

Testwood School

Name of Policy: Health & Safety Policy

Key Responsibility area:	CC
Last Review:	February 2026
Next Review:	February 2027

Revision History

Version	Date	Amendments	Initials
2.0	26.04.19	College replaced by school throughout policy. Page 3 (Section C), No.3 – H&S coordinator replaced by site manager. Page 4, item 13 – Health & Safety Checks – School health and safety coordinator removed. Page 6 – Working Practice has been added and replaces previous emergency evacuation arrangements. Page 8 - Appendix A, Section A – 8.00am has been added. Page 8 – Appendix A – Cleaning Supervisor’s name has been omitted from policy.	MS
3.0	13.01.20	New item: H&S Co-ordinator will induct new staff. AHT & Assistant Headteacher replaced by Fire Safety Co-ordinator	JB
4.0	29.04.20	Governors changed to Trustees Pupils changed to students	JB
5.0	27.04.21	B) Organisation points 4 & 5 added Page 2. Headteacher is required to ensure staff are consulted (added) (point 3). Page 2. Headteacher. Point 7 added. Page 2. Assistant Headteacher responsibilities added. Page 2. H&S Co-ordinator. Point 3 replaces Chair H&S group meetings. Appendix 1. 1.C added	JB
6.0	21.06.21	Change named staff to titles; added liaison with Health and Safety Trustee and SLT link	JB
6.1	10.03.22	Added vaping and e-cigarettes to Appendix 1. Added dogs not allowed on school site – Appendix 1. Organisation points page 2 – Headteacher: point 8 added Page 2 DHT responsibility added Page 2 The School Health and Safety Coordinator - point 4 - removed	JB
6.2	07.03.23	Updated revision dates Page 6 – dogs on site updated Page 9 – The school nurse changed to First Aid Officer - SIMs Manager changed to Arbor Manager	JB
6.3	18.02.26	Remove Deputy Headteacher to induct new staff Replace with Assistant Head Teacher to induct new staff Remove from Assistant headteacher “COVID19 staff group”	CC

	<p>Section 4 – Remove “Report shortcomings on any safety issues to the caretaker, using the pro-forma available in the staffroom” and replace with “Report shortcomings on any safety issues by raising a ticket with the Site Team”</p> <p>Remove The school health and safety co-ordinator will:</p> <p>1) Liaise closely with the Caretakers and elected health and safety representatives over matters of health and safety And replace with</p> <p>The school health and safety co-ordinator will:</p> <p>1) Liaise closely with the Site Team and elected health and safety representatives over matters of health and safety.</p> <p>2) Appendix 1 Section A 2. Caretaking staff replaced with Site Team. Director of Finance replaced with Chief Financial Officer.</p> <p>6 Removed Email caretakers@testwoodschoo.co.uk and report defects and health and safety concerns, replaced with Raise a ticket to the site team to report defects and health and safety concerns</p> <p>10 Added section b. DBS numbers and Letters of Assurance to be obtained by all regular contractors to site,</p> <p>12a. Remove The Trustee with responsibility for health and safety will walk the complete School site and buildings with the caretaker and replaced with The Trustee with responsibility for health and safety will walk the complete School site and buildings with the Site Manager and Headteacher at least once a year</p> <p>Working Practice – Director of Finance replaced with Chief Financial Officer. Removed (Duty caretaker in Director of Finance’s absence) and replaced with (Site Manager in the Chief Financial Officer’s absence)</p> <p>Appendix 2 – Removed “Friday morning at 7am” and replaced with “Friday Afternoon at 3pm”</p> <p>Appendix 2c – Removed “the cleaning supervisor” and replaced with “the caretaker on duty”</p> <p>Appendix 2d – Removed “duty caretaker” and replaced with “Site Manager”</p> <p>Appendix 2c – Removed “school receptionist” and replaced with “Chief Financial Officer”</p> <p>Appendix 2 Cleaners Afternoon Shift – removed “cleaning supervisor” and replaced with “duty caretaker”</p>	
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***Appendices follow on from policy**

A) Purpose

Testwood School accepts its responsibility to provide, as far as reasonably practicable, a safe and healthy environment for students, staff and other users of the premises. The school will take all reasonable steps to meet this responsibility and expects appropriate support from students, staff and visitors.

B) Organisation

The Trustees have overall responsibility for health and safety. The responsibility is delegated to the Headteacher by Trustees. As part of its strategic role the Trustees will:

- 1) Ensure health and safety is given a high priority and informs relevant decisions that need to be made
- 2) Ensure adequate resources for health and safety are available consult staff and Provide training opportunities
- 3) Monitor and review health and safety arrangements on a regular basis or as required
- 4) Mitigate health & safety risk arising from organisation's activities.
- 5) Comply with statutory requirements.

The Health & Safety Trustee should liaise:

- 1) Regularly (termly) with the SLT Health and Safety link person.
- 2) Should visit the school and conduct health and safety checks regularly termly.
- 3) Should produce reports for Buildings and Finance panel.

The Headteacher is required to:

- 1) Instil a safety culture throughout the school and enable the implementation of agreed procedures
- 2) Take day to day operational decisions regarding H&S issues that arise
- 3) Ensure staff are consulted & aware of their responsibilities for maintaining H&S procedures
- 4) Update Trustees
- 5) Manage the school's safety procedures to develop safe practice
- 6) Monitor the effectiveness of procedures
- 7) Ensure staff receive H&S training

Assistant Headteacher will:

- 1) Induct new staff.
- 2) Liaise with staff H&S representative & chair.

Heads of Department will:

- 1) Ensure staff in the department are aware of specific health and safety issues relating to their subject

2) Ensure regular risk assessments are carried out in the department.

All staff are required to:

- 1) Support the implementation of health and safety arrangements
- 2) Take reasonable care of themselves and others
- 3) Ensure as far as is reasonably practicable, that their classroom or work area is safe
- 4) Report shortcomings on any safety issues by raising a ticket with the Site Team.

The school health and safety co-ordinator will:

- 1) Liaise closely with the Site Team and elected health and safety representatives over matters of health and safety
- 2) Maintain contact with outside agencies able to offer expert advice
- 3) Report to SLT H&S concerns

This policy was approved by the Trustees and will be reviewed annually.

Date policy agreed: March 2023

Date of review: February 2026

Signature of Chair of Trustees:

Date:

Appendix 1 Section A

1. Evacuation Procedures in case of Fire or other incident:
 - a) All rooms should display the current fire evacuation notice.
 - b) The detailed procedure can be found as appendix 1
 - c) During major refurbishments works, school community to follow notified revised colour fire evacuation notices issued by Fire Marshall, displayed in rooms.

2. Site Security and upkeep of grounds:
 - a) Day to day security and safety of the grounds is the responsibility of the Site Team who will ensure that the site is inspected regularly and defects attended to according to level of risk.
 - b) Defects should be recorded and decisions about whether defects can be tackled in-house or be referred to WINGS should be recorded and shared with the Chief Financial Officer.

3. Use of equipment and classroom display:
 - a) Equipment will be used only for its intended purpose. It will be maintained according to manufacturer's recommendations. Defective equipment will be taken out of use and labelled accordingly.
 - b) All second-hand equipment and equipment brought into school by staff must be safety checked by a qualified person before being used. Teachers should not bring power tools for use in the school without prior permission from the Site Manager. Such tools must not be used by students under any circumstances. (For Technology curriculum, see COSHH risk assessments for student use) When working at height (e.g. displaying materials), step ladders or kick stools should be used. Chairs must not be used for this purpose.

4. After-school activities:
 - a) Staff running any after school activity must ensure that they fully supervise the students at all times. No activity involving students may take place without staff supervision.
 - b) Register of all students on after-school activities must be created and shared with reception prior to start of event or activity.

5. Welfare provision:
 - a) Students who are unwell should be referred to the school nurse or in her absence the front office; where support will be offered and necessary action taken.
 - b) All accidents will be recorded in the accident book along with names of any witnesses.

6. Reporting Hazards:

- a) All staff should be alert for hazards and report any concerns immediately. If possible, staff should ensure that the area is made safe or the hazard cordoned off. Raise a ticket to the site team to report defects and health and safety concerns, grading the security of the concern/hazard.
- b) Such conditions could include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

7. Use and control of hazardous substances:

- a) Staff must be aware of the COSHH regulations and ensure that appropriate risk assessment has been carried out when using chemicals or hazardous materials.
- b) Caretaking and cleaning staff should only use approved substances on-site.

8. Moving and handling activities:

- a) Students and staff should only lift equipment and furniture within their individual capability. Training will be provided for any hazardous moving and handling activities, particularly if these relate to support for children with physical disabilities.

9. Vehicles / Cycles on Site:

- a) All vehicles should be parked in designated areas of the school. Access to the rest of the site is restricted and vehicles only given access when there is a specific need. All reasonable care should be taken moving in these restricted areas.
- b) If a student wishes to ride a cycle to school, it must be roadworthy including working brakes. Students must wear a cycle helmet to and from school and walk their bike when on school grounds.
- c) See student vehicle policy for moped use.
- d) Electric scooters are prohibited from Testwood School site.

<https://www.testwoodschool.co.uk/wp-content/uploads/2021/09/StudentVehicle-Policy-v2.0-1-2.pdf>

10. Contractors on site:

- a) The school will liaise with contractors working on site so that normal health and safety provisions are not compromised at these times.
- b) DBS numbers and Letters of Assurance to be obtained by all regular contractors to site,

11. Staff training:

- a) Training needs for identified staff will be provided subject to need and resources.
- b) Specialist training for site staff, technicians and cleaners will be recorded and kept up-to-date including PAT; working at height, manual handling etc.

12. Health and safety checks:

- a) The Trustee with responsibility for health and safety will walk the complete School site and buildings with the Site Manager and Headteacher at least once a year, recording their findings for action and report back to the Buildings and Finance

committee of the Trustees. The task may be broken down into manageable sections to allow for a thorough and proper inspection to be completed.

b) The Trustee will liaise with the Headteacher regarding Health and Safety terms.

SMOKING

Rationale

The school is a non-smoking site.

Smoking is the single most preventable cause of premature death and ill-health in our society. The definition of smoking includes the use of any smoking paraphernalia, including and not limited to tobacco, vapes and e-cigarettes.

- a) Passive smoking - breathing other people's tobacco smoke - is also potentially fatal. It has been shown to cause lung cancer, as well as many other illnesses, in non-smokers
- b) Smoking is a health and safety issue for all adults who use the school, including staff, parents/carers and other adult visitors
- c) Everyone has the right to breathe clean air, and non-smokers are in the majority. The school has a major role to play in working towards nonsmoking being seen as the norm in society
- d) Students need to receive consistent messages and require non-smoking role models within the school

Restrictions on smoking

Smoking is not allowed on the school premises - building and playgrounds and school grounds. This applies at all times and external hirers will be informed of this through the hiring procedures and will be expected to maintain this policy throughout the period of hire. Dogs on site Dogs (unless a registered guide dog, therapy dog or drugs dog) are not permitted on the school site, at any time.

Visitors

The smoking policy applies to all visitors to the school for example, parents/carers, suppliers, supply or temporary staff, and contractors. The following arrangements have been made for informing visitors of the policy's existence:

- a) Clearly worded signs are situated around the site to announce the policy
- b) Staff members will inform visitors of the policy when necessary

EMERGENCY EVACUATION

Visitors:

- a) It is a requirement that all visitors sign in at reception so they may be checked off in the event of an emergency evacuation.
- b) Specific arrangements will be made with contractors working on the site to ensure they can be included in the checking procedures

ALARM

In the event of an emergency evacuation the nearest alarm should be sounded. The ALARM is a continuous sounding siren.

NOTE: EXIT BY NEAREST AVAILABLE EXIT

- a) The first duty of every member of staff is to see all students safely out of the building and supervise their arrival at the Assembly Points.
- b) Accompany your class, make your way immediately to the assembly point, supervise students and ensure students walk in an orderly way in silence.
- c) When you have seen your class safely to the assembly point carry out the student register procedure. If you have information relating to the site of the fire/activated alarm, please pass this on to the person responsible for Emergency Evacuation.
- d) Do not delay your exit by investigating a fire/activated alarm.
- e) Please ensure that your room/office always displays the current 'Fire Evacuation' notice and familiarise yourself with its contents.
- f) During building projects or for operational reasons, emergency exit routes may change. Staff must familiarise themselves with current fire evacuation notices in the event of room changes.

Working Practice

The Headteacher & Fire Marshall will monitor the emergency evacuation.

Frequency of Fire Drills are termly.

Fire Safety Marshall (appointed) is responsible for Emergency Evacuations and is responsible for the overall assembly and dismissal of all college staff, students and visitors. The Fire Safety Co-ordinator will also report by radio to the staff waiting for the emergency services of any missing personnel. The Fire Safety Marshall (FSM) will position their self at the centre front of all staff and students wearing a high visibility jacket.

The Office Staff are responsible for taking to the assembly point, registers, on/off site signing in/out books and first aid kit in school nurse's absence.

School Receptionist is responsible for checking all visitors, ITT students and contractors on site are accounted for. Receptionist to report to the appointed fire safety co-ordinator above, names of students that have signed in after a.m. registration and inform the tutors to check that they are still present.

The Chief Financial Officer is responsible for telephoning the emergency services. (Site Manager in the Chief Financial Officer's absence).

Site Manager, Duty Caretaker, The Chief Financial Officer will position themselves ready to liaise with the emergency services within the main entrance drive outside the staff room area and hand over an emergency services information pack and give a verbal report of the situation.

All other staff with Fire Drill responsibilities should report to the FSM during the drill.

Year Leaders & FSM will check their year groups and their tutor's attendance. The FSM must be notified immediately of any missing staff or students. **APL to take the role of PL if they are absent.**

Pastoral Support Staff (after they have checked in) will support and assist the Year Leaders as required and to maintain good order.

Tutors are responsible for checking registers, checking all members of their tutor group marked as attending the college during lesson registration are present. Please collect printed registers from the office staff, who will bring them out to the assembly point.

Missing students must be reported to the Year Leader or attached Senior Manager immediately, who will check the student signing out list with the front office staff.

DHT will check that all teaching staff who are not tutors, SLT and disabled staff are present and report to the FSM responsible for the emergency evacuation. **Staff who are not tutors will then support tutors/take place of absent tutors** to check all students are present and maintain good order.

Classroom Teachers are responsible for ensuring that students in their class with any physical disability are assisted to the assembly point.

The First Aid Officer is responsible for bringing to the assembly point a fully equipped first aid bag and ensuring any student or staff visiting the medical room at the time of an emergency evacuation is assisted to the assembly point. In the nurse's absence the first aid kit will be situated in the school office with the Arbor Manager.

Visitors, ITT Students, visiting schools & Contractors will report to the receptionist and remain together with her at the assembly point and wait direction. Visiting schools should line up next to the Y11 students and be supervised by their own staff after these have reported to the receptionist.

The School Examinations Officer will ensure all invigilators are fully briefed of the evacuation procedure before an exam and the assigned assembly area. Candidates are to be escorted to the assembly area in silence by invigilators. The examinations officer will ensure all invigilators and candidates are accounted for and report to the FSM. An invigilator/s will be nominated to assist any student with any physical disability to the assembly area.

IT IS ESSENTIAL THAT ALL STAFF TAKE PART IN A FIRE DRILL

APPENDIX 2

SCHOOL HOLIDAY AND EARLY MORNING SHIFT CLEANERS/FIRE AND EMERGENCY EVACUATION PROCEDURE

- a) In the event of the fire alarm being activated at any time during the school holidays or early in the morning before school hours (8.00am) immediately stop what you are doing and leave the building you are in and proceed to the car park beside the staffroom for a roll call and further instructions.
- b) Please note the alarm is routinely tested every Friday afternoon at 3pm.
- c) The caretaker on duty will conduct the roll call.
- d) The Site Manager will investigate the source of activation.
- e) If required the duty caretaker will telephone the emergency services if the Chief Financial Officer is not in work.
- f) The Site Manager or duty caretaker are the only people who can give permission for staff and visitors to re-enter the building if it has been established it is safe to do so.

DO NOT CUT THROUGH ANY OTHER BUILDING FROM THE BUILDING YOU ARE IN TO REACH THE ASSEMBLY POINT OR RETURN TO THE CLEANERS ROOM TO COLLECT PERSONAL BELONGINGS

CLEANERS - AFTERNOON SHIFT

- a) In the event of the fire alarm being activated follow the normal arrangements as detailed in the school hour's procedure detailed under the main heading "EMERGENCY EVACUATION ARRANGEMENTS". APPENDIX A and report to the on duty caretaker who will conduct a roll call.

- b) If at the time of arriving for work and an emergency evacuation is in progress DO NOT ENTER THE BUILDING TO SIGN IN but immediately join your colleagues at the assembly point.

APPENDIX 3

FIRE AND EMERGENCY EVACUATION DURING AN EVENING SCHOOL EVENT / PARENTS' EVENING FROM THE MAIN HALL

The senior member of staff on duty will take responsibility for the safe evacuation from the premises and instruct all personnel present

The assembly area is the grassed area beside the youth club building opposite the main student entrance.

The duty caretaker will source the point of activation and keep in touch by radio with the senior member of staff responsible for the evacuation.

d) **False alarm.** The duty caretaker will silence the alarm and inform the senior member staff of the situation who will make a decision based upon evidence whether to continue or abandon the event.

e) **Actual emergency** The duty caretaker will inform the senior member of staff of the situation and telephone the emergency services.

f) **Fire Fighting** If the fire is small and the risk appears low a member of staff trained and confident may decide to extinguish a fire/risk trained and able, tackle a small fire with an extinguisher.

g) **Caretaker** to make themselves visible to meet and brief the fire service of the situation.