



Grays Convent

HIGH SCHOOL

Health & Safety Policy

This policy was approved by the Governing Body Autumn 2015 and is reviewed / updated annually.

This policy will be reviewed Annually by RIG committee.

Last Review 16th October 2023

To be reviewed October 2024

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MISSION STATEMENT

At Grays Convent we recognise the value of each individual as a gift from God to the world. We are a Catholic school founded by the La Sainte Union Sisters and our ethos is one of unity, prayer, worship, service and work. We strive to follow the example of the Sacred Hearts of Jesus and Mary by enabling learning to take place in a caring and accepting community. We are blessed by Jesus the Good Shepherd, try to follow him in everything that we do, and in doing so make the most of our God given talents. We are one with God.

Health and Safety Policy (Including Health & Safety at Work Policy)

Part One

Statement of Intent (Policy)

Grays Convent High School

The Governing Body believes that ensuring the health and safety of staff, students, visitors and community neighbours is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

Health and Safety Procedures have been created to ensure the above commitments can be met. All Governors, staff and students will play their part in their implementation.

Name: _____ Signature: _____ Date: _____
(Chair of Governors)

Legislation:

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Health and Safety Policy

Part Two

Organisation (Policy)

Introduction

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

The Governing Body

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both proactively and reactively.
- g) The school's health and safety policy and performance is reviewed every three years.
- h) To receive a report at each Governing Body meeting from the Health and Safety Officer.

The Headteacher

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.

- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) To ensure that a Health & Safety Report is provided termly by the Health & Safety Officer to the Governing Body on the health and safety performance of the school.

School Health and Safety Officer

The nominated Health and Safety lead is Paul O’Hanlon

The School Health and Safety Officer has the following responsibilities:

- a) To co-ordinate and manage the risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with Stace (the school’s appointed architects) and contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carrying out any other functions delegated to him/her by the Headteacher or Governing Body.

School Health and Safety Committee

The Health and Safety / Information Governance Committee has the following members:

- School Health and Safety Officer
- Representative from the Administrative Staff/Appointed First Aider
- Representative from the PE Department
- Representative from the Science Department
- Representative from the Art/Technology Department
- Representative from the Languages Department
- Representative from Site Staff
- Representative from technicians
- Representative from IT

They are entitled to certain information, e.g. about accidents and to receive training to carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

The committee has the following responsibilities:

- a) To raise non-urgent issues relating to Health and Safety within the school
- b) To discuss training issues
- c) To make recommendations to the Health and Safety Officer to be brought to the attention of the Governing Body

Teaching/Non-Teaching Staff Holding Positions of Special Responsibility

This includes Deputy Headteachers, the Assistant Headteacher, Heads of Departments, Heads of Year, Support Staff Line Managers/Supervisors, Technicians and Site Staff. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Thurrock Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.

Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to students when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

Students and Parents

Students, allowing for their age and aptitude, and parents are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, personal attire and other items considered dangerous).
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site security

The Site Manager John Clark and Assistant Site Manager Ian Mackillican are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager John Clark and Assistant Site Manager Ian Mackillican are key holders and will respond to an emergency.

Part Three

Procedures and Arrangements

Introduction

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Risk Assessments

Risk Assessments will be co-ordinated by the Health and Safety Officer.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Health & Safety Officer.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department, Heads of Year and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama issued by Thurrock Council.

Fire

The School Fire Risk Assessment is updated annually by the Health & Safety Officer and Site Manager.

Manual Handling

Manual handling risk assessments will be carried out by the Site Manager.

Students have access to a locker or desk to minimise the weight they carry. Parents/carers are encouraged to purchase bags which are suitable for purpose.

Hazardous Substances

The Science Technician and Site Manager will identify hazardous substances and carry out relevant risk assessments.

Violence

Assessment of the risks of violence to staff will be carried out by the Health & Safety Officer.

Health and Safety Training

Health and Safety induction training will be provided for all new employees by the Finance Officer.

The Health and Safety Officer will identify training needs.

Training records are held by the Deputy Headteacher responsible for Staff Development.

Emergency Procedures (to be read in conjunction with the Fire Safety Policy)

Fire and Evacuation

- Fire notices are displayed in all rooms in the school and staff should always check that they know the exit route from any room which they use.
- Escape routes are checked by the Site Manager every evening as part of the lock up routine.
- Fire Extinguishers are maintained and checked annually by a suitable and qualified maintenance contractor and a visual inspection is carried out by the Health and Safety Officer every month
- Alarms are tested by the Health and Safety Officer and Site Manager every week when the school is occupied
- Emergency evacuation procedures will be tested once every term.

Premises Evacuation Arrangements in case of an alarm being activated are as follows:-

Evacuation

Teachers should always check that they know the exit route from any room which they use.

The **Fire Alarm** is the **continuous two tone sounding of the siren.**

Students are told to stand, taking bags that are to hand and leave other belongings in the room, and move to form a line. Electricity and gas isolators are to be tripped in Science and Technology rooms by the teacher.

Shut windows if possible without more than a few seconds delay. Issue instructions "**Last out shuts door**".

Movement

File out in **SINGLE FILE** going towards the exit from the school specified by the fire notice in the room being vacated. Teachers should be near the front in order to advise change of route if necessary. **The only exception to this** should be that where a student moves slowly due to an impediment, and is likely to delay others, the teacher should send the rest of the class out and then accompany the restricted student to safety as quickly as possible.

STUDENTS MAINTAIN ABSOLUTE SILENCE except to make essential communications.
(Teachers should also avoid talking).

STUDENTS AND TEACHERS NOT with a **CLASS** go direct to the school tennis courts – **No attempt is to be made to rejoin classes**. First adult to arrive at entrance to tennis courts to open any gates that may be closed. All P.E. teachers have a key, as do the Headteacher, Assistant Headteacher (H&S), Site Manager and Assistant Caretaker. There is a key which can be accessed by anybody in the box on the wall outside the gym and also by the Exam Officer's room and by Room 32. The same key opens the school gates and all the tennis court gates.

ASSEMBLY POINT – SCHOOL TENNIS COURTS

All pupils should line up in alphabetical order, by the appropriate Year number. During examinations in the Hall, pupils assemble on the grass area at the back of room 8 with the Examinations Team. If we have other pupils on site (e.g. during the Y6 Induction period) they also assemble on the grass area at the back of room 8.

If the emergency requires an evacuation further away from the school building, a member of SLT will open the gates into Quarry Hill School. Members of SLT have the code to these gates.

(If there is an emergency at St. Thomas of Canterbury school that requires them to leave the site, they can phone Grays Convent and ask permission to enter our site by the gate next to the Canteen and line up to be registered on our rounders pitch).

Register

ALL TEACHERS and NON-TEACHING STAFF to report PERSONALLY to the Examinations Officer near the entrances to the tennis courts. (The PA to the Deputy in the Examination Officer's absence).

FORM TEACHERS collect registers from the Attendance Officer (or the Headteacher's PA if the attendance Officer is absent) and proceed to call registers. On completion of this they return registers and inform the Headteacher's PA of any absences - she can then check against booking out books. Teachers who registered a class at the start of AM or PM act as Form Teachers in this instance.

LATECOMERS

Heads of Year receive their year's Late Book from the Receptionists and liaise with Form Tutors to check that the register is correct.

All staff who have visitors with them must ensure that they are accompanied to the school tennis courts and report to the receptionist who will have the visitor's book available.

Supply staff should ensure they report to the receptionist at the school tennis courts who will have the Supply Log available.

All staff, pupils and visitors remain at the school tennis courts until advised otherwise.

Observations aimed at improving a speedy and safe evacuation should be passed to the School Health & Safety Officer (the designated Assistant Headteacher) as soon as possible.

This Guide should be issued to all teachers and others responsible for students upon their arrival at the school.

Spare copies of this Guide are kept by the designated Assistant Headteacher and are available on the school website.

Fire Doors

Whoever is taking Assembly is responsible for closing the doors to the Hall, when all the students have left. During the rest of the day the teacher(s) taking lessons in the Hall are to be responsible for ensuring these doors are closed. The Finance Team are responsible for seeing to the closure of all Fire Doors on the bottom corridor.

Visitors & Kitchen Staff

The Science Technician will position their self near the main entrance to discourage any visitors to the school during a fire drill. Mrs Byrne and the receptionists are to liaise regarding visitors, using the visitor's book. The Canteen Manager takes responsibility for the catering staff and reports that they have evacuated safely to the Examinations Officer or Mrs S Brown.

Role of staff during a fire drill / evacuation

Mrs Lloyd-Dhesi / Mrs. Brown – take out staff list and take staff register on tennis courts

Mrs Ballard / Mrs Sams / Mr Raji - take out spare copy of staff list, form tutor list, cover sheet and school diary - check rooms 28, 29 and the Chaplain's office are empty.

Ms Caruana - check rooms 30 & 31 and the office at the rear of the rooms are empty.

Mrs C Smith – Print attendance registers from SIMS* and assist any pupils in the medical room to exit the building. Once outside, distribute registers to Form Teachers with Mrs Albrow. *If it is not possible to print, then take out the laminated registers which are updated each half term.

Mrs Byrne - take blue signing out book to tennis courts and check rooms 11, 12 & 13 are empty.

Ms. Augustine - prevent visitors entering the building.

Mrs Macauley / Receptionist - bring out Staff Attendance register, Visitors' Book, Supply Staff Book and Late Books. Pass late books to Heads of Year - check Hall, Chapel and Dining Area are empty. Check Visitors' book register is completed.

Mrs Reynolds (Fire Marshal trained)/Mrs Wood – check science corridor and rooms 32&33 are empty.

Mrs Collis – check top corridor is empty including Library, rooms 14 & 15.

Mrs Albrow – Check staffroom. Assist the Attendance Officer (Mrs C Smith) to distribute registers to Form teachers.

Mr Clark/Mr Mackillican (Fire marshal trained) - Check the alarm panel and phone the designated Assistant Headteacher (Mr O'Hanlon) - Phone 999 if an emergency is detected and liaise with the Fire and Rescue Service. (See note below)

Mr O'Hanlon - (Fire Marshal trained) assist with the managing of pupils in the tennis courts. Receive information from the Site Staff and liaise with the Headteacher regarding appropriate action.

Miss Keogh/Miss Bird – Check dormer area is empty.

Ms Hector – check Rooms 20, 21, 22, 23, 24, 25, 26, 27 are empty.

Mr Burr (Fire Marshal trained) - Check and guide people through middle staff car park.

Mrs. Bishop - check Head of Year Office, Inclusion Room, toilets and room 8 and 9 are empty.

Miss Franklin - check Gym, changing rooms and room 34 are empty.

Mrs Wells (Fire Marshal trained), Mrs Boller, Miss Coughlan - supervise year groups on tennis courts, liaise with form teachers and notify them who has come in late by referring to late book.

Mrs Brown (Fire marshal trained) - deputise for any absent staff.

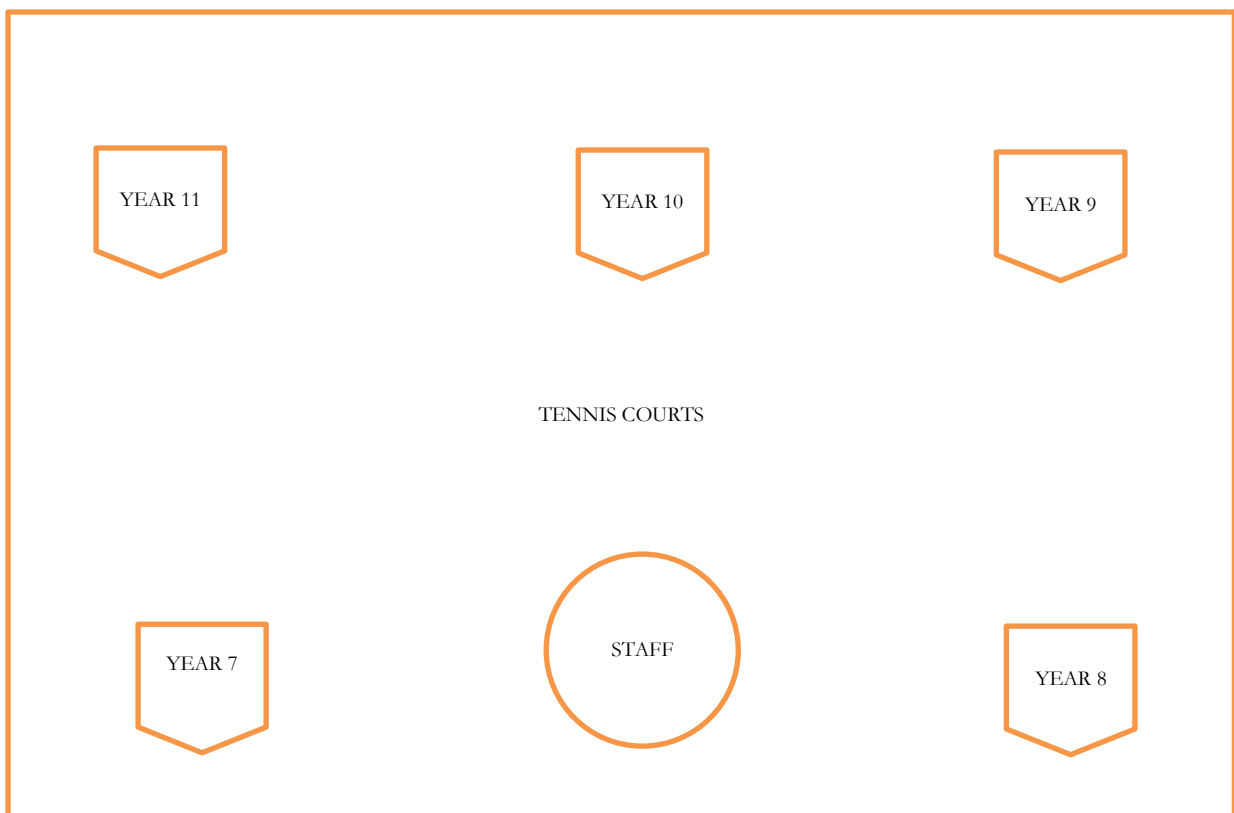
Mr Clark/Mr Mackillican will give the following information to the officer-in-charge of the first fire appliance to arrive:

- whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked;
- any dangerous substances stored in the building that are likely to become involved where the seat of the fire is thought to be located;
- and the best route to get to trapped persons or the seat of the fire.

Fire Marshals are responsible for checking designated areas of the building.

Evacuation point:

-----Quarry Hill School Hedge-----



When the Health & Safety Officer has confirmed that it is a false alarm, they will direct staff, students and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, students will be evacuated to Quarry Hill Primary School and arrangements made to contact parents.

First Aid

First aid boxes are provided at the following locations:

- All Technology Rooms (Rooms 30, 31)
- All Science Labs (Rooms 2, 3, 4, 32, 33, prep room)
- The General Office
- Site Manager's Office
- Drama / Dance rooms (Room 28, 29)
- P.E. Office
- Art Room (Room 16)

The following staff are available to provide first aid:

First Aid Team (Updated September 2023)

Name	Type of course	Expiry Date
Mrs K Wells	1 day	25/05/24
Mrs C Smith	1 day	25/05/24
Mrs Y Collier	1 day	25/05/24
Mrs A Goddard	1 day	25/05/24
Mr B Woodburn	1 day	25/05/24
Mrs L Harmani	1 day	24/11/24
Miss S Franklin	1 day	03/12/24
Mr J Clark	1 day	02/02/25
Mrs S Brown	1 day	02/02/25
Miss M Coughlan	2 day-Level 2 Outdoor/EFAW	29/03/25
Mrs S Maunze	1 day	22/04/25
Mr R Mvududu	1 day	06/07/25
Mr S De L'Eprevier	1 day	06/07/25
Mrs Z Bailey	3 day	17/11/25
Ms L Caruana	1 day	18/01/26
Mr I Mackillican	1 day	08/03/26
Mrs K Bialek	3 day	01/06/26
Mrs M Lloyd Dhesi	1 day	20/09/26

Awaiting re-qualification :

Mrs C Beck	1 day	09/03/23
Mrs S Byrne	1 day	09/03/23

Accidents

If anyone should suffer an injury as a result of an accident the procedures below should be followed:

- a) First Aid should be rendered, but only as far as knowledge and skills admit. The patient should be given all possible reassurances and if absolutely necessary, removed from danger; in the first instance the school Reception office and, in the case of a pupil, the Year Head should be informed.
- b) **First Aid.** In the first instance, the member of staff on scene will send a pupil to Reception. Reception will summon a qualified First Aider to attend to the casualty, assess their injury, and provide any first aid treatment that is required. The casualty should remain where they are. The First aider will decide if further assistance is needed from a colleague or from the emergency services. They will remain on scene until help arrives.
- c) **Transport to Hospital.** If an ambulance is required the emergency service should be used. It may be appropriate to transport a pupil to an A&E department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that specific cover from their insurance company has been obtained). These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so. The Year Head and School Office must be informed.
- d) **Contact with Parents/Carers.** The student's parents/carers should be contacted by the Year Head or the Attendance Officer if it is considered the injured person requires medical attention. At no time should the students be left unattended.

Medical Support of Students

The school recognises its duty of care for the students at Grays Convent High School, this includes those students with a medical condition which will require the administration of medication or medical support from the staff and are practical from the school's point of view.

Notification of a medical need - before entry and at the beginning of each academic year, the parents/carers are asked to inform or update the school on any medical condition that their daughter has through newsletters and any admissions entry requirements.

Records of Students - a record is kept in the medical room and the staff room. Students with significant conditions are highlighted to staff.

Training – in addition to those staff who provide medical support as part of their job, those who are regularly in contact with the designated pupil are offered suitable training if they choose to volunteer. A record of this training, usually provided by the School Nurse, is kept in the medical room.

Health Care Plan - students with a chronic illness or disability who need continued medical support from the school will have a Health Care Plan drawn up and agreed between the school and the parents/carers. The Headteacher or delegated senior member of staff in consultation with staff members and advice from the School Nurse will draw up this Health Care Plan.

Administration of Medicines - written instructions from parents/carers should be provided before medicines are administered in school.

If a pupil refuses her medication the pupil's parents/carers will be informed.

RE: ADMINISTRATION OF PARACETAMOL procedure

Due to a recent change in legislation it is now a requirement by law that we do not supply Paracetamol to students without written permission from the parent/carer. Parents are asked in advance to complete a Paracetamol Medication Permission Form indicating consent to the school giving Paracetamol in the event of a minor ailment e.g. headache, toothache etc., so that the student is able to continue comfortably and with as little disruption to their school day as is possible.

A courtesy e-mail will be sent to the e-mail address that we have on file to inform parents that medication has been taken. In the event that an e-mail address has not been supplied a telephone call will be made.

If parents would still like to receive a telephone call prior to the medication being issued, they can indicate this on the form.

If the treatment is going to be continuous and medication is needed for more than two consecutive days, parents will need to complete an additional form and the medication must have an appropriate pharmaceutical label on giving clear instructions of dosage.

If at any time there is a change of circumstance parents must inform the First Aid Office in writing. In the event that the permission slip is not received, Paracetamol will not be given under any circumstance.

Prescription medicines need to be fully labelled by parents/carers, stored at appropriate temperatures and kept in the medical room.

Non-prescription medicines will not be provided for staff or students.

School Trips - before any school trip that runs outside the school day, each pupil's parents/carers are required to complete a medical form stating any relevant conditions so that risks can be assessed and steps put in place to manage that condition.

Confidentiality and Privacy - medical information is treated confidentially but needs to be disseminated and available to all who may need to deal with the pupil's medical condition.

Wherever possible, treatment and discussions of medical conditions will be carried out in a way to respect the privacy of the pupil.

Accident / Incident Recording and Reporting

All accidents/incidents will be reported in accordance with guidance contained in Thurrock Council's Accident Reporting Guidelines.

All accidents, to students and staff are recorded in the Accident Report Book. This is situated in Reception.

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2 and digital copies can be found in the Staff Area.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

More serious accidents such as those involving the students/staff member attending hospital are recorded by the Health and Safety Officer, using the main Incident/Accident Electronic Report Form which is e-mailed to Thurrock Council. This form will be signed by the member of staff and the injured person. Staff must contact their Head of Subject and the Site Manager if they think that the accident was caused by faulty equipment so that similar accidents can be avoided in the future.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) On receipt of our completed Incident/Accident Electronic Report Form, Thurrock Council contact the Incident Contact Centre (ICC) on our behalf within 10 days. If it is not possible to contact Thurrock Council, the school's Health and Safety Officer will seek advice from ICC (0845 300 9923).

Investigation of Incidents and Remedial Action

The school's Health and Safety Officer will investigate all incidents and make appropriate recommendations to the Headteacher to prevent a recurrence.

Reporting to the Health and Safety Executive

The Health and safety officer will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and safety officer will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Illness

A teacher should not leave his/her classroom once the lesson has begun. If a teacher becomes ill, then immediate help should be sought from the nearest member of staff and Head of Department and Headteacher should be informed. If a pupil is feeling ill, the class teacher should decide if they can stay in class and potentially be moved next to an open window, or if they are not well enough to stay in class then they can be sent to the medical room with another pupil or member of staff and the medical room will phone home for them to be collected.

Violence

Any incident of violence/abuse should be recorded on an incident report form.

Dangers

If there is ANYTHING, which staff consider to be hazardous or would simply like to have checked, they are to contact the Health and Safety Officer as soon as possible. They will arrange for checks to be carried out.

Leaving School Premises

Any member of staff leaving school premises during the school day must sign out via the electronic swipe card system and must log back via the same system on return. If the swipe card system is unavailable then staff must log in and/or out at reception. This must be completed even for short periods of time – including at lunch time.

Bomb Hoaxes and Bomb Alerts

The normal evacuation procedure should be followed.

The threat

The most likely threat to the School is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. **Unfortunately this cannot be assumed and all threats, however outlandish they may appear, must and will be taken seriously.**

Sources of threat

Telephone calls

The most common form of notification of a bomb is that of a telephone call from the organisation or individual concerned. If the School receives such a call then the Immediate Actions listed below should be carried out.

Packages

Causes for concern could be packages delivered to the School. Equally unidentified packages left on the premises may give cause for concern. In all cases staff should not hesitate to question why the package is there and should equally not hesitate to carry out the Immediate Actions if their concerns are not IMMEDIATELY allayed.

Vehicle bombs

It is highly unlikely that a car or other vehicle bomb would be used against a target such as a school, but in such an event the Police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.

Immediate actions in school hours

The following actions will be taken in the event of a threat occurring during the school day:

1. Evacuate the School using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package.
2. Ensure that **no** packages, bags or other possible bombs are removed during the evacuation **unless** staff are **positive** that the item has been in their **personal possession** since leaving home that morning.
3. The Headteacher will call the Police, giving as many details as possible, using the aide memoir below.
4. Under no circumstances are children or staff to re-enter the school once everyone has been accounted for until the Police confirm that it is safe to do so. If it becomes necessary to shelter the students indoors, possible options are St Thomas' Primary School or Quarry Hill Primary School.

Immediate actions out of school hours

If a key holder is made aware of a bomb threat then they must inform the Police immediately. Equally, if the Police are made aware of a possible threat to the school, they will inform one of the key holders. Under no circumstances should a key holder or staff member carry out a search.

Bomb threat aide memoir

Telephone calls

Start the evacuation during the call if there is another person present to do this.

Think about the call:

- Did the caller use a codeword? – the Police have access to the current list and can verify it
- Content of the call – location of bomb, time of detonation
- Was the caller male or female?
- Did they have a pronounced accent?
- Background noises
- Reason for the call

Time permitting, try 1471 and see what number is returned!

Packages and vehicles

If you are suspicious – **DO NOT TOUCH OR HANDLE THE PACKAGE IN ANY WAY.**

Unfortunately, it is often the touch or feel of the package that gives rise to suspicion. If you have inadvertently picked up the package, place it gently onto a firm surface where it can be clearly seen by Bomb Disposal Officers and **LEAVE THE ROOM IMMEDIATELY.**

When contacting the Police tell them:

- Who you are and your job title
- Where you are calling from and the phone number
- Why you are calling

Telephone threat

Give all the information you have gleaned from the call

Packages & vehicles

- Where the package is (details of location) and why you are suspicious of it
- Package size/bulk, appearance, smell and greasy marks, visible features (wires etc.), address to?, postmark
- Is recipient a likely target
- When was the package found, and was any warning given
- Who found it
- What precautions are being taken

Any bomb involving a vehicle would cause a huge explosion and the only safe distance from such a device is the maximum that can be obtained. Move all the students into the tennis courts.

INVACUATION (INCLUDING LOCKDOWN) POLICY & PROCEDURES GRAYS CONVENT SCHOOL

The aim of this policy and procedures is to reduce the risk of harm to the school community and external visitors.

Introduction

An invacuation (with or without lockdown) may be deemed the most appropriate course of action if an incident occurs inside or outside the school's buildings/grounds and which renders an evacuation unsafe. Staff, pupils and visitors would be expected to stay in the room they are currently in until advised otherwise by SLT or the Emergency Services. For remote/external areas (such as PE lessons on our school grounds) return to changing rooms. If on St Thomas' field, it may be safer not to return to school but consider staying in-situ or going to an alternative location (St Thomas' School).

Invacuation may be appropriate in many circumstances, for example:

- if air pollutants are present due to a nearby fire or chemical release.
- if a dangerous animal is in the grounds.

Invacuation with lockdown may be appropriate in many circumstances, for example:

- if an aggrieved and/or intoxicated person is trying to obtain access to the school .
- if an intruder is on site.

The additional step of lockdown aims to help prevent an intruder or violent individual from causing harm.

Identification of Safe and Lockdown Areas

Safe areas simply need to be inside in order to provide shelter, in most cases staff, pupils and visitors will be able to remain where they are, if inside, and anyone outside should be able to go to the nearest inside room. In addition, if the reason for invacuation is due to an external pollutant, windows and doors should be shut and ventilation systems turned off. Normal operation of the school may be able to continue dependent on the nature of the incident. The Headteacher will decide on any further action.

Lockdown areas have been identified as the rooms where pupils are currently being taught and the PE changing room. The School deems it to be the best course of action in order to minimise the risk of contact with an intruder whilst moving around the school.

Identification of Invacuation and Lockdown Signals

The signal for invacuation is clearly distinguishable to that of an evacuation because any confusion may result in pupils, staff and visitors congregating at an assembly point, thus potentially making them more vulnerable in a dangerous situation. The person identifying an intruder or other dangerous situation is responsible for sounding the siren by pressing the button in Reception. The signal is the continuous one tone sound siren which is transmitted through the fire alarm system. (The sound of the lockdown siren is different to that of the fire alarm siren).

SLT will personally visit each area of the school to indicate 'all clear'. The signal will be***** If a different password is given it will mean that the situation is still ongoing.

Communications

During an evacuation it may be difficult to obtain a clear overview of the situation. Communication will be maintained between SLT and staff by email. All staff are expected to log in at the nearest computer if it is deemed safe to do so.

Accounting for staff, pupils and visitors

During an evacuation it is necessary to account for building users, this will prove problematic given that it cannot be anticipated who will be in each specific lockdown area. The supervisor of each lockdown area emails SLT the details of the pupils, staff and visitors with them if it is deemed safe to do so.

Once the 'all clear' has been given by SLT, pupils and form tutors should go to form rooms and be registered. They should be registered by pen on the hard copy printed sheets which are on clipboards and the name of the teacher, date and time should be written on. The registers should be collected from the Attendance / Medical Office and returned there immediately so that Carol Smith and Heads of Year can check them. The Attendance/Medical Office will print these from SIMS as soon as they receive the 'all clear' signal from SLT. Any form teacher who is absent that day should be covered by their Head of Year, and if the Head of Year is also absent the register should be covered by their line manager. All other staff go to the staffroom for a roll call using the staff list near the cover board. Each member of staff should sign next to their name. Supply teachers should sign next to their name on the cover sheet in the staff room.

Reception should bring to the staff room the visitors book to check visitors are present. Visitors should be brought to the staff room by the member of staff they are visiting.

Implementation

In an incident staff, pupils and visitors may not have much time to seek an appropriate place to find refuge but this pre planning can help remove panic and confusion. These arrangements are tested and reviewed annually.

INVACUATION– Grays Convent School

INVACUATION WITH <u>LOCKDOWN</u>	
Signal for Activation	The sounding of the continuous one tone sound siren which is transmitted through the fire alarm system. (The sound of the lockdown siren is different to that of the fire alarm siren).
Signal for All Clear	SLT to visit all areas and declare the code *****
Immediate action	All staff, pupil and visitors stay in the room where there are at the time they hear the warning. If outside, or in a corridor they must go into the nearest room.
Designated Lockdown Area(s)	<p>Most people will stay in, lockdown and barricade the doors of the room they are in.</p> <p>The following rooms have more than one exit and are therefore potentially safer than other rooms.</p> <p>1, 2, 3, 4, 8, 12, Library, 32, 33, Hall, Dining Area, Dormer</p> <p>However, movement around the building is dangerous and therefore only go to these rooms if they are very close by.</p>

LOCKDOWN PROCEDURES – Grays Convent School

**UPON HEARING THE SIGNAL, TAKE THE FOLLOWING ACTION:
GO IN - STAY IN - TUNE IN**

INVACUATION WITH LOCKDOWN

All staff, pupils and visitors STAY INSIDE the school building.

If an incident occurs at break / lunch pupils run to the nearest safe area, hide and tell (phone for help).

Where possible, lock and secure entrance points (for example - doors, windows) to prevent the intruder/violent person etc. entering the building.

Roles of SLT (these may change depending on the nature and location of the incident)

Headteacher (PJ) – stay in Headteacher’s Office to coordinate action, acting on advice of emergency services, advises SLT when all clear is to be given.

Deputy Headteacher (DCO) – Invacuation Leader in Library corridor

AHT (LOD/DD) - Invacuation Leader outside Room 20

AHT (POH) – Invacuation Leader to liaise with Site Manager

AHT (LB) / (KW) – Invacuation Leaders in bottom corridor

However, SLT should not move to these areas if they are not close.

ALL STAFF, PUPILS & VISITORS

Stay in the room or go in to the nearest room.

1. **Keep silent.** This must be achieved within 10 seconds.
2. **Close doors and windows. Lock the door if possible. Block access points** (for example - move furniture to obstruct doorways). Consider, in each room, what furniture is best to use.
3. **Keep out of sight.** Stay away from windows and doors.
4. **Sit on the floor, under tables or against a solid wall. Do not position yourself opposite the door if possible.**
5. **Put mobile phones on silent.**

	<p>6. Draw blinds and turn off lights.</p> <p>7. Stay in the room until a member of SLT gives you further instructions.</p>
<p>Dial 999 – Ask for appropriate Emergency Service(s)</p>	
<p>Ensure that staff, pupils and visitors are aware of an exit point in case evacuation becomes necessary (Fire Evacuation notices are to be read)</p>	
<p>If possible, account for all staff, pupils and visitors without putting yourself at risk, report those unaccounted for to the Emergency Services</p>	
<p>STAY IN- Remain in the room area until the all clear signal is given by SLT, or told to evacuate by the Emergency Services.</p> <p>TUNE IN- If possible, and appropriate, obtain local news updates via computer and establish internal communication via email.</p>	

COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the most appropriate department lead e.g. Head of Science or Head of D&T or Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

Legionella

- A water risk assessment has been completed in July 2022. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site. An Asbestos management survey is carried out annually.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager and Head of P.E.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work can have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Off site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- There will always be at least one first aider on school trips and visits.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned every day

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Staff are encouraged to discuss any concerns with their line manager and/or the Headteacher.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. The Caretaker should be informed.

Chemical Spills

All Science teachers and technicians should follow guidance contained in their departmental Health and Safety Manual.

Inspection and Testing of Plant and Equipment

Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. heating boilers, lightning protection, emergency lighting etc.) will be inspected by appropriate contractors.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out annually by a suitable contractor or member of staff.

Equipment Maintenance - Curriculum

Heads of Department will be responsible ensuring the maintenance of equipment for their areas of the curriculum. PE equipment is serviced and maintained annually by an external contractor.

Ladders and Access Equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment and the recording of such in the ladder register.

Health and Safety Monitoring

Inspection of Premises

General inspections will be co-ordinated by the Health and Safety Officer. The premises are inspected annually and repairs needed are reported to the Site Manager and Headteacher where necessary. Heads of Department are required to check the safety of equipment when carrying out the annual inventory process and arrange any necessary repairs.

Approximately every 5 years the school is visited by a Risk Consultant from the school's insurer Zurich Municipal who also reviews procedures and safety inspections. The last visit was in 2021

Monitoring of Accidents

The School Health and Safety Committee reviews the Accident Book to check for any trends or issues to be dealt with.

Consultation and Communication of Information

Consultation

The School's Health and Safety / Information Governance Committee meets termly to discuss health and safety issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

Committee members are:

- Mr P O'Hanlon – Assistant Headteacher, Health and Safety Officer
- Mr J Clark – Site Manager
- Ms K Bialek – Head of Science
- Mrs C Smith – Attendance Officer / Medical Room
- Miss L Caruana - Head of Art/Technology
- Miss S Franklin – Head of PE
- Mr. L'Eprevier – Head of Languages
- Mr J Burr – Head of Computing
- TBC – Media Officer / Technician
- Ms R Augustine – Science technician
- Mrs J Reynolds – Finance Officer

The Trade Unions' appointed Safety Representative on the staff is: TBC

Communication of Information

The Health and Safety Officer will ensure that systems are established so that staff and students are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the Staff Room.

Health and safety advice is available from the School Health and Safety Officer or the Schools' Health and Safety Adviser at Thurrock Council

Premises Management

Security and Visitors

All staff are issued with and are required to wear their identity badge. All visitors must report to Reception where they will be asked to sign the visitor's book and wear a "visitor's badge". All visitors will also be given guidance on fire procedures. Staff having a visitor coming into school must ensure that Reception is informed in advance of the visit and that he/she is signed in and out.

Vehicles on Site/Parking

Cars must be parked in designated areas and avoid areas that are designated emergency evacuation routes.

Asbestos

The asbestos register is held in the Site Manager's Office. The Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register.

Control of Contractors

All contractors must report to Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. Hot Works Permits are required for specified work.

Other Procedures

Critical Incident Management

Thurrock Council's Critical Incident Management guidelines are followed.

Educational Visits

Educational visits will be organised following guidance contained in the Staff Handbook. Risk Assessments must be completed. The Educational Visits Co-ordinator is TBC supported by PA to Leadership Forum.

School Minibus

The school minibus is only to be used by staff holding a current MiDAS certificate in line with the guidance outlined in the staff handbook.

Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Monitoring and review

This policy will be reviewed by the Assistant Headteacher / Health & Safety Officer annually.

At every review, the policy will be approved by the Headteacher / Full governing board.

These arrangements will be revised as new topics arise which may affect the process of managing health and safety for staff, students, contractors and other visitors.

The impact of the policy is monitored by the Health and Safety Committee and reported by the Health & Safety Officer to the governors termly.

Suggestions by any member of staff or the School Council to improve standards of health and safety are welcomed by the Headteacher and Governing Body.

Links with other policies

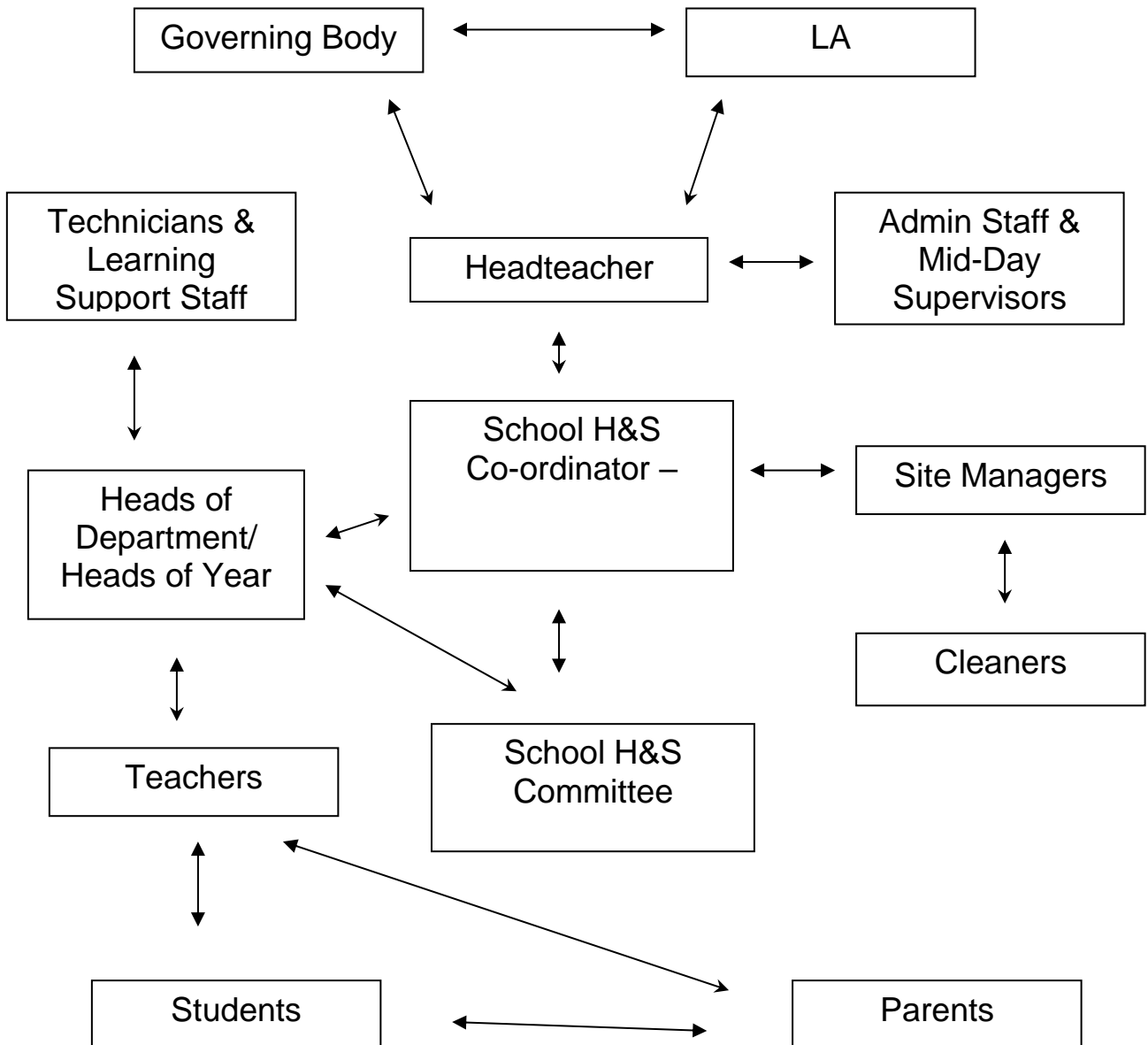
This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan

Appendix 1

GRAYS CONVENT SCHOOL

HEALTH AND SAFETY ORGANISATIONAL CHART



The Catering Staff are outside contractors and are also subject to the guidance of their employer's health and safety regulations.

Appendix 2 : ACCIDENT REPORT FORM FOR STAFF

NAME	
ROLE	
DATE OF ACCIDENT	
TIME OF ACCIDENT	
ROOM/AREA IN WHICH ACCIDENT OCCURED	
NATURE OF ACCIDENT	
TIME TAKEN TO HOSPITAL OR SENT HOME (if applicable)	
TREATMENT (if applicable)	
DATES OF DAY(S) OFF WORK	<p>.....</p> <p>.....</p> <p>Signed: Date:</p> <p>.....</p>

Return to: Mr P O'Hanlon, Assistant Headteacher

ACCIDENT REPORT FORM FOR STUDENTS

STUDENT'S NAME / FORM CLASS	
DATE OF INCIDENT	
TIME OF INCIDENT	
ROOM/AREA IN WHICH INCIDENT OCCURED	
NATURE OF INCIDENT	
ACTION TAKEN IF ANY	
ANY OTHER COMMENTS	
TEACHER IN CHARGE	PRINT NAME Signed: Date:

Return to: Mr P O'Hanlon, Assistant Headteacher