



## Health and Safety Policy

This policy was approved and ratified by the Full Governing Board of Cox Green School on 5<sup>th</sup> July 2022

Chair of Governors \_\_\_\_\_

Headteacher \_\_\_\_\_

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	4/12/12	4/12/12	June 2013
1.2	Full Governing Body	15/10/13	15/10/13	June 2014
1.3	Full Governing Body	15/10/14	15/10/14	June 2015
1.4	Full Governing Body	20/10/15	20/10/15	July 2016
1.5	Finance & Resources Committee	28/6/16	28/6/16	June 2019
1.6	Finance & Resources Committee	1/3/17	1/3/17	March 2020
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1.9	Full Governing Board	5/7/22	5/7/22	5/7/22



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## **PART 1 - POLICY**

### **1.1 FOREWORD**

- 1.1.1 The Health and Safety at Work etc. Act 1974 places a legal duty on Cox Green School to prepare and, where appropriate, revise a written health and safety policy and bring the statement, and any revisions made to it, to the notice of all its employees.
- 1.1.2. The Headteacher must ensure that they and all members of their staff receive and are familiar with the Health and Safety summary and sign confirmation that they have read this and also know where they can gain access to the full Health & Safety Policy. Copies of both documents are available on Cox Green School's document storage system Staff information drive.
- 1.1.3. Cox Green School recognises that the management of health and safety is an integral part of its work and activities. It is committed to ensuring that health and safety requirements are considered alongside other key management requirements and, therefore, this policy is closely linked and should be read in conjunction with other policies and guidelines, wherever relevant.
- 1.1.4 The Cox Green School policy document consists of three parts: -
- **Part 1** - The statement of Cox Green School's policy with regard to health and safety.
  - **Part 2** - Identifies the roles and responsibilities of Cox Green School and its employees that have been put in place to carry out the policies.
  - **Part 3** - Identifies the arrangements, including systems, processes and procedures that Cox Green School have put in place to deliver the policy and ensure continuous improvement in health and safety standards and culture.

The policy of Cox Green School is to provide a safe environment to which staff and pupils can work.

### **1.2 Cox Green School Health and Safety Policy Statement**

- 1.2.1 In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of Cox Green School will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.
- 1.2.2 In particular, the Governing Body in conjunction with the schools Health and Safety Advisors will ensure, so far as it is reasonably practicable:
- (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in Cox Green School are adequately controlled; and,
  - (c) That equipment and systems of work are safe and without risk to health and safety.
- 1.2.3 Furthermore, Cox Green School undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
- 1.2.4 In addition, Cox Green School will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
- 1.2.5 The Headteacher with the assistance of their Learning Leaders and all their staff will endeavour to implement this policy.



- 1.2.6 Cox Green School believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
- 1.2.7 Cox Green School undertakes to monitor and review its systems and control measures to ensure they are effective.
- 1.2.8 Cox Green School provides such information, training and supervision as is necessary to ensure the health, safety and welfare at work of our employees.
- 1.2.9 Cox Green School maintain any place of work under our control in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without risks.
- 1.2.10 Cox Green School brings to the attention of all employees that they as individuals have a legal responsibility to take care of the health and safety of themselves, students and others, such as members of the public, who may be affected by their acts or omissions at work.
- 1.2.11 This policy statement supersedes any previously issued.

### 1.3 Cox Green's Commitment to Management of Health and Safety

Cox Green School is fully committed to ensuring the management of health, safety and welfare as it applies within its undertaking. In identifying how this will be met its aims are to ensure, so far as it is reasonably practicable: -

- the prevention of accidents and ill health to our staff and others affected by our work including our students, members of the public, contractors, partners, associates and visitors;
- that all places under Cox Green School's control, where employees are required to work, are maintained in a condition that is safe and without risk to health and safety and that the access to and exit from workplaces are safe and without risk;
- that a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
- that hazards arising from the use, handling, storage and transportation of articles and substances used in connection with work are adequately controlled;
- that plant and systems of work are safe and without risk to health

Cox Green School is committed to working towards: -

- the establishment of a safety culture that will enable these aims to be delivered
- ensuring that health and safety becomes integral within the School's management arrangements
- reduction of health and safety risks through the continued development and improvement of the health and safety management system and continued systematic approach

Cox Green School also undertakes, so far as is reasonably practical, to: -

- ensure all employees are competent to do their tasks and provide whatever information, instruction, training and supervision is necessary to enable employees, including where appropriate temporary workers, to avoid hazards and contribute positively towards their own safety and health at work and that of other employees.
- provide suitable guidance instruction and training, where employees are required to work in premises or at locations over which it has no control, to ensure, so far as it is reasonably practicable, any risks associated with their work are adequately controlled
- ensure that the health and safety of persons not in its employment but affected by either its staff, activities or any premises or facilities made available for their use, are not placed at risk.
- consult with employees on matters affecting their health and safety
- regularly review health and safety arrangements and maintain an action plan to ensure they are updated together with delivery of any proposed changes to ensure continuous improvement
- review and revise this Policy as necessary at regular intervals (annually).



This applies to all employees, temporary, fixed term and casual staff and, as appropriate, to partners, associates and contractors. The Headteacher and the staff receive, read and are aware of the responsibilities they hold as outlined in the Health and Safety summary. During induction and regular health and safety reviews staff are aware of these requirements.

## 1.4 Health and Safety Legislation

As previously stated the main legislation covering all schools is The Health and Safety at Work Act 1974.

The Act is supported by Regulations. Many of these Regulations are relevant to schools. Below there is some of the main regulations, which apply to schools. The “arrangements” contained in this policy are intended to ensure compliance with this legislation.

- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Electricity at Work Regulations 1989
- Manual Handling Regulations 1992
- Display Screen Equipment Regulations 1992
- Provision and use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment Regulations 1992
- First Aid at Work Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety (Safety Signs and Signals) 1996
- Construction (Design and Management) Regulations 2015
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Lifting Operations and Lifting Equipment Regulations 1998
- Control of Vibration at Work Regulations 2005
- Control of Asbestos Regulations 2012
- Coronavirus Act 2020

## Part 2 – Managing Health & Safety - Responsibilities for implementing the policy

### 2.1 Responsibilities of the Governing Body

The responsibility for ensuring that health and safety procedures within Cox Green School are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:

- a. make arrangements to ensure Cox Green School has a written health and safety policy
- b. have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work)
- c. delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out
- d. ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them
- e. ensure a governor attends appropriate health and safety briefings provided by Cox Green School
- f. have health and safety on the agenda at Governing Body meetings as appropriate



- g. ensure that health and safety performance is measured
- h. ensure that Cox Green School's Health and Safety Policy is reviewed annually
- i. ensure the Headteacher, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the Schools health and Safety Advisors in terms of local management of premises related issues in their role as the Responsible Person for Building Health and Safety (RPBS).

The Governing Body will provide:

- a safe environment for pupils, staff, visitors and other users of the premises
- plant, equipment and systems that are safe
- safe arrangements for transportation, storage and use of articles and substances
- safe and healthy conditions that take account of:
  - statutory requirements
  - Approved Codes of Practice
  - DfE or the schools Health and Safety advisor's guidance
- adequate information, instruction, training and supervision
- provision of all necessary safety and protective equipment.

## 2.2 Responsibilities of the Headteacher

The Headteacher is:	<b>Danny Edwards</b>
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The Headteacher as the officer in charge of the day to day management of Cox Green School will carry out the duties detailed below. In their absence the Deputy Headteacher will carry out these functions. The Headteacher will:

- a) Be the Responsible Person for Building Health and Safety (RPBS)
- b) pursue the objectives of the Governing Body with respect to health and safety.
- c) Appoint a competent person to ensure that the school meets their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the school. Cox Green school has appointed the RBWM Health and Safety Officer as the competent person to work alongside the Business Manager and the Site Manager in this role.
- d) ensure this Policy is communicated adequately to all relevant persons.
- e) monitoring risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- f) ensure their duties as the Responsible Person for Building Health and Safety (RPBS) for local management of premises related issues including asbestos, fire safety, Legionella and glazing are carried out to the best of their ability in accordance with the school's health and safety advisors Codes of Practice, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required.
- g) ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties.
- h) review written reports from the schools Health and Safety Provider, or any other appropriate Health and Safety professionals, concerning health and safety issues/possible hazards and to respond in writing within a reasonable period of time to the points made.
- i) ensure Cox Green School carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept.
- j) ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence.
- k) Accidents/ incidents must be reviewed by the Headteacher regularly. Copies of all reports must be sent to the school's Health and Safety Advisor (currently RBWM). Where specifically required i.e. under the RIDDOR



(Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE).

- l) ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated.
- m) To be assured that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment). Also, to ensure that materials and equipment purchased are safe and without risk when properly used.
- n) To be assured the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept.
- o) To ensure health and safety performance of Cox Green School (and, as appropriate, any specific health and safety items) is reported to the Governing Body.
- p) To be assured that arrangements are in place to monitor premises and activities health and safety performance.
- q) keep abreast of the changes in Health and Safety policies and procedures with assistance of the Health and Safety Provider and as advised and included within relevant Schools Bulletins and pass on the information to the staff concerned.

### 2.3 Responsibilities of the H&S Co-ordinator

The H&S Co-ordinator is:	<b>Tom Smith</b>
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The H&S Co-ordinators is responsible for:

- a) Raising awareness of the requirement for Risk Assessments in teaching departments.
- b) Advising the Senior Leader Link of department non-compliance.
- c) Responsible for completion of risk assessments on communal areas of the school and services into the school.
- d) co-ordinating the termly (3 times a year) general workplace health, safety and fire safety inspections.
- e) keeping records of accidents/incidents/investigations relating to health and safety and reporting these to the Headteacher.
- f) advising the Headteacher of situations/ activities which are potentially hazardous to the health and safety of staff, students or others.
- g) Report to the Headteacher regularly through their link staff H & S training.
- h) ensuring unsafe conditions that have been reported are dealt with to agreed timescales and a face to face meeting held to clarify and assess the risk level.
- i) Liaise with the Site Manager on the findings of the daily Health and Safety Inspection.
- j) Carry out an annual Health and Safety Inspection with a nominated member of the Governing Board.

### 2.4 Responsibilities of the Premises Manager (Deputy Responsible Person) for Building Health & Safety

The Premises Manager is:	<b>Eric Teeder</b>
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The Premises Manager is responsible for:



- a) the role of the premises manager, who is nominated by the Headteacher as the RPBS, to deputise for and support them in the local management of premises related issues i.e. asbestos, fire safety, Legionella and glazing in accordance with the school's health and safety advisor's policy and standards.
- b) the Premises Manager has the responsibility for implementing the policy in the common parts of the building. In particular he will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services etc. that they may come across whilst working on school premises.
- c) the Premises Manager will also monitor contractors to ensure they work in a manner that does not place health and safety of staff and pupils at risk whilst on school premises. If in doubt he will contact Borough's Health and Safety Team for advice.
- d) the Premises Manager will complete risk assessments for the duties carried out by the site team and ensure that COSHHE regulations are adhered to and staff trained appropriately.
- e) The Premises Manager will complete risk assessments for building related activities and services as well as ensuring that any contractors who work on the site have the appropriate documentation, risk assessments and method statements.
- f) the Premises Manager must be competent to carry out their role and attend any specific training provided. keeping records of all health and safety activities.
- g) The Premises Manager will be responsible for the operational health and safety of the site and will carry out a daily inspection of the site.
- h) Carry out with the Health and Safety Co-ordinator, the termly (3 times a year) general workplace health, safety and fire safety inspections.
- k) ensure suitable co-operation and co-ordination between Cox Green School / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties' activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work
- l) co-operate with accredited Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe.
- m) making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout Cox Green School
- n) Responsible for keeping records of all servicing and compliance regulations for equipment, e.g. PAT, Legionella, Asbestos, etc.
- o) The Premises Manager must be aware of, and hold keys for all rooms and walk in cupboards on the site and should check the use and storage type of these walk-in cupboards twice a year.

## **2.5 Responsibilities of the SLT Link, Learning Leaders and other managers of sections or departments**

They are responsible for

- a) applying Cox Green School's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of health and safety procedures and arrangements. Learning Leaders are specifically responsible for: -
- b) drawing up safety procedures for their departments.
- c) reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience at department meetings.
- d) ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate
- e) carrying out regular health and safety risk assessments of the activities and rooms for which they are responsible, documenting these and submitting reports to the SLT Link and Cox Green School H&S Co-ordinator, as appropriate



- f) ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work
- g) resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher
- h) carry out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also, to ensure that furniture and activities are safe and record these inspections where required.
- i) ensure that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH)
- j) ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control.
- k) assess the training needs of themselves / their staff and raise any requirements with the Headteacher
- l) ensure all accidents/ incidents and near misses occurring in areas under their control are reported and investigated appropriately ensuring staff are adequately instructed in health, safety and welfare matters in connection with Cox Green School and its activities.
- m) In specialist departments e.g. science, food tech, technology & PE Learning Leaders must use specialist advisory risk assessments and information e.g. CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Services) and ensure that their staff are using these and checking updates.
- n) To include Health and Safety as a standing item on department meeting agendas.

## 2.6 Responsibilities of Class Teachers

### Class teachers have responsibility to:

- a) ensure effective supervision of their pupils and to be familiar with Cox Green School's emergency procedures (fire, first aid, etc.) and to carry them out when the need arises
- b) follow health and safety procedures applicable to their area of work, including when staff are asked to cover lessons
- c) Complete risk assessments for all activities that pupils carry out
- d) Ensure that all equipment used and the locations of the activities are safe and appropriate for the activity.
- e) give clear health and safety instructions and warnings to pupils as often as necessary
- f) ensure the use of personal protective equipment and guards where necessary
- g) integrate all relevant aspects of safety into the teaching process
- h) ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into Cox Green School without prior authorisation and, where necessary, assessing any potential risks
- i) report all accidents / incidents / dangerous occurrences and defects to the Headteacher.
- j) Ensure that all students under their supervision have evacuated in event of emergency evacuation including those with PEEP (Personal Emergency Evacuation Plan). All students with PEEP are aware of the method of evacuation and have practiced their evacuation from first floor areas.
- k) Trip leaders have the responsibility to risk assess all offsite trips and visits and the needs of the students attending these trips and visits and provide these to the Educational Visits Co-ordinator.
- l) Trip leaders have the responsibility for the PEEP for students on trips and visits.

## 2.7 Responsibilities of all staff

When the fire alarm rings all staff, without putting themselves in danger, are to:

- ensure doors and windows are closed behind evacuees, not locked



- encourage evacuees (by directing those in their charge e.g. students, visitors etc.,) to leave the building by the nearest safe route (telling them where to assemble or where appropriate and to check that the assigned area/zone is clear (where possible doing a sweep of their area/zone), however, they should not put themselves at risk.
- assist any less able-bodied staff, student or visitors unable to negotiate stairs (as it states in the Personal Emergency Evacuation Plans - PEEP), to designated Refuge (Designated refuge areas are at the top of each staircase) and ensure that the Incident Manager (IM) and Fire Brigade are informed of their location, also monitoring that where PEEP's are in place these are operated.
- direct evacuees to an alternative escape route if the nearest escape route is not clear /safe, to ensure evacuees go to the designated fire assembly point
- report to the IM, any issues/evidence of the fire, whether the fire brigade has been called and /or progress and problems with the evacuation
- support the IM in preventing re-entry by anyone (except the Fire Brigade or other authorised services), to the building, until it is declared safe by the Fire Brigade
- remind anyone refusing to leave the building that they are putting themselves and other at risk and if they still refuse to leave that they will be reported and may be subject to disciplinary action
- report any problems or issue arising during fire evacuation or drills to the IM, including in relation to the evacuation of any persons, where appropriate, ensuring that this is passed on to the Fire Service.

Under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations, every employee, whatever their level and regardless of whether their employment is casual, fixed term or temporary has a legal duty:

- a) act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and all other persons
- b) follow all instructions on health and safety issued by the Governors of Cox Green School or any other person designated as having responsibility for a relevant aspect of health and safety
- c) act in accordance with any specific health and safety training received
- d) report all accidents/ incidents and near misses in accordance with current procedure
- e) co-operate with other persons to enable them to carry out their health and safety responsibilities
- f) inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities
- g) inform their Line Manager of any shortcomings they identify in Cox Green School's health and safety arrangements
- h) exercise good standards of housekeeping
- i) know (and where necessary follow) the emergency procedures i.e. for fire, first aid etc
- j) not to interfere with or misuse anything which is provided for reasons of health and safety.
- k) to use any machinery, equipment, dangerous substance or safety device, in accordance with any information, training and/or instruction provided
- l) to act as fire warden if asked to and to attend regular training

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

All staff has duties and responsibilities in respect of fire safety and fire precautions.

This includes full-time, part-time, casual and temporary staff, and will also apply to staff working in premises being managed by other organisations in terms of the procedures and arrangements for fire safety that have been put in place at that location; Such as the Cox Green Library. Cox Green School have identified that all staff must:



- familiarise themselves with the fire safety procedures and arrangements in their workplace and follow them to the best of their ability in the event of a fire/emergency evacuation. Staff will receive information and instructions from the Headteacher to enable them to do this as identified at the end of the document and on each classroom door.
- follow the Fire Action notices at their place of work, listen to and support those who have been nominated roles as part of the emergency evacuation procedures e.g. Fire Wardens, Incident Managers, Facilities Manager etc.
- undertake the relevant section of Cox Green School's Induction programme as well as attend any training, where this is appropriate.
- report to managers any instances where proper procedures are not being implemented. This could include: -
  - where escape routes are blocked, or fire doors are compromised,
  - where rubbish or chemicals or flammable materials have been allowed to accumulate e.g. near to fire exit routes or spilling outside of refuse bins etc.,
  - where rubbish etc., has been accumulated outside the building causing a potential fire hazard.
  - where they are aware of faulty electrical equipment or equipment brought into School premises which has not been PAT tested or faulty gas appliances, etc.
- be aware of the non-smoking policy within all school buildings and the need to take care when discarding any smoking material when external to buildings.

## 2.8 Responsibilities of the Inclusion Manager

The Inclusion Manager is responsible for:

- Ensuring that all students with mobility or sensory needs have a Personal Emergency Evacuation Plan (PEEP);
- Ensuring that all students with a PEEP and their parents/carers have a copy of the PEEP and are fully understanding of the procedures for the individual in an emergency evacuation;
- Discuss any evacuation concerns with the School Business Manager and the Schools Health and Safety Advisor.

It should be noted that trip leaders have the responsibility for the PEEP for students on trips and visits.

## 2.9 Responsibilities of Hirers, contractors and others

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher is ultimately responsible but will delegate to the Premises Manager to take all reasonable steps to ensure that hirers, contractors and others who use Cox Green School premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When Cox Green School premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards set by the Cox Green School in connection with their proposed activities. They must also comply with all safety directions given to them by Cox Green Schools Governing Body (including emergency procedures) and, **will not**, without prior consent of the Governing Body:

- Introduce equipment for use on Cox Green School premises
- Alter fixed installations
- Take any action which may physically affect the fabric of the building



- Remove fire and safety notices or equipment
- Take any action that may create hazards for any person using the premises or staff/ pupils at Cox Green School
- Use any equipment belonging to Cox Green School without prior knowledge and agreement

All contractors/agents/sub-contractors/suppliers or others working on Cox Green School premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with Cox Green School in order to ensure the safety of all persons who may be using the premises or may be affected by their activities. They must also provide Cox Green School with risk assessments and method statements of said works.

Sub-contractors who are delivering educational services under an EFA sub-contracting arrangement must comply with this policy and any other policies as specified by the school.

## **2.10 Responsibilities of Students**

Students (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Follow the health and safety rules of Cox Green School and in particular instructions given by staff in an emergency
- Inform Cox Green School if any medical or other physical defect prevents the pupil from doing such tasks, such as the emergency drill.

They must not misuse, neglect or interfere with things provided for their health and safety.

## **2.11 First Aiders and Appointed Persons**

It is the responsibility of Cox Green School to provide First Aid support if someone is injured or becomes unwell on school premises whether they be members of staff, visitor or student. The aim of First Aid is to reduce the effects of injury or illness suffered at work by giving immediate assistance until professional medical aid can be attained or to treat very minor injuries that do not need medical attention.

Therefore, First Aiders have been appointed within Cox Green School in accordance with the First Aid Requirements and generally: -

- The H & S Co-ordinator must authorise the selection of First Aiders, and will need to take into account their training and abilities.
- The Student Services Welfare Officer has the responsibility for communal First Aid Equipment and signage and maintaining the First Aid Room, they will also ensure that the list of first aiders for Cox Green School is reviewed and updated as required.
- The H & S Co-ordinator must also review any specific first aid needs concerning school trips, travelling, remote or lone workers.

An assessment of First aid requirements will need to be carried out in each department by the H& S co-ordinator, and any necessary facilities and arrangements, appropriate to the circumstances, need to be put in place.

Where appointed First Aiders carry out their role in accordance with their First Aider training and must have a valid First Aid Certificate issued by a training organisation approved by the Health and Safety Executive (HSE).

In view of the nature of emergency support they provide all first aiders who provide first aid support in any area of Cox Green School's activities are covered by the school insurance.





- If anyone is likely to drill holes into the structure of the building or damage walls, that it is to be reported or request a permit to works order before work commences. (Any structure)
- any damage to asbestos, or substances suspected to be asbestos, must be reported to the Premises Manager.
- Providing details of its location and its condition and what this means to staff.

Most of the known asbestos has been removed over the years; however, there are still a few places (not accessible to Staff & pupils) that have asbestos trace present.

All records are held by the H&S co-coordinator in the Site Team Store.

The Site team and other staff members have had Asbestos awareness training. The RPBS must be aware of their duties as the manager in control of the premises and they must ensure that for any works proposed that would affect the fabric of the building.

A Permit to Work certificate must be completed and issued to all contractors/volunteers/staff/others etc., carrying out works to the fabric of any building, and this will involve:

- A check of the asbestos survey register, where one has already been completed, and making those intending to do the works aware of the contents and any actions required to ensure that no asbestos is being disturbed
- Identifying to those doing the work that, where asbestos surveys have been carried out by qualified contractors that these have been to **Type 2 standard** which is non-invasive and, therefore, the contractors/volunteers etc., must proceed with diligence
- Where known asbestos is likely to be disturbed by the work a Type 3 Survey will be completed.
- A check to ensure a risk assessment and where appropriate method statement is in place prior to Commencement of the work
- The work is authorised in writing via the permit and the person doing the work has signed to say that they have read and agreed the requirements via the permit to work
- Where the asbestos survey has not yet been undertaken to make those doing the work aware that this is the case, so that they can review their proposed system of work with this in mind.
- Seeking advice from The Premises Manager, and as appropriate Health and Safety Advisor, where there is any doubt as to whether asbestos is present or likely to be disturbed.
- Ensure that the Premises Manager is advised of any works or changes to the building prior to their commencement.
- Ensure that where they are aware of the presence of asbestos as a result of asbestos survey results they Monitor the location on a regular basis to ensure that it has not been disturbed.
- Ensure that they are aware of the emergency arrangements that must be operated in the event of an unplanned disturbance of asbestos containing material

It is essential that the asbestos Permit to Work system is in place as above and followed where any person is undertaking any work, which could affect the fabric of the building. A copy of the Permit to Work Form can be obtained from the Site Manager.

### 3.3 Contractors

Cox Green School may employ contractors as long as they comply with all matters agreed by the Premises Manager and head teacher. These contractors, will be selected after a quote has been submitted to the Premises Manager. Every project or small works to be done within Cox Green School premises will have 3 quotes from different contractors. Once the work has been awarded, the contractor is asked to exchange health and safety information as above (and where appropriate agree safe working practices, risk assessments etc. This will meet the requirements of the Construction Design and Management Regulations (CDM),

All projects (small or large) must have a Health & Safety Plan consisting of:



- Description of work
- Programme of work
- Method statements (School and contractor)
- Risk assessments
- Permits to work
- Hot Permits to work
- COSHH and safety sheets of products to be used
- Any certificates relating to above works

All contractors will only be given permission to work in their designated areas during term time and will not be permitted to walk around Cox Green School. They must sign in at reception and have a visitor badge/sticker on at all time.

Contractors on award of a contract of work agree to abide by Cox Green policies and procedures.

**Staff are requested to challenge anyone without a badge/sticker and to point them in the direction of the reception, or contact the IT or Site team.**

### 3.4 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations require Cox Green School to minimise the risks in Display Screen Equipment (DSE) work by ensuring that workstations and jobs are well designed. These apply to VDU / computer monitors used by a “user”, e.g. school office staff or staff who use VDU’s / computers for continuous spells of an hour or more each day in their work. The Regulations require workstations to be analysed to assess risks, certain minimum requirements to be met, provision for breaks from VDU work, entitlement to eye and eyesight testing (and spectacles if necessary) and provision of information.

All employees using DSE must be assessed to determine whether they are “classified users” under the terms of the Regulations.

The IT and Facilities Operations Manager or their appointed representative(s) will ensure that VDU/DSE risk assessments are carried out annually and the actions identified completed. They must maintain the required workstation assessment records for employees working with DSE and so ensure that Cox Green School:

- is aware of any shortcoming that may give rise to health risks.
- identifies and addresses those areas which fail to meet the requirements of the regulations and takes measures to protect the health and safety of employees.
- demonstrates to enforcement authorities and insurance investigators that the law is being complied with.

### 3.5 Electrical Equipment

Portable electrical equipment is tested annually. In addition to the annual tests, science and technology technicians visually inspect the equipment in their area of responsibility for physical damage every term. Equipment must also be checked for defects prior to issue. Faulty equipment will be taken off use until repaired by a competent electrician.

The Premises Manager will take faulty equipment out of service and arrange for a competent person to carry out the repairs. Results of his checks will be recorded and files kept. The use of extension leads should be kept to a minimum, where permanent equipment installations are undertaken extension leads should not be used and permanent electrical sockets should be installed. Multi-point adapters must not be used.

All staff are reminded to check equipment for damage prior to use and report defects to the Premises Manger. Staff are not permitted to introduce portable electrical items unless and until they have been passed as fit through the



schools electrical testing via the Premises Manager. Staff must alert the Premises Manager to any new or used electronic equipment brought on to the site, for any activity, he will then check the goods for any defects and approve or reject the said item.

### 3.6 Fire Procedures

The Health and Safety Officer and Site Manager co-ordinate fire prevention activities.

- They arrange for regular evacuation drills to be carried out. A record of the drills is kept in the fire logbook.
- All other evacuations are also recorded

A range of firefighting equipment is available in Cox Green School. The maintenance contract is controlled by the Premise Manager. He will carry out weekly tests on Fire Alarm Call points and keeps a log of these tests in the fire logbook. He will also ensure all escape routes are kept clear and that fire extinguishers have not been tampered with.

Lifts are not to be used in the event of an evacuation.

Students with mobility issues will have a Personal Emergency Evacuation Plan completed by the Student Welfare Office alongside the Inclusion Manager and communicated to the student, staff and the parents/carer of the student.

All reports of blocked escape routes are passed to the Premises Manager.

### 3.7 Emergency Procedures – Critical Incident Plan

In accordance with Health and Safety statutory requirements, it is the responsibility of Cox Green School to:

- have a plan in place for responding to emergencies in their school
- keep it up-to-date
- ensure that the relevant people are aware of its existence, contents and implications for themselves.

Cox Green School emergency evacuation procedures are updated annually and full details are published in the **Critical Incident Plan** document which can be found on the staff intranet. This document is a living document for Cox Green School and is constantly reviewed and amended.

The Senior Leadership Team have an agreed code word which will only be used in the event of a Critical Incident to alert them to attend the Conference Room or other location specified immediately.

### 3.8 Containment

In certain circumstances it may be safer to keep pupils contained on site. These will be circumstances such as a noxious smoke or chemical cloud, a swarm of bees in the school site or an intruder. In such situations:

- the bell will be rung five times, twice in succession, a total of 10 rings.
- Staff in classrooms should close and lock doors and windows. Close window blinds. Explain to students what is happening and keep the students calm.
- Staff who are teaching lessons on the school field, astro-turf or outdoor courts should radio the Leadership Team or the school office for instruction whether to return inside school buildings in case of e.g. noxious fumes or to a safe location offsite e.g. via the Manor Green gate if on the field or astro-turf pitches. This might be in event of an intruder posing a threat being on site whose location is unknown.
- when a decision has been made and the containment is over, SLT will visit all classrooms to deliver release instructions and radio any PE staff who may have taken students off site with instructions to return.
- the bell will be rung again five times, twice in succession, a total of 10 rings, meaning the containment is over.



### 3.9 First Aid

It is Cox Green School's policy to provide First Aid support if someone is injured or becomes unwell on schools' premises whether they be members of staff, visitors, pupils and service users. All staff should follow Cox Green School's medical procedures.

All staff will always use their beset endeavours to secure the welfare of students.

Any member of staff can contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency if they deem necessary and make clear arrangements for liaison with ambulance services on the school site.

Anyone on the school premises is expected to take reasonable care for their own and others safety.

The school has completed a First Aid Needs Assessment which is Appendix A to this document. The First Aid Needs Assessment has been put together to identify the requirements for First Aiders and First Aid equipment, and where special risk is identified what additional First Aid equipment may be required.

First Aiders will be required to:

- Assess a situation quickly and safely and summon appropriate help, give early and appropriate treatment; in order of priority. Where necessary, call an ambulance or other professional medical help, or in the case of a student arrange for the student to be collected by their parent/carers. Remain with/ manage the care of the casualty until handing over to the care of an appropriate person.
- Record any treatment administered and ensure that the School's accident/incident report form is completed.
- Regularly check First Aid equipment to ensure contents of boxes comply with the requirements of legislation.
- Attend training and, where relevant, refresher training and report to their Line Manager when their First Aid certificate is running out to ensure that timely refresher training is booked.

The Student Welfare Officer will ensure that stocks of first aid equipment are available in school and will provide supplies to the first aiders.

There should be at least one first aider on duty during school opening times which from September 2022 are 8:30am to 3pm. If the Student Welfare Officer is absent then cover is provided via a back-up rota.

#### 3.9.1 Illness

If a student feels unwell during the school day they should be given the opportunity to sit quietly in the class or if needed sent to the Student Services Office. If the symptoms persist or are more serious or there is an actual injury the Lead First Aider in student services is called or the student taken to them.

The parents/carers will be contacted and asked to collect the student as soon as possible.

A quiet waiting area is available at the rear of reception for students to wait and will be monitored during this time.

#### 3.9.2 Defibrillator

The School has access to three defibrillator units that are located in Cookham building on the ground floor by the lift,



the Fifield Building outside Student Services (FO6) office. There is a third defibrillator located **outside the leisure centre main door and is maintained by the Leisure Centre**. The Lead First Aider has been fully trained on its use and it can be operated by untrained users by following the step by step voice commands that start when the unit is opened.

### 3.9.3 Head Injury

Parents will be contacted and informed of any injury to the head, whether minor or major.

In the event of a head injury that requires first aid/medical attention i.e. bump/cut, feels sick, headache etc, the parents will be asked to collect the student due to possible concussion and advise the parent to seek medical advice or care.

**Where there is a serious head injury or any loss of consciousness has occurred, the school will always call 999 for ambulance advice and seek to have an ambulance deployed to the incident. If subsequently a parent/carer with parental responsibility attends and decides they wish to take the student directly to hospital, then the school will pass on the advice given by ambulance reiterating the risk and ultimately the decision to move/take the student to hospital other than via an ambulance will fall to the parent/carer.**

If the head injury is minor and does not require medical or after care i.e. minor injury with no marking, bruising, swelling, pain etc. the parent will still be called and informed and asked the parent how they wish to proceed. If the parent's decision is to keep the child in school, first aider will inform all class teachers for that day so they are aware and advise the student to report to Student Services if feels unwell. If they do this then the first aider will contact parents to collect the student.

Please see this link for more useful info: <https://www.nhs.uk/conditions/minor-head-injury/>

### 3.9.4 Procedures in an emergency first aid situation

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

If called, a first aider will assess the situation and take charge of first aider administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will call for an ambulance immediately.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the injured person(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.



- Staff see to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised.
- In the case of a student, arrange for the parents/carers to be called.
- Inform the Headteacher and Business Manager.

### **3.9.5 Offsite visits and events**

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the students involved.

### **3.9.6 Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

### **3.9.7 Storage of medication**

See the Medical conditions policy

### **3.9.8 Allergens**

See the Medical conditions policy

### **3.9.9 Mental Health**

The Mental Health Lead for the school is Charlotte Morgan-Russell, Deputy Headteacher.

The school employs SAFE Managers who lead on safeguarding the students in the school, they are trained in identifying those in need of support with their mental health. Holli Blackburn, Social Worker and Designated Safeguarding Lead and Sharon Phelps, SAFE Manager and Deputy Designated Safeguarding Lead are both trained and certified in Mental Health First Aid, along with one of the SAFE Managers, Emma Casement.

The school also has a staff Wellbeing team who meet regularly to discuss ways to improve wellbeing in the school.

All staff receive training as part of their safeguarding refresher training on identifying those in need of mental health support and how to signpost those in need to the correct support.

### **3.10 Control of substances hazardous to health (COSHH)**

The aim of the Control of Substances Hazardous to Health (COSHH) Regulations is to ensure risks from hazardous substances are adequately controlled. It is necessary to assess the risks in order to ensure adequate control. For most substances used in general areas of Cox Green school, assessment is straight forward and control is usually no more than following the instructions on the Safety Data Sheet provided with the product.



Hazardous substances are used in Cox Green School for teaching, cleaning and minor maintenance. Substances used in the laboratories will be used in accordance with the advice received from CLEAPSS. A data sheet for each substance containing hazardous materials, whether it is slight or extreme is held along with its own COSHH risk assessment.

Each department also have their own copies of the said documents of any substance that the department uses. If any new substance is brought into Cox Green School, staff must contact the site team to let them know the identity and make, so that both documents can be completed.

### **3.11 Lettings/ shared use of premises/ use of premises outside school hours**

Outside of school hours and shared use of the premises is controlled by RBWM via Legacy Leisure. They are responsible for all health and safety issues concerning the use of the premises, after school, at weekends and outside term time.

Other areas of the school that are not part of the Leisure services partnership are occasionally let outside school hours. The theatre hire is subject to the use of the technician services of a Cox Green School member of staff who will ensure that the health and safety requirements are met.

RBWM are responsible for all health and safety issues concerning the Cox Green Library and Leisure Centre when outside of school operating hours.

### **3.12 Lone Working / work outside of normal school hours/Home Visits**

It is Cox Green School's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Under the lone working requirements, no member of staff should enter Cox Green School building out of hours without notifying the Caretaker or the Premises Manager. Staff members should then also make further contact to inform that they have left the building.

- all staff have a responsibility for their own Health and Safety as this is a particularly high-risk area. In cases of non-compliance staff will no longer hold a key and alarm code.
- on a normal school day staff can only enter the building after 7.00 a.m. and then must vacate by 6.00 pm. (unless formerly authorised by the Premises Manager)
- staff who intend working outside normal working hours must inform the Premises Manager so that appropriate safety and security measures can be implemented.
- when working alone, staff should not undertake any hazardous activities and should not enter any building if they think it is unsafe.
- staff are reminded to switch off all electronic equipment including lights after use and to make sure that windows and doors are secure. The building must be alarmed and secure when leaving Cox Green School grounds.

On occasion it is necessary for staff to conduct home visits. This should always be done in a minimum of pairs. In addition, staff must:

- Agree the home visit with the LT Link in advance and complete the absence form with a clear itinerary
- Carry out a risk assessment prior to undertaking the home visit
- Have a means of contact e.g. mobile fully charged
- Understand that they must terminate visits should they feel unsafe even if business has not concluded or the task completed
- Report their safe return and any incidents immediately to Line Manager or LT link



The Headteacher must set out the safe arrangements for staff who may visit the parental homes and ensure that staff who home visit are provided with advice with regards good safe working practice and the reduction of risk.

### 3.13 Managing medicines / drugs

Cox Green School implement an effective policy on administering medicines (See separate Medical Conditions Policy):

- obtain prior written permission for each and every medicine from parents / guardians before any medication is given.
- keep written records of all prescribed medicines administered to children, including dosage and how often the medication is to be administered. The written record has a photograph of the student.
- The medication is kept in an individual bag with the students photograph and details attached.
- all medication will be kept securely in reception, who will deal with the handing out of such medication.

Medical needs of children at school can include:

- short term needs i.e. finishing a course of medicine such as antibiotics
- the requirement for medicines in particular circumstances i.e. children with severe allergies who may need an adrenaline injection or those with asthma who may need to use an inhaler (their own property only)
- children requiring medicines on a regular and long-term basis.

Annual Auto-injector training is carried out for student Auto-injector users and first aid staff.

### 3.14 Maintenance and inspection of equipment

Cox Green School ensures that all equipment is maintained, inspected and, where necessary, tested on a regular basis.

There are two levels of inspection, maintenance and testing of work equipment which must be carried out:

- a visual check by staff of equipment prior to its use.
- formal maintenance/inspection checks carried out by competent persons such as insurers/specialist contractors or members of staff who have received adequate training. Normally annually. All formal maintenance /inspection checks must be recorded.

### 3.15 Manual handling and lifting

The Manual Handling Operations Regulations apply to a wide range of manual handling activities including lifting, lowering, pushing, pulling or carrying. The Regulations require that Cox Green School in order to avoid the need for potentially hazardous manual handling as far as possible, to carry out a risk assessment and to put in place control measures to reduce any remaining risks.

All staff should have a general appreciation of handling and lifting requirements and this topic is part of Cox Green School's general risk assessments. However, where tasks including specific manual handling operations are a requirement of any persons work activities, appropriate manual handling training must be given and a manual handling risk assessment must be carried out so that the necessary control measures are in place.

When manual handling tasks are varied and intermittent, the person must be 'competent' (trained and able) to carry out their manual handling risk assessment as required. If you require training – please email the Premises Manager for details.

Risk assessments have been carried out on all manual handling operations in Cox Green School. All risk assessments are completed be done prior to the task.

- caretaking activities, such as distributing deliveries received at reception, moving furniture or equipment during schools' re-organisations etc.



- setting out PE apparatus, or carrying PE equipment
- setting out apparatus in design, technology and science
- moving large projects completed in design, technology and science
- removing of refuse or recycling (staff are reminded not to put too much into the bags.)

### 3.16 Personal Protective Equipment (PPE)

PPE equipment to be used at all times as specified by the risk assessment for the job in hand in order that staff, pupils and visitors are protected at all possible times.

PPE equipment will be provided by the department for which it is required and where necessary for the said job. This will be stored and maintained by the individual departments. Reports of any defect to the equipment or lack of are to be reported firstly to departmental managers then the H&S coordinator.

### 3.17 Risk Assessments

Cox Green School has carried out risk assessments for site buildings, services and site related activities and put in place control measures for work areas around Cox Green School. These risk assessments are held by the Site Manager or the Business Manager and can be found on the Cox Green School Information drive.

Risk assessments on specific learning activities and lessons are carried out by the teacher concerned.

Other risk assessments are carried out for example:

- Work experience at the school
- Educational trips
- Flexi days
- Extra-curricular activities
- Stress Management
- Pregnancy

The following scale is used in the risk calculation.

**Likelihood Rating** (1 = Highly improbable, 2 = Remotely possible, 3 = Occasionally, 4 = Fairly frequent, 5 = Frequent or regular, 6 = Certainty)

**Severity Rating** (1 = Negligible injury, 2 = Minor injury (singular or repetitive), 3 = Major injury, 4 = Fatality, 5 = multiple fatalities, 6 = catastrophic fatalities)

**Likelihood x Severity = Risk Rating**                      Low = 1 – 5                      Medium = 6 – 10                      High = 10+

### 3.18 School Transport/Mini Bus

Cox Green School has two mini buses. The Premises Manager is responsible for the maintenance of these two vehicles. They are responsible for the all aspects of the said vehicles. There is a booking system operated through the premises manager. The keys must be collected along with all documentation required. Staff are requested to return the vehicles full of diesel and in a clean and tidy order.

To drive vehicles between 9 - 16 passenger seats (Category D1) drivers will need to take an appropriate DVLA test to obtain The D1 entitlement:

- the driver is aged 21 or over;
- the driver has held a car licence for at least 2 years;
- the vehicle is used for social purposes by a non-commercial body;
- the driver is providing his/her services on a VOLUNTARY basis;



- the mini bus maximum weight is no more than 3.5 tonnes.

### **3.19 Vehicle movement on site**

Cox Green School controls vehicle access to the fenced areas of the school between the hours of 8am and 3:30pm. During these hours the Site staff will act as banksman to see any vehicles onto the site or off the site. This is restricted to deliveries and staff are not permitted to move vehicles during these hours.

No vehicles are allowed to move within the fenced area during student breaktimes.

The school land outside the fenced area is accessed by the general public, staff and visitors throughout the day. 5 mph Speed limit signs are displayed and speed humps are installed. Bollards have been installed to prevent parking on pedestrian walkways.

There is a school bus bay and students are supervised by duty staff when getting on and off the buses.

There is a school travel plan in place and improvements to the parking and crossing of roads outside the school have been implemented.

### **3.20 Security**

Security is of great importance to Cox Green School. The Premises Manager is responsible for ensuring that all the security measures are working effectively and regularly monitored. All breaches of security must be reported to the Headteacher/ Premises Manager who will take the appropriate action.

Staff should challenge anyone without an ID badge or visitors' badge/sticker and escort them to reception, or contact the IT or Site team. The IT and Site team will be contacted by reception to escort any intruders or visitors that have lost their way. All visitors must report to reception and sign in so they can be accounted for in the case of an emergency. No unauthorized visitors should be given access to the site through any of the security gates and should be directed by all staff to the reception.

### **3.21 Site Maintenance/Premises Team**

The site team work on a shift system, but there is at least one staff member on site at all times during the school day, and are contacted through reception. The site staff work on minor repairs and maintenance type work. The activities covered by site team are covered by this policy and risk assessments for each activity completed and stored by the Site Manager.

### **3.22 Glazing and window safety**

All windows are checked daily and weekly, with any defects reported immediately to the Premises Manager. The windows should not open over the recommended angle and into any area where people might be likely to collide with them. This is particularly important in the case of windows which open into areas where people may pass by e.g. ground floor windows which open onto walkways.

If window openers are at a high level and are hard to reach, opening equipment such as window poles or similar equipment should be kept easily available, or a stable platform or other safe means of access should be provided. Staff must not climb on tables, chairs or other furniture in order to open or close windows due to dangers of falls from height.

The Building Regulations 2000 Approved Document Part N and regulation 14 of the Workplace Health, Safety and Welfare Regulations require:



- every window or transparent glazed surface (including glazing in stairwells, filled balustrades and display cabinets etc) to be of a safety material, or protected against breakage and be appropriately marked or incorporate features to make it apparent and therefore all premises need to be surveyed to check that this is the case. Glazing surveys have been undertaken in the school however if there have been any changes since the survey, there may be other areas not identified by the survey which now require review.
- risk assessments to be carried out by local management to identify if there are any other areas, which for reasons of health and safety present a risk if safety glazing is not in place / determine if there is a risk of injury.

### 3.23 Legionella

The Premises Manager has the responsibility for ensuring the management of the water systems at the premises. All maintenance and tests are carried out in accordance with the procedures as advised by the schools Health and Safety Advisor. These include ensuring that:

- day to day management of water systems is carried out in accordance with requirements set out by the Health and Safety Advisors procedures
- arrangements for basic day to day monitoring of hot and cold-water systems, showers etc are in place.
- Water testing is carried out by contractors

A Legionella risk assessment has been carried out and all identified actions completed. The risk assessment is reviewed annually.

Staff are requested to report any defects of hot or cold water as soon as possible to the site team.

### 3.24 No smoking

Cox Green school has a no smoking policy in order to provide a healthier working environment which refers to the whole site, including the front of Cox Green School – please refer to the Smoke-Free Policy.

### 3.25 Staff training

All new members of staff (both teaching and non-teaching), including temporary or casual staff, must receive health and safety induction training/instruction from the Site Manager.

The induction includes:

**General:**

- The Health and Safety Policy
- Codes of Practice and where they are kept
- Fire & Emergency procedures
- First Aid provision and arrangements
- Staff responsibilities
- How to report hazards
- Accident reporting
- The "Health and Safety Information for Employees" leaflet or poster

**Job Specific:**

- Hazards associated with work and risk assessment
- Local rules

This is provided within the first few weeks of attending Cox Green School. Staff training needs are identified within the department with relevant training provided to those who need it.

Those roles identified as having specific roles, receive the necessary information, instruction and training in order to carry out their functions by the appropriate Line Manager or Head of Department.



Further information on health & safety training is kept by the H & S Coordinator or the schools Health & Safety advisors.

### **3.26 Visitors**

As with points number 3 and 20, all visitors and other users of the premises should be directed to reception. Any persons staying on site need to sign in the visitor's book upon arrival and are required to observe school's safety rules. The reception staff will instruct all visitors of facilities and evacuation plans.

Parents and volunteers should be made aware of the health and safety arrangements applicable to them. This should be done by the teacher/staff to whom they are assigned. In the event of evacuation, they must report to the visitor assembly point, as stated by the emergency plans as previously mentioned.

### **3.27 Working at height**

The Work at Height Regulations applies to all work at height where there is a risk of a fall liable to cause injury. The H&S coordinator ensures all work at height is risk assessed and properly planned and organised, with appropriate work equipment being used. All staff who carry out this work must have completed working at height training. Copies are held by the H & S coordinator in the site office.

Staff who are not required to work at height must not use chairs or tables for any day to day general activities e.g. putting up displays, placing / retrieving items stored above head height, when opening/ closing windows etc. Falls from height during drama or PE lessons or as part of caretaking activities must be reported on the Cox Green accident/incident form.

### **3.28 Violence and Barring Individuals from school premises**

The Governors and the Headteacher will not tolerate acts of aggression or intimidation, verbal or physical against staff from any person.

In the case of incidents of violence or abusive behaviour against staff the school reserves the right to inform and/or call the police. Should members of staff be subjected to violence they will receive all the support needed from Cox Green School in accordance with the procedures on violence or abusive behaviour in the workplace.

All incidents are to be reported to reception immediately so that a member of the SLT can be contacted, or when needed to call the police.

#### **Barring Individuals**

Cox Green School is private property. People do not have an automatic right to enter.

Parents have an 'implied licence' to come on to school premises:

- for appointments
- to attend a school event
- to deliver or collect items
- to make enquiries at reception

Individuals who come onto the Cox Green School site outside of these times may be trespassing.





The Site Manager coordinates the waste collections by the use of black bags for refuse and green bags for recycling. Students are encouraged to use the recycling for all paper. Each classroom has a green bin for paper recycling and a blue bin for other waste.

The school reminds staff and students not to put too much into the bags, as these can become too heavy for the cleaners to move and the bags can split. During the end of term and specific days extra resources are at hand to move excess rubbish and recycling.

### **3.30 Bomb alerts and Suspect packages**

Cox Green School has the following policy that has been given to staff.

Threats may be in another form to a Bomb or Suspect package, such as a threat to intrude on school site. The following procedure should be used similarly to any threat received by phone.

Bomb threats received by telephone;

As soon as it is clear that a caller is making a bomb threat, the recipient should let the caller finish the message without interruption. While the caller talks, listen to the message exactly and listen for clues to the following:

- the caller's gender and approximate age
- noticeable conditions affecting speech, such as drunkenness, laughter, anger, excitement, incoherence
- peculiarities of speech, such as accent, mispronunciations, speech impediments, tone and pitch of voice
- background noises audible during the call, such as traffic, talking, machinery.

When the caller has given his/her message, the following are key questions which should be asked, if possible, after the caller has given their message;

- Where is the bomb located?
- What time will it explode?
- What does it look like?
- When was it placed?
- Who are you?
- Where are you?
- Why are you doing this?

Suspect packages

If you receive a suspect letter or package, or discover an unattended suspect package left in the building:

- Do not handle it
- Warn other members of staff
- Immediately inform reception of a member of IT or Site staff

Urgent enquiries should be made to known staff and pupils, working close to the object, if they have knowledge of said package in an effort to eliminate it as a cause for concern.

The person who received the communication should immediately inform the Headteacher and the Business Manager without alerting other staff/students or visitors as this could create undue panic.

Depending on the circumstances, a decision will be made by a member of the SLT on whether to activate the evacuation procedure and notify the police.

Further information can be found in the Critical Incident plan.

### **3.31 Other related Policies**



The school has a separate Safeguarding Policy, Behaviour Policy, Off site visits and activities Policy and Critical Incident Policy. These policies and other documents are stored on the schools document system Staff Information Drive.

### **Communication of policy**

The Policy is published on the school website and the Staff Intranet.

### **Evidence of implementation**

The lead Health and Safety Governor does termly Health and Safety Inspections and reviews the policy and procedures and reports back to Full Governing Body on the findings.

### **Review of policy**

This policy shall be reviewed annually by the Finance & Resources Committee.



## Health & Safety Policy Appendix 1

### First Aid Needs Assessment – Cox Green School – June 2022

This First Aid needs assessment has been completed alongside the First aid in schools Guidance dated 14 February 2022.

To view the Government guidance on this matter, please review: <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

#### Legislation:

This First Aid needs assessment is being completed in compliance with the following Legislation:

- Health and Safety (First Aid) Regulations 1981 <https://www.legislation.gov.uk/uksi/1981/917/made>
- Health and Safety at Work etc. Act 1974 and associated regulations <https://www.legislation.gov.uk/ukpga/1974/37/contents>
- School Premises (England) Regulations 2012 <https://www.legislation.gov.uk/uksi/2012/1943/contents/made>
- Road Vehicles (Construction and Use) Regulations 1986 (for minibuses)

#### Purpose of this document:

The purpose of this document is to show the first aid provision that is in place for Cox Green School, and the reasons why the provision has been put in place. Likewise, this document is to provide an overview of why certain first aid provisions may not be in place. This document will be regularly reviewed, in conjunction with First Aid reports, any raised concerns and suggestions. By keeping this document up to date regularly, it will guide the school in provisioning the necessary equipment and staffing where needed to adequately provide First Aid for the site users.

#### Policies:

The findings of this document will be detailed in the Health and Safety Policy and published on the school's website and staff accessible policies folder.

#### Persons involved in updating this policy:

- The IT & Facilities Operations Manager is responsible for updating this document, and subsequently the Health and Safety Policy.
- The Student Welfare Officer is responsible for the First Aid provision on site and therefore is responsible for recording all First Aid reports to be reviewed to update this document.
- The First Aiders, and all staff are responsible for reporting any concerns around the First Aid provision at the school, which can be reported directly to the IT & Facilities Operations Manager.
- The First Aiders are responsible for completing First Aid reports which will be used to review and update this document.

#### Review dates:

This document will be reviewed annually in line with the review of the Health and Safety Policy.



**Overview of existing First Aid provision:**

Count	Name	First Aid Qualification	Type	Location	Expiry
1	Emma Doyle	First Aid at Work (FAW)	Dedicated First Aider	Fifield – Student Services (FO6)	28/08/2022
2	Stephanie Bedwell	Schools first aid course*	Rota - Backup First Aider	Fifield – Print Room (FO1)	02/09/2023
3	Julie Bett	Schools first aid course*	Rota - Backup First Aider	Cookham – Exams and Cover Office (CO11)	02/09/2023
4	Tina Bloor	Schools first aid course*	Rota - Backup First Aider	Littlewick – Upstairs Prep Room (LO4)	02/09/2023
5	Stephanie Boot	Schools first aid course*	Rota - Backup First Aider	Various – (Including CO17/C5)	02/09/2023
6	Alison Bradshaw	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Cookham – Finance Office (CO9)	29/02/2024
7	Georgia Cottington	Schools first aid course*	Rota - Backup First Aider	Cookham – Reception (CO8)	02/09/2023
8	Tony Critchley	Schools first aid course*	Rota - Backup First Aider	Cookham – PE Office (CO14)	02/09/2023
9	Brendan Desmond	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Cookham – Technology (C6/C7)	04/02/2023
10	Gwyneth Edwards	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Cookham – Exams and Cover Office (CO11)	03/09/2022
11	Anne Emery	Schools first aid course*	Rota - Backup First Aider	Littlewick – Downstairs Prep Room (LO1)	02/09/2023
12	Karen Feetham	Schools first aid course*	Backup First Aider	Fifield – Student Services (FO6)	02/09/2023
13	Shanaz Khan	Emergency First Aid at Work (EFAW)	Rota – Backup First Aider	Cookham – Reception (CO8)	11/04/2025
14	Olivia Langford-Thomas	Schools first aid course*	Rota – Backup First Aider	Walthams – Sixth Form (W7)	08/08/2024
15	Mark Langley	Schools first aid course*	Rota – Backup First Aider	Fifield – Art Department (F9-F12)	02/09/2023
16	Anita Leonard	Schools first aid course*	Rota – Backup First Aider	Fifield – Student Services (FO6)	02/09/2023
17	Ellen MacKenzie	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Cookham – Heads area (CO2)	03/09/2022
18	Stuart Marks	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Cookham – IT Support (CO5)	16/03/2023
19	Gary Nash	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Various – (Including CO6)	12/02/2023
20	Sunitha Province	Emergency First Aid at Work (EFAW)	Rota – Backup First Aider	Cookham – Reception (CO8)	11/04/2025
21	Justine Schofield	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Walthams – Data Office (W6)	15/09/2022
22	Thomas Smith (PA)	Emergency First Aid at Work (EFAW)	Rota - Backup First Aider	Various – (Including CO17/C5)	24/09/2023
23	Hannah Thompson	Schools first aid course*	Rota - Backup First Aider	Cookham – Careers Office (CO15)	02/09/2023
24	Sundeep Virdee	Schools first aid course*	Rota - Backup First Aider	Cookham – Reception (CO18)	02/09/2023
25	Elizabeth Wiggett	Emergency First Aid at Work (EFAW)	Rota – Backup First Aider	Cookham – Reception (CO8)	28/04/2025

\*includes Epi-pen training. Note: All first aiders have received training on the use of Epi-Pens and Bucculam. All school staff have received training on Epi-Pens.



Cox Green School provides First Aid provision for students through Student Welfare Officer who is based in Student Services office in Fifield Building. There are a number of “back up First Aiders” who are on a rota to provide First Aid in the event the Student Welfare Officer is not available for any reason. Staff who require First Aid are seen to by any of the above first aiders. The Student Welfare Officer is responsible for recording and ensuring all First Aiders are in date for the certifications, and booking recertification courses for those who are going to expire.

The First Aid room is also located in Fifield Building two doors down from the Student Services office. The First Aid room is a dedicated reserved space for unwell persons and contains a wipe clean bed, fresh water and medical supplies.

**First Aid kits:**

The guidance provides a list of items that the HSE recommends where there is no special risk identified to be contained in the First Aid kits, this includes minimum quantities. The below is that list and for comparison what we stock by default in the First Aid kits provided to our First Aiders.

Item	Min Provision Quantity	Cox Green School Quantity
A leaflet giving general advice on first aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	20
Sterile eye pads	2	2
Individually wrapped triangular bandages (preferably sterile)	2	2
Safety pins	6	6
Medium sized individually wrapped sterile unmedicated wound dressings	6	4
Large sterile individually wrapped unmedicated wound dressings	2	2
Pairs of disposable gloves	3	3
Small sized individually wrapped sterile unmedicated wound dressings	0	2
Finger dressing	0	2
Ice packs	0	2
Face resuscitation shield	0	2
Sterile wipes	0	10
Sterile eye wash	0	2
Sick bags	0	2
Scissors	0	1
Heat retaining blanket	0	1
Microporous tape	0	1
Burn shield dressing	0	1
Bandages	0	2



The school holds a large stock of First Aid supplies that are stored by the Student Welfare Officer, and that all First Aiders can restock from. The Student Welfare Officer is responsible for providing a fully stocked First Aid kit to each First Aider on them passing their First Aid certification, and is responsible for ensuring there is sufficient supplies in stock for resupplying kits. The Student Welfare Officer is also responsible for checking all First Aid kits to ensure the kit is in date and stocked at least once per year.

**Travelling First Aid kits:**

The guidance provides a list of items that the HSE recommends as a minimum should be contained in a travelling First Aid kit, this is something that is used for off-site activities for example.

Item	Min Provision Quantity	Cox Green School Quantity
A leaflet giving general advice on first aid	1	1
Individually wrapped sterile adhesive dressings	6	8
Large sterile unmedicated dressing	1	1
Individually wrapped triangular bandages (preferably sterile)	2	2
Safety pins	2	10
Individually wrapped moist cleansing wipes	unspecified	unspecified
Pairs of disposable gloves	2	2
Small sterile unmedicated dressings	0	2
Finger dressing	0	2
Ice packs	0	2
Face resuscitation shield	0	1
Sterile eye wash	0	2
Sick bags	0	2
Eye bandage	0	1
Scissors	0	1
Heat retaining blanket	0	1
Microporous tape	0	1
Bandages	0	2

**Vehicle First Aid kits:**

The guidance provides a list of items that must in Road Vehicles Regulations 1986 to be contained in a vehicle First Aid kit, this is a kit stored on the school minibuses.

Item	Min Provision Quantity	Cox Green School Quantity
Antiseptic wipes, foil packed	10	10
1 conforming disposable bandage (not less than 7.5cm wide)	1	1
Triangular bandages	2	2



Packet of 24 assorted adhesive dressings	1	1
Large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)	3	3
Sterile eye pads, with attachments	2	2
Assorted safety pins	12	12
Pair of rustless blunt-ended scissors	1	1
Burn shields in small and medium sizes	0	1
Cool pack (chemical ice pack)	0	1
Sick bags	0	4
Face masks	0	4
Pairs of disposable gloves	0	4
Revive aids (face masks for CPR)	0	2

**Location First Aid kits:**

In addition to the First Aiders kits, there are First Aid kits/boxes located in areas around the school to provide quick access to these items as needed. They are located in:

Location
Cookham - PE Office (CO14)
Fifield – Student Services (FO6)
Littlewick – Food technology (L5/L6)
Littlewick – Science lower prep room (LO1)
Littlewick – Science upper prep room (LO4)
Cookham – Technology office (CO4)

**Location of Eye Wash stations:**

There are two types of eye wash stations in the school, mains water hoses which are located in Science and

Location	Type	Expiry date
L1	Mains water hose	N/A
L2	Mains water hose	N/A
L4	Mains water hose	N/A
LO1	Mains water hose	N/A



**Automatic External Defibrillators (AED):**

The school has a provision of Automatic External Defibrillators (AED) which can be used in conjunction with Cardiopulmonary resuscitation (CPR) to save the life of someone in cardiac arrest. These are located in:

Location	Service due
Cookham – Ground floor, by the lift/near C10	01/09/2023
Fifield – Outside Student Services (FO6)	01/09/2023
Leisure Centre – Outside the main door/car park	Managed by Leisure Focus

These AEDs are essential to save someone who is in cardiac arrest, as just CPR will not restart a heart rhythm. All First Aiders are trained in the use of AED and have the code to access these cabinets. The AED located outside the Leisure Centre is a public access AED and registered with South Central Ambulance Service, this AED is maintained by Leisure Focus. The AEDs in school are monitored by the Site Manager, who is responsible for ensuring the AEDs are serviced and have sufficient charge, this is completed fortnightly.

**Critical incident bag:**

The school stocks a critical incident bag which has sufficient First Aid kit (and other equipment) for any initial response by the school to a critical incident. This includes First Aid kit to deal with time dependant injuries such as severe and catastrophic bleeding. Any other injuries will generally be dealt with by emergency services who would be called in the event of a mass casualty event.



**First aid needs assessment:**

<b>Area</b>	<b>To Whom</b>	<b>Injury risk</b>	<b>Additional medical support required</b>	<b>Noted additions</b>
C6 – Technology Metal Workshop and adjoining workspaces	Staff Students	Lacerations Severe bleeds Amputations Eye contamination Burns	First Aid kit. Eye wash kit or Eye wash station. Bleed control kit. Burn First Aid kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First aid kit to Technology office CO4. To include burn kit inside. Bleed control kit to C6. Eye wash station to adjoining room C7. First aid signage required.
C7 – Technology Wood Workshop and adjoining workspaces	Staff Students	Lacerations Severe bleeds Amputations Eye contamination	First Aid kit. Eye wash kit or Eye wash station. Bleed control kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First aid kit to Technology office CO4 (EDO). To include burn kit inside. Bleed control kit to C6. Eye wash station to C7. First aid signage required.
L1, L2, L3, L4, L8, L9, L10, L11, L12 – Science Laboratories	Staff Students	Lacerations Eye contamination Burns Skin contamination	First Aid kit. Eye wash station. Burn First Aid kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First aid kit to LO1 and LO4 prep rooms, First aid kit to be displayed. To include burn kit. Eye wash station to L7, L8, L10, LO4 and L12.



				First aid signage required.
LO1, LO4 – Science Prep Rooms	Staff	Lacerations Eye contamination Burns Skin contamination	First Aid kit. Eye wash kit or Eye wash station. Burn First Aid kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First aid kit to LO1 and LO4 prep rooms, First aid kit to be displayed. To include burn kit. Eye wash station to L7, L8, L10, LO4 and L12. First aid signage required.
L5, L6 – Food technology rooms	Staff Students	Lacerations Burns	First Aid kit. Burn First Aid kit. Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First aid kit to be displayed. To include burn kit. First aid signage required.
Playground, Dome, Field, Astros	Staff Students	Breaks Dislocations Head injury	Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First aid signage required.
Exercise Gym	Staff Students	Breaks Dislocations Crush	Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First aid signage required.
Sports Hall including Climbing wall	Staff Students	Falls from height Breaks Dislocations Internal bleed Head injury	Signage for how to get First Aider. Signage on where nearest First Aid kit is located.	First aid signage required.
F8 - SAFE Office	Students	Self harm injuries	First aid kit. Staff advised on nearest First Aider. SAFE Managers to be given basic training on dealing with minor injuries and requesting support if needed.	First aid kit to be stocked in F8. Student Welfare Officer to provide basic training to SAFE Managers.



All First Aid kits, Burn First Aid kits and Eye Wash kits/Eye wash stations can be located centrally or in easy access from multiple locations. There is no guidance on how far these kits/stations should be located, however the school will endeavour to ensure these are located at a reasonable distance given the risks identified in each area.

**Mental Health First Aiders:**

Name	Location	Certification since
Charlotte Morgan-Russell	FO2 – Deputy Headteacher	TBCs
Holli Blackburn	F8 – SAFE Office	10/03/2020
Sharon Phelps	F8 – SAFE Office	10/03/2020
Emma Casement	F8 – SAFE Office	29/06/2018

The school’s Mental Health lead is Charlotte Morgan-Russell, Deputy Headteacher. The SAFE Managers are trained to identify students in need of mental health support. All staff receive training on identifying those in need of mental health support as part of their safeguarding refresher training. Staff are signposted as to where they can personally receive support.

**Required additions identified by this First Aid needs assessment:**

**First aid kit locations:**

Location
Littlewick – Science lower prep room (LO1)
Littlewick – Science upper prep room (LO4)
Cookham – Technology office (CO4)
Cookham – Reception (CO8)
Cookham – Staff room (CO17)
Fifield – First aid room (FO9)

\*First aid kits in some locations will require burn shields or a full burn kit if needed.

**Eye wash stations:**

Location	Type
C6	Bottled eye wash station
C7	Bottled eye wash station
L7	Bottled eye wash station
L8	Bottled eye wash station
L10	Bottled eye wash station
LO4	Bottled eye wash station
L12	Bottled eye wash station



**Bleed control kits:**

Location
Cookham – Technology metal work (C6)
Cookham – Technology wood work (C7)
Fifield – Student services office FO6 (with AED)
Cookham – Ground floor, by the lift/near C10 (with AED)

**Burn kits:**

Location
Cookham – Technology office (CO4)
Littlewick – Science lower prep room (LO1)
Littlewick – Science upper prep room (LO4)
Littlewick – Food technology (L5/L6)

**Signage:**

First aid signage is required in various rooms as per above needs assessment. Signage on how to get first aid needs updating around site as some is worn and at least one per building.

**First aiders:**

There are sufficient first aiders and first aid cover through the required time period of a working day.