



The Chalfonts Community College

Health & Safety Policy

2024-2025

Approved by: Audit and Risk Committee **Date:** 19 March 2024

Last reviewed on: March 2024

Next review due by: March 2025

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Introduction

Everyone that enters or uses school premises and facilities must take responsibility for their actions and carry them out with health and safety in mind. That means being considerate of the risks associated with their duties. Ensuring they are aware of the health and safety policy associated with these risks. Conduct themselves appropriately and in a manner that conforms to the health and safety risks that they expose themselves and others too.

The policy set out here describes these responsibilities. However, all activities are inferred. Be that related to people, property, products, and performance of duties within the school. Activities outside the school when related to school activities are also subject to said health and safety considerations.

We ask that everyone consciously consider their day to day responsibilities, activities and actions with an overriding health and safety mindset.

1. Aims

The Chalfonts Community College aims to:

- i. Have robust procedures in place in case of emergencies.
- ii. Ensure that the premises and equipment are maintained safely and are regularly inspected.
- iii. Provide a working and learning environment which is safe and has minimal risk to health.
- iv. Provide safe working procedures among staff, students and visitors.
- v. Provide safe and healthy arrangements for the handling, storage, and transport of articles and substances.
- vi. Provide safe means of access to and egress from The College
- vii. To provide staff, students and visitors with relevant information, instruction training and supervision on the risks they face and the preventative and protective measures that control these risks, to enable all staff, students, and visitors to avoid hazards and contribute positively to their own health and safety.
- viii. Identify and evaluate all risks and risk control measures relating to incidents and near-misses within the College environment.
- ix. To teach safety where appropriate as part of the curriculum
- x. To have effective procedures in place for planning, controlling, monitoring, and reviewing all preventative and protective measures for use in the case of an incident.
- xi. To provide and maintain, so far as is reasonably practicable, appropriate welfare facilities for staff and students.
- xii. To provide an effective system of reporting and recording incidents, dangerous occurrences and potential hazards to Health & Safety.

2. 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 \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Principal.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- i. Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- ii. Inform employees about risks and the measures in place to manage them.
- iii. Ensure that adequate health and safety training is provided.

The governor who oversees health and safety is Jules Carmichael.

3.2 Principal

The Principal is responsible for health and safety day-to-day. This involves:

- i. Implementing the health and safety policy
- ii. Ensuring there is enough staff to safely supervise pupils
- iii. Ensuring that the school building and premises are safe and regularly inspected

- iv. Providing adequate training for school staff
- v. Reporting to the governing board on health and safety matters
- vi. Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- vii. Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- viii. Ensuring all risk assessments are completed and reviewed.
- ix. Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, The Director of Finance and Operations assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is The Director of Finance and Operations

3.4 The Vice Principal and Senior Leadership Team

The Vice Principal and Senior Leadership Team report to the Principal and will assist in the application of this policy.

They will:

- i. ensure that safe working conditions, practices and procedures exist for the health, safety and welfare of staff, students and others using The College premises and facilities.
- ii. take appropriate action immediately when any incident, hazard or near-miss is reported to them and stop the use of any plant, tools, equipment, machinery, etc. which they considered unsafe until they are satisfied as to their safety.
- iii. monitor all incidents that occur on the premises (or that involve staff and students in College activities off site) and report trends of incidents and near-misses as these may pose an increased health or safety risk.
- iv. assist in establishing clear lines of communications and identify the person to contact if there is imminent risk.
- v. make recommendations to the Governing Body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
- vi. report on safety and welfare matters to the Principal or The Director of Finance and Operations

3.5 The Director of Finance and Operations

The Director of Finance and Operations has responsibilities delegated by The Principal to:

- i. be the focal point for day-to-day references on safety and give advice or indicate sources of advice.

- ii. co-ordinate the implementation of safety procedures.
- iii. maintain contact with outside agencies able to offer expert advice.
- iv. carry out regular inspection on The College environment and check working practices in it, including Risk Assessments, in order to identify defects and deficiencies and take the necessary remedial action or risk control measures and to maintain records of inspection.
- v. ensure that incidents and near–misses are recorded, reported as appropriate to the Medical Administrator and Safety Executive and that appropriate remedial action is taken.
- vi. review annually:
- vii. provisions for first aid (May)
- viii. emergency regulations (September)
- ix. safety procedures (September)

3.6 Teaching and Support Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff:

- i. will take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- ii. will co-operate with the school on health and safety matters.
- iii. will work in accordance with training and instructions.
- iv. will inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- v. will model safe and hygienic practice for pupils.
- vi. will understand emergency evacuation procedures and feel confident in implementing them.
- vii. are expected to take responsibility for the application of The College Health & Safety policy to their own department or areas of work and should observe instructions given by the Governing Body and The Principal.
- viii. should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water, etc.) in line with College Policy
- ix. should resolve any health and safety problems any member of staff or student may raise and
- x. refer to the Director of Finance and Operations any problem for which there is not a satisfactory solution within the resources available.
- xi. should carry out regular safety inspections and Risk Assessments in the department of activities for which they are responsible and submit reports to the Director of Finance and Operations each College year or more frequently, if necessary, and maintain records of inspection.
- xii. should ensure, as far as is reasonable practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- xiii. should propose to the Director of Finance and Operations changes and additions to plant, equipment or machinery which are necessary for maintenance of safety.

- xiv. ensure that all equipment is safe and, where appropriate, seek specialist advice that this is so.

3.7 Class Teachers

The safety of students in classrooms, laboratories and workshops is the responsibility of the class teacher.

Teaching staff are to be briefed on the College's Health and Safety Policy and Procedures at staff meetings/CPD days and a note of the briefing to be kept on file. A class teacher is expected to:

- i. know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- ii. exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and the first-aid and the special safety measures of the teaching area;
- iii. give clear instructions and warnings as often as necessary (notices, posters and handouts are not enough)
- iv. ensure that students' coats, bags, cases, etc. are safely stowed away.
- v. integrate all relevant aspects of safety into teaching process and, if necessary, give special lessons on safety.
- vi. follow safe working procedures personally.
- vii. call for protective clothing, guards, special working procedures etc. where necessary; make recommendations on safety measures to the Subject Leader.
- viii. know of and have read and understood the individual education plan, medical support plans and personal evacuation plans for all students that they teach.

NB These rules apply to student teachers who must be made aware of their responsibilities by both the Subject Leader and their Professional Tutor.

3.8 Employees

The Health & Safety at Work Act 1974 states:

"It shall be the duty of every member whilst at work:

to take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and as regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with."

also that:

"No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health or welfare in pursuance of any of the relevant statutory provisions."

In order that the law is observed and responsibilities to students and other visitors to The College are carried out, all employees are expected:

- i. to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied.
- ii. to exercise good standards of housekeeping and cleanliness.
- iii. to know and apply the emergency procedures in respect of fire and first-aid.
- iv. to use and not willfully misuse, neglect or interfere with things provided for their own safety and the safety of others.
- v. to co-operate with other employees in promoting improved safety measures in their College.
- vi. to co-operate with the appointed safety representatives and the enforcement officer of the Health & Safety Executive or the Public Health Authority.

3.9 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Students are advised of The College's Health & Safety Policy and Procedures.

Students are expected to:

- i. exercise personal responsibility for safety of themselves and others.
- ii. observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous)
- iii. observe the safety rules of The College and, in particular, the instructions of staff given in an emergency.
- iv. use and not willfully misuse, neglect or interfere with things provided for safety.
- v. consider Health and Safety issues in their council meetings.

3.10 Contractors

Contractors will agree health and safety practices with the Principal, site manager or Director of Finance and Operations before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

- i. when the premises are used for purposes not under the direction of The Principal the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in 2.4 of this document.
- ii. the Principal or the Director of Finance and Operations will seek to ensure that hirers, contractors and others who use the College premises conduct themselves and carry out their

operations in such a manner that all statutory and advisory safety requirements are met at all times.

- iii. an agreement stating items (i) and (ii) above is signed by Contractor/Hirer.
- iv. all contractors who work on the College premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974. Checks should include obtaining evidence from contractors to ensure provision of adequate insurance coverage in respect of employers and third party liability cover for work undertaken on the site.

3.11 The Professional Associations Health & Safety Representative

Health & Safety representatives:

Are not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work Act 1974.

Do not carry legal liability for either their activities or omissions as a safety representative; the functions of Health & Safety representatives are as follows:

- i. to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of incidents at the workplace.
- ii. to investigate complaints by any employee he/she represents relating to that employees' health, safety or welfare at work.
- iii. to make representations to the employer on general matters arising out of (i) and (ii) above.
- iv. to make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace.
- v. to accompany an official inspection.
- vi. to represent the employees, they are appointed to represent in consultation at the workplace with inspectors of the HSE and any other enforcing authority.
- vii. to receive information from inspectors in accordance with Section 28(8) of the 1974 Act; and
- viii. to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

In addition, Section 2 (4) of the HASAWA places upon the safety representative the function of representing the employees in consultation with employer.

3.12 Safety Committee

The safety committee is the Governors' Audit and Risk Committee consisting of Governors and the Director of Finance and Operations, members of Senior Leadership & Site Teams.

The Professional Associations Health and Safety Representative will participate in these meetings as and when appropriate.

4. Site security

The Site Manager is 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 is a key holder and will respond to an emergency.

5. Fire and General Emergencies and Incidents

Details of the emergency procedures in the event of fire are attached as per Appendix 1.

Details of the fire safety policy and procedure is attached and also located in the fire log book which is kept in reception.

Details of the emergency procedures in the event of lockdown are attached as per Appendix 1.

Details of the lockdown procedure is attached and also located in the fire log book which is kept in reception.

A list of staff with first aid qualifications and the location of first aid boxes will be found in the Staff Handbook.

If a student/member of staff or visitor is involved in an incident or is taken ill at College either send for the Medical Administrator (ext. 627) or have them taken to the medical room depending on the severity of the situation. Remember to report and record the incidents in the Incident/Accident Book kept in the Medical Room.

All staff should be encouraged to take part in first aid and training courses.

For minor ailments send the student to the Medical Administrator with an explanatory note.

5.1 Fire Safety Policy and Procedure

The Chalfonts Community College recognises the potential for injury, loss of life or damage to property that can be caused by fire and will do all that is reasonably practicable to control this risk by ensuring that the requirements and provisions of the Regulatory Reform (Fire Safety) Order 2005 (RRO) and all associated legislation are fully and adequately met.

This document has been formally approved and adopted. It outlines the organisation and arrangements in place within the College to ensure compliance with the above order at all times by the delegation of duties to individuals throughout all Service Areas.

It is the responsibility of both managers and staff, at all levels within the College, to ensure that both the specific and general duties applying to them both by this order and any other applicable health and safety arrangements are complied with.

5.2 Legal Requirements

"The Regulatory Reform (Fire Safety) Order 2005" (RRO)

Imposes a general duty on "The Responsible Person" to:

"take general fire precautions as will ensure, so far as is reasonably practicable, the safety of employees."

"in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe."

The RRO requires the Site Manager in consultation with the DFO to take reasonable steps to reduce the risks from fire and make sure that everyone on the premises, or nearby can escape safely if there is a fire. Particular attention must be given to people who have a disability or who may need special help.

5.3 Responsibilities

Within an Academy school the Governing Body is the employer and therefore ultimately responsible for fire safety. Delegated day-to-day responsibility however rests with the Principal.

5.3.1 The responsible person will

Appoint competent persons to assist him /her (evacuation officers etc).

- i. train all staff with specific delegated responsibilities for management of the duties required by the order, or alternatively, ensure that competent individuals are employed to carry out these duties. (e.g. fire risk assessment)
- ii. arrange for a fire risk assessment to be carried out.
- iii. take any necessary remedial action identified by the assessment.
- iv. inform employees as to the risks identified by the fire risk assessment, the measures taken to prevent fires and how these will protect them if a fire breaks out.
- v. consult employees about particular roles and proposals for improving fire precautions.
- vi. before enrolling a child, advise a parent regarding any risks identified by the risk assessment and the preventative/protective measures put in place to protect them.
- vii. Inform all non-employees of any relevant risks to them and provide them with information.
- viii. co-operate and co-ordinate with other responsible persons where appropriate.
- ix. provide the employer of any person from an outside organisation with clear and relevant information on the risks to those employees and the preventive and protective measures.
- x. consider the presence of any dangerous substances and the fire risks which they present.
- xi. establish a means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- xii. provide appropriate information, instruction and training to employees during their normal working hours about the fire precautions within the workplace, when they begin employment and from time to time throughout their employment.

The Principal, as appropriate, must also ensure that sufficient resources, both financial and human, are allocated to carry out these actions.

5.3.2 Buckinghamshire and Milton Keynes Fire Authority (BMKFA)

Work in partnership with The Chalfonts Community College

- i. Provide consultative advice on fire safety, training.
- ii. Enforce Fire Legislation.

6. COSHH

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

- i. Chemicals
- ii. Products containing chemicals
- iii. Fumes
- iv. Dusts
- v. Vapours
- vi. Mists
- vii. Gases and asphyxiating gases
- viii. Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed 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.

6.1 Gas safety

- i. Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- ii. Gas pipework, appliances and flues are regularly maintained.
- iii. All rooms with gas appliances are checked to ensure they have adequate ventilation.
- iv. In the event of a Gas leak refer to Appendix 1 for procedure

6.2 Legionella

- i. A water risk assessment has been completed by the Site Team Manager who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

- ii. This risk assessment will be reviewed periodically and when significant changes have occurred to the water system and/or building footprint.

6.3 Asbestos

- i. 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.
- ii. 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.
- iii. 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
- iv. A record is kept of the location of asbestos that has been found on the school site.

7. 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.

7.1 Electrical equipment

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

7.2 PE Equipment

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

7.3 Display Screen Equipment

- i. All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out.
- ii. 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)

7.4 Specialist equipment

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

Currently there is no requirement to keep Oxygen cylinders on site. However if the need arises in the future these will be stored in accordance with best practice and in a designated space, and staff will be trained in the removal, storage and replacement thereof.

8. Lone working

Lone working may include:

- i. Late working
- ii. Home or site visits
- iii. Weekend working
- iv. Site manager duties
- v. Site cleaning duties
- vi. Working in a single occupancy office
- vii. 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.

9. 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:

- i. The Site Manager retains ladders for working at height.
- ii. Pupils are prohibited from using ladders.

- iii. Staff will wear appropriate footwear and clothing when using ladders.
- iv. Contractors are expected to provide their own ladders for working at height.
- v. Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- vi. Access to high levels, such as roofs, is only permitted by trained persons.

10. 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 or hired in, and that staff are trained in how to use them safely.

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

- i. 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.
- ii. Take the more direct route that is clear from obstruction and is as flat as possible.
- iii. Ensure the area where you plan to offload the load is clear.
- iv. 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.
- v. Make use of lifts where applicable and avoid using staircases.

11. Off-site visits

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

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

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

13. 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/Principal immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking/Vaping

Smoking and/or vaping is not permitted anywhere on the school premises.

15. 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.

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- i. 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 (for example, nappy or pad changing)
- ii. Wear goggles if there is a risk of splashing to the face.
- iii. Use the correct personal protective equipment when handling cleaning chemicals.
- iv. Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment.

15.4 Cleaning of the environment

- i. Clean the environment frequently and thoroughly.

15.5 Cleaning of blood and body fluid spillages

- i. Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- ii. 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.
- iii. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- iv. Make spillage kits available for blood spills.

15.6 Clinical waste

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

15.7 COVID-19 management

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

- i. Restrict non-essential activities where a COVID-19 risk has been identified.
- ii. Where possible, replace risky activities with other suitable activities without introducing new hazards.
- iii. Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety.

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.

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.

15.8 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.

15.9 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.

16. 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:

- i. 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.
- ii. 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.
- iii. 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 carer and GP as this must be investigated promptly.
- iv. COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS

17. 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.

Further guidance can be found in the College's Stress Management Policy.

18. Accident reporting

18.1 Accident record book

- i. An accident form will be completed within 24 hours after the accident occurs by the Medical Administrator in the case of student accidents and by the staff members line manager in the case of staff accidents. Student accidents will be recorded on Arbor and staff accidents will be recorded on Smartlog An accident form template is included as part of Appendix 4 to be used where required to report to local authority or The Health and Safety Executive
- ii. As much detail as possible will be supplied when reporting an accident
- iii. Information about injuries will also be kept in the pupil's educational record.
- iv. 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 18.2 Reporting to the Health and Safety Executive

The Medical Administrator 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 Medical Administrator 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:

- i. Fractures, other than to fingers, thumbs and toes
- ii. Amputations
- iii. Any injury likely to lead to permanent loss of sight or reduction in sight.
- iv. Any crush injury to the head or torso causing damage to the brain or internal organs.
- v. Serious burns (including scalding)
- vi. Any scalping requiring hospital treatment.
- vii. Any loss of consciousness caused by head injury or asphyxia.
- viii. 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.
- ix. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- x. Where an accident leads to someone being taken to hospital
- xi. 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:

- i. The collapse or failure of load-bearing parts of lifts and lifting equipment.
- ii. The accidental release of a biological agent likely to cause severe human illness.
- iii. The accidental release or escape of any substance that may cause a serious injury or damage to health.
- iv. An electrical short circuit or overload causing a fire or explosion.

18.3 Notifying parents

The Medical Administrator will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting child protection agencies

The Medical Administrators will notify Buckinghamshire County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

18.5 Reporting to Ofsted

The Principal or delegated staff member with the authority to do so, will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

18.6 Reporting to Governors

Periodic and summarized report back on incidents and near misses should be provided to the Colleges risk and audit committees

19. 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.

20. Monitoring

This policy will be reviewed by the Director of Finance and Operations every year.

At every review, the policy will be approved by the Principal and Governing Body

21. Links with other policies

This health and safety policy links to the following policies:

- i. First aid
- ii. Risk assessment
- iii. Supporting pupils with medical conditions
- iv. Accessibility plan
- v. COVID-19 risk assessment
- vi. Remote learning
- vii. Stress management

Appendix 1. Fire safety checklist

FIRE AND EVACUATION PROCEDURE

1. If you discover a fire, you should immediately follow the instructions on the Fire Action signs located next to the call points ensuring that everybody from the room has evacuated and if possible closing the door and windows behind you.
2. Break the nearest fire alarm and lead your students from the premises.
3. You should then inform The College Reception (Ext 221 or 224) of the situation in order that the emergency services can be called if necessary.
4. The current fire alarm will be a continuous sounder that resembles an emergency vehicle sounder and **SHOULD ALWAYS BE TAKEN SERIOUSLY.**

On hearing the sounder, Students should move quickly and quietly. It is the teacher's responsibility to ensure that nobody is left behind and that doors and windows are shut behind you but not locked. On leaving the building, you should keep your students as far away from other buildings as possible consistent with a speedy evacuation. (Procedures applicable to Special Need students are reviewed by the SEN department on a periodic basis to ensure they are appropriate for the needs of the individual student).

5. The Director of Finance and Operations and Site staff will check the location of the activated alarm on the main panel in Reception and investigate the area concerned. All of the Site team will collect a radio and await instructions from the Director of Finance and Operations.
6. All Staff with handheld radios are to switch from Channel 1 to Channel 3 in the event of an emergency.
7. One person on each corridor should check any offices, toilets and unused rooms to ensure that nobody has been left behind.
8. Students should assemble by the far fence of the main College field in Registration Groups with Year 7 nearest the Gymnasium, Year 11 in line with the Meridian Block and Years 12 and 13 closest to the MUGA. **Students should face away from the buildings.**
9. Attendance registers (by form) will be brought to the College field by the Attendance Officer, along with a radio for each Year Leader, Year Leaders must ensure that radios are switched to channel 3. They will be distributed to Tutors who will call the register and report any absentees to their Year Leaders.
- 9A. Exam Procedure – In the event that exams are in progress, the invigilators will escort the students from the hall / gym/ rooms and will line them up, in their seating order, along the fence backing onto Pinewood Close. They should be kept away from all other students so that exam conditions can be maintained in line with JCQ regulations. The invigilators will have their own registers for students sitting exams. Any member of staff responsible for the exam students (eg. Year Leader / Tutor) should make themselves known to the Exams Officer and help the invigilators to maintain silence for the duration of the evacuation. In the event that staff/students are allowed back into the building, the exam students will return to the exam venues and continue their exams.
10. Administration will open the side gate for staff and a designated reception staff member will stop visitors from entering The College via the main gate and doors.
11. A designated reception staff member will bring the 'Emergency Grab Bag', which will be given to a member of the SLT.
12. The Curriculum Support Administrator/Admin will inform the Leisure Centre to send students to the field and stop anyone entering the College premises via the rear staff car park access.

13. Administration will stop anyone entering the College premises via the Chikara rear gate access.
14. The Signing In and Out book, Visitors Signing-in book, Absence Cover sheet for teachers and absence sheet for support staff will be brought to the College field by the Principal's PA.
15. The Medical Administrator will bring daily diary/log book to the College field and any students which are in the medical room.
16. Year Leaders will compile a list of any absent tutors, attached trainee teachers and absent students from their Tutors and inform the Vice Principal (Teaching & Learning) of any persons missing (the Principal in her absence).
17. While registers are being called students should remain **quiet** and **attentive** for instructions which may need to be given in very difficult circumstances.
18. All staff and visitors should evacuate the building on hearing the continuous alarm and report to the field, area closest to Café 2000 however away from the buildings, i.e, admin staff, members of staff not attached to a tutor group, Technicians, Site Team and visitors, LSAs and Catering staff. The person responsible, for each group, will inform the Vice Principal (Teaching & Learning) of any missing staff. All staff should report to the principal's PA so that they can be checked off the staff register.
19. Teachers who are not tutors should go directly to their link year group to assist with registration
19. The Vice Principal will check the situation regarding the alarm and missing people with The Director of Finance and Operations and he will either give further instructions or arrange for students and staff to return to their classes/offices.
20. Following a fire practice, any defects in the procedure must be notified to the Vice Principal in order that remedial action can be taken
21. Attention is drawn to Appendix 2 Fire Log Information Sheet for further details on the responsibility of all fire wardens

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be locked within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

In the event of a Lockdown which requires people to remain in the school buildings, a **pulsating** sounder would be activated. Please follow procedure for lockdown below.

Lockdown Procedure

- i. Signal for commencing lockdown procedures will be given (**pulsating alarm sounder that will ring continuously for 5 minutes**)
- ii. Channel on hand held radios to be switched to Channel 3 however all comms to be kept to a minimum and as silent as possible. Essential communication only and where information is available as to the nature of the emergency SLT would use discretion on plan of action and communicate accordingly
- iii. Principal or reception to will call Emergency Services (9) **999**
- iv. **Dedicated hand held radio to be available for emergency services already set to channel 3**

- v. Direct all students, staff and signed in visitors to the nearest safe place (This may be dependent on where this risk is). If individuals are outside instruction will be given to go to the closest available safe place note list of most appropriate safe places below
Nearest classroom or office
Any students out of lesson to go to nearest classroom / safe place and be registered accordingly by the particular staff member in the classroom or safe place

Students participating in PE

Tennis courts to Food Tech classrooms
MUGA to Chikara study Centre
Main Field to Café 2000

- vi. Secure rooms and take action to increase protection – lock and barricade doors and windows if possible
- vii. Close window blinds,
- viii. Turn off lights, smart boards, fans, or air conditioning units (this reduces noise and risk of exposure to chemical threats)
- ix. Hide, sit on the floor under desks, and away from windows and doors.
- x. Stay silent – where possible use silent communication and keep noise to a minimum. Ensure that communication devices are secure and cannot be intercepted, this includes – two- way radios, classroom and office telephones, mobile phones, instant messaging, and email. Put any mobile devices on silent.
- xi. Ensure that students, staff, and visitors are aware of an exit point in case the intruder does manage to gain access.
- xii. If possible, check for missing / injured students, staff and visitors.
- xiii. Keep doors and windows locked and shut and remain inside until all clear has been given, or unless instructed by emergency services.
- xiv. All Clear signal – three sounders
- xv. Either Vice Principal or Principal responsible for any and all communications with stakeholders, local authority and community during and after incident, where appropriate.

SAFE PLACES MOST SUITED FOR LOCKDOWN

1. Classrooms
2. Offices

ALTERNATIVE PLACE OF SAFETY

1. Leisure Center

SUSPICIOUS CIRCUMSTANCES

The following circumstances could give rise to evacuation or lockdown. Please listen carefully to sounders to advise the safest procedure.

PERSONS

The presence of a suspicious person or persons should be reported immediately to Reception and/or the Site team.

PACKAGES

A suspicious package should not be handled but reported to Reception and the Site team. The package should be isolated to avoid any possible contact while the emergency services are being contacted.

BOMB THREATS

In the event of a bomb threat/alert, the response with regard to evacuation will follow a similar procedure as that for fire, using the same assembly points. Please note that some fire routes may not be suitable, as they may be in the vicinity of the bomb and some staircases may channel and concentrate the effects of the blast.

On completion of a search by the emergency services, when the 'all clear' is given, then students may return to classes.

Please note that the above list may not be exhaustive. Please refer to the School Emergency Management Plan for further guidance.

OTHER EMERGENCY PROCEDURES

GAS LEAK

In the event of a gas leak, no naked flames or electrical appliances should be used. Light switches should not be turned on/off and an orderly evacuation of the premises should take place. Doors and windows should be open to allow natural ventilation to take place.

Reception and/or the Site team should be contacted immediately.

FLOOD

In the event of a flood, no electrical appliances should be used by any student, member of staff, visitor or contractor. Reception and/or the Site team should be contacted immediately.

ACCIDENTS AND ILL-HEALTH

All accidents, including near misses (an incident which did not cause personal injury or property/equipment damage, but could easily have done so) and all work-related health problems must be reported to the Medical Administrator.

The Medical Administrator and/or a qualified First Aider will give emergency aid as required and, if required, will arrange transport to hospital via the emergency services depending upon the severity of the incident.

Appendix 2: Fire Log Information Sheet

Names and responsibilities of staff allocated special duties e.g. firefighting, evacuation, weekly inspections and tests.

Name	Section/Location	Duties
Sarah Jones – Vice Principal	Field	Arrange fire drill (x 3 academic year) liaising with Business Manager. Liaising with tutors/SLT/members of staff ensuring all students have been accounted for.
Site Manager – Chris Park	Various around College <i>(see separate list in Reception)</i>	Weekly fire alarm test <i>(Tuesday Afternoons)</i>
Site Manager – Chris Park	Whole College	Weekly fire safety inspection
Site Manager – Chris Park	Whole College	Termly College safety inspection
Director of Finance & Operations – Grant Wolpert	Whole College	Evacuation
Charlotte Hollman	Field	To bring daily diary / log book and any students from medical room
Rachel MacKeith (Any free member of the Administration Support Team in Rachel's absence)	Main entrance	To stop visitors from entering the College on evacuation
Sue Patrick	Yellow box – field	To take all required books from reception and lists. Take register of support staff and displaced staff on evacuation.
Kelly Balance Janet Miller Jackie Harris	Field	To take emergency 'grab bag' for SLT. Checking visitors signing in book (with Sue Patrick)

6 th form administrator Jo Sinclair	Chikara gates Tennis Court gates of school	To staff Chikara & Tennis Court gates (with radio)
Punita Shah Attendance assistant	Field	Take registers to RVP for Year Leaders. Collect 3 radios from Reception & take to RVP for emergency use.
Emma McCarthy	As required	To assist, where possible, if other members of staff are absent
Tutors	Field	To take register of students on evacuation

Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check](#).

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Covid-19	5 days and if not showing any symptoms can return to work
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.

Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 4: Accident report: The Chalfonts Community College

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Principal The Chalfonts Community College			
Signature		Date	

History

Date	Issue	Status	Comments
June 22		New Policy Created	3.3 Consent Forms added 5.1 First Aid Accident reporting 5.4 Reporting To Ofsted 6.0 First Aid personnel requirements; Medical Administrator added 9.7 Written Permission 10.0 Managing Medicines 10.1 Controlled drugs 10.2 Students managing own needs 11.0 Emergency Procedures 13.0 Record Keeping, head injuries 13.1 Returning to school on crutches
September 2023		Amendment Amended Added Added Amended Added Amended Added Added	3.7 viii 3.12 RFL changed to Audit & Risk 18.1 Accident Reporting 18.1 Appendix 4 21 vii Appendix 1: 4 Lockdown Procedure Appendix 2 name changes Appendix 3 Covid 19 Appendix 4
March 2024		Amendment	Dates updated Formatting