4; this is completed in collaboration with the school's first aid team.

### *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 School Leader 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 students 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. Staff must report any concerns or issues they are facing.

What to do

- a) Inform your line manager
- b) Complete the online reporting form.
- c) The School Leader will then investigate and take any appropriate action

### *Pond*

The school is responsible for its upkeep and implementation of reasonable safety measures to ensure accidents are prevented. The school has a risk assessment in place, for further information refer to the school pond risk assessment.

### *Risk Assessments (RA)*

All staff have a responsibility to highlight risks likely to impact staff, students or visitors to the site through any aspect of the school's work. The School Leader 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 School Leader 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 School leader

### **Training requirements**

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

### **Risk rating**

The overall risk will be low 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 every 2 years 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 marshals.

### **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 into 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 through the Helpdesk Support Ticket System.

### *Smoking*

In the interests of the students, 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 cigarettes, e-cigarettes and vapes.

### *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 HET Wellbeing Policy.

### *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 microsoft 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.
- Wear Hi-Viz.
- Use radio with earpiece.
- Use litter picker to support whole school site cleanliness, reminding students to dispose of their litter appropriately.
- Support transition of students to their next lessons after break and lunch; ensure all students have been moved on to before leaving your duty post.
- Where necessary, communicate notable difficulties, or concerns to tutors in the first instance. Record these incidents on Classcharts 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 Cover Manager 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 workplace 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 on the reverse side of this badge.

### *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.

**If you have any concerns about your workplace, please report them to the relevant persons identified within your place of work.**

**REMEMBER EVERYONE IS RESPONSIBLE FOR HEALTH AND SAFETY. IF YOU ARE IN DOUBT ABOUT ANYTHING PLEASE ASK YOUR SCHOOL LEADER/LINE MANAGER**



**For Further guidance please contact the Head of Estates on 07889 602 896.**  
**[nikki.thorne@hamwic.org](mailto:nikki.thorne@hamwic.org)**

### **Links to other policies and documents**

HET Wellbeing Policy

HET Health and Safety Policy

