



PRIORY SCHOOL
EDGBASTON

HEALTH AND SAFETY POLICY (STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2026	
Next of Review:	September 2028	
Member of Staff Responsible:	R Higgins Finance and Facilities Manager	
Trustee Overseer:	Mr Brereton	
Intended Audience:	Options: Employees, Volunteers, Pupils, Visitors, Parents	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	Yes
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

1.0 Statement of Intent

1.1 The Governors recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and they have certain duties towards pupils, the public and people who use the premises of the school from time to time, these duties being implicit in the above Act.

1.2 The Governors accept these duties and it will continue to be their priority to promote high standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations

made under that Act and approved Codes of Practice. It is considered by the Governors that Health and Safety is a responsibility at least equal in importance to that of any other function of the school.

1.3 The Governors will take all such steps as are reasonably practicable to meet its Health and Safety objectives, which are:

- The creation of an Organisation Structure and a positive Health and Safety culture, which supports risk control at all levels within the school, particularly at Senior Management level.
- Systematically identify and control risk as an effective approach to injury, ill health and loss prevention.
- Maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
- Provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare.
- Provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
- Develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for Health and Safety at all levels and be responsive to internal and external change.
- Provide a safe environment for all visitors to the school's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the school's environment.
- Control effectively the activity of all outside contractors when on the school's premises.
- Make arrangements for the establishment of a Safety Committee. Representation of the committee will cover all appropriate areas of work or special hazards.
- Use Health and Safety to preserve and develop human and physical resources and hence contribute to the school's performance.
- Ensure that this Policy is used as a practical working document and that its contents are publicised fully.
- The Governors are committed to providing adequate resources to ensure its Health and Safety objectives and this Policy are met.
- The school is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- The Governors and School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School's Health and Safety policies and practices. It is the intention of the school to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.
- The Governor appointed to "champion" Health and Safety within the School is Ms D Mattison.
- The Governors and School recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health and Safety Commission, and intends to follow the good practice recommendations they make.
- The school will provide and maintain a written Risk Assessment of the risks to the Health and Safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- The Governors and School recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DfEE and intends to follow the recommendations it makes.

- The Governors consider that this Health and Safety Policy is an integral element of the overall School Business and other resource policies.
- This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

1.4 Safeguarding and Health & Safety.

Health and safety concerns may also raise safeguarding concerns. Where an accident, injury, incident, hazard, behaviour or other circumstance gives rise to concern about a pupil's safety or welfare, staff must follow the School's Safeguarding and Child Protection Policy and report the concern promptly to the DSL/DDSL.

Immediate medical, first-aid or emergency action must not be delayed while safeguarding advice is sought.

2.0 Management Structure

This section of the Policy document details the specific responsibilities of all members of the School towards Health and Safety. Individual responsibilities are contained within the following sub sections:

- Members of the Governing Council
- The Headteacher
- The Finance and Facilities Manager
- The Deputy Heads
- Heads of Department
- The Head of Science
- All employees
- Specialist Advisers
- Hirers, Contractors and others

2.1 Members of the Governing Council

Members of the Governing Council (the Governors) accept the delegated responsibility from Priory School for Health and Safety. They will monitor the effectiveness of the implementation of this Policy, and they will ask for a Health and Safety briefing from the Finance and Facilities Manager at each of their meetings. The Governors will revise this policy document where and when necessary, and ask the Finance and Facilities Manager and the Facilities Co-ordinator to ensure that any changes are drawn to the attention of all employees.

The Governors will, so far as is reasonably practicable, ensure the Health, Safety and Welfare of all Staff and pupils at the school. However, responsibility for the day-to-day implementation of the Policy rests with the Headteacher and with the Finance and Facilities Manager (as Health and Safety Adviser) who, in turn, will work in collaboration with the Staff to ensure compliance.

2.2 The Headteacher

The Headteacher will be responsible to the Governors for the safe functioning of all School activities and will:

-

- Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate.
- Consult with the appointed Health and Safety Adviser (the Finance and Facilities Manager).
- Recommend changes in the Safety Policy in the light of experience.

- Ensure the co-operation of all staff at all levels as regards working to this Policy.
- Be responsible for ensuring that all Heads of Department, Teaching Staff and Administration Staff fully understand their responsibilities and are given both the time and encouragement to pursue them effectively.
- Take steps to ensure that any changes in the school curriculum and systems of work on the domestic side are considered for their Health and Safety implications.
- Ensure that all accidents, incidents, near misses and damage to School property are investigated by the Finance and Facilities Manager. (The results of these investigations should then be discussed by the School's Health and Safety committee.)
- Monitor the effectiveness of this policy. This involves ensuring that updates/new policies are issued and that all staff read and understand the H&S manual.

2.3 The Finance and Facilities Manager (Health & Safety Advisor)

On a day-to-day basis the Headteacher's responsibility as regards the administrative (Health and Safety) side of the school will be delegated to the School Finance and Facilities Manager as Health and Safety Adviser

In particular, the H & S Adviser will: -

- Have responsibility for obtaining, interpreting, and disseminating all relevant Health and Safety information to the school via the normal line management structure
- To compile a report for presentation to the H & S committee.
- In a line management function (as Finance and Facilities Manager), be responsible for the safe operation of all facility soft services staff.
- Be responsible (as Finance and Facilities Manager) for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the school's noneducational functions are fully used and kept up to date.
- Be responsible for liaison with outside bodies who may from time to time use the facilities of the school and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the school procedures and that the school itself is properly indemnified.
- Be responsible (as Finance and Facilities Manager) for the selection of outside maintenance contractors and the monitoring of all activities on the school premises and in this context, liaise fully with any appointed building professional as appropriate.
- Chair regular meetings of the Health and Safety Committee.

2.4 The Deputy Heads

The Deputy Heads in charge of the Senior and Preparatory Departments in the School will be responsible to the Headteacher to ensure that this Policy is implemented and that procedures laid down are fully understood by all members of staff.

- Ensuring all sections are run according to the standards laid out in this Policy, and with minimum legal standards and other appropriate standards that may be set by the school.
- Ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- Ensuring that these teachers are aware of the degree of priority that these matters carry and that, where appropriate, they will be provided with both the time and the encouragement to pursue such matters.
- Notifying the Headteacher of any matters within this policy which they feel to be beyond their competence to deal with.

- Reporting any accidents, incidents, near misses or damage to the Finance and Facilities Manager for appropriate investigation.
- Ensuring adequate supervision for pupils both inside the school during normal teaching activities, and outside the school while on external trips.
- Notifying the H & S Adviser under COSHH regulations of any new substances they require to purchase for their department.
- Ensuring that the teaching staff for which they are responsible co-operate fully with any fire practices and emergency drills

2.5 Heads of Department and Subject Coordinators

Heads of Department will be responsible to the Deputy Heads for the following:

- Ensuring their departments are run according to the standards laid out in this Policy, and with minimum legal standards and other appropriate standards that may be set by the school.
- Ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- Ensuring that these teachers are aware of the degree of priority that these matters carry and that, where appropriate, they will be provided with both the time and the encouragement to pursue such matters.
- Notifying the Headteacher of any matters within this policy which they feel to be beyond their competence to deal with.
- Reporting any accidents, incidents, near misses or damage to the Finance and Facilities Manager for appropriate investigation.
- Ensuring adequate supervision for pupils both inside the school during normal teaching activities, and outside the school while on external trips.
- Notifying the H & S Adviser under COSHH regulations of any new substances they require to purchase for their department.
- Ensuring that the teaching staff for which they are responsible co-operate fully with any fire practices and emergency drills.
- Ensuring that department specific risk assessments are carried for all existing activities and any new activity that presents additional risks.

2.6 Head of Science

In addition to other duties as Head of Department, the Head of Science will be responsible to the **Headteacher** for the following:

- Ensuring that the gas taps are turned off at the end of each teaching day.
- Ensuring that all science labs are locked when not in use for teaching.
- The security and secure storage of all toxic and highly flammable substances which may be used in his/her (or any other) department.
- Ensure that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.
- Ensuring that a sufficient number of the correct fire extinguishers are readily available in, or close to the laboratories where experiments are to be conducted.
- Ensure appropriate risk assessments are conducted for any experiments undertaken.
- Ensure safe storage and disposal of chemicals e.g., COSHH Regulations, COSHH records are kept up to date, accurate and retrievable.

- Ensure that the ordering of all substances is monitored so that decisions may be taken for additional assistance.

2.7 All employees

- The employees of the school must take reasonable care as regards themselves and other persons who may be affected by their actions, and they must be fully aware of their duties under Section 7 and 8 of the Health and Safety at Work Act 1974, and also under the specific Codes of Regulations. It is their duty to understand, support and implement the School's Health and Safety Policy, and they are to set a personal example through safe behaviour, and comply with the appropriate safety warnings.
- They must wear and use all Personal Protective Equipment and Safety Devices that are provided for their protection, and they must co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.
- They will observe all Safety Rules and Regulations, both statutory and School, and they will conform to any safe systems of work that may be developed.
- They must report all accidents, incidents and damage, either to their immediate superior, or to the H & S Adviser.
- They must familiarise themselves with procedures for the emergency evacuation of the location in which they are working.
- They must enforce the school dress code and the pupil behaviour policy.

2.8 Specialist Advisers

The Governors recognise there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV), specific inspections etc.

2.9 Hirers, Contractors and Others

- When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- The Finance and Facilities Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When the School premises or facilities are being used out of normal School hours for a School-sponsored activity, then for the purposes of this policy, the 'leader' of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- Where contractors, hirers or external providers may have contact with children or provide activities involving children, appropriate safeguarding arrangements must also be in place. This includes suitable supervision, staff suitability arrangements and clear procedures for reporting safeguarding concerns. Any allegation or safeguarding concern involving an external provider or individual using School premises must be reported immediately in accordance with the Safeguarding and Child Protection Policy.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

- a) introduce equipment for use on the school premises
- b) alter fixed installations
- c) remove fire and safety notices or equipment
- d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with s.3-4 of the Health and Safety at Work, Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Facilities Co-ordinator in consultation with the Headteacher and Finance and Facilities Manager may remove the contractor from site.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

3.0 Codes of Practice and Safety Rules

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement, the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in School.

From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, which will normally incorporate such codes into their Health and Safety Policy and Procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar high standard of Health and Safety.

4.0 Head's Emergency Plan

The Head Teacher will ensure that the Emergency Plan is prepared to address incidents which could put at risk occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss

This sequence will determine the priorities of the emergency plan.

- The plan will be agreed by the Governing Body and be rehearsed at least once per year to ensure topicality and the correct operation of any equipment concerned. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

- The SERT Team (school emergency response team) will respond to critical incidents to ensure continuation of education for students and the reconstitution of the school.

5.0 Health and Safety Management System

It is the school's intention that in this part of the Policy, specific standards and arrangements will be established to cover specific risks, and that these standards will be constantly monitored and updated as necessary. Because of the size of some policies, it has been necessary to refer out to separate manuals. Local Rules have been prepared and they are contained in the following sub sections:

- Health and Safety Committee
- Premises
- Fire and Bomb Evacuation Policy
- Electricity at Work Regulations
- Safety of Pressure Systems
- Management of Health and Safety at Work Regulations 1999 – Risk Assessments
- Asbestos
- Control of Legionellosis
- COSHH Regulations
- Carbon Monoxide
- Abrasive Wheels Machines
- Ground Staff
- Manual Handling
- Working at Height
- Maintenance Records
- Staff Training
- Noise
- Vibration
- Slips and Trips
- Personal Protective Equipment
- Outside Contractors
- Off Site Physical Education
- Use of School facilities by members of the public
- Onsite Vehicles
- Off-site Physical Education
- Gym Usage
- Accident Reporting
- Occupational Health
- Allergies
- Violent and threatening behaviour from pupils, parents or carers
- Stress and Wellbeing
- Smoking / Drinking / Drugs

- First Aid Policy - **see separate policy**
- Medication Policy - **see separate policy**
- **Whole School Allergy Policy – see separate policy**
- Medical Situations Policy - **see separate policy**
- Special Strains of Flu Policy - **see separate policy**

- Safeguarding Policy - **see separate policy**
- Pupil Welfare Policy - **see separate policy**
- Young Workers and Work Experience Policy - **see separate policy**
- Pregnant Workers and New Mothers Policy - **see separate policy**
- Menopause Policy - **see separate policy**
- Security Policy - **see separate policy**
- Portable Appliance Testing Policy - **see separate policy**
- Display Screen Equipment **see separate policy**
- Severe Weather Policy - **see separate policy**
- Use of Minibus Policy - **see separate policy**
- School Trips and Visits - **see separate policy**
- e Safety Policy - **see separate policy**
- Science Safety Manual - **held in Science Department**
- Design and Technology Manual - **held in DT Department**

6.0 Health and Safety Committee

The Health and Safety Committee will meet once per term, although members may request an emergency meeting should circumstances so dictate.

The school has routine fault detection/reporting procedures in place for dealing with day-to-day Health and Safety matters, and Heads of Department will monitor remedial action applicable to their own departments. The Health and Safety Committee, therefore, will address the school's overall Health and Safety Policy, its accident/near miss trends, its fault development trends and its future strategy. The minutiae of day-to-day Health and Safety issues are not for consideration by the Health and Safety Committee.

The Health and Safety Committee will comprise the following personnel: Chair of Governors

Headteacher

Finance and Facilities Manager

Facilities Co-ordinator

Deputy Heads

Heads of Department

Heads of faculty

Laboratory Technician

Whilst the Committee's numbers will be kept to a working minimum, other staff representatives may be coopted onto the Committee in a permanent or temporary capacity to advise on specific agenda items.

7.0 Premises

A system of regular checks is in place, whereby the premises are regularly monitored for defects which may pose a risk to Health and Safety. Checks take place on a monthly/termly/annual basis (as appropriate).

Record any defects and pass to the Finance and Facilities Manager for follow-up action.

The Finance and Facilities Manager and the Facilities Co-ordinator delegate responsibility for safety checks to key members of staff in certain areas (e.g., P.E./Games equipment and apparatus).

The management of the school are charged with the responsibility of maintaining adequate insurance cover for all aspects of the school, including Employers' Liability. A certificate of insurance is displayed in the Main School Reception Area.

8.0 Fire Evacuation

Basic Fire Safety Rules

There are a number of basic fire safety rules for Schools, many of which are no more than tidiness and good housekeeping:

- (a) Combustible materials, such as cardboard boxes and packaging materials should not be kept about the school unless they are required, for example for making scenery in School plays or for art and craft purposes. When such materials are not in use, they should be kept in a designated storage area.
- (b) Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free of combustible materials. Stairways and corridors, which form part of escape routes, should **always** be kept clear.
- (c) Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
- (d) Wastepaper should not be left lying around and rubbish should not be allowed to collect in hidden places. Particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.
- (e) The school operates a **No Smoking/ vaping Policy in accordance with current statute** and reminder signs are placed in key areas of the school. Operating such a policy makes for a significant reduction in Fire Risk in the school. Smoking / and vaping is prohibited throughout the school and its grounds.

This includes:

All school buildings (Main buildings and out-buildings)

All school grounds (Fields and lawn areas, car parks, patio areas and all outside areas within the outer school fenced boundary).

- (f) Boiler rooms must be kept clean, clear and locked.
- (g) Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be overloaded and wiring must be checked regularly.
- (h) Some clothing and costumes which are used for School plays and shows are highly flammable. If these must be used, they should never be placed close to any heat source. e.g., floodlights or other stage lighting.

- Once per term (or more often as the Headteacher may decide) the school will hold a fire drill, the timing of which will be known only to selected staff. The Headteacher and Finance and Facilities Manager will have the power to exempt certain staff from the drill.
- If the School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until a satisfactory standard is achieved.
- A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to all members of the Health and Safety Committee.

- The warnings in case of fire will be given by a bell which is quite unlike the timing bells used throughout the school, and which is easily recognised by staff and pupils alike. This bell is clearly audible in affected parts of the school, and it is not used for any purpose other than as a fire warning.
- In core hours (8.40am - 4.10pm) teachers in charge of a class/group will be responsible for seeing that the whole class is evacuated safely. The defined roll call area for the Senior School is by the 'old fountain' at the rear of the school on the lower lawns. (The exact details of where to assemble is shown on a schematic located in each classroom). The defined roll call area for the Prep School and Poppets is at the rear of the Gymnasium on the lower lawns (The exact details of where to assemble is shown on a schematic located in each classroom). It is the responsibility of all teachers to familiarise themselves where this location is). In the event of a fire, any further movement will be decided by the Headteacher or Finance and Facilities Manager.

The procedures to follow regarding fire evacuation and who is responsible for certain actions are detailed in a separate policy '**Fire Procedures**'

9.0 Bomb Threat and Evacuation

In the event of a bomb threat or discovery, the building will be evacuated immediately following the procedure for a fire evacuation. Once at the evacuation point, staff and pupils will be led to the lower grounds to avoid potential blast.

The sequence of events to make the building safe and reoccupy is outlined in more detail in the **Critical Incident Plan**.

10.0 Terrorism and Security Threats

The school recognises that, although the risk of a terrorist attack or other malicious acts remains low, such incidents pose a significant threat to the safety and wellbeing of pupils, staff, visitors and the wider community.

The school will take proportionate measures to reduce the risk of harm by:

- Maintaining effective emergency response and business continuity procedures.
- Undertaking appropriate risk assessments of security vulnerabilities.
- Ensuring staff are aware of emergency lockdown, evacuation, and shelter procedures.
- Working collaboratively with relevant external agencies, including the police, local authority, and emergency services.
- Promoting a culture of vigilance and encouraging the prompt reporting of suspicious behaviour, activities, packages, or communications.
- Providing appropriate safeguarding measures to identify and respond to concerns relating to radicalisation and extremism in line with statutory safeguarding duties.

In the event of a suspected or actual terrorist incident, the school will follow its emergency response procedures and the guidance provided by the emergency services. The safety of pupils, staff, and visitors will be the school's primary consideration at all times.

Please also see Critical Incident Plan.

10.0 Electricity at Work Regulations

The school will comply with the Electricity at Work Regulations 1989.

- The school is to ensure that fixed electrical installations are inspected and tested by a competent person every 5 years (last tested September 2024)
- All portable electrical appliances over 12 months old are tested annually. (See PAT Testing policy)
- Fixed stage electrical installations are to be inspected and tested by a competent person annually or, following any changes, before being energized.
- The school recognises that pupils must not be exposed to voltages more than 12 volts during classroom teaching etc, albeit mains electricity powered tools might well be used during DT practical sessions. Project work is to be individually assessed for potential hazards and written instructions must be prepared to control any associated risks.
- The school will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 12 volts, or where large short-circuit currents could flow.

11.0 Safety of Pressure Systems

- The school will take all necessary steps to comply with the Pressure system Safety Regulations 2000
- The school recognises that the Regulations will apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi).
- The school will use manufacturers' literature and information available from their appointed Competent Person who carries out or commissions thorough examinations and tests of pressure systems to establish the safe operating limits.
- The school will provide adequate and suitable instructions to employees, who must operate pressure systems, and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls and valves etc
- The school will ensure that its pressure systems are properly maintained in good repair to prevent danger.
- The school will ensure that it keeps all service documentation relating to these systems.

12.0 Management of Health and Safety at Work Regulations

- It is the policy of the school to comply with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice.
- The school will make a suitable and sufficient assessment of the risks to the health and safety of its employees whilst they are at work to identify the preventative and protective measures necessary to comply with the requirements of the relevant statutory provisions. The Finance and Facilities Manager, as the School's Health and Safety Adviser, will carry out the assessment.
- The results of the assessment, including identified risks and any necessary preventative and protective measures, will be brought to the attention of the relevant employees.
- The assessments will be reviewed by the Finance and Facilities Manager at least once per year. (The Finance and Facilities Manager will offer advice and guidance to all staff on request).

13.0 Asbestos

- The control of Asbestos at Work (Amendment) Regulations 2002 imposes a duty on Priory School to ensure any exposure to Asbestos products is maintained within safe control limits. Any concerns

relating to Asbestos contamination should be referred in the first instance to the Finance and Facilities Manager who will arrange to assess, control and monitor any area where Asbestos or Asbestos products are identified.

- The Finance and Facilities Manager and Facilities Co-ordinator will monitor the condition of any Asbestos and ensure suitable safe systems of work are in place for work involving Asbestos containing products.
- All contractors working on site will have access to and sign the Asbestos Register before carrying out work. This will ensure the safety of all on site.

14.0 Control of Legionellosis

- The school operates both hot and cold-water systems where it recognises that there is a possible risk of Legionellosis, thereby necessitating a number of controls.
- The school will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing, and managing precautions and keeping appropriate records of precautions implemented.
- The school recognises that Legionella may colonise storage tanks, calorifiers, pipe work and associated plant including taps, showers, and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are sufficiently high, and in pipe work leading to taps and showers.
- The main objective of the school is to operate water services at temperatures which do not permit the growth of Legionella, and to avoid stagnation. The school will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.
- Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, that is hot water storage (calorifiers) at 60° C; hot water distribution at least 50° C attainable at the taps with one minute of running; cold water storage and distribution at 20° C or below. It is recognised that water temperatures in excess of 50° C give rise to a danger of scalding and, where necessary, “fail safe” thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella.
- Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be undertaken. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least an hour. Each tap and appliance will be run sequentially for at least 5 minutes at this full temperature.
- It is recognised that if a calorifier or substantial part of a system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to operating temperature for at least an hour before being brought back into use.

The following regime of routine inspection and maintenance has been established for the plant.

- (a) Water temperature at calorifiers will be checked monthly.
- (b) Water temperatures at all taps after one minute of running will be checked annually.
- (c) Conditions in tanks for the presence of organic materials such as dead vermin will be checked annually.
- (d) Conditions in calorifiers for organic materials and undue build-up of scale will be checked annually.
- (e) The condition of accessible pipe work and insulation will be checked annually.

The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or any part of it has been altered substantially or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.

The following records will be kept:

- (a) A simple description of the system identifying storage and header tanks, calorifiers and relevant items of plant.
- (b) Details of the risk assessment.
- (c) Details of system operation relevant to controlling the risk, and the precautions to be implemented.
- (d) Procedures for inspecting and checking the system.
- (e) Details of precautions carried out.

The nominated person within the school for ensuring that this policy is implemented is the Finance and Facilities Manager. She will ensure a contract is in place to carry out the essential checks of the school's hot water system. (Contract in place with Mitie).

15.0 COSHH Regulations

All substances in use on the school premises (e.g., chemicals for science; products for cleaning and maintenance) must be identified and assessed as appropriate. Registers of all substances must be maintained

- (a) by the Science staff for chemicals used in science lessons
- (b) by the Finance and Facilities Manager for substances used in cleaning/maintenance and products ordered through the purchasing function.

The registers should record the name of the product, the storage location, suitability for use, requirement for COSHH assessment etc.

- Data sheets must be obtained from suppliers for all substances in use on the premises and are used to provide details for the register and for the assessments.
- A detailed assessment must be carried out for all hazardous substances, details being recorded on the appropriate form. Details include hazard warnings, possible routes of entry to the body, storage conditions and location, chemical constituents, maximum exposure limits (MEL) and occupational exposure standards (OES). For substances used in science lessons, reference will be made to the appropriate "Hazcards". The assessment will be an estimate of any likely hazards which may arise from continued use of the product or generation of the substance. Recommendations for safe use will also be included.
- Storage of Chemicals

The safe storage of chemicals must be assessed using the appropriate form on a termly basis and any unsatisfactory conditions noted for action e.g., unstable chemicals, chemicals for disposal, incorrect storage for flammables etc.

Disposal of Chemicals

- (a) A review must be carried out regularly within the Science and Maintenance Departments of the School in order to establish a list of chemicals which are to be disposed of.

- (b) A decision is made by the Head of Science and/or the Finance and Facilities Manager as to the appropriate timing and method of disposal (usually an approved Waste Disposal firm is called to attend.)

Chemical Spillage

- (a) A risk assessment must be carried out on all chemicals before use within the school and this includes consideration of how accidental spillage or fumes should be dealt with.
- (b) Should an incident occur – then reference is made to the appropriate risk assessment and/or “Hazcards” in order to deal correctly with the spillage/fumes.
- (c) A log must be kept giving details of the manner in which any spillage/fumes have been dealt with. Any further follow-up action is then taken as appropriate.

16.0 Carbon Monoxide

- The Finance and Facilities Manager is responsible for making sure that all school boilers are serviced and in good working order.
- There are Carbon Monoxide detectors installed by every boiler onsite so we can have early warning of a carbon monoxide leak.

In an event of a Carbon Monoxide incident

Carbon monoxide (CO) is a colourless, odourless poisonous gas which can cause serious illness or death if inhaled. Symptoms may include headache, dizziness, nausea, weakness, confusion, chest pain and shortness of breath. If carbon monoxide exposure is suspected, occupants should leave the affected area, medical assistance should be sought where required, and the building must not be re-entered until it has been confirmed safe.

If the alarm sounds

- Open all doors and windows.
- Evacuate the building and leave all your doors and windows open.
- Get medical help for anyone you think might have carbon monoxide poisoning.
- Call Maintenance, who will;
 1. Turn off all fuel-burning appliances.
 2. Call the National Gas Service on 0800 111 999.

Don't go back inside until you are told it's safe by an expert or a member of the Facilities Team.

Symptoms of carbon monoxide poisoning

Carbon monoxide gas is colourless and does not smell, so you cannot tell if it is around you. Symptoms of carbon monoxide poisoning include:

- headache

- dizziness
- feeling sick or being sick
- feeling weak
- confusion
- chest and muscle pain
- shortness of breath

The symptoms may come and go. They may get worse when you spend time in an affected room or building and get better when you leave or go outside.

Causes of carbon monoxide poisoning

Common household appliances used for heating and cooking can produce carbon monoxide if they are not installed properly, are faulty, or are poorly maintained.

Appliances that can cause carbon monoxide include:

- gas boilers
- gas cookers and clay ovens
- gas or paraffin heaters
- wood, gas and coal fires
- portable generators

Using barbeques or camping stoves inside and turning on vehicle or lawn mower engines in your garage, can also cause a build-up of carbon monoxide.

17.0 Abrasive Wheel Machines

Abrasive wheel machines will be used by the Maintenance Department and in DT lessons.

Abrasive wheel machines may only be used by competent persons or under close supervision.

Staff and pupils using abrasive wheel machines must always wear suitable eye protection, and guards where fitted must be correctly positioned.

These machines are serviced annually by an external contractor.

18.0 Ground Staff

- All staff that use chain saws are to wear the protective clothing provided by the school, namely visor, safety footwear and the correct ballistic clothing. They are to have undergone a chain saw training course, and work is to proceed according to the current HSE Guidance Note PM31.
- All pesticides are to be safely and securely stored and are to be kept under lock and key except when in actual use. The person responsible for the spraying of pesticides is to have undergone a course of training approved under the **Control of Pesticides Regulations 1986** and will hold a certificate of competence issued by the City and Guild. web address - www.nptc.org.uk.

19.0 Manual Handling

It is the policy of the school to comply with the Manual Handling Operations Regulations 1992.

In particular, the school will:

- (a) Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- (b) Where a manual handling operation cannot be avoided, a suitable and sufficient assessment is to be undertaken using advice and guidance to be sought from the Finance and Facilities Manager.
- (c) Take appropriate steps to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.
- (d) Training will be given to all staff on a 3 yearly basis

20.0 Working at Height

It is the policy of the school to comply with the Working at Height Regulations 2005.

In particular, the school will:

- (a) Carry out a specific risk assessment prior to any activity where access to significant height is required.
- (b) Provide staff with appropriate access equipment for any activity where access to height is required.
- (c) Ensure that staff are appropriately trained to work at height and that training to be commensurate with the level of access required.
- (d) Where significant risk is perceived, work requiring access to height will be contracted out to suitably trained professionals.

21.0 Maintenance Records

All key items of equipment are listed on the school maintenance schedule. This schedule records the dates when inspections/testing are due for each item. All inspection reports are centrally located in the Facilities office. The following items of equipment are included in the regular maintenance schedule:

Item	Frequency
Fire alarm panels showing no faults	Daily
Fire exit checks	Daily
Fire bell break glass tests	Weekly
Fire break glass tests - whole system	Monthly
Emergency lighting	Monthly
Fire exit doors operate correctly	Monthly
Fire extinguisher Checks	Monthly
AOV (smoke vent)	Monthly
Fire door operation	Monthly
Fire alarm panel servicing	Every three months
Fire drills – whole school	Termly
Kitchen fire suppression system	Twice a year
Fire extinguishers servicing	Annually

Lint checks	Daily
Visual Field and tree inspection	Weekly
Playground equipment checks	Weekly
Boiler rooms	Weekly
Scale calibration	Annually
Burglar alarm systems	Annually
Fume cupboards	Annually
Minibuses	See separate Minibus Policy

22.0 Staff Training

On appointment, all staff are given initial training in Health and Safety procedures within the school. This covers:

- The School’s Health and Safety Policy and management system.
- The major hazards which exist in the school.
- The concept of risk assessment.
- Safe working methods and accident prevention.
- Fire and emergency procedures.
- First Aid arrangements.
- Safe use of minibuses (see “Minibus Policy”).
- Planning of School trips (see “School Trips Policy”).

Further refresher and updating training are provided as required from time to time, e.g.

- Regular updating of First Aid certificates.
- Manual Handling procedures.
- COSHH procedures.
- Fire safety procedures etc.
- Safe use of minibuses.
- Safeguarding Training
- Allergy Awareness

Records are kept of all staff training in the Facilities Office.

Pupils are given training, as appropriate, where they are called upon to participate in an activity which involves a risk to health and safety or where specific risk control measures are required, e.g.

- Using personal protective equipment (PPE).
- Emergency procedures.

Maintenance Staff Training

The Facilities Team are trained in various aspects of Health & Safety, including:

- Fire Marshalling
- Asbestos
- Working at Height
- General Health & Safety
- Manual Handling
- Safeguarding
- Legionella

23.0 Noise

The school is aware of the Noise at Work Regulations, and where it believes that employees are exposed to noise levels that would designate an area as Action Level 1 or Action Level 2, appropriate hearing protection will be provided and worn.

Hearing protection will, in most cases, prove necessary for:

- a) Grass cutting
- b) Use of chain saws
- c) Use of woodworking machinery
- d) Use of strimmer's
- e) Driving of open tractors

The above list does not claim to be exhaustive, and all staff should be aware of the Noise at Work Regulations and take appropriate precautions. Where necessary, a copy of the Noise Assessment will be brought to the attention of staff

24.0 Vibrations

The school is aware that vibration caused by the repeated use of power tools and machinery etc can have detrimental effects on health and result in a condition known as White Finger. The school will manage employees use of such items to ensure that only short durations are worked where vibration poses a risk to health. Suitable PPE will be available where required.

25.0 Slips and Trips

For the prevention of slips and trips around the campus, the following rules are in place.

- (a) During times when floors are being mopped or spillages are being dealt with, **"WET FLOOR"** signs must be displayed.
- (b) There must be no storage of any items in corridors or other walkways that will cause a trip hazard.
- (c) The condition of floor coverings, stair treads and stair handrails will be maintained in good order at all times.
- (d) All staff and pupils must wear appropriate footwear at all times for the terrain to be walked or activity taking place.
- (e) All exterior surfaces to be treated accordingly when there is ice, frost or snow.
- (f) Good housekeeping must be observed when carrying out all tasks around the campus buildings and grounds.

- (g) Regular inspections of the grounds will be carried out to detect potential trip hazards.

26.0 Personal Protective Equipment

It is the policy of the school to comply with Personal Protective Equipment at Work Regulations 1992.

- The school recognises that Personal Protective Equipment is a last resort, and that wherever possible risks should be controlled by other means or prevented at source. However, where risks cannot be controlled by other means, or where it is assessed that there is or may be a residual risk, then suitable Personal Protective Equipment will be issued to employees.
- Where it is determined that Personal Protective Equipment is required, then an assessment will be made to determine the risks, to define the characteristics required of the protective equipment, and then to make comparison with the available equipment to ensure that any Personal Protective Equipment supplied is suitable for use. The assessment will be recorded unless it can be easily explained.
- All Personal Protective Equipment is to be safeguarded by those to whom it has been issued, and the school will make adequate arrangements for its maintenance and storage.
- Employees will be informed, instructed and trained (where necessary) on the risks which the Personal Protective Equipment will help to eliminate or limit; the purpose and manner in which the equipment is to be used; and any action they need to take to ensure it remains in good repair and efficient working order.
- A record will be kept of all Personal Protective Equipment which is issued.
- The person nominated to co-ordinate the above tasks on behalf of the school is the Finance and Facilities Manager
- It is the responsibility of each member of staff to request the required PPE prior to carrying out any activity for which this equipment is required if it is not routinely available.

27.0 Outside Contractors

- The Finance and Facilities Manager will act as a Liaison with all outside contractors called in to the school, and she must be contacted before any work is allowed to commence. For large contracts involving new buildings or major refurbishment. it may well prove necessary to appoint a Project Manager and, under such circumstances, he/she will be responsible for all liaison with the contractors involved, reporting back through the Finance and Facilities Manager.
- Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the school, to third parties and to their own employees. Unless otherwise specified, the main contractor for any project will assume the legal liabilities to the school and to all third parties for the actions of any sub-contractors or other body engaged by the contractor.
- Unless specifically agreed in writing with the contractor, all orders for work are placed on the basis that the contractor will provide all equipment, including ladders, trestles, tools, scaffolding and protective clothing and equipment for his employees. The use of the school's equipment, tools and supplies is prohibited unless agreed beforehand.
- Contractors are not permitted to engage the assistance of School personnel unless agreed beforehand with the Finance and Facilities Manager.
- When a contractor uses scaffolding or other access equipment on site, he must ensure that it complies with the Construction Regulations. Scaffolding inspections in accordance with the Construction (Working Places) Regulations 1996 are the responsibility of the contractor.
- The contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.

- The contractor shall ensure by proper boarding, shuttering or other means the protection from damage of any property of the school or other person's property adjoining the site.
- No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the Finance and Facilities Manager.
- Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on or near any "live" conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be "dead" while work proceeds; and that they are responsible for the work to be carried out on or near it while it is "live"; and suitable precautions are taken to prevent injury.
- When portable electrical equipment is brought on to the site, it is expected to be of 110-volt, centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.
- All gas welding or flame-cutting equipment brought on to the site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the contractors for securing cylinders whilst on site. This applies to in use cylinders and to spares. Cylinders which are not in use should be tied to a frame or trolley to avoid damage to the valves. The use of this equipment is subject to a **Hot Works permit**.
- Any accidents that occur on site, whether or not they involve School personnel, are to be reported to the Finance and Facilities Manager. The school expects the contractor to fully investigate any such accidents or, where School personnel are involved, to assist the school with its own investigation.
- Contractors are asked to inform the Finance and Facilities Manager when they will be working on site, and they are not permitted to go into areas other than the designated site area without permission.
- The contractor is required to inform the Finance and Facilities Manager about the health hazards of any substances he brings on to the site, and to advise on any additional precautions that need to be followed.

28.0 Use of the School facilities by Members of the Public

Dual usage of the buildings refers to:

- Use of the premises by outside organisations (including the Friends of the Priory for activities and functions.
- Use of the premises for stage plays, dances, concerts, cinema shows.
- A risk assessment is carried out on a regular basis, covering the various "dual usage of buildings" activities and bearing in mind that such users are far less familiar with the layout of the building and any permanent or short-term hazards.

Following the risk assessment, steps are taken to reduce the risks and to control remaining risks, for example:

- Informing users of fire precaution procedures and the whereabouts of the nearest available telephone.
- Informing users of First Aid provision.
- Checking beforehand apparatus and equipment which will be used by the hirer.
- Checking the safety of equipment being brought into the school by the user.

- Checking that:
 - (a) Exit routes are unobstructed.
 - (b) Exit doors open easily.
 - (c) Exit routes and doors are clearly indicated.
 - (d) The need for security does not conflict with the need for adequate means of escape in case of fire.

In the case of theatre performances, public entertainment and cinema shows, a licence is obtained from the local authority, as appropriate.

The school has an emergency lighting system which is regularly tested and covered by a maintenance agreement. (Ignis Fire)

A discussion should take place between the two parties prior to hiring out the premises and a checklist should be completed to show that all of the above issues have been covered.

29.0 Onsite Vehicles

29.1 Minibuses

When buses are used for transportation to and from home, they arrive and leave the premises at agreed times. When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The designated drivers supervise the arrival and departure of the buses and ensure the safety of pupils and their separation from vehicles. Pupils will wait in designated areas away from transport movement prior to boarding and will be guided to move away safely from transport after disembarking. Also see Minibus policy

29.2 Hired Vehicles

Large buses hired for school outings will park on Sir Harry's Road. Children will be escorted by teachers to the buses and will board from the pavement on the school side of the road. Where Minibuses are hired for trips, fixtures etc, staff will follow the guidance above in 'School Minibuses'.

29.3 Parents Vehicles

Parents have full use of the lower carpark at drop off and pick up times. The site team monitor cars entering and leaving the carpark, guiding parents to spaces to drop off or pick up. The busiest times are between 8.20am and 9am and 15.20pm and 16.00pm. Students are directed to walk through the car park using the safe space against the wall of the school. Nursery parents have full access to the lower car park throughout the day until 18.00 when Poppets closes.

Parents will be directed to ensure the drop off area is only used for the minimum amount of time required and will be reminded that they do not use the car park for an extended period of time.

29.4 Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to park on the lower car park. Their arrival and departure will be supervised by the site manager or a member of management or catering staff, as appropriate, and parking will be permitted only in designated areas. Large vehicles are requested to remain on Sir Harry's Road and not to come onto the school car park.

29.5 Ride-on grass-cutting machinery

It is inevitable that the tractor mower will need to move around the site during school hours. When moving across the site at times when pupils are in school, great care is to be taken and vehicle should move slowly and with extreme caution. Whenever possible, this should be at times when there is no pupil movement, such as lesson time. Grounds and maintenance staff should liaise closely with sports and other relevant staff to ensure that grass cutting does not take place at times when these areas are scheduled to be in use.

29.6 Legal Requirements and Education Standards References:

- (a) Handbook for the Inspection of Schools – The Regulatory Requirements, Part 3 (<http://www.isi.net>) B.
- (b) Health and Safety Executive, homepage workplace transport (www.hse.gov.uk)
- (c) “Guidelines for Environmental design in Schools” DfE Guidance 200

30.0 Off-Site Physical Education

Use is made by the school of off-site facilities for Physical Education, such as sports’ halls, playing fields and swimming pools. Most of the guidelines, which are covered in detail in the school’s policies for Trips and Visits and Use of Minibuses apply in this area. In addition, all staff are required to be aware of the following safety issues in taking pupils off-site for Physical Education:

- Staff must ensure close and adequate supervision of the pupils at all times, particularly:
- When travelling, embarking and disembarking from buses/minibuses.
- When entering and leaving premises.
- When pupils are using changing and showering facilities.
- When pupils are engaged in activities.

Staff should count all pupils in their charge before departure, embarking, disembarking and returning to School.

Staff should carry a School First Aid Kit with them when using outdoor playing fields. First Aid Kits are always available on the school minibuses and First Aid facilities are available at all the indoor venues used by the school.

Staff should carry a mobile phone with them when taking pupils to off-site facilities.

Staff should ensure that they have details of medication, and any necessary medication for pupils in their charge, prior to departure.

The school employs a swimming instructor to teach the pupils and the pool provides a lifeguard. Staff should, nevertheless remain at the pool side at all times when pupils are swimming to provide reassurance and to communicate any specific information to the instructor regarding pupils.

31.0 Gym Usage

Due to the physical nature of activities carried out in the gym and the equipment used, Priory School adopts the following safety procedures.

31.1 Gym Usage Health and Safety

1. A first aid kit must always be available in the gym.
2. Sport lessons are timetabled for the gym. Teachers must book the gym through the booking system to ensure that lessons do not overlap, and the gym is not overcrowded.
3. Staff are to visually risk assess the area before a lesson starts to check that the gym and changing rooms have been left in a safe condition and that no equipment has been left out that may cause a hazard.
4. The gym capacity must never exceed the maximum number of people approved for safe use for the lesson planned. This will be accessed by the teacher in charge.

31.2 Gym Security

1. The gym must always be locked when not in use.
2. There is a CCTV system operating to ensure good behaviour and monitor Health and Safety practises.

31.3 School Gym Rules (Health, Safety & Behaviour) The following rules are in place.

1. Supervision & Access

- Students may only use the gym under teacher supervision.
- No entry to the gym without permission.
- Equipment storerooms are off-limits unless authorised by a teacher.

2. Proper Clothing & Footwear

- Wear PE kit or approved sportswear only.
- Closed-toe trainers or pumps must be worn at all times.
- Remove jewellery and tie back long hair for safety.

3. Equipment Safety

- Use equipment only after instruction from a teacher.
- Do not move or adjust equipment without permission.
- Report any broken or unsafe equipment immediately.
- Return all equipment to the correct place after use.
- Do not climb on equipment not intended for climbing (e.g., weight machines, storage racks).

4. Behaviour Expectations

- No running between machines or rough play.
- Be respectful - share equipment and wait your turn.
- Keep noise levels appropriate so instructions can be heard.
- Follow all teacher instructions the first time they are given.

5. Health & Self-Care

- Students must not use the gym if feeling ill or injured.
- Warm up before starting and cool down at the end.
- Stop immediately and tell a teacher if you feel pain, dizziness, or shortness of breath.
- Students should not exceed their own physical capability.
- Bring a water bottle and stay hydrated.

6. Hygiene & Cleanliness

- Keep the gym floor clear—no bags, coats, or food allowed inside.
- Only water is permitted in the gym.

7. Emergency Procedures

- Follow all evacuation instructions quietly and quickly.
- Report all accidents or injuries immediately.
- Fire exits must remain clear and free from obstructions.

8. Respect for the Facility

- Treat all equipment and the gym space with care.
- Damage caused intentionally may result in loss of gym privileges.
- Leave the gym tidy and ready for the next class.

32.0 Accident Reporting

- All accidents, however trivial, are to be reported in the Accident Books located in Main Reception, Prep Reception and Poppets Office.
- The Receptionist following instruction from the Headteacher / Deputy Head and /or First Aider will inform parents.
- The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (Please refer to HSE RIDDOR website)
- The school will keep records of all reportable injuries and dangerous occurrences to show the date and time of the accident or occurrence, along with the full details of the person concerned and the action taken as a result of the accident or dangerous occurrence. Copies of all Forms F2508 will be kept to fulfil this requirement.
- The Finance and Facilities Manager will maintain the records applicable to all accidents and dangerous occurrences that are required to be reported to the HSE.
- The school will investigate all accidents and “near misses” to determine the need for any remedial action, and such investigations are to be discussed and considered by the School’s Health and Safety Committee.
- Where an injury is unexplained, inconsistent with the explanation provided, repeated or otherwise raises concern about possible harm to a pupil, the DSL/DDSL must also be informed and the concern recorded on CPOMS where appropriate. The accident record does not replace the safeguarding record.

33.0 Occupational Health

Occupational Health and Safety is a **shared responsibility of the School Governing Council and all staff.**

- School Governing Council will seek/provide funds to ensure that the appointed workplace Occupational Health and Safety staff representative receives the appropriate training and accreditation.
- A member of the school management team will attend, as needed DEECD OHS training.
- Occupational Health will be monitored at the half termly Health and Safety meetings
- The DHT’s of Prep and Seniors will conduct regular ‘walk through’ safety audits and inspections using checklists contained on pages 38-50 of the ‘OH&S Guidelines – Support Material for Schools’ document and draft reports for OH&S committee to act upon.

- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OH&S safety audits can be fully investigated and implemented as soon as practicable
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff as needed
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- An up-to-date manual of first aid trained personnel on both campuses will be maintained at all times.
- All accidents, incidents and near misses will be recorded, investigated and reported to the School Council president and other appropriate authorities as needed.
- A formal process of reporting, recording and investigating incidents, will be well known, adhered to and maintained.

34.0 Allergies

The school recognises that allergies may affect pupils, Staff, visitors and contractors and that in some circumstances, an allergic reaction can be life threatening. The school is committed to reducing the risk of exposure to known allergens and ensuring that the appropriate arrangements are in place to respond promptly and effectively to allergic reactions. The school will: -

- Identify and assess allergy -related risks across the school
- Train staff in allergy awareness and emergency procedures
- Ensure that appropriate emergency medication, including adrenaline auto-injectors are available
- Record and review allergy related incidents and take action to prevent recurrence where reasonably practicable

Whole School Allergy Policy – see separate policy

35.0 Violent and Threatening Behaviour from Pupils, Parents or Carers Towards Staff

All staff have the right to feel safe at work

The right to feel safe at work is a fundamental aspect of employee rights and is protected by law. Employers have a legal duty to provide a safe and healthy working environment for all staff.

To support this

- Priory school operates a Zero Tolerance policy relating to any kind of violence towards staff.
- There is CCTV system in operation around the campus for the monitoring of behaviour and general Health and Safety.
- There is a reporting procedure in place to report any instance of violence toward staff.

Where an incident involving a pupil may constitute a safeguarding concern, child-on-child abuse or require restrictive intervention, the School's Safeguarding and Child Protection and Behaviour policies will apply. Any use of restrictive intervention must be recorded and reported in accordance with those procedures

36.0 Stress and Wellbeing

Stress can cause many different symptoms. It may affect how you feel physically, mentally, and also how you behave. It's not always easy to recognise when stress is the reason you're feeling or acting differently.

36.1 Physical symptoms

Headaches or dizziness
Muscle tension or pain
Stomach problems
Chest pain or a faster heartbeat
Anxiety, fear and panic
Low mood, sadness and depression
Feeling lonely
Grief after bereavement or loss
Anger
Loneliness in older people
Signs of an anxiety disorder
Hallucinations and hearing voices

36.2 Mental symptoms

Difficulty concentrating
Struggling to make decisions
Feeling overwhelmed
Constantly worrying
Being forgetful

36.3 Changes in behaviour

Being irritable and snappy
Sleeping too much or too little
Eating too much or too little
Avoiding certain places or people
Drinking or smoking more

The school and the Governing body are committed to promoting high levels of health wellbeing and recognise the importance of work life balance. The school will support individuals who feel stressed by monitoring staff workloads, performance management, mentoring, personal development plans, and a counselling service.

37.0 Smoking / Drinking / Drugs

The school is a non-smoking/non-vaping site, illegal drugs are forbidden, and drinking of alcohol is only allowed at organised events. Should you see anyone carrying out any of these activities, please report the matter to the Headteacher or the Finance and Facilities Manager

38.0 Monitoring and Review

Legislation and Codes of Practice as they apply to school policies are constantly being reviewed and any change will be reflected in our documentation as soon as practicable.

The policy will be monitored by the Finance and Facilities Manager who will report to the Headteacher on a regular basis.

It will be reviewed by the designated member of the Governing Council.