



HEALTH AND SAFETY POLICY AND PROCEDURES

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Statement of Intent

Shirley High School is committed to the health and safety of our staff, students and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

This policy has due regard to all relevant legislation and national guidance including, **but not limited to**, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- Health & Safety at Work Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school procedures including, **but not limited to**, the following:

- Business Continuity Plan
- Asbestos Management Plan
- Organisation of Off-Site Activities Policy
- Adverse Weather Procedures
- Lockdown Procedure
- Fire Risk Assessment
- Fire Evacuation Plan
- Minibus Procedures
- Inclusion Policy



2. Roles and responsibilities

The governing body, in consultation with the Principal, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that all implement the policy.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

The governing body will provide:

- A safe place for all users of the site including staff, students and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

The Principal will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness regularly.
- Take all reasonably practicable steps to ensure the heads of the appropriate departments and other members of staff implement this policy.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the Facilities Manager.

The Facilities Manager will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the local authority and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff/department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the Principal.



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- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, students and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Facilities Manager.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Teachers will ensure their classrooms are a productive and safe learning environment (Appendix 2, Classroom Checklist)
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.

Students will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other students, health and safety.

3. Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The Principal will ensure that there are an appropriate number of first-aid trained staff members.



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The Head of Science will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

Staff members will be provided with regular training opportunities and have access to support where needed.

Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Guidance on how to assess risks associated with a specific role will be provided when requested.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

4. First aid and medicines

The school will act in accordance with appropriate first aid procedures at all times.

The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

The Medical Assistant is based in the Reprographics Room and is present between 8:00am – 12:00pm and 12:30 pm - 2:30pm. Outside of these hours students are to report to Reception, or when closed to the Duty Site Manager. Students may not seek First Aid during lesson time without written permission from the teaching staff. Staff should be alert to those who demand permission frequently. The Medical Assistant will record accidents.

If a student/member of staff requires hospital treatment urgently, an ambulance will be called. If the individual is a student, parents are immediately informed of the situation and the hospital which the ambulance will be attending. If a parent cannot be found then a member of staff must accompany the student to the hospital and will remain at the hospital until a parent arrives. For non-urgent cases, parents are contacted and invited to collect their children and take them to a hospital.

Normally the Principal's PA decides whether an ambulance should be called. In certain circumstances, a senior member of staff may make the decision.

The location and telephone numbers of those qualified in First Aid is kept near Reception and a list is kept with the Principal's PA.

The following staff members are trained first-aiders:

Name	Dept	Location	Extension
Jessica Lynch	Repro/Medical	G Block	138
Steve Kuleshnyk	Repro/Student Support	G Block	138
Dalinda Mavungu	Student Support	G Block	183
Pat Ike	Science	D Block	157
Jeff Rayner	PE	D Block	154 / Radio



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Ged Barras	Site Team	G Block	137 / Radio
Monika Brown	Admin	A Block	125
Donna Afriyie	Deputy Principle	A Block	131 / Radio
Toni Dolling	Repro	G Block	138
Lisa Buckler	Reception	A Block	0 / 142
Sam Dye	Pastoral care	D Block	211 / Radio
Rita Deguin	Student Support	G Block	183
Terjinder Khera	DT	G Block	132
Matt Bush	Art	G Block	140
Carlos Alzate	Site Team	G block	137 / Radio
Ryan Lutchugadoo	Site Team	G Block	137 / Radio
Leigh Fielder	Kitchen	A Block	128
Tyrone Myton	Principal	A Block	321 / Radio

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
DT Store Room	Ian Willey
DT Block G05	Ian Willey
Admin Block	Tanya Lindsay
D Block Science Prep Room	Beverley Wright
D Block Science Chem Store	Beverley Wright
H Block	Jayshree Divecha
6 th Form Block	Cathy Kelly

There are occasional circumstances in which students may be prescribed treatment where doses of medicine need to be taken during school hours, even though the Doctor regards them as fit to attend school. The medicines may be required on a prolonged basis (e.g. in asthma, epilepsy or fibrocystic disease), or only for a few days (e.g. antibiotics). In most circumstances, only oral medicines and inhalers will be given; other forms of medicines like injections can only be given if they can be self-administered by the child. In the case of epi pens[®], this medicine (adrenaline) can be administered by anyone for saving a life. Students with medical issues that may necessitate the use of an epi pen[®] or asthma inhaler are permitted to carry this on their person to use as required, as well as having a spare one held by the Medical Assistant. Individual circumstances will be discussed with parents concerned.

It is the responsibility of the parents to provide drugs in suitable containers which should be carefully labelled with the child's name and form, the name and strength of the drug and clear instructions on how, when and for how long it should be administered. In addition, any expiry date and/or batch number should be recorded. A letter should accompany the drugs, containing all the above details, and should be addressed to the Principal's PA.

For safety and security, drugs are always kept in a locked cupboard. The key will be held by the Medical Assistant in the Reprographics Room.

A record is kept of all medicines given in school and includes:

- The student's name and form
- The name and dose of the medicine given
- The date and time of administration



- The signature of the member of staff responsible

The practice of giving paracetamol, with parental agreement, for headaches and other pains is no longer acceptable legally, and students will only be given paracetamol when prescribed by a doctor with parents' fulfilling the conditions listed above.

School staff have no obligation to give medicines to students at school. They will do so to co-operate with parents and in the best interests of the child, but only on the basis that neither they nor the Governing Body will be held responsible for any problems which may result from their so doing. The passing on of medication/drugs is expressly forbidden.

5. Fire safety

All staff members fully understand and effectively implement the Fire Evacuation Procedure (Appendix 3, Emergency Evacuation Procedures - Fire Safety & Lockdown).

The Principal is responsible for certifying that procedures for ensuring that safety precautions are properly managed, will be discussed, formulated and effectively disseminated to all staff.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and Fire Wardens the use of fire extinguishers.

The school will test evacuation procedures on a termly basis.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Firefighting equipment will be checked on an annual basis by an approved contractor.

Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the site office.

Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the site office.

6. Accident reporting

All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the Facilities Manager using the standard Accident Report Form.

The Facilities Manager will be responsible for informing the Principal if the accident is fatal or a "major injury", as outlined by the HSE.

More in-depth information concerning reporting accidents and near misses can be found in the following sections of this policy.

7. Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. **The health and**



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safety officer will complete the relevant report on the HSE website:

<http://www.hse.gov.uk/riddor/report.htm> Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

The 'specified injuries' which must be reported include, **but are not limited to**, the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes

Additional reportable occurrences including, **but not limited to**, the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- Electrical short circuit or overload resulting in a fire or explosion
- Any collapse or partial collapse of scaffolding over five metres in height
- Accidental release of any substances which may damage health
- Serious gas incidents
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus

8. Reporting hazards

Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the Facilities Manager as soon as possible, who will then inform the Principal as appropriate.

Serious hazards are to be reported immediately to the Facilities Manager.

9. Accident investigation

All accidents, however small, will be investigated by the Facilities Manager and the outcomes recorded.

The length of time dedicated to each investigation will vary dependent on the seriousness of the accident.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Facilities Manager will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.



10. Lockdown

All staff members fully understand and effectively implement the school's Lockdown Procedure.

In the event of an emergency, the procedures outlined in the Lockdown Procedure will be followed (Appendix 3 Emergency Evacuation Procedures - Fire Safety & Lockdown).

The school will test the Lockdown Procedure on an annual basis.

11. Visitors to the school

All visitors and contractors will sign in at Reception.

Once signed in, visitors and contractors will be collected from Reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the Facilities Manager, School Business Manager or Principal, other than in an emergency or to make the site safe following theft or vandalism.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Temporary teaching staff and assistants will inform reception of their presence by reporting to Reception on arrival and signing the visitors' log.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

12. Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or students which is designed to protect them from specified hazards.

The school will provide employees and students who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.



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Staff and students will use the PPE provided, and care for it according to the instructions and training given.

Students will report any loss or defects to their class teacher, who will report it to the Site Manager for repair/replacement.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard caused by wearing it, is greater than the hazard it is intended to protect the wearer from.

Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

The Facilities Manager will determine what PPE is to be used for each hazardous area and these are reviewed on an annual basis.

Staff and students can expect that any equipment they use is suitable for its intended use and is properly maintained.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

13. Maintaining equipment

Suitably trained inspectors will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the Facilities Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

14. Hazardous materials

The school will act in accordance with the COSHH regulations at all times.

No chemicals or other hazardous materials will be used without the permission of the Principal and or Head of Science.



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The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The Head of Science and/or Facilities Manager are responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Head of Science and/or Facilities Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

No potentially hazardous materials will be used in lessons without the approval of the Principal and/or Head of Science and/or Facilities Manager.

The Head of Science and/or Facilities Manager will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Head of Science will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

A termly audit of hazardous materials will be undertaken by the Head of Science with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

15. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken in April 2017 by Envirotec, which is a United Kingdom Accreditation Service & accredited surveying organisation.



This survey will be undertaken prior to any significant building work.

As a result of the asbestos management survey, any risks identified will be dealt with on a priority basis.

16. Smoking

The school is a non-smoking premises and no smoking will be permitted on the school site.

17. Housekeeping and cleanliness

Contract cleaners will be monitored by the Site Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.

Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Site Manager.

Special consideration will be given to the disposal of laboratory materials and clinical waste.

18. Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all students, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any students soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of students, for the disposal of sharps



- Discouraging students, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and students displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and students and staff are not permitted in school if they are unwell.

Wall-mounted hand soap and sanitiser dispensers will be available in all toilets and around the school.

19. Risk assessment

The Principal has overall responsibility for ensuring potential hazards are identified and that risk assessments are completed for all areas in the school.

Risk assessments will consider the needs of staff, students, visitors and contractors.

The appropriate member of departmental staff will undertake annual assessments of high-risks areas such as laboratories,

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

20. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings and review the assessment regularly and revise if necessary



21. Security and theft

CCTV systems will be used to monitor events and identify incidents taking place.

CCTV systems may be used as evidence when investigating reports of incidents.

Any money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.

Staff and students are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school.

The school will ban individuals from the premises if they pose a risk to any member of the school community.

The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

22. Severe weather

The Principal, in liaison with the senior leadership team may decide to close the school on the grounds of health and safety.

If a closure takes place, the governing board will be promptly informed.

The school will act in accordance with the Adverse Weather procedure at all times.

23. Safe use of minibuses

Health and safety procedures concerning school minibuses are contained in the school's Minibus Procedures.

The Facilities Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles.

Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.



The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

24. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Organisation of Off-site activities Policy.

25. Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

Work done by maintenance and site staff should be in accordance with the regulations, Manual Handling Operations Regulations 1992. Staff undertaking manual handling should be trained in the correct techniques

26. Working at heights

No one should work at height without the appropriate training.

27. Workplace health and safety: display equipment

If required, display screen assessments will be carried out by the Facilities Manager for teaching and administrative staff who regularly use laptops or desktop computers.

28. Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin. Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises



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In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

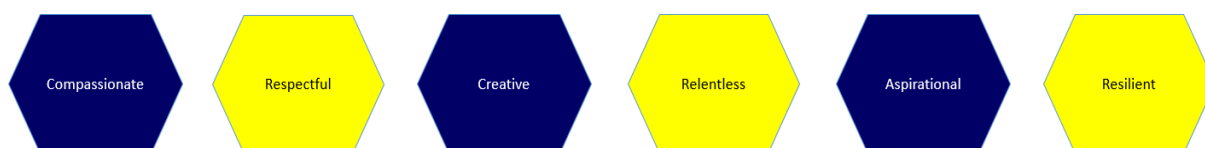
The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Principal and Facilities/Site manager, will be informed.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

29. Monitoring and review

The Principal and the schools governing board will continually monitor the effectiveness of this policy.

We want all at SHS to believe in and maintain the values of our school:





SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

Appendix 1 - Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy. The school must ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health and safety link governor	Pamela Nixon		nixon.gov@shirley.croydon.sch.uk
Principal / Competent Person	Tyrone Myton	020 8656 9755	myton@shirley.croydon.sch.uk
School Business Manager	Maeve Garcia	0208 656 9755	sbm@shirley.croydon.sch.uk
Facilities Manager	Kevin Morgan	020 8656 9755 x139	morgan@shirley.croydon.sch.uk
Site Manager	Ged Barras	020 8656 9755 x137	barras@shirley.croydon.sch.uk



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Appendix 2 – Classroom Checklist

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		



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	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		



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Appendix 3 – Emergency Evacuation Procedures – Fire Safety & Lockdown

On discovery or notification of a fire, the nearest call point should be pressed immediately to raise the alarm.

All staff must ensure that they are familiar with all means of escape in case of fire and should immediately report any cases of fire doors being locked, hooked or wedged open, or any obstruction in corridors, staircases or exits. The Facilities Manager is responsible for ensuring the free passage to all exits from the building is maintained.

Once the alarm has been raised, every area of the school should be evacuated immediately.

- Students should stop work immediately and stand.
- Having seen that the exit from the door is clear, the teacher in charge of the class will send the students downstairs by the nearest available staircase and /or doorway, according to the classroom evacuation instructions.
- The teacher will leave last having checked that the room is clear and the windows and door(s) closed.
- All students will line up in Tutor Groups headed by Form Tutor, in the main playground and Redgra as marked.
- The teacher in charge of the class will ensure, by personal involvement that any disabled student or staff member in the room is escorted to the Assembly Point. If it is impractical to move such a person a member of staff should remain with them and their exact location advised to the Senior Vice Principal in charge of the evacuation, and the fire brigade, if appropriate. In the event of a fire such persons must be isolated from the fire by at least one fire door.
- The seclusion staff member is to escort all students in seclusion to the playground and line up.
- All other staff are to assemble in the designated assembly areas.

Members of staff on Isolation Duty are responsible for checking that students in their care report to their Form Tutor in the playground.

Responsibility for checking the emergency and/or muting the fire bell, if necessary, remains with the Facilities Manager and the Site/Assistant Site Manager who will first check whether there is a genuine emergency or accidental triggering of the alarm system. Site staff are to ensure they have a radio about their person at all times.

Any instance of the fire alarm going off will result in our security company ADT in the first instance contacting the school. If there is no response from the school they will then contact the key holders accordingly to ascertain if the fire brigade are required. In all instances, the whole school will be evacuated and a fire drill position maintained until the Senior Fire Incident Manager (Senior Site Staff Member) is satisfied that it is safe to return to the buildings.

All staff and students should be made aware of these procedures immediately upon entry to the school, with Form Tutors assuming responsibility for reading out these details to their tutor group on the first day of each new school year.

FIRE SAFETY

The first priority of staff is always to evacuate students and themselves. The fire alarm is tested weekly and individual call points are tested weekly on a continuous whole School basis. Fire exit notices are posted where appropriate.



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The Education (School Premises) Regulations stipulate that it must be possible for every part of a school or college building to be safely evacuated in case of fire. The Regulatory (Fire Safety) Order 2005 requires that employers are to carry out risk assessments and record the significant findings, taking steps to reduce or remove the risks posed by fire. The details can be accessed at:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

All departmental risk assessments should include specific reference to fire risks in their areas and should be retained in the department and be available to staff. A copy should be kept with the Facilities Manager.

Fire evacuation instructions should be posted in every classroom and every other room which is occupied on a regular basis. These should be examined for damage and location and replaced as necessary by site staff.

In the event of a fire, staff nearby should immediately sound the fire alarm, by pressing the nearest call point and if they are able, phone Reception and explain what is happening. Isolation switches should be turned off and windows closed.

Should it be necessary, the staff supervising students on the playgrounds should reassemble their students on the 'Redgra' to allow fire service vehicles easy access to all parts of the School.

Members of the Science, D&T and kitchen staff are given training in the use of fire extinguishers.

All firefighting equipment is covered by an annual maintenance agreement. Any equipment found faulty should be immediately notified to the Facilities Manager in writing who will ensure that essential repair or replacement is undertaken.

All escape routes and emergency exits should remain accessible at all times. Responsibility for checking that all corridors and staircases are clear, and exits unlocked, lies with the Facilities Manager who should report all concerns to the School Business Manager.

Access for emergency vehicles, to all buildings, should remain clear. Any parked vehicles blocking these routes should be reported to Facilities Manager who will ensure offending vehicles are removed immediately.

A fire drill is to be practiced each term. New students (Year 7) are taken through the procedure carefully on their first day at School.

Lockdown Procedure

Lockdown procedures are instigated as a response to any internal or external incident which poses a threat to the safety of students, staff and visitors in the school.

Notification of Lockdown

Staff will be notified lockdown procedures are to immediately take place on hearing two 10-second bursts of the bell. The intercom and walkie-talkies will be used to inform staff by stating 'ATTENTION LOCKDOWN'.

Management of the situation will depend on the circumstances presented.



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Procedures:

1. Students outside of the school buildings are brought inside immediately.
2. Those inside remain in their classrooms. **NO ONE SHOULD MOVE ABOUT THE SCHOOL EXCEPT THOSE IN THE LRC TO RELOCATE TO THE STAFFROOM AND LIE ON THE FLOOR.**
3. All external doors and windows are locked and screened if possible.
4. Students are positioned away from sightlines and all lights, below window level and under tables if possible. Smartboards and computer monitors are turned off.
5. Instruct students to turn off their mobile phones.
6. Staff to notify the office immediately if possible, of any students not accounted for.
7. The school will establish communication with the emergency services and Local Authority as soon as possible.
8. Lines of communication are to be kept open but no unnecessary calls are to be made as this may delay more important communication. Where possible, staff with smart mobile phones can access their email accounts to check for updates and/or further instructions. All staff are in a defined user group in Truancy Call and this may be used to communicate instructions via text message in this situation.
9. Staff and students to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team/Emergency Services in person that there is an all clear.
10. Debrief students and staff.

Staff Roles:

- Receptionist/Office Staff to call the emergency services as necessary.
- Site Staff to ensure the front gates are open, and lock doors and all other entrances.
- Teachers/SSAs to lock/close classroom doors and windows.
- SLT and Site Staff to assess the location and scale of the emergency.
- Principal/SLT to be responsible for management of the situation and decisions regarding any override of the Lockdown Procedures.

Communication between Parents/Carers and the School:

Every effort will be made to report incidents requiring the use of the Lockdown Procedure to parents/carers as soon as possible. Communication will be maintained where possible, to provide relevant information and alleviate undue anxiety.

The school understands parents' concern for their child's/children's welfare and will do everything they can to ensure their child's/children's safety. Parents/carers must ensure that they understand and observe the following if they become aware of a Lockdown situation:

- Not to contact the school. Lines are needed for contacting the emergency services
- Not to come to the school. They could interfere with emergency access and may put themselves in danger.
- Wait for the school to contact them about when it is safe for them to collect their child/children.

Print out letters to send home with students and advise parents of the contact at the school if they wish to discuss the issue further.



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Lockdown Drills:

Lockdown drills will take place annually to ensure everyone knows what to do in such a situation. Monitoring of practices will take place and staff will be debriefed.