



The Lewis School/Yr Ysgol Lewis Health & Safety Policy/Polisi Iechyd a Diogelwch gan gynnwys Rheoli Meddyginiaethau 2026-2027

(Chair of Governors)	
Signed (Headteacher)	
Reviewed (date)	July 2026
Adopted (date)	July 2026

THE LEWIS SCHOOL

FOREWORD

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities, and those participating in off-site educational activities is fundamental to the wellbeing of the school.

This Safety Policy, its supporting documentation and arrangements for implementation, will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

PART 1 : STATEMENT OF INTENT

The Governing Body of The Lewis School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff (a reference copy is kept on the shared Google drive).

This Policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This Policy statement supplements:

- Caerphilly County Borough Council (CCBC) General Statement of Health and Safety at Work Policy;
- CCBC Health and Safety Policy

The above statements (and other Health and Safety policies and guidance) may be downloaded by staff from the O Drive.

PART 2 : ORGANISATION

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. (In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with the employer, the Governing Body). At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;

- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; (In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended);
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor;
- Ensuring that when awarding contracts health and safety is included in specification and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety rests with the Headteacher. As a manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. The Headteacher has responsibility for:

- Co-operating with the Authority and Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the

- right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;

Responsibilities of the Operational Headteacher

Deputise for the Headteacher in all areas of Health and Safety when required.

Responsibilities of the Business Manager

The Business Manager is the Senior Lead on Health and Safety matters and is responsible for the day-to-day management of all health and safety issues concerning the school. This duty is carried out in collaboration with the school Health and Safety Staff Representative, the site manager and other members of staff.

The Business Manager is responsible for:

- Supporting the headteacher on all responsibility points above and be responsible for the coordination of health and safety across the school;
- Responsible for effective site management in conjunction with Site Staff;
- Ensuring effective health and safety management arrangements are in place for conducting regular inspections and risk assessments, implementing actions, and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Conducting health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Reporting to the Authority via the Headteacher any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

Responsibility of the Site Manager :

- Ensuring that the premises, plant and equipment are maintained in good working order.

- Supporting the Business Manager in effective site management.
- Line Management of the Site Team, ensuring training is kept up to date, including all new legislation and following CCBC guidelines.
- Ensuring RAMIS is kept up to date and tasks are completed in a timely manner.
- Ensuring a safe and legally compliant environment.

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility:

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Headteacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Employees

- Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work; they must also ensure the health and safety of others who may be affected by their action or inaction. All employees have responsibility to:

- Take responsible care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health and safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Contractors and Others (including those who hire school facilities)

When the premises are used for purposes not under the direction of the Headteacher then the person or organisation in charge of those activities will have responsibility for safe practices whilst on the school premises. The Business and Site Manager will seek to ensure that contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors who work on the school premises are required to ensure safe working practices by their own Employees.

Responsibilities of Volunteers

It is recommended that Employer/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers. All volunteers engaged by the school are given a copy of their responsibilities.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction. All volunteers have responsibility to:

- Take reasonable care for health and safety of themselves and others in undertaking their work whilst volunteering.

- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure;
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3 : ARRANGEMENTS

Specific Health and Safety arrangements	Responsibility	Action/Arrangements
Risk Assessment: Risk assessments are completed, and relevant information provided to staff. Risk assessments are reviewed regularly/following significant change. Special risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Headteacher, Head of Departments. All staff for each area. All Staff depending on RA.Pastoral Support Officer, Business Manager, Operational Headteacher, H&S SLA.	Heads of Department are responsible for ensuring staff ensure all risk assessments are up to date. At least every two years or in light of significant change. Use templates provided through RAMIS for schools as best practice.
New and Expectant Mothers : A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Business Manager H&S SLA.	Pregnant worker risk assessments are available under the Health and Safety SLA. Copy retained on employee file for check up and review throughout pregnancy.
Educational and Offsite Visits: A nominated Educational 'Visit Coordinator (EVC) is responsible for coordinating educational offsite visits. The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country and all trips overseas. This will be done via the use of Evolve, the online notification approval system.	Headteacher EVC Headteacher EVC	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC. Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.
Health and Safety Monitoring and Inspections : General inspections of the site will be conducted periodically.	Health & Safety SLA, School Health & Safety Officer.	General/Management/Fire site inspection : Bi -annual.

Where appropriate these inspections will be documented, and reports forwarded to the Headteacher. A nominated Governor will lead on health and safety, and will complete a whole site health and safety inspection annually. A nominated Governor will be responsible for monitoring management systems.	SLA H&S Officer. Chair of Health and Safety Committee. Chair of the Health and Safety Committee.	Any concerns documented and raised with Head. Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc.
Health and Safety Information instruction and training : The health and safety law poster is displayed in the school reception.	Headteacher / Business Manager.	The poster is displayed in reception and in the Business Managers office.
Health and Safety training: Health and safety induction training will be provided and documented for all new employees.	Headteacher, Associate Head of Departments.	Specific Induction for areas e.g. Science, by the Head of Department.
Programme of health and safety training: All employees are provided with: • Induction training. • Update training in response to any significant change. • Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • Refresher training where required.	Business Manager / Local Authority.	Specified training is arranged and conducted in house or by the Local Authority depending on the needs of the department or individual.
Training Records : relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Operational Headteacher	All training information is stored on shared drive.

Fire Safety : Fire safety information booklet is shared annually on google. Fire drills are undertaken termly, and a record kept in the fire log book. Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency Evacuation plan(PEEP) will be implemented for any person who requires assistance evacuating the building. The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with a small fire if it is safe to do so without putting themselves or others at risk. Staff must ensure the alarm is raised and pupils have evacuated before attempting to tackle a small fire.	Site Manager Business Manager School Health & Safety Officer. Business Manager Site Manager. School Health & Safety Officer. Business Manager Heads of departments. Headteacher, All Staff. Headteacher All Staff.	Maintained by Site Manager. Also recorded on RAMIS. Risk assessments carried out on pupils with injuries/physical constraints. Only trained staff to use fire equipment. Staff are made aware of the type of location of portable firefighting equipment and receive basic instruction on its correct use. Fire Awareness Training is delivered by the LA annually.
Inspection/maintenance of emergency equipment: Escape routes are checked weekly for any obstructions. Fire exit doors should be checked to ensure they are operational.	Site Manager	Recorded annually on RAMIS
Statutory maintenance: Facilities and/ or approved contractors are used for all works.	Site Manager / Business Manager	RAMIS is used for all statutory maintenance.
Potable Appliance Testing (PAT): As Statutory maintenance.	Site Manager / Business Manager.	Records are uploaded on to RAMIS and are completed through facilities.

Control of Legionella: The School will adhere to the Authority's policy and guidance. As Statutory Maintenance.	Site Manager.	Weekly flushing of little used outlets and the monthly temperature checks are carried out by the Site Manager. Monthly checks recorded on RAMIS.
First Aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school. Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Headteacher, Trained staff - Main office. Headteacher, All staff.	Signage identifying first aiders is posted in the First Aid Room. Specialist first aid training is available under the Health & Safety SLA. Training available includes, epipen training, diabetes awareness and epilepsy awareness training on request.
Head Injuries; If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident. Transport to Hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/Guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied - a member of staff will accompany a pupil where parents/guardians cannot attend immediately.	All staff, First Aid Trained Personnel, Admin Staff All staff First Aid trained Personnel, Admin Staff.	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance). All staff are aware of the procedure.

Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	First Aid trained Personnel	Medication will not be administered for acute medical conditions unless it has been provided by parents. In the event of paracetamol being requested, office staff would seek verbal permission from parents. . Managing medicines in schools' paperwork must be completed for any pupil who needs prescribed medication administered in school.
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Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional. Staff also have a duty to disclose any medical conditions that need to be risk assessed. Allergies must also be documented and in the event of an emergency epi-pens are available.	ALNCo. Trained first aid staff All staff.	Where required Staff are trained in accordance with the Medical Care Plan. Medical Care Plans are reviewed annually. Pupil assessments are completed under the Health & Safety SLA where appropriate. The school has two epi-pens available in the event of an emergency. They would be used by a trained first aider. They are stored in the medical room.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Business Manager	Regular review of guidance and updates through RAMIS.
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2012 will be reported within the specified timescales.	Business Manager.	The School will forward details of accidents or cases of work-related ill health to the Health and Safety Division. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Business Manager.	Low Level investigation; This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team. Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and H&S Division. High Level/Reportable Incidents: School will forward the completed accident form to the Health and Safety Division without delay. A

vehicle movements and local management arrangements.		
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Ground Maintenance and Cleaning Contracts : As Statutory Maintenance.	Site Manager.	
Lone/Late/Early Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	All Staff Site Manager / Site staff.	Where lone working is unavoidable a risk assessment will be undertaken by the Business Manager or SLA H&S Officer. Any staff working late in school must be mindful of their personal safety and the safety of others. Staff must ensure they do not let any visitors into the building after school hours unless authorised.
Home Visits: See also CCBC Lone Working Policy. Whilst the school emphasises the value of home visits, staff can be vulnerable when entering a pupil's home.	Head teacher Visiting Staff.	It is the responsibility of all staff to ascertain as much information as possible regarding the family they are visiting and to follow the following guidelines: • Log all planned visits in the school diary. • Let colleagues or a family member know where you are going and what time you are expected back. • Ensure you are contactable via mobile phone and leave that number with someone who knows where you are going. • Complete a home visit record sheet with details of discussion taken place. • If you have any concerns or

		are unaware of the family ensure you discuss the proposed home visit with a member of the Senior Management Team. • Avoid visiting alone in the hours of darkness and only enter premises if invited and you feel it safe to do so.
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Work Involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	School Staff H&S Representative H&S SLA Site Manager.	Working at heights. Access to roof. Tackling an intruder. Ladders.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	School Health & Safety Officer Site Manager.	Training to be completed before any working at height. Equipment to be inspected and maintained. .
Putting up Displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.	School Health & Safety Officer All staff	Staff do not work above head height unless appropriate training has been completed.
Play equipment: All play equipment is maintained in a safe condition and is periodically inspected.	Headteacher Business Manager Site Manager.	PE Equipment annual inspection is completed by an authorised contractor through facilities.

Hazardous substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed.	Teachers of Science, Teachers of Technology Site Manager School Staff H&S Representative.	The Science department has all chemicals registered and locked in the chemical storeroom. Caerphilly Catering are responsible for all maintenance and cleaning COSHH substances.
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	School Health & Safety Officer H&S SLA	Generic risk assessments for manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Ionising Radiation: Safe storage, handling and use of including the removal of radioactive waste (School Science Service CLEAPSS Laboratory Handbook. THE SCHOOL DOES NOT HAVE ANY RADIOACTIVE MATERIALS.	Headteacher, Business Manager Science Teachers Radiation Protection Supervisor.	Where applicable a Radiation Protection Supervisor is to be appointed.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Business Manager H&S SLA	DSE assessments are available under the Health and Safety SLA.
Vehicles : The School will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site is risk assessed in the Traffic Management Risk Assessment.	Headteacher Business Manager School H&S Officer H&S SLA	Vehicles restricted at peak times 8 - 9 am 1 - 1.30 pm 2 - 3 pm

Minibuses: The school maintains and operates four minibuses. Only authorised nominated drivers are permitted to operate the minibus.	Business Manager	Minibuses are maintained by the Local Authority, All staff required to pass a minibus test and have a valid licence(Cat D1) for driving a
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		minibus. Insurance is arranged through LA.
Wellbeing: The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol. The school will cooperate with the LA's Managing Attendance Team to monitor absenteeism linked to Well Being.	Head teacher Business Manager	LA Schools have access to VIV UP. Posters are displayed in the school staff room, coffee shop and main school staff room.
Shared use of premises/hiring	Site Manager	
Rooms to third parties: Hiring rooms and the shared use of school facilities is managed with the site team and the LA.	LA/ School site staff	
Physical education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum.	Head of PE	PE lessons follow guidelines set out by sports governing bodies. Equipment is checked daily and defects are reported to the Site team. Any defective items will be taken out of use immediately.
Science: Specific procedures will be implemented within the Science department. Risk Assessments for all activities will be carried out to ensure safe procedures and processes.	Head of Science with support from the Science team.	The Science Department follow the Science curriculum and guidance from CLEAPSS. Heads of departments will complete Risk Assessments for all activities and experiments carried out.
Design Technology: Specific procedures will be implemented within Design Technology.	Head of Technology	All tools and equipment are stored and maintained under guidance from both CLEAPs

Equipment to be checked daily before use and any defects must be reported to the site team. Any defective items are to be taken out of use immediately. Specific Risk Assessments are to be completed for all activities.		and COSHH. Cupboards storing harmful substances are labelled and locked. Risk assessments have been conducted for all machinery and are visible near each machine. Protective equipment is available for pupils as required. Emergency exits are visible, and all emergency exits, and walkways are kept clear. Technical support staff are actively used during lessons to support pupils when using machinery.
Art: Specific procedures will be implemented within the Art Department. This will ensure risks are kept to a minimum. Safe processes and procedures will need to be documented and Risk Assessed.	Head of Art	The Head of Dept follows guidelines and regulations of National Society of Education, Art and Design (NSEAD).
The Kiln	Head of Art	RAMIS schedule.
Music Drama and Performing Arts : Specific procedures will be implemented to ensure safety of all staff and students.	Head of Performing Arts.	All electrical equipment (in both the studio and music room) is PAT tested through RAMIS. All music activities (i.e. noise) are Risk Assessed by the Head of Department.
Stage equipment: All stage equipment is maintained in good working order and	Head of Drama Site Manager	Used periodically and inspected by the Head of Drama prior to use.

periodically inspected.		
Absconding Pupils:	Headteacher All Staff	• No pupil will be allowed to leave the site without support from staff, unless this is part of an agreed plan; • If a pupil goes missing the Headteacher is to be Informed. • All available staff will then start a methodical search for the pupil internally and then externally. • CCTV will be checked. • Should a pupil leave the building or not be found the parents and Police are to be called.
Waste Disposal: The school follows waste disposal legislation by using approved contractors and recycling as much waste as possible.	Headteacher Business Manager Site Manager.	General waste and recyclable waste is collected via a reputable waste carrier. The school hires a skip for the disposal of any bulk waste. Special arrangements are in place for the disposal of sanitary waste.
Personal Protective Equipment (PPE): PPE is provided where necessary and must be worn.	Headteacher Business Manager Site Manager	The school provides PPE for various departments and areas. It must be worn when required. Completed Risk Assessments provide information for usage. Eye protection and gloves are provided where necessary for any curriculum activities.

Good Housekeeping: All staff have a duty to ensure that they do not put themselves or anyone else in danger. Good Housekeeping assists this process. Having a clutter free, safe area reduces the chance of injury.	Headteacher Business Manager All Staff Site Manager Pupils Contractors Visitors.	• Daily Cleaning. • Bins emptied daily. • External areas are litter picked daily • Encouraging defect reporting. • Promoting and maintaining a safe and healthy working environment.
Animals/Insects in School: Each request would be Risk Assessed and decisions based on the findings.	Headteacher Business Manager All Staff	The following should be considered: • Suitability of animal(s) for the classroom/school environment; • Animal health and wellbeing to be considered. • The safe handling of animals, ensuring animal And handler safety. • Where animals/insects in school are provided by a third party an agreement between the school and third party is put in place; • Insurance cover to be in place beforehand.
Personal Security: Staff and pupils are responsible for their own possessions whilst on site.	All Staff	• Staff that bring money or other items of value into the building do so at their own risk. • Staff should not leave personal possessions unattended unless they are locked away in a secure place. • Visitors and students are encouraged to keep their personal possessions with them

		at all times. • Visitor badges and ID badges to be worn at all times.
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Security: Overall responsibility for school security on a day-to-day basis rests with the Head teacher. All staff have a duty to ensure their actions do not put themselves or others at risk.	Headteacher All Staff Site Manager Business Manager	All staff to ensure: • All external doors and fob doors remain closed at all Times. • All visitors must report and sign in at reception. • Staff to be vigilant at all times and report any suspicious people or activity to senior Management. • In the event of unauthorised access staff to raise the alarm.
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Emergency planning: In the event of a situation which is likely to significantly disrupt the school day and could result in either an early or a delayed departure of the students, Emergency Planning at LA should be informed. Emergency Planning should be placed on stand-by at the start of an incident so that their service can respond quickly if required. In the event of an Emergency Planning Officer not being available through the LA switchboard (s)he can be contacted through the Fire and Rescue Service. Emergency Planning can provide help with home/school contacts, transport, food, bedding and counselling should the school require assistance. Those services brought in would remain under the control and direction of the school. In the event that an emergency is going to continue over more than a few hours, it may be helpful to base a senior member of staff at the Education Department as a direct link between the school and the Local Authority.		
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Sources of Bomb Threats: There are many groups who are capable of causing disruption and injury through the use, or by threatening the use of explosive devices. Bomb threats may be conveyed in several ways. The school has a comprehensive evacuation policy.	Headteacher All Staff Site Manager Business Manager	Telephone Calls: Bomb warning will often be made by telephone. All staff should familiarise themselves with the procedure for dealing with such calls and follow the bomb threat procedure, including completing a checklist for telephone bomb warnings. Staff should note carefully any code-words or details given as accurately as possible by using Bomb Threat checklist and inform a member of the senior management team. By Letter: Any member of staff receiving a written bomb warning should hand the letter over to the senior management team. In Person: If someone alleges that a device has been placed the member of staff given (or overhearing) the warning should inform a member of the senior management team immediately. By Discovery of a Suspect Package: Any person discovering a suspect package is to clear the area and inform a member of the senior management team.
Action Required To Deal With Bomb Threats: The action required of anyone learning of or detecting a suspicious object.	Headteacher All Staff Business Manager	Safeguard pupils, staff and visitors threatened/potentially threatened. Inform senior staff of threat.

		The emergency actions required of a person discovering a threat are as follows: • Inform the school office. The school office will inform the most senior member of staff on site, the Police by dialling 999 and the Emergency Planning Department at the LA. • If you contact the office by phone, remain by the phone and do not allow anyone else to use it. If you contacted the office in person, remain in the office. You will be informed as to what action is being taken. • In some circumstances it may be necessary to initiate the Emergency Evacuation Plan. If the fire bell or klaxon sounds then you should immediately follow the evacuation plan.
Evacuating the Building: The school building is evacuated under the school fire/emergency evacuation plan.	Headteacher All Staff Site Manager Business Manager	All staff to support and ensure areas of the school are empty.
Dress Code:	Headteacher All Staff	Staff are advised to wear smart comfortable clothing and footwear that is suitable for their work.
Alcohol/Substance Abuse/Misuse: Only prescribed and authorised medication is allowed in the	Headteacher All Staff	On recognising or being made aware of the symptoms of alcohol or drugs, a member of the

school.		senior management team must be informed.
Smoking Policy: There is a no smoking policy in all government buildings. This includes vaping.	Headteacher Governors All staff	Smoking or vaping is not permitted in any part of the schools' buildings or grounds.
Chewing Gum: Pupils and staff are strongly discouraged from bringing chewing gum or bubble gum into school.		It can present a choking hazard and is an unnecessary nuisance if not disposed of properly.
Pandemic: In the event of a pandemic the school will follow advice from WG and CCBC.	Headteacher Senior Leadership Team. Business Manager.	Specific risk assessments will be put in place to reflect current guidance and instruction. Risk assessments will be shared with whole school community and be reviewed when guidance/instruction changes.
Review of health and safety policy: The policy and the arrangements are reviewed periodically at least every 3 years.	Headteacher Health and Safety governor. Business Manager	Health and Safety in school is paramount. The policy is reviewed yearly or if there has been significant change.