

# Bushey St James Trust



## Health and Safety Policy

<b>Last Reviewed</b>	December 2025	<b>Next Review</b>	December 2027
<b>Approved by</b>	Trust Board	<b>Date</b>	11.12.25

## Aims

The Local Governing Bodies within the Bushey St James Trust strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the various appendices (pages

This policy will be brought to the attention of, and/or issued to, all members of staff. All staff and Governors can access this policy via the schools' extranet systems.

This policy statement and the accompanying appendices will be reviewed and ratified by the Bushey St James Trust on a regular basis in line with current guidelines.

Other relevant Trust and school policies:

Anti-bullying  
Behaviour  
BSJT – Medical conditions  
BSJT – Intimate Care  
BSJT – Stress Management & wellbeing policy  
Child Protection  
Drug Education  
Education of students unable to attend school for medical reasons  
Educational Visits  
Engagement and Entitlement/SEND Policy  
Emergency Response Plan  
E-Safety  
Healthy Eating

## Rationale

As Academy Schools, The Trust has overall responsibility for Health and Safety with responsibility delegated to the local governing bodies of each school. At a school level, duties and responsibilities have been assigned to staff and governors of Local Governing Bodies as detailed below.

## Responsibilities of the Local Governing Body

- The Governing Body are responsible for ensuring health and safety management systems are in place and effective
- As a minimum these systems should adhere to the Local Authority's (LA's) health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#)
- The Bushey St James Trust Finance and Resources Committee will receive relevant information and reports and monitor the implementation of policies and procedures in order to enable them to provide and prioritise resources for health and safety issues
- Where required the Trust will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety

Team, Tel: 01992 556478 provide competent health and safety advice and the Trust buys in to these services.

## Practice

### Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the Bushey St James Trust Health and Safety Policy and related procedures rests with the Executive Principal at Bushey Meads School, the Headteacher of Little Reddings School and the Headteacher of Hartsbourne Primary School.

The Executive Principal/Headteachers have responsibility for:

- Co-operating with the LA and Governing Bodies to ensure the health and safety policy and procedures are implemented and complied with
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions
- Reporting to the Local Governing Bodies on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- 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
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions

The task of overseeing health and safety on the site has been delegated by the Executive Principal/Headteacher(s) to the Facilities Manager. Within departments this task is further delegated to the relevant Head of Faculty/Department/relevant Subject Co-ordinator/Subject Leader.

### Responsibilities of Other Staff Holding Posts of Special Responsibility

#### The BSJT managers will:

- Apply the school's health and safety policy to their own department or area of work
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control

- Take appropriate action on health, safety and welfare issues referred to them, informing the relevant Head of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report/record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

### **Responsibilities of Staff**

Under the Health and Safety at work Act etc 1974 all staff have general health and safety responsibilities. All staff are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All staff have a responsibility to:

- Take reasonable 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
- Co-operate 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 line manager
- 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

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

### **Appendices**

The following Appendices cover the key elements of a Health and Safety policy. The County and Education Health and Safety Manuals also cover many other risk areas, codes of practice and guidance notes.

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## **Appendix A: Risk Assessments**

## **General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Facilities Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Executive Principal/Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Facilities Manager's Office at Bushey Meads School, the Headteacher's Office at Little Reddings School and Hartsbourne Primary School. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

## **Individual Risk Assessments**

- Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Executive Principal/Headteacher. Such risk assessments will be reviewed on a regular basis
- It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work

## **Curriculum Activities**

- Risk assessments for curriculum activities will be carried out by relevant Heads of Faculty at Bushey Meads School, the Headteachers at Little Reddings School and Hartsbourne Primary School, using the relevant codes of practice and model risk assessments detailed below
- Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use i.e. scheme of work/lesson plan/syllabus etc.
- All LA schools have a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science and Design and Technology subject areas
- In addition the following publications are used within the school as sources of model risk assessments:

### **Bushey Meads School**

- [BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [Safeguards in the school laboratory, 11<sup>th</sup> edition, ASE <http://www.ase.org.uk/>]
- [Topics in safety, 3<sup>rd</sup> Edition ASE]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

### **Little Reddings School**

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE, 2001]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [ Safe Practice in Physical Education and School Sport' Association of PE 'afPE' <http://www.afpe.org.uk/> ]

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<sup>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

## **Hartsbourne Primary School**

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE, 2001]
- [National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx> ]
- [ Safe Practice in Physical Education and School Sport' Association of PE 'afPE'  
<http://www.afpe.org.uk/> ]

## **Appendix B: Offsite Visits**

See Educational Visits policy.

## **Appendix C: Health and Safety Monitoring and Inspection**

1. A general inspection of the site will be conducted termly and is undertaken/co-ordinated by the Facilities Manager.
2. Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.
3. In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Facilities Manager.
4. Responsibility for following up items detailed in the safety inspection report will rest with the Facilities Manager.
5. A Governor from the Bushey St James Trust Finance and Resources Committee will undertake an audit of the School's health and safety management systems on an annual basis and report back to the Trust via the Finance and Resources Committee meetings
6. Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).
7. Inspections will be conducted jointly with the school's health and safety representative(s) if possible.

## **Appendix D: Fire Evacuation and Other Emergency Arrangements**

The Executive Principal/Headteachers are responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

## **Emergency Procedures**

- a) Fire and emergency evacuation procedures are detailed in the Staff Handbooks of Bushey Meads School, Little Reddings School and Hartsbourne Primary School, and a summary posted in each classroom and near external doors.
- b) These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.
- c) Evacuation procedures are also made available to all contractors/visitors.
- d) Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.
- e) Emergency contact and key holder details are maintained by the Facilities Manager.

## **Fire Drills**

Fire drills will be undertaken termly and results recorded in the fire log book.

## **Fire Fighting**

1. Ensure the alarm is raised BEFORE attempting to tackle a fire.

2. The safe evacuation of persons is an absolute priority.
3. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

#### **Details of Service Isolation Points**

Details of these (i.e. gas, water, electricity) are held in the Facilities Manager's Office at Bushey Meads School, the School Office at Little Reddings School and Hartsbourne Primary School.

#### **Details of Chemicals and Flammable Substances on Site**

An inventory of these will be kept by Heads of Faculty/Department Heads as appropriate, for consultation.

#### **Appendix E: Inspection/Maintenance of Emergency Equipment**

The Facilities Manager is responsible for ensuring that each school's fire log is kept up to date and that the following inspection/maintenance is undertaken and recorded in the fire log book located in the Facilities Manager's Office at Bushey Meads School and the Admin Office at Little Reddings School and can be accessed via a google drive for Hartsbourne Primary school

#### **Fire Alarm System**

- a) Fire alarm call points will be tested weekly in rotation.
- b) The fire bells at Bushey Meads School are tested six times a day (on every occasion when the end of break, lunch or lesson-starting bell rings) on Saturday morning at Little Reddings School and on a Monday morning at Hartsbourne Primary School.
- c) Any defects on the system will be reported immediately to the alarm contractor Codrus 01296 424605.
- d) A fire alarm maintenance contract is in place with Codrus and the system tested bi-annually by the contractor.

#### **Fire Fighting Equipment**

- a) Weekly in-house checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.
- b) Codrus undertakes an annual maintenance service of all fire-fighting equipment.
- c) Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Codrus 01296 424605.

#### **Emergency Lighting Systems**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Codrus.

#### **Means of Escape**

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

#### **Appendix F: First Aid and Medication**

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra curricular activities)

#### **At Bushey Meads School:**

### First Aiders trained on 3-day course

NAME	EXPIRY DATE
Ashley Cartledge	April 2027
Di Cartledge	April 2027
Jo Hedges	May 2027
Sarah Cooper	March 2027
Gary Campion	July 2027
Rebecca Isles	July 2027
Johnathan Harris	January 2027
Nicola Harwin	December 2028
Rhianon Davies	November 2026
Lee Cox	December 2028
Helen Mateides	December 2028
Alysson Sunpongro	December 2028

### First Aiders trained on the ONE DAY course/expiry date

Zahra Al Rubai	December 2028	Sarah Court	July 2028
Lee Cox	January 2026	Cathy Moorhouse	July 2028
Emma Denton	March 2026	Allison Smith	July 2028
Kirsty Beresford	July 2028	Kate Hoskins	July 2028
Angel De Alwis	June 2026	Jo Johonson	July 2028
Sam Vail	June 2026	Unami Tenga	July 2028
Jack James	June 2026	Niralle Pattni	July 2028
Eliz Noyen	June 2026	Hayley Ayres	July 2028
Zahida Gray	June 2026		
Mala Patel	June 2026		

Adam Berthoud	May 2027
Michele Sullivan	May 2027
Helen Booth	May 2027
Nicky Hughes	May 2027

### At Little Reddings School:

Paediatric First Aid - Valid for 3 years	Expiry Date
Alison Guthrie	Nov 28
Amy Cain	Nov 28
Andonietta Kerai	Nov 28
Cheryl McHiggins	Nov 28
Emma Kemp	Nov 28
Fiona Spencer	Nov 28
Holly Lappage	Nov 28
Holly Williams	Nov 28
Jenny Grayling	Nov 28
<b>Katie Sherriff</b>	<b>Nov 28</b>
Kerril Hockley	Nov 28
Nicola Noel	Nov 28
Rhian Higgs	Nov 28
Ruth O'Shea	Nov 28
Sarah Cayley	Nov 28

Tracey Faulkner	Nov 28
Tracey Hanton	Nov 28

### **Hartsbourne Primary School**

#### **Paediatric First Aid:**

Julie Durrant-Patel	March 2027
Abbie Burns	March 2027
Will Burton	June 2028
Maaria Mushtaq	Nov 2028
Archana Suji	Nov 28
Christina Ghioaca	Nov 28
Michelle Bradley	Nov 28
Sharon Hutchinson	Nov 28
Nashina Somaiya	Nov 28

#### **Emergency First-Aid**

Karen Khan	Sept 2026
Mikki Alles-Shah	Sept 2026

#### **Emergency First Aid at Work**

Katy Allen	10/01/27
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First aid qualifications remain valid for 3 years. The Health Care Officer at Bushey Meads School and the Headteacher at Little Reddings School and Hartsbourne Primary School will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

#### **First Aid Boxes are Located at the Following Points:**

##### **Bushey Meads School**

Music Block (D3)  
 Pastoral Office  
 6<sup>th</sup> Form Centre  
 Maths Block (G6)  
 The Laurel  
 PE Office  
 Science Prep Room  
 D & T Office  
 Art Office  
 Staff Room  
 A Block  
 C Block  
 Main Hall  
 All minibuses

##### **Little Reddings School**

Classrooms  
 Reception/Main Office  
 Staff supervising at break and lunchtime in outdoor areas carry first aid bags.

## **Hartsbourne Primary School**

Medical Room

Classrooms

Mealtimes supervisor bum-bags

School kitchen

The Health Care Officer at Bushey Meads School, the Nurture Manager at Little Reddings School and the admin assistant at Hartsbourne are responsible for checking termly that the contents of first aid boxes including travel kits/those in vehicles are complete and replenished as necessary.

## **Transport to Hospital**

1. Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance).
2. Parents/carers will be notified immediately of all major injuries to pupils.
3. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.
4. Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.
5. At Bushey Meads the Health Care Officer and at Little Reddings and Hartsbourne the Headteachers, should also be contacted.

## **Administration of Medicines**

- a) All medication will be administered to pupils in accordance with the current DfE guidelines.
- b) The school will, at the request of the parent/carer, and with the consent of the Executive Principal/Headteacher(s), administer medication prescribed by a medical practitioner.
- c) No member of staff will administer any medication unless a request form has been completed by the parent/carer.
- d) The Health Care Officer at Bushey Meads School and the Admin Assistants at Little Reddings School and Hartsbourne Primary School, are responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering.
- e) Records of administration will be kept by Health Care Officer at Bushey Meads School and the Admin Assistants at Little Reddings School and Hartsbourne Primary School.
- f) All non-emergency medication kept in schools are securely stored e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location with access strictly controlled.
- g) All pupils know how to access their medication.
- h) Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in Nurses' Room at Bushey Meads School and in the relevant classrooms at Little Reddings School and clearly labelled.
- i) At Hartsbourne KS1 inhalers and all epi-pens are kept in the medical room and KS2 inhalers are kept in classrooms. An emergency inhaler is also kept in the medical room.

## **Health Care Plans**

- a) Parents/carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

- b) Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.
- c) These plans will be completed at the beginning of the school year/when child enrolls/on diagnosis being communicated to the school and will be reviewed annually by the Health Care Officer at BMS and the Admin Assistant at Little Reddings School and the Head of School at Hartsbourne Primary School.
- d) All staff are made aware of any relevant health care needs and copies of health care plans are available in the laurel and medical room at BMS and the Headteachers Office at Little Reddings School and Hartsbourne Primary School.
- e) Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

### **Automated External Defibrillator (AED) Policy**

Sudden Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood, resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience Sudden Cardiac Arrest (SCA). It is only to be applied to victims who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

### **Programme Coordinator**

The Health Care Officer at Bushey Meads School

The Headteacher at Little Reddings School

### **Responsibilities**

- a) Selection of employees for AED training and distribution of AED-trained employee list as required.
- b) Coordination of training for emergency responders.
- c) Coordinating equipment and accessory maintenance.
- d) Maintain a specifications/technical information sheet on file for the AED.
- e) Revision of this procedure as required.
- f) Monitoring the effectiveness of this system.
- g) Completing post-arrest forms and posting to relevant professionals.

### **AED Location**

The AED is situated on the wall outside of the A Block, E Block & PE Office at Bushey Meads School, outside the Admin Office at Little Reddings School and on the wall in the waiting area at Hartsbourne Primary School

### **Authorised AED Users**

- a) The AED must only be used by identified staff members who have completed the required training.
- b) All trained volunteer responders who have successfully completed CPR/AED training programme should have a certificate. See list of current trained staff members at end of policy.

#### **AED-Trained Employees' Responsibilities**

- a) Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
- b) Understanding and complying with the requirements of this policy.
- c) Following the more detailed procedures and guidelines for the AED programme.

#### **Volunteer Responder Responsibilities**

- a) Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies.
- b) The extent to which these individuals respond shall be appropriate to their training and experience.
- c) These responders are encouraged to contribute to emergency response only to the extent they are comfortable.
- d) The emergency medical response of these individuals may include CPR, AED or medical first aid.

#### **School Reception Responsibilities**

- a) Receiving emergency medical calls from internal locations.
- b) Contacting the Health Care Officer or other trained responders and deploying them to the emergency location.
- c) Calling for an ambulance if required (999 - cardiac arrest).
- d) On arrival of an emergency vehicle, SLT or the Site Manager will ensure they are met and taken to the site of the medical emergency.

#### **Additional Resuscitation Equipment**

The AED has one set of defibrillation electrodes connected to the device and one spare set of electrodes kept in the protective case. One resuscitation kit is connected to the handle of the AED. This kit contains two pairs of latex-free gloves, one razor, one set of trauma shears and one facemask barrier device.

#### **Equipment Maintenance**

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- the reception staff shall be informed of any changes in availability of emergency medical response equipment. If equipment is withdrawn from use, the reception staff shall be informed and then notified when the equipment is returned to service
- the Health Care Officer will ensure all trained emergency responders are informed of any

- changes to availability of medical equipment
- the Health Care Officer shall be responsible for having regular equipment maintenance procedures as outlined in the operating instructions
- following the use of the emergency response equipment, all equipment shall be cleaned/decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected as per equipment guidelines

### **Monthly System Check**

Once each calendar month, the Health Care Officer at Bushey Meads School, the Site Assistant at Little Reddings School and Business Support Office at Hartsbourne Primary school will conduct and document a system check. These records will be retained and held with the AED. This check shall include review of the following elements:

- phone operator checklist availability
- emergency kit supplies
- AED battery life
- AED operation and status

### **Initial Training**

Trained employees:

- the training must incorporate basic life support, Cardiopulmonary resuscitation (CPR), basic first aid and basic Universal Precautions against bloodborne pathogens
- the Health Care Officer will keep training records of all employees who have undertaken the training

Voluntary Responders:

- these responders will possess various amounts of training in emergency medical response and they may be supplied by sources outside of the school
- volunteer responders can assist in emergencies but must only participate to the extent allowed by their training and experience
- any volunteer wishing to potentially use the AED at Bushey Meads should have successfully completed a state approved course, including CPR within the last 2 years
- The school will not maintain training records for volunteer responders

### **Refresher Training**

Trained employees:

- must refresh their CPR and AED training every two years
- must refresh AED skills using computer based training
- every six months each trained employee must perform a three scenario test that will be reviewed by the Health Care Officer

Volunteer responders:

- should obtain documented renewal training at least once every two years

## **Medical Response Documentation**

### **a) Internal Post-Event Documentation**

It is important to document each use of the medical emergency response system. The following forms must be completed by or given to the Health Care Officer within 24 hours of a medical event. An accident report form where any type of first aid is used. The AED trained employee must complete a medical event form whenever the AED is used.

### **b) External Post-Event Documentation**

A copy of the recorded information on AED usage shall be presented within 48 hours of the emergency to the local health authority and at a minimum, must include all recorded data and files captured by the AED.

### **c) Post-Event Review**

Following each deployment of the AED, a review shall be conducted to learn from the experience. The Health Care Officer will conduct and document the post-event review. All key participants in the event shall participate in the review. Included in this review shall be the identification of actions that went well and the collection of opportunities for improvement as well as a critical incident stress debriefing. A summary of the post-event review shall be sent to the Health and Safety officer of Bushey Meads School who will maintain a copy for their records.

### **d) System Verification and Review**

Emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

### **e) Annual System Assessment**

Once per calendar year, the Health Care Officer shall conduct and document a system readiness review. This will include a review of the training records, equipment operation and maintenance records.

## **List of staff trained in the use of the AED**

All first Aid trained staff – see page 9

## **Appendix G: Accident Reporting Procedures**

### **Accidents to staff, pupils and other non-employees (members of public/visitors to site etc.)**

A local accident book which is located in Health Care Officer's office BMS and school office LR is used to record

- all minor incidents to non-employees
- major injuries
- accidents where significant first aid treatment has been provided
- accidents which result in the injured person being taken from the scene of the accident directly to hospital
- accidents arising from premises/equipment defects

- a) All major incidents will be reported to the Executive Principal/Headteachers of relevant schools and their Chair of Governors and Chair of Joint Finance and Resources Committee across the Trust. Parents/carers will be notified immediately of all major injuries.
- b) Accidents will be monitored for trends and a report made to the Trust Body as necessary.
- c) The Executive Principal/Headteachers, or their nominees, will investigate accidents and take remedial steps to avoid similar instances recurring.
- d) Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision/organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

### **Appendix H: Health and Safety Information & Training**

#### **Consultation**

Union Representative Meetings are held as required/requested and usually once a term at Bushey Meads School, item 1 on the agenda being health and safety.

The Joint Finance and Resources Committee across the Trust meets at least once each term and reviews and discusses reports on health, safety and welfare issues affecting staff, pupils or visitors as appropriate. Action points from meetings are brought forward for review by school management where required.

#### **Communication of Information**

- Detailed information on how to comply with the LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid
- The Health and Safety Law poster is displayed in the Staffroom at Little Reddings School and in the School Reception at Bushey Meads School
- The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice

#### **Health and Safety Training**

All employees will be provided with:

- induction training in the requirements of this policy
- 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

Training records on any aspect of Health and Safety are kept at each school by the CPD Co-ordinator at Bushey Meads School or the School Secretary at Little Reddings School who are responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Executive Principal/Headteacher will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the Executive Principal's, Headteacher's or Line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

#### **Appendix I: Personal Safety/Lone Working**

- a) The school believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour towards its staff.
- b) Staff will report any such incidents to the Executive Principal/Headteacher as appropriate.
- c) The school will work in partnership with the LA and police where inappropriate behaviour and/or individual conduct compromises the Trust's aims in providing an environment in which the pupils and staff feel safe.

#### **Lone Working**

- a) Staff are encouraged not to work alone in school.\*
- b) Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.\*
- c) Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.
- d) Staff working outside of normal school hours must obtain permission of the Executive Principal and register with Site Staff.\*
- e) Members of staff working beyond **17.30**, should go to the Professional Learning Area where they will have the security of working with colleagues, allowing the remainder of the site to be cleaned and secured\*
- f) Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

\* Relevant to Bushey Meads School only

#### **Working Alone with Students (relevant to Bushey Meads School only):**

Any staff who are working alone with students (e.g. revision classes), must follow the procedures listed below:

1. The Facilities Manager must be informed at least 2 weeks prior to the event.
2. Students should be informed of emergency procedures – (as per normal policy).
3. A list of students should be kept with the member of staff.
4. Students must be supervised at all times and staff should ensure that students are not left unsupervised during any break and do not wander around the school site.
5. Students attending should have provided permission slips from home or in the case of Post-16 students, staff should ensure that the parent/carer is aware they are at School.
6. Staff must have access to a First Aid Box.

#### **School Staff Responding to Call Outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

**Little Reddings School:**

Frist Call	BSJT Site Manager	07870 492167
Second Call	LRS Caretaker	07885 965937

**Bushey Meads School:**

First Call	BSJT Site Manager	07870 492167
Second Call	Site Assistant	07885 965935

**Hartsbourne Primary School**

First Call: Arena Security (Key holders)	01462 481811 or 0800 389 1494
Second Call: Head of School	07894 151943

**Appendix J: Premises and Work Equipment**

**Statutory inspections**

- Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in Facilities Manager's Office at Bushey Meads School, the Pastoral Office at Little Reddings School via the google drive at Hartboune Primary school
- The Facilities Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required
- Equipment restricted to those users who are authorised/have received specific training are held by Facilities Manager at Bushey Meads School
- all staff are required to report to Facilities Manager any problems found with plant/equipment
- defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal

**Curriculum Areas**

Heads of Faculty/Subject Co-ordinators/Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

**Electrical Safety**

- all staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment is to be reported to Facilities Manager
- all portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually
- this inspection and testing will be conducted by Envtec Services Ltd annually
- the Facilities Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing at all schools

- personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment
- a fixed electrical installation test (fixed wire test) will be conducted on a 5 year cycle at LRS
- an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period
- A fixed wire test is undertaken every 5 years at Hartsbourne Primary School.

### **External Play Equipment**

- external play equipment will only be used when appropriately supervised
- this equipment will be checked daily before use for any apparent defects
- the Head of Faculty PE & Health at BMS and the Headteachers at LRS and Hartsbourne (assisted by the Site Manager) will conduct a formal termly inspection of the equipment
- PE and Play equipment is subject to an annual inspection by Design and Technology Services at Bushey Meads School, Sports Play at Little Reddings School and Sport & Play Ltd at Hartsbourne Primary School.

### **Appendix K: Flammable and Hazardous Substances**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***"Control of Substances Hazardous to Health Regulations 2002"*** (COSHH Regulations).

Within curriculum areas (in particular Science and Design and Technology) Heads of Faculty at BMS are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) In all other areas the establishments' nominated person responsible for substances hazardous to health is the Facilities Manager.

They ensure that:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed
- material safety data sheets are obtained from the relevant supplier for all such materials
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled ( no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment

Where persons may be affected by their use on site, the Facilities Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

### **Secondary Level Only**

#### **RADIOACTIVE SOURCES**

The school follows CLEAPSS guidance L93 in 'Managing Ionising Radiations and Radioactive sources in schools'.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- the member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Head of Science. He/She is responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually

#### **Appendix L: Moving and Handling**

1. Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques
2. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely
3. All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Facilities Manager
4. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled
5. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task

#### **Paediatric Moving and Handling**

- staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use)
- moving and handling of pupils has been risk assessed and recorded by a competent member of staff
- Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor

#### **Appendix M: Asbestos**

- an asbestos management plan is in place for the school in accordance with [HCC's asbestos policy](#)
- the school's asbestos log is held in the Facilities Manager's Office at Bushey Meads School, the Pastoral Office at Little Reddings School and the school office at Hartsbourne and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns)
- no work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos
- the School's Asbestos Authorising Officers are noted below and refresher training is provided 3 yearly, last training 2025

G Campion - Site Manager  
J Page - Site Assistant  
S Campion - Site Assistant  
James Booth - IT Manager  
Unami Tenga - IT department  
Jackson Heyler - IT Department

These authorising officers shall ensure:

- the asbestos management plan is maintained and that any changes are notified to the LA
- that the asbestos log is consulted at the earliest possible opportunity in the planning process and that all work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work
- a visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log. (minimum of annually)

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

Any damage to materials known or suspected to contain asbestos should be reported to Site Manager at Bushey Meads School and/or the Headteachers at Little Reddings School and Hartsbourne who will contact HCC's asbestos team.

#### **Appendix N: Contractors**

1. All contractors used by the schools shall ensure compliance with relevant health and safety legislation, guidance and good practice.
2. All contractors must report to main reception of each school where they will be asked to sign in and wear an identification badge.
3. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
4. Facilities staff are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

#### **School Managed Projects**

- a) Where the school manages a project directly, the governing body are considered the 'client' and therefore have additional statutory obligations.
- b) Such projects are managed by the Site Managers who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought; this would include whether CDM<sup>2</sup> regulations will apply.
- c) To ensure contractor competency the school may use a property framework contractor as a method of procuring works. Details can be found at  
<http://www.thegrid.org.uk/info/premises/property.shtml>
- d) These contractors have satisfied the County Council that they understand and abide by health and safety regulations.

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<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations 2007 and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

- e) When considering the appointment of contractors outside of Hertfordshire frameworks the Site Managers will undertake appropriate competency checks prior to engaging a contractor.
- f) Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.
- g) The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

#### **Appendix O: Working at Heights**

1. Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.
2. A copy of this assessment will be provided to employees authorised to work at height.
3. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.
4. Only those persons who have been trained to use ladders safely may use them.
5. Basic instruction is provided to all staff who use ladders / stepladders
6. <http://www.hse.gov.uk/pubns/indg405.pdf>.
7. Formal training on working at heights, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.
8. The Facilities Manager is responsible for work at height.

The nominated person shall ensure:

- all work at height is properly planned and organised
- the use of access equipment is restricted to authorised users
- all those involved in work at height are trained and competent to do so
- the risks from working at height are assessed and appropriate equipment selected
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- any risks from fragile surfaces is properly controlled

#### **Appendix P: Display Screen Equipment (DSE)**

- a) All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin/office staff shall have a DSE assessment carried out.
- b) Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).
- c) Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

#### **Appendix Q: Vehicles on Site**

Vehicular access to the schools is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the schools must be kept clear for emergency vehicles. The vehicle access gates must not normally be used for pedestrian access.

#### **Appendix R: Lettings/Shared Use of Premises**

Lettings in both schools are managed by Finance Assistant at Bushey Meads School following HCC guidance and the Office Manager at Hartsbourne Primary School.

## **Appendix S: Minibuses**

1. The Facilities Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.
2. All minibus drivers should hold a valid HCC minibus permit (valid for 5 years).
3. Issued by the HCC Road Safety Unit.
4. Facilities staff, are responsible for the undertaking of regular checks on the vehicles and the schools operation of minibuses follows County Guidance.
5. Vehicle drivers inspect vehicles prior to taking vehicles out and sign off in sheets provided in each bus.

## **Appendix T: Stress/Wellbeing**

The Trust and Local Governing Bodies are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards. Ref: BSJT Staff stress Management & Wellbeing Policy

## **Appendix U: Legionella**

1. The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).
2. A water risk assessment of the schools has been completed by Nemco/Primec and Facilities staff are responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.
3. This risk assessment should be reviewed where significant changes have occurred to the water system.

Operational checks include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods
- conducting necessary water temperature checks (monthly)
- disinfecting/descaling showers, or other areas where water droplets are formed (quarterly)
- water tanks being inspected for compliance and safety on an annual basis

## **Appendix V: Access and Egress**

### **Entrances to the Schools**

#### **Bushey Meads School**

- a) The school is open during term time from approximately 6.30 am to 6.30 pm, Monday to Friday, unless an evening event is being held at the school.
- b) The back gate is open during the school day from 07.30-08.35 for student access and 15.15-16.00 for student egress. It remains closed at the weekends.
- c) Automated gates exist at both vehicular entrances to the site allowing the control of vehicle access as required.
- d) Students are supervised on to and off the school site at the start and end of the school day (refer to the Security Policy).
- e) The school is unlocked by the cleaning staff from 6.30 am and locking begins at 5.30pm.
- f) The Administration block remains open until 6.30pm.
- g) Teaching staff are to shut windows of the classroom they are in at the end of the day.

- h) Any member of staff that needs to go into an area of the school after it has been locked must contact one of the site staff.
- i) If working alone, procedures must be followed (see Working Alone Appendix 9).
- j) Car parking is available which is clearly separated from student play and movement areas.

### **Little Reddings School**

- a) The school is open during term time from approximately 6.30 am to 6.30 pm, Monday to Friday, unless an evening event is being held at the school.
- b) Students are supervised on to and off the school site at the start and end of the school day.
- c) The school is unlocked by the cleaners from 6.30 am and locking begins at 5.30pm.
- d) Teaching staff are to shut windows of the classroom they are in at the end of the day.
- e) Car parking is available which is clearly separated from student play and movement areas.

### **Hartsbourne Primary School**

- a) The school is open during term time from approximately 7.30am to 6.00pm, Monday to Friday, unless an evening event is being held at the school.
- b) Students are supervised on to and off the school site at the start and end of the school day.
- c) The school is unlocked by the Site Manager from 7.30am (or by a registered key holder earlier if required) and locking begins at 5.45pm.
- d) All staff are to shut windows that they open before leaving the premises.
- e) Car parking is available which is clearly separated from student play and movement areas.

### **Clubs, Societies and commercial users of Schools facilities**

All lettings are provided with Health and Safety procedures for Bushey St James Trust and must have public liability insurances.

### **Appendix W: Security**

The Governors and Staff of the Bushey St James Trust are very aware of the importance of maintaining a high level of personal security within the school as well as reducing the potential for arson, theft and vandalism. The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety.

### **Bushey Meads School**

#### **Responsibilities**

Management responsibility for school security is shared between the Governing Body, the Executive Principal and the Facilities Manager. The school has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for school security is the Executive Principal.

The following employees have responsibilities for ensuring the security of the School site and premises:

<b>Security Issue</b>	<b>Responsible member of staff</b>
Perimeter fencing	Facilities staff
School entrance gates	Facilities staff
Daily unlocking / locking	Facilities staff / Cleaning Contractors

CCTV Cameras	Facilities Manager
Monitoring of visitors – sign in and out, issuing of visitor passes (including emergency procedures)	Reception staff
Monitoring of contractors and briefing of BMS safety procedures	Site Manager
Planning of security developments	Executive Principal, Headteacher, Governing Body and/or SLT

The school has implemented the following arrangements to ensure, as far as is reasonably practicable, the safety and security of staff, students and other persons using the school premises.

### **Information and Communication**

Written information: Procedures and arrangements for security are detailed and regularly updated in:

- The Staff Handbook
- The School's Fire Emergency Policy and procedures
- The School's Health & Safety Policy and procedures

### **Training**

- security matters are addressed in Induction Training for all new staff
- regular updates as necessary during staff training days and staff meetings
- specific training on new equipment and systems as required

### **Supervision**

Arrangements for the supervision of pupils outside of lessons are as follows:

#### **Start of the school day**

Before School 8.20 am – 8.40am

Main School: Duty staff as published on rota

#### **Breaks**

Main School: Duty staff as published on rota.

No students in Years 7 to 11 are allowed off site for break or lunchtime.

#### **Lunchtime**

Main School: Duty staff as published on rota,

The library, PE and other activities.

#### **End of the School day**

Main School: Duty staff as published on rota

#### **Students on Educational Visits**

Security for educational trips and visits is covered in individual visit risk assessments.

#### **Ad hoc Absence**

Individual students leaving the school site during the day for any reason is by parental/carer consent and they must sign-out at the relevant Key Stage Office.

Staff leaving the school site during the school day must ask permission from the Executive Principal or appropriate member of the Senior Leadership Team and sign out at Reception.

## **Visitors**

Procedure for management of visitors is as follows:

- all visitors are required to check in and out at Reception and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure
- visitors will be provided with an identification badge and this badge must be displayed by the visitor at all times whilst they remain on the school premises
- if this is the first visit, or the visitor is not personally known to the School Office Staff, he/she must remain in Reception for the relevant member of staff
- school visitors will be restricted to designated areas in accordance with their business at Bushey Meads and will not be allowed unsupervised access to students
- all contractors are required to check in and out each day with the Site Manager and comply with Bushey Meads' regulations

## **Site Security**

The School gates and a number of outside and internal areas are monitored by CCTV.

## **Emergency arrangements**

Fire emergency arrangements are detailed in the Bushey Meads Emergency procedure. Other emergency arrangements are detailed in the Bushey Meads Critical Incident Plan.

## **Intruder alarm**

In the event that an intruder(s) is known to be on site, the fire bell will be rung. Students and staff should follow the standard emergency evacuation procedure. If the risk is such where it would warrant students remaining in the building a constant intermittent bell will ring, (See Emergency Procedures in Staff Handbook).

## **Little Reddings School**

### **Responsibilities**

Management responsibility for school security is shared between the Governing Body, the Headteacher and the Facilities Manager. The school has implemented the following arrangements to ensure, as far as is reasonably practicable, the safety and security of staff, students and other persons using the school premises.

### **Information and Communication**

Written information: Procedures and arrangements for security are detailed and regularly updated in:

- The Staff Handbook
- The School's Fire Emergency Policy and procedures
- The School's Health & Safety Policy and procedures

## **Training**

- security matters are addressed in Induction Training for all new staff
- regular updates are provided as necessary during staff training days and staff meetings
- specific training on new equipment and systems is provided as required

## **Supervision**

Arrangements for the supervision of pupils outside of lessons are detailed in the staff handbook.

## **Students on Educational Visits**

Security for educational trips and visits is covered in individual visit risk assessments.

## **Ad hoc Absence**

Staff leaving the school site during the school day must ask permission from the Headteacher or appropriate member of the Senior Leadership Team and sign out at Reception.

## **Visitors**

Procedure for management of visitors is as follows:

- all visitors are required to check in and out at Reception and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure
- visitors will be provided with an identification badge and this badge must be displayed by the visitor at all times whilst they remain on the school premises
- if this is the first visit, or the visitor is not personally known to the School Office Staff, he/she must remain in Reception for the relevant member of staff
- school visitors will be restricted to designated areas in accordance with their business at LR's and will not be allowed unsupervised access to students
- all contractors are required to check in and out each day with the Site Manager and comply with Little Reddings' School regulations

## **Emergency Arrangements**

Fire emergency arrangements are detailed in the Little Reddings' Emergency procedure. Other emergency arrangements are detailed in the Little Reddings' Critical Incident Plan.

## **Hartsbourne Primary School**

### **Responsibilities**

Management responsibility for school security is shared between the Caretaker, Office Staff, the Head of School &, Executive Primary Headteacher. The school has implemented the following arrangements to ensure, as far as is reasonably practicable, the safety and security of staff, students and other persons using the school premises.

### **Information and Communication**

Written information: Procedures and arrangements for security are detailed and regularly updated in:

- The Staff Handbook
- The School's Fire Emergency Policy and procedures
- The School's Health & Safety Policy and procedures

## **Training**

- security matters are addressed in Induction Training for all new staff
- regular updates are provided as necessary during staff training days and staff meetings
- specific training on new equipment and systems is provided as required

## **Supervision**

Arrangements for the supervision of pupils outside of lessons are detailed in the staff handbook.

## **Students on Educational Visits**

Security for educational trips and visits is covered in individual visit risk assessments.

## **Ad hoc Absence**

Staff leaving the school site during the school day must ask permission from the Head of School or appropriate member of the Senior Leadership Team and sign out at Reception.

## **Visitors**

Procedure for management of visitors is as follows:

- all visitors are required to check in and out at Reception and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure
- visitors will be provided with an identification badge and this badge must be displayed by the visitor at all times whilst they remain on the school premises
- if this is the first visit, or the visitor is not personally known to the School Office Staff, he/she must remain in the school office for the relevant member of staff
- school visitors will be restricted to designated areas in accordance with their business at Hartsbourne and will not be allowed unsupervised access to students
- all contractors are required to check in and out each day with the Caretaker/Head of School and comply with Hartsbourne school regulations

## **Emergency Arrangements**

Fire emergency arrangements are detailed in the Hartsbourne Primary School Emergency procedure. Other emergency arrangements are detailed in the Hartsbourne Primary School's Critical Incident Plan.

## **Appendix X: Work Experience**

Hartsbourne Primary School has a separate work experience, volunteers and trainee teacher policy which is regularly reviewed.

### **Applicable to BMS Only:**

Bushey Meads has a separate work experience policy which is regularly reviewed and updated. The Head of Work Related Learning is responsible for managing and co-ordinating all work related learning within the school following guidance contained in the [Education Health and Safety Manual](#).

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- all students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- all placements (including private placements) are subject to pre-placement checks by the Head of Work Related Learning who will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable
- where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted
- every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer
- arrangements will be in place to visit/monitor students during the placement

- emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur
- all incidents involving students on work placement activities will be reported to the placement organiser/Education Health & Safety Team at the earliest possible opportunity

#### **Review**

The policy will be reviewed every two years, or sooner if required, by the Trust Board.