



Malmesbury School

HEALTH AND SAFETY POLICY STATEMENT

1. General Policy Statement

- 1.1 The planning and implementation of this Health and Safety policy is the responsibility of the Headteacher, ensuring that Senior Curriculum Leaders, teachers and support staff at all levels and all employees fulfil their duties to co-operate with it. Arrangements will be made to bring the policy to the notice of all staff, including new employees and supply teachers. Responsibility for this policy is delegated to Malmesbury School's Local Governing Body by the Board of Directors of The Athelstan Trust.
- 1.2 The Governors recognise the need to consult staff on Health and Safety matters and to consult individuals before allocating particular health and safety functions. This will be achieved through discussion within the senior curriculum leaders and union representatives.
- 1.3 The Governors recognise their responsibility under the Health and Safety at Work Act so far, as is reasonably practicable to:
- Provide plant, equipment and systems of work that are safe and without risks to health.
 - Make arrangements for ensuring so far as is reasonably practical and without risks to health, the handling, storage and transportation of articles and substances.
 - Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and students to perform their work safely and efficiently.
 - Promote the development and maintenance of sound safety, health and welfare practices.
 - Maintain (through G4S) the premises in a condition that is safe and without risks to health.
 - Provide and maintain a working environment that, as far as is reasonably practicable, is safe, without health risks and adequate as regards welfare facilities for staff and students.
 - Ensure sufficient funds are available, as far as is practicable, to provide protective clothing/equipment to staff employed by the Trust, for the safe use of machinery, equipment and substances.
 - Maintain a close interest in all health and safety matters insofar as they affect activities in premises under the control of the Trust.
 - The Governors require the Headteacher to present an annual management audit on health and safety matters in order to determine the strengths and weaknesses of the system and to determine improvements.
 - Although now part of The Athelstan Trust, the Governors and senior leadership team have determined to continue to purchase health and safety advice from Wiltshire Council. To that end Policies will be in accordance with those of Wiltshire Council and the Council Health and Safety Manual will be adopted for reference purposes.





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2. Organisation

2.1 The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. Governors will also ensure that the Trust budgets reflect the finance necessary to implement health and safety matters. A summary of the individual responsibilities and duties, including reporting arrangements, the organisation and accountability are as follows:

2.2 The Head

- The Headteacher is responsible and accountable to the Governors for implementing the policy and for all matters relating to health, safety and welfare within the establishment.
- The day to day management of health and safety matters will be delegated to the member of the Senior Leadership Team responsible for Health and Safety.
- The Headteacher must be aware of all contractors and / or third parties entering the school to undertake maintenance, service, or works contracts. **This duty will be delegated to G4S who manage the premises on behalf of White Horse Education Partnership (WHEP), (the owners).**
- The Governors will require the Headteacher to ensure the school's safety policy is effectively implemented and understood at all levels. The policy will be regularly monitored, effectively controlled and revised as necessary.
- The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters, functions efficiently and effectively.
- Health and Safety will be a standing item on Local Governor Meetings
- The Headteacher will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.
- The Headteacher shall have the right to stop what is considered unsafe practice, or the use of any plant, tools, equipment or machinery which he considers to be unsafe.
- The Headteacher shall make arrangements to notify G4S for improvement to premises and, with appropriate members of staff, any plant, tools and equipment which are the responsibility of the Trust.
- The Headteacher (or delegated member of SLT), with Senior Curriculum Leaders shall review from time to time – the provision of First Aid in the school and fire and evacuation procedures.
- The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.





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- The Headteacher will ensure that all schemes of work for students, including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
- The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties

2.3 Senior Curriculum Leaders

Senior Curriculum Leaders are responsible and accountable to the Head or member of SLT responsible for Health and Safety for all matters relating to health, safety and welfare within their faculties.

In the exercise of this responsibility Senior Curriculum Leaders must ensure that: -

- All staff under their control are instructed in their duties regarding health and safety matters.
- All staff under their control are adequately trained to carry out their duties efficiently and effectively.
- They are aware of regulations; codes of practice and guidance notes appropriate to their specialist areas.
- A departmental safety policy is produced, defining safe working arrangements, bringing it to the attention of members of staff, including new entrants and supply teachers.
- All statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/ equipment, registers, logbooks etc.
- Under Section 6 of the Health and Safety at Work Act, Senior Curriculum Leaders are responsible for ensuring that everything received from suppliers – machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Senior Curriculum Leaders must report to the Headteacher/Senior Leadership Team all problems, defects and hazards.
- Senior Curriculum Leaders must ensure that a copy of the Fire Drill regulations and assembly points is prominently displayed in all rooms and areas for which they are responsible.
- Senior Curriculum Leaders must carry out regular safety inspections of their faculty. Priority must be given to plant, machinery, equipment, and electrical appliances and risk assessments to include use of substances.
- Senior Curriculum Leaders must report and if appropriate make recommendations to the Head on any practices, premises, equipment etc. which give rise to risks to health and safety.

N.B. EC directives require that Senior Curriculum Leaders carry out regular risk assessments in their Departments. The assessment must consider not only the substances used, but also operational practices to include machinery, plant equipment and methods of work





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2.4 Teachers

- Teaching staff and technicians are responsible to the Senior Curriculum Leader for the implementation of the safety policy in the performance of their duties.
- They must be familiar with the safety policy, the implications of that policy and any procedures, arrangements and practices relating to their department.
- They must conform to responsibilities as laid down in any departmental policy and/or guidelines for safe working arrangements.
- Teachers must ensure that where conditions apply, all students under their care receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- All problems, defects and hazards, which are brought to a teacher's notice, must be reported to their Senior Curriculum Leader, using the agreed procedure.
- Supply teachers must be made aware of the Health and Safety Policy and of any special arrangements or procedures relating to their work **before** commencing work.

2.5 Site Technicians (Caretakers) – G4S Responsibility

- G4S are responsible for all matters related to health, safety and welfare under the senior site technicians (SST) control.
- Under Section 6 of the Health and Safety and Work Act the SST is responsible that everything received from suppliers, machinery, equipment, substances, etc. is accompanied by adequate information and instruction prior to use. In the case of direct labour, all staff under the control of the SST must be adequately informed, instructed and trained in using all such items before actual use.
- G4S are to be responsible for co-ordinating all contractual work and maintenance carried out on school premises. They are also responsible for health and safety regarding grounds maintenance service contracts.

2.6 Catering – G4S Responsibility

- The catering supervisor (the supervisor) must be familiar with the school's Health and Safety Policy.
- The supervisor must work in adherence with any policy statement, health and safety rules or guidance issued by G4S.
- The supervisor must ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- The supervisor should be familiar with the Food Safety Act and the implications of this legislation as far as the Trust is involved.
- The supervisor must inform the Headteacher/bursar of any potential hazards or defects.





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2.7 Safety Representatives

- The Headteacher will consult regularly with the governor safety representative on health and safety matters.
- The Headteacher will also walk the site weekly with the Bursar to identify any health and safety concerns.
- The Bursar will liaise with G4S to rectify any health and safety issues identified.

2.8 Athelstan Trust Staff / Employees

- All staff / employees must be made aware of what is expected of them, particularly in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.
- All staff / employees have responsibility under the Health and Safety at Work Act and must report any possible hazards or defects to the Head or Member of Senior Leadership Team responsible for Health and Safety.
- All staff / employees will be given access to the Health and Safety Policy and are asked to make themselves familiar with all documents related to health and safety within the Trust.
- Copies of the Health and Safety Policy are available on the Academy Trust's intranet and a hard copy can be obtained from the Company Secretary (Jo Cummings).

3. Arrangements

- 3.1 The Governors recognise that the way forward in achieving effective management of the Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the Senior Curriculum Leaders and the Local Governing Body.

4. General Matters

4.1 Accident/Incident Reporting and Investigation

The reporting procedure will be in accordance with the policy as laid down in the Incident Reporting Section of the Health and Safety Manual and the relevant regulations. This procedure must be brought to the attention of Senior Curriculum Leaders. If an injury is sustained it must be entered into the statutory Accident Book. This may generate the completion of an Incident Report and Investigation form.

4.2 First Aid Provision

The arrangements for first aid will be in accordance with agreed policy, determined by Senior Curriculum Leaders, with first aid boxes located in high-risk areas (e.g. Science labs, DT rooms, P.E. areas, kitchens etc). At least 4 members of staff will hold the full (4 day) First Aid at Work qualification and other members of staff who have chosen to undergo the 6 hour, appointed persons course.

4.3 Fire Precautions

The arrangements for general fire safety will be in accordance with Fire and emergency evacuation policy. (Appendix 1)





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4.4 Housekeeping (Cleaning Arrangements)

Are the responsibility of G4S. However, Senior Curriculum Leaders will make regular checks of their departments maintaining tidy work areas, adequate storage and checking that cleaning arrangements conform to requirements.

4.5 Training Arrangements

Induction training will apply to new employees or transfer of employees to another department. Staff will need to be made aware of policies and procedures, fire precautions, first aid and welfare arrangements.

Specific Training

- The Governors recognise that in certain areas staff will need to acquire an accepted level of competence to perform their tasks.
- **Technology:** Employees who have recourse to use or instruct in the use of dangerous machinery (i.e. woodwork, metalwork) will be required to have followed an approved safety course.
- **Science:** Employees will need to be trained in accordance with **COSHH** regulations.
- **First Aid:** Specified staff have the full First Aid at Work Qualification.

5. Statutory Requirements

5.1 **COSHH.** The Governors recognise the need for the school to carry out risk assessments of all areas in accordance with the regulations.

5.2 Risk assessment in other areas of the school are mandatory under the EC directives which came into force on 1st January 1993. Senior Curriculum Leaders are expected to make provision for this within the faculty and to carry out the necessary assessment procedures.

5.3 Working in conjunction with the school chemical register and the COSHH package, Senior Curriculum Leaders will ensure that assessments have been carried out and that further monitoring is in place as required. Senior Curriculum Leaders are advised to follow the information in Health and Safety Manual in connection with the COSHH package.

5.4 **RIDDOR.** The Governors recognise the need to comply with the regulations for the Reporting of Injuries, Diseases, and Dangerous Occurrences in Academy Trusts. The Accident book is located in the Student services office. Some incidents may also require the completion of an incident form which is also available from the Student Services office

5.5 Responsibility of G4S - for full information see Wiltshire Council Health & Safety Policy Guidance for PFI Academy Trusts

- Checking of portable electrical equipment
- Plant machinery and equipment
- Contractors on site
- Use of academy trust premises outside of school hours





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6. Arrangements For Safety Representatives

The Head and Senior Curriculum Leaders will liaise and communicate to Safety representatives any problems, hazards or defects pertaining to their sphere of activity.

7. Field Trips

Procedures for field trips and extra-curricular activities are outlined in County guidelines and are held by the EVC responsible for Academy Trust Trips.

8. Emergency Procedures

In the event of accidents, fires, explosions or hazardous spillages, the Headteacher, Deputy Headteacher, or the Bursar must be informed immediately.

9. Work Experience

The member of staff responsible for Work Experience will work within County Guidelines with reference to placement and inspection procedures.

10. Monitoring Performance

- 10.1 A report (written or verbal) on Health and Safety will be a standing item on the agenda of the Local Governing Body meeting.
- 10.2 The Governors, together with the Head, will identify from the report strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully future objectives regarding health and safety matters.

11. Auditing

- 11.1 **The Governors will require in the annual report an audit on health and safety matters, providing objective assessment.**

The audit should provide an examination of records e.g.

- Are all accidents being reported?
- Have follow up preventative measures been taken?
- Is the policy effective and at what levels?
- Does the organisation function properly in planning and implementing health and safety procedures?

This policy will be reviewed in May 2023

(Annexes updated annually. Last updated 2022)





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Malmesbury School Health & Safety Policy

Appendix 1

Action to be Taken in Case of Fire

On discovering a fire:

1. Raise the Alarm by operating the nearest fire alarm point – this also automatically notifies the alarm centre that monitors the school.
2. Evacuate students to the nearest fire assembly point.
3. As soon as possible notify reception or ask another member to pass on the information that it is actually a fire rather than a drill. (NB: If a false alarm, reception will need to phone to cancel the fire service.)
4. If it is a small fire it may be tackled with an extinguisher if the member of staff is confident to do so.

On hearing an alarm:

1. Leave the building by the nearest available exit.
2. Close windows if possible.
3. Close all doors behind you.
4. Report to your assembly point.

All rooms should have red signs stating the fire instructions for that particular room, please familiarise yourself with the signs in your classrooms (if one is missing notify Resources so a replacement can be produced).

All rooms should also have a luminous Fire Action sign.

Each area of the school has a designated fire marshal who will check to ensure that the area is clear – details are on the Emergency Evacuation document issued to all staff each September.

The key principle is to ensure that the building is clear of people. Once the fire marshal has checked their area they will report that it is clear to Rosemary Mobley.

Tutors should collect a paper register from Student Support Staff and return it to them as soon as possible, together with any information about missing students.





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PROCEDURE FOR THE EVACUATION OF DISABLED STUDENTS

Ground Floor

If the student is on the ground floor, he/she will evacuate the building by the nearest exit and go to the assembly point in the main playground.

If on the Upper Floor:

Key members of staff have been trained in the use of the Evac chair, which is kept at the top of the stairs opposite student services:

Jan Hainsworth
Margeruite Jepson
Nic Corless
Marie Coates

- When the alarm goes off the student and teaching assistant with them at the time, will go as quickly as possible to the stairs opposite student support.
- At least one other member of trained staff should meet them there.
- The student will be transferred to the Evac chair in accordance with the training.
- One member of staff pushes the chair down the stairs with the other staff member in front. At the bottom of the stairs they should leave the building by the nearest exit and make their way to the assembly point.
- If the student has a wheelchair this should not be taken down the stairs. Once the building is declared safe the student can re-enter in the Evac chair and be taken in the lift to return to their wheelchair.

Note: Special arrangements are in place for specific students. Learning Support Staff are aware.

The building should not be declared clear and students should not be allowed to return to the building until the student in the Evac chair has arrived at the assembly point.

Should the fire prevent access to the Evac chair or if the student is unable to be evacuated by this means, the student and TA should make their way to the nearest internal faculty stairwell (Humanities or IBL) which are designated refuge points and await rescue by the fire service.





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FIRE AND OTHER EMERGENCY EVACUATIONS OF THE SCHOOL The key principle is to ensure that the building is clear of people

Each 'wing' of the building has a Fire Marshal who is responsible for checking that the 'wing' is completely clear of people. Fire Marshals should first see their group out of the building and then check each room (including staff rooms, offices, and toilets) in their 'wing'. They should also ensure that the classroom doors and internal/external fire doors are closed (not locked). Fire Marshals should then immediately report that their area is clear to Rosemary Mobley (who will be stationed outside the poly tunnel by the DT block), before moving to check the register of their tutor group. We will continue the practice of taking a paper register of all groups, but this is mainly to keep students aware that we are checking attendance and picking up on truants. Other central areas of the school also have a Fire Marshal allocated to check the rooms in the area.

You must let Rosemary know your area is clear as soon as you leave the building. Tutors should collect a paper register from Student Support Staff and return the register to the Student Support Staff as soon as possible, together with any information about missing students.

Deputy Fire Marshals should take over the responsibilities of the Fire Marshal if the Fire Marshal is absent from school or is teaching in a different area of the building.

Area	Fire Marshal	Deputy Fire Marshal
Mathematics	Stephen Long	Jasmine Vincent
Languages	Ruth Cole	Tom Summerbee
Humanities/Maths (shared Upper)	Meinir Twose-Jones	Harvey Freer
Humanities (Lower)	Rhona Brownlie	Ben Griffiths
Science (Upper)	Tom Chipperfield	Harry Humphreys
Science (Lower)	Gaie Peers-Dent	Hayley McCoy
English	Sophie Hynes	Roz Allen
Learning Support	Jessica Abel-Goldbin	Scott Mitchell, Nicola Reynolds, Jo Wood
Creative Arts (Upper)	Bryony Edwards	Beth Calland
Creative Arts (Lower)	Chris Bradshaw	Dale Topsom/Sue Gibbons
Technology	Judith Janes	Ben Sangster
Resources Corridor	Kat Brailey	Ben Earnshaw
Staffroom Corridor	Zoe Ashton	Paul Loveday
Street (Upper)	Ruth MacQuaide	Lynn Lacey
Street (Lower) incl Hall corridor	Tim Roberts	Admin assistants
Sixth form area	Andy Backwell	Anne-Marie Whaley
Disabled access muster point (top of science stairwell)	Jan Hainsworth	Marie Coates
Reception and Visitors	Caroline Kealy	Caroline Barnes

Each Marshal should check each room in their designated area so that in the event of an emergency evacuation we can clearly say that every room in the building has been checked. Year 10 and 11 Students are to assemble on the playground opposite the canteen. Year 7, 8 & 9 on the field by the activity zone. 6th form on the Tennis courts. One emergency evacuation practice will be held each term.

Students must leave the building immediately and gather at their designated muster point. They should leave their belongings in the classroom, should not have mobile phones out and should be quiet. Everybody must remain outside the building until they are instructed otherwise by a member of SLT.

Brett Jouny
February 2022





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Associated Policies (see below):

- Premises Security
- Lockdown – Run, Hide and Tell
- Lone Working
- Working at Height
- Use of Display Screen Equipment, including interactive whiteboards
- Advice to Female Employees
- Employee Wellbeing Policy

Premises Security Issues

Our school is unfenced and gates remain open all day, this means members of the public could have access to our site. Any visitors to the school sign in at reception, this is clearly signposted on all external walls and entrances. Any visitors will be issued with lanyards (**red** = no DBS - should not be alone with children and **blue** = has a DBS - may be alone with children). All staff attend safeguarding training and are trained to challenge anyone without a lanyard (including our sixth formers who are not wearing theirs - **black with orange** writing) and inform SLT that there is an unauthorised person on site

Security

- 1 All visitors to the site must report to reception where they will sign in and be given a visitors badge which must be worn at all times whilst they are on the premises.

All visitors to the school must:

Show DBS details to school reception staff when they sign in if they are to:

- interact on a 1:1 with children without being accompanied by a member of the school staff
- walk around the school unaccompanied by a member of school staff

This requirement covers all visitors including external verifiers, exam board representatives and visitors from other schools not in the Athelstan Trust.

This does not include government inspectors, employees of Wiltshire County Council, Virgin Care, members of the emergency services and employees of the Athelstan Trust as long as they can show photographic identification linking them to their organisation.

- 2 All visitors must wear a visitor's badge over their clothing to ensure that it is visible at all times. Badges with a blue lanyard should be worn by visitors who are free to move and interact unaccompanied around the school. Badges with a red lanyard should be worn by visitors who must be accompanied by a member of school staff during their visit.
- 3 Take a professional approach to confidentiality by only sharing information about students and their families when legally permitted to do so.
- 4 Pass on information and issues relating to Child Protection **must** be passed on to the Designated Safeguarding Lead.
- 5 Adopt high standards of personal conduct and provide a good example and a positive role model to students.
- 6 Behave in a mature, respectful, safe, fair and considered manner





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- 7 Do not discriminate favourably or unfavourably towards any child.
- 8 Ensure that relationships with pupils remain on a professional footing
- 9 If an unidentified person is seen in the school or hanging around the grounds their presence should be reported to immediately to a member of the Senior Leadership Team.
- 10 External doors will be locked at the end of the school day, with keypad only entry after Reception has closed.
- 11 All staff, trainee teachers and sixth form students will be issued with a photo identification badge, which should be worn at all times on school premises. All other students will be identifiable by their uniform.

Lockdown

In response to a serious incident in school which threatens life or is likely to cause significant harm to staff or students, the school adopts the Run, Hide Tell model as outlined by the government. The guidance is simple to follow and largely instinctive. We believe the simplicity of the guidance could help to protect people and we favour this over more elaborate lockdown systems sometimes adopted in school settings.

Run

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

Hide

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in a classroom. Use the locks on the inside of the door
- Move away from the door

Tell

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

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





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Lone Working

1. Incidence of lone working should be minimal. If a member of staff is staying late, particularly in a remote area e.g. the Technology block, they should let the caretaker know.
2. Telephones have an emergency call setting, if you need help, 43 calls all phones, 41 calls SLT phones.
3. If you are working in a storeroom or an area out of direct sight, prop the door open and make sure a light is on so that others know that someone is there.
4. If working alone, you should not use ladders or work at height.

Working at Height

1. The Governors recognise that as far as reasonably practicable, suitable and effective, measures must be taken (other than by the provision of personal protective equipment, training, information, supervision etc.) to prevent:
 - 1.1 any person falling a distance likely to cause personal injury; or
 - 1.2 any person being struck by a falling object likely to cause personal injury.
2. A step ladder or suitable safety step must be used for reaching any item that is out of reach.
3. The scaffold tower in the hall is for the use of trained personnel only and is the responsibility of G4S.

Use of Interactive Whiteboards

1. All projectors, if misused, have the potential to cause eye injury. The following guidelines should be followed by both staff and students:
 - i. No one should stare directly into the beam of the projector;
 - ii. When entering the beam, users should not look towards the audience for more than a few seconds;
 - iii. Users should endeavour to keep their backs to the projector beam when standing in the beam;
 - iv. Children should be supervised at all times during the operation of the projector.

As a general rule no-one should look into the light.

Advice to Female Employees

1. On written confirmation of pregnancy, a full risk assessment will be carried out to determine the extent to which their work may present harm to themselves or their baby.
2. Based on the findings, any risks will be eliminated or controlled. If this is not possible it may be necessary to alter the person's duties or hours. Any adjustment will be non-detrimental to the mother and in line with current employee legislation.

Detailed maternity guidance will be issued.

