



SHAPWICK SCHOOL

'The same road by different steps'

HEALTH AND SAFETY POLICY

Review: August 2019

SHAPWICK SCHOOL

HEALTH AND SAFETY POLICY

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Health and Safety Policy

1. Health and Safety Policy Statement

The Advisory Board of Shapwick School has responsibility for the health, safety and welfare of staff, young people and visitors whilst at work and others who may be affected by the school's activities or actions. The Advisory Board considers the health, safety and welfare of its employees, and others who may be affected by the school's activities or actions to be of primary importance and a priority. In addition we will ensure compliance with current legislation, approved codes of practice and safe working procedures in order to be a leader in best practice in education ensuring the best outcomes for our young people and staff.

Shapwick School will, so far as is reasonably practicable, ensure that all activities undertaken are managed in such a manner so as to adequately control all foreseeable risks to health, safety and the welfare of its employees, volunteers, young people, parents/carers, visitors, contractors and sub-contractors."

In furtherance of the above statement and the need to ensure compliance with all relevant health and safety legislation, the Advisory Board will pay particular attention to the provision of:

- A healthy working environment;
- A safe place in which to work with safe means of access and egress;
- Suitable and sufficient information, instruction, training and supervision to enable all staff to comply with health and safety procedures;
- Safe plant, equipment and systems of work;
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with the Health & Safety at Work etc. Act 1974;
- A comprehensive Health & Safety Policy subject to annual review by the Advisory Board
- Appropriate arrangements to assess and control the risks associated with work and activities undertaken by employees, young people, volunteers and visitors;
- Appropriate procurement policies to ensure that Shapwick School engages only competent contractors and sub-contractors, along with the sourcing of compliant machinery and materials as required;
- A suitable and sufficient safety management system.

To assist in the implementation of the Health & Safety Policy, adequate, competent health and safety staff will be employed to advise on health and safety matters. Not only will appropriate external sources of information be consulted, but Shapwick School will also seek advice from its employees, acknowledging their input and participation to be of paramount importance.

This policy can only be successful with the active co-operation of all employees. Shapwick School therefore reminds all employees that it is their responsibility to cooperate with the employer by performing their assigned duties safely by following training and established safe working procedures, using any supplied safety equipment appropriately, by reporting or correcting unsafe acts or conditions and never undertaking a task that you are not qualified to do.

Policy adopted by the Shapwick School Advisory Board on: 31.08.17

To be reviewed annually thereafter.

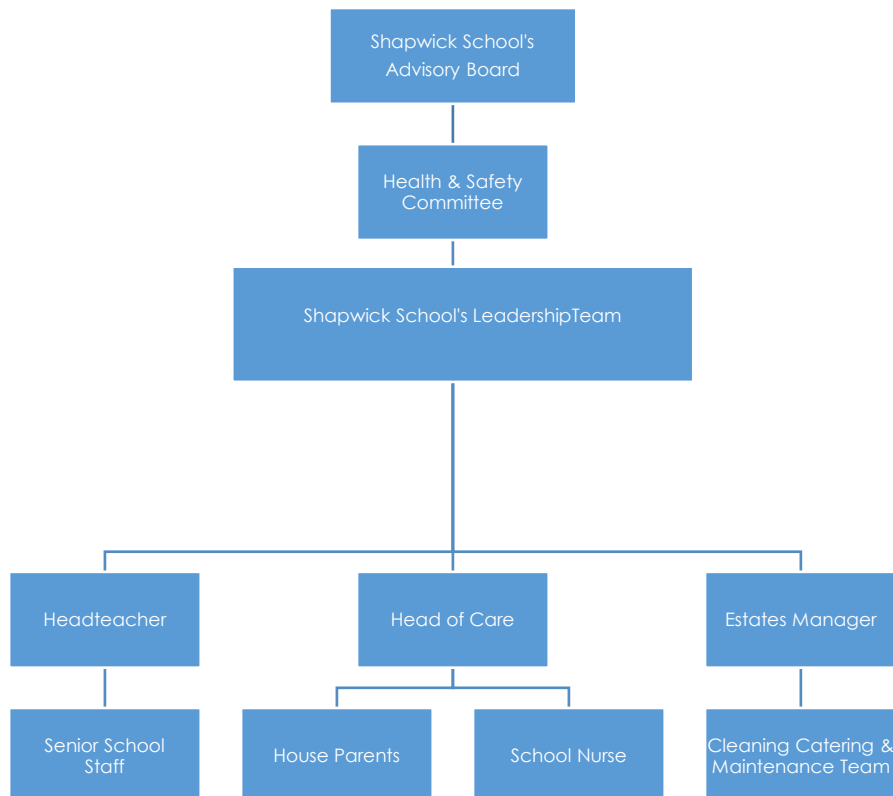
Part 2: Safety organisation

2.1 The objectives of Shapwick School's health and safety policy are so far as reasonably practicable to:

Develop a positive Health and Safety culture among the staff and young people through the following principles:

- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, its subordinate regulations, other statutory instruments and approved codes of practice.
- Paying due regard to current DFE guidance: [Health and Safety: Advice on Legal Duties and Powers](#)
- Ensure all Estates meet or exceed the relevant National Minimum Standards applicable to the setting.
- Ensure that a suitable and sufficient assessment of risks has been carried out and where required proportionate and adequate control measures are put into place to reduce those risks as far as is reasonably practicable.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 of this policy.
- Protect individuals whether they are employees, young people, members of the general public visiting schools, contractors and their employees, from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety so far as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient Estates and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by employees.
- Ensure all staff are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate with the employer in all aspects with regard to safety.
- Ensure that full and effective consultation with staff and stakeholders on all matters is encouraged.

The Management Structure within Shapwick School with regards to health and safety



2.2 Responsibilities of individuals within the Company

Shapwick School's Advisory Board

Direct responsibility for all aspects of health and safety at work within Shapwick School Schools rests with the Advisory Board. They ensure that the school meets its legal obligations with regards to Health, Safety and Welfare in all of its operations and work activities. The Advisory Board monitors health and safety through the receipt of regular reports from the Shapwick School's Health and Safety Committee and the Estates Manager.

Estates Manager

The Estates Manager is adviser to the Principal and the Health and Safety Committee on health, safety, welfare and estates matters within Shapwick School; as such they are responsible for development and delivery of safety and related policies. They will advise all staff in meeting their individual and corporate responsibilities with regard to health and safety at work. In addition they are responsible for investigating accidents and liaising with staff and other agencies as required. They will monitor safety performance in all of the school's Estates and produce a safety and estates report for each meeting of the Health and Safety Committee. The Estates Manager will attend the Health and Safety Committee meetings held termly.

Shapwick School Leadership Team (SLT)

The SLT oversees the management and operations of all school functions, and has direct responsibility for policy and management. The team is comprised of the Principal, Deputy Principal, Head of Care and Estates Manager.

The Head Teacher

The Principal is responsible for ensuring so far as reasonably practical the implementation of Health and Safety policy at Shapwick School. The Principal will delegate day to day responsibility to the Deputy Principal, the Estates Manager and the Head of Care. They will retain oversight over the Offsite Visits organised by the Education and Care team and will have final sign off authority for all visits.

The Principal

The Principal is responsible so far as reasonably practical for the effective implementation of the safety policy and the day to day management of all educational related Health, Safety and Welfare matters in accordance with this policy. They will delegate certain functions to other staff as specified in individual job descriptions. They will liaise with the Head of Care on health and safety matters ensuring a suitable transition between care and education is achieved in relation to health and safety. In the absence of the Principal they will have sign off authority for all educational offsite visits.

Head of Care

The Head of Care is responsible so far as reasonably practical for the effective implementation of the safety policy and the day to day management of all care-related Health, Safety and Welfare matters in accordance with this policy. In addition they will have oversight over the Offsite Visits organised by the care team and will have final sign off authority for all level visits. The HOC delegates certain functions to other staff as specified in individual job descriptions. They will liaise with the Headteacher and Assistant Head on health and safety matters ensuring a suitable transition between care and education is achieved in relation to health and safety.

Estates Manager: The Estates Manager has responsibility for ensuring the buildings and grounds along with school transport conform to current statutory requirements in terms of health and safety. They will ensure all contractors and service providers to the school conform to Shapwick School's compliance process and will be responsible for ensuring all work on site is carried out in a safe manner. Where required they will administer the permit to work system and carryout the required checks in relation to asbestos, legionella and fire legislation.

All staff

Have a duty to themselves and to others affected by their work with regards to health and safety. In addition they are required to cooperate with the employer to enable them to discharge their legal duties under health and safety legislation. They are to report any concern or failings to their Line Manager for investigation.

Young people

All young people at Shapwick School have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other young people, staff and members of the public. This includes observing and cooperating with all reasonable guidance and support associated with promoting and maintaining standards of health and safety both on and off-site; and not to wilfully misuse, neglect or interfere with things provided for their safety such as fire extinguishers and alarm systems.

Visitors

All visitors to Shapwick School's premises have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, young people, staff, contractors, and members of the public. They are required to cooperate with supervisors, line managers and safety representatives, and to adhere to safety guidance given in helping to maintain standards of health and safety within the company and specific setting.

Union safety representatives

The Advisory Board recognises the rights of union safety representatives to carry out safety walks and make recommendations based on their findings to the Principal or Estates Manager. Union representatives may also assist with accident investigations where their members are involved.

Contractors:

It is the responsibility of all contractors and their employees to read and comply with Shapwick School's Contractor Control policy. Contractors will be vetted in accordance with Shapwick School's 'Safeguarding and Child Protection Policy' to ensure that they meet safeguarding and safety criteria in all instances.

2.3 Health and Safety Committees

The committee will comprise of selection of the following company staff:

Staff Members

- Principal/Headteacher

- Head of Care
- Transport Manager
- Medical Coordinator or Member of staff responsible for accident recording and reporting
- Estates Manager

Departmental Representatives

The following departments have been recognised as presenting a higher risk in their day to day activities and should send a representative or report to committee meetings:

- Science
- PE
- Design, Technology & Art
- Catering Manager

Young People

Represented via feedback from house meetings and school councils

Independent Advisor

An independent advisor will be appointed to provide professional, independent guidance and advice.

Frequency of Meeting

The committee will meet at least termly

Appointment of Chair

The meeting will be chaired by the Principal. In their absence Shapwick School's Estates Manager will act as chair

2.4 Terms of reference of the safety committee

1. To assist the Advisory Board in discharging its responsibilities as defined by current Legislation.
2. To develop more detailed health and safety policies when required
3. To provide a mechanism for staff and Union safety representatives to raise Health and Safety Concerns as required in the Safety Representatives and Committees Regulations & The H&S (Consultation with Employees) Regulations.
4. To make recommendations to the Principal and Estates Manager in relation to policy and procedure.

Tasks

To meet the terms of reference, the Committee will undertake the following tasks:

1. To ensure Shapwick School's Health and Safety Management System continues to be suitable and is operating satisfactorily at all levels.
2. Review at least annually Shapwick School's Health and Safety Policy in light of changes in legislation, identified good practice and advice from school staff and other organisations.
3. Receive at least termly a report from specific staff on health and safety matters within the School and to act where necessary in response to the report.
4. Receive at least termly a report from the Medical Coordinator regarding incidents and accidents and action taken as a result of investigation into each incident, to consider emerging trends or patterns and to act where necessary in response to the report.
5. To receive a termly report on Offsite Visits from nominated staff on proposed and completed educational visits allowing issues to be highlighted and acted upon.
6. To provide at each termly meeting a provision for staff and Union representatives to raise matters of concern and to act where necessary.
7. To provide at each termly meeting a provision for the young people to raise matters of concern and to act where necessary.
8. To receive from time to time reports from inspections and audits to ensure that Health & Safety requirements are being complied with and to discuss any concerns raised.
9. To receive reports from the Estates Manager on evacuation procedures and to act where necessary in response to the report.
10. To receive a termly report from the Head of Care on significant care matters.
11. To receive a termly report from the Headteacher on significant educational matters.

Part 3: Safety arrangements

Introduction

The safety arrangements set out below are for the information, guidance and compliance of all staff at Shapwick School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work etc. Act 1974 (HSWA), the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and common law, employers and employees have a duty of care to all young people educated and/or accommodated within the setting.

In carrying out their normal functions, it is the duty of all staff to: so far as is reasonably practicable prevent injury to individuals. This will be achieved by adoption of arrangements and procedures developed out of risk assessment for the proportionate control of risk.

More specific arrangements are set out below and will be amended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate with the Advisory Board in fulfilling the objectives of Shapwick School and a personal responsibility to take reasonable care to ensure that their actions do not cause harm or injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

For general guidance on health and safety in education use this link
HSE Education page <http://www.hse.gov.uk/services/education/index.htm>

Specific arrangements for health and safety

3.1 RISK ASSESSMENT

Responsible Person: see Appendix 1

This section of the Health and Safety Policy forms the schools policy on risk assessment and the subsequent control of such risks. The Principal has overall responsibility for ensuring suitable and sufficient risk assessments are drawn up and reviewed. In addition they will ensure that identified risks are proportionately and effectively managed. The Principal will appoint a competent person/s to oversee risk management in the setting.

The competent person or persons will ensure that all risk assessments required for the site, buildings and work tasks, undertaken by staff and young people at Shapwick School, are conducted in accordance with requirements. Risk assessments will be created using the company risk assessment templates and the significant findings of such assessments will be communicated to the staff affected. In addition, the setting will keep an indexed master file of current signed risk assessments as a reference point for staff. Behavioural risk assessments for specific YP's will remain in their own files to ensure confidentiality is maintained.

The school has adopted a common form of assessment for buildings and tasks along with a specific process for the assessment of offsite activities in order to have continuity in process across the organisation. These forms and advice on their use can be obtained from the competent persons on site.

Risk assessment is an on-going procedure requiring regular review and where necessary, revision. Unless a different period of review is specified, risk assessments should be reviewed annually. Risk assessments should also be reviewed whenever new substances, equipment, staff or young people are introduced into the setting or when procedures and premises are altered. Revisions may also be necessary where monitoring procedures indicate that control measures are not working properly.

The Principal along with school staff are responsible for ensuring that consideration is given to the identification of all reasonably foreseeable risks that might occur from carrying out their activities. Having identified all reasonably foreseeable risks they must ensure that the effects of such risks are eliminated or managed appropriately and proportionately to the risk posed.

The setting also recognises its responsibilities to new and expectant mothers along with young persons engaged in work activities or work experience. In all cases the appropriate risk assessments will be carried out alongside such persons with suitable control measure being put in place.

Shapwick School has identified the following areas where higher risks may be present:

Curriculum and care:

- Physical Education
- Design and Technology
- Art
- Science
- Performing Arts
- Behaviour management & placement assessments
- Offsite Visits

Estates:

- Catering
- Cleaning
- Maintenance

3.2 DISPLAY SCREEN EQUIPMENT (DSE)

Responsible Person: see Appendix 1

All PCs, laptops and communication devices are classed as DSE. Any workstation provided on site must meet the requirements laid out in the DSE regulations.

HSE guidance on DSE issues can be found at the following: [Display Screen Equipment \(DSE\)](http://www.hse.gov.uk/msd/dse/index.htm)
<http://www.hse.gov.uk/msd/dse/index.htm>

a. Definition of habitual users

The following factors are those that should be considered to help establish whether a person is defined as a user by the Regulations:

- Can the job not be done without DSE?
- Does the worker have no discretion over whether to use DSE?
- Does the task require significant training or special skills?
- Is DSE used for periods of an hour or more at a time, and more or less on a daily basis?
- Does the task depend upon the fast transfer of information between the worker and screen?
- Are attention and concentration demands high?

If most or all of these questions are answered in the affirmative, the person is a 'user' or 'operator' of DSE for the purposes of the law.

Workstation Assessment

Where necessary, the Estates Manager will arrange for workstation assessments to be carried out using the school's DSE assessment sheet. At Shapwick School the HSEM will ensure suitable arrangements for DSE assessment and provision are in place.

The school is committed to acting on the findings of such assessments and to being proactive in meeting the requirements of the DSE regulations.

Sight Screening

Where assessment indicates sight screening is required the school will meet the costs of such eye tests.

Where corrective spectacles are prescribed by the optician **specifically for VDU work** the employee will be reimbursed for the cost of the basic lens and frame prescription. The SMO should be consulted before any commitment to purchase eyewear is made.

Working Arrangements/Good Practice

Whilst no employee is required to work from home, staff should recognise that any such work is subject to the DSE regulations and they should follow the guidance issued by the school in respect of DSE.

DATA SECURITY

All staff have a duty to prevent sensitive and confidential data from becoming public. Staff are required to follow Shapwick School's policies, procedures and guidance on confidentiality, data protection and e-safety.

3.3 VISITORS AND CONTRACTORS

Shapwick School acknowledges its duty of care to all visitors and users of school premises and will make every reasonable effort to ensure that visitors are aware of the relevant procedures laid out in this policy. In addition they recognise their duty of care to manage all safeguarding and child protection issues in the best interests of young people in our care.

Visitors/contractors:

All visitors to the school premises will be required to sign in and out at main reception. Here they will be issued with the appropriate pass and documentation including information concerning their health and safety whilst on site. The level of supervision required for a particular visitor will be based on evidence of suitable safeguarding checks and their anticipated proximity and access to young people.

In addition, all visitors to site will be given written or verbal guidance on the safeguarding arrangements in place including the names of designated persons and the actions to be taken if disclosure occurs.

Full details of Shapwick School's procedures for site security can be found in Appendix 4 of this policy

3.4 ARRANGEMENTS FOR THE SUPERVISION OF YOUNG PEOPLE AT SHAPWICK SCHOOL

Shapwick School has established clear routines in relation to the supervision of young people; and senior staff are responsible for ensuring these expectations are clearly communicated and adopted by all professional staff with supervisory responsibilities.

During the school day young people will be under the care and supervision of the education team. All activities will be appropriately supervised in accordance with risk assessments for location, activity and individual young people.

At the end of the school day young people who are boarders will be 'handed over' to the house parents who will ensure that young people continue to be appropriately supervised in accordance with specific and individual risk assessments. Depending on the young person's individual risk assessment, young people will be permitted periods of unsupervised time on or off-site to enable them to engage in suitable activities and socialise with peers.

Non-boarders will be handed over to their parents or representatives as arranged.

At both transition points there will be a clear handover of duties and responsibility along with an exchange of relevant information regarding each young person.

3.4 LABORATORIES AND PRACTICAL AREAS

Responsible Person: see Appendix 1

Shapwick School acknowledges the guidance issued by competent authorities on the lay out and provision of laboratories and workshops. This includes guidance issued by DATA (Design and Technology Association) and CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services). Each school offering science to KS3 – 5 will ensure it has membership of CLEAPSS and will follow the guidance issued in relation to Science and D&T provision including holding chemical safety data sheets for chemicals stored on site. Shapwick School also acknowledges the necessity for **prior** training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

In line with best practice from CLEAPSS there will be a specific D&T and Science H&S policy in place.

The Head of Science is the Radiological Protection Advisor for the school.

Source Store: Physics store room D&T block, Station Road Shapwick
Radiological Protection Supervisor Shapwick School: detailed in Appendix 1

3.4 WORK EQUIPMENT


Responsible Person: Maintenance Manager

Shapwick School acknowledges its obligations under the Provision and Use of Work Equipment Regulations (PUWER 98) and the Electricity at Work Regulations.

These apply to the purchase, sale and use of all equipment at Shapwick School.

Information on PUWER can be found following this link to the HSE: [Short guide to PUWER](http://www.hse.gov.uk/pubns/indg291.pdf)
<http://www.hse.gov.uk/pubns/indg291.pdf>

In accordance with the Electricity at Work Regulations 1989 all portable electrical equipment (equipment powered via 13 amp plug) in use on Shapwick School's property will be subject to a suitable scheme of inspection. For equipment owned by Shapwick School and its staff, an inspection and testing process will be carried out as follows: Double insulated (Class II) will be visually inspected and Class I will be subject to portable appliance testing (PAT) before coming into use and at set periods thereafter, the results will be held on a central register of testing in the school office. All inspected and tested equipment should be marked to indicate it is in test. The period of test is determined by equipment type and use. The following table can be used as a guideline to determine test intervals:

Equipment type	Period of test
Double insulated (Class II) items showing this symbol  Phone chargers etc.	Visual inspection 6-12 months
PC's, televisions, photocopiers, fridges and freezers	3 yearly
Portable equipment in daily use such as fan heaters, fans, irons, food mixers	annually
Vacuum cleaners, maintenance power tools	3 – 6 months (visual) annual PAT

Electrical equipment belonging to young people should be visually inspected whenever it is brought onto site. Details of the inspection will be recorded in the house log books and added to the central register every half term.

Staff must declare all new and personal electrical equipment brought onto site. Failure to follow this policy will result in the equipment being put out of use.

Information on portable appliance testing can be found on the HSE website:

<http://www.hse.gov.uk/pubns/indg236.pdf>

The school has identified the following items of equipment that have legal requirements to be serviced at specific intervals. Where in the control of the school these systems will be serviced as per the requirement, so the regulations and records will be kept to evidence this.

- Local Exhaust Ventilation (LEV): D&T, chemistry fume cupboards
- Pressure vessels: Science
- Gas cylinders: science, D&T and Estates
- Machines: D&T, Food Tech, Textiles, catering
- Heating Plant: across site
- Hot water generating and thermal control plant
- Electrical equipment: across site
- Access equipment (ladders and tower scaffolds)
- Fire and emergency systems.

3.7 HAZARDOUS SUBSTANCES

Responsible Persons: outlined in Appendix 1

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are in place to prevent injury to health.

Adequate precautions should follow the COSHH (Control of Substances Hazardous to Health) hierarchy of control:

- Substitute
- Isolate process
- Use engineering controls
- Limit exposure
- Use PPE
- Supervision and training.

No new materials or chemical substances are to be brought into use unless an assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out; identified measures are in place and clearance given for use by the HSEM. The HSEM will provide guidance and assistance on the production of COSHH risk assessments using the company's COSHH assessment template. The end user department must hold a safety data sheet (not more than 2 years old) for each substance in use.

For chemicals and preparations used in Science the relevant CLEAPSS assessment will cover this requirement provided that it covers the intended use.

The Material Safety Data Sheets (MSDS) along with the relevant COSHH assessment will be held in a clearly marked file in the administration office of each facility and the MSDS along with safe working practice information will be held at the point of use:

Science: Chemistry prep room

Maintenance: School administration office or maintenance store

Cleaning copies: in all cleaning cupboards

D&T: D&T storeroom

Art: Art store cupboard

Information on chemical safety data can be found using the following link:

[International Chemical Safety Card Alphabetic index by chemical - synonyms in italics](#)

<http://www.ilo.org/public/english/protection/safework/cis/products/icsc/dtasht/index.htm>

3.8 ASBESTOS

Responsible Person: Estates Manager

Shapwick School acknowledges its duties under the Control of Asbestos Regulations 2012. The Estates Manager has responsibility for ensuring that the buildings at Shapwick School have been assessed for the presence of asbestos. In accordance with the regulations, where asbestos has been identified, a Management Survey of the school has been carried out and an asbestos register containing the survey along with the required control documents is held in the administration office of that school. All high risk asbestos has been removed or encapsulated and the remaining material posing no risk to building users has been clearly marked. All contractors and staff working on or near asbestos materials must check and sign the asbestos register for the school and carry out works under permit to work. Shapwick School has an emergency release and management plan held with the site asbestos register. If any new suspect materials are identified the Estates Manager will cease all works in the area and arrange for sampling to be undertaken and dependent on its findings a suitable management plan to be put in place

3.9 WASTE DISPOSAL

Responsible Person: Maintenance Manager

As a producer of waste we have a duty of care to ensure that our waste is legally and safely dealt with. All waste transfers must have a waste transfer note and companies removing waste should be able to provide an auditable path for the waste up to its final disposal. Staff should bear in mind that only 'General Waste' should be placed in bins for the collection by premises staff. This waste includes:

- Wood
- Paper
- Cardboard
- Plastics
- Plasterboard
- Textiles
- Empty Containers

All other types of waste require special treatment and separate documentation, staff must book collection and disposal arrangements with the responsible person in advance. On no account must special waste be disposed of without consultation with the Estates Manager.

The Estates Manager is responsible for making arrangements for the storage and transfer of General and Special Waste. The responsibility includes:

- Storing waste safely and securely.
- Checking the company taking the waste away is legally authorised to do so.
- Ensuring a written description of the waste is handed over.
- Ensuring that waste transfer tickets are correctly completed and received for all disposals.
- Maintaining a record of waste transfers.

3.10 CATERING

Responsible Person: outlined in Appendix 1

The safety of food and its preparation in the main kitchen and home units is the responsibility of the person outlined in Appendix 1 of this policy. Shapwick School is aware of its responsibilities under the Food

Hygiene Regulations and the Government's Healthy Eating Policies. Shapwick School is registered with the local EHO under the Food Hygiene Regulations 2006 and as such is subject to periodic food hygiene inspections.

All staff engaged in the preparation of meals for young people and staff at Shapwick School are expected to hold a current Level 2 Kitchen Hygiene Certificate and undertake appropriate refresher/requalification training in accordance with recognised timescales. In addition staff are required to wear clothing in line with good practice in food preparation.

Guidance and food preparation records can be found on the FSA website via the following link.

[Food Standards Agency safer food for better business](#)

<http://www.food.gov.uk/business-industry/caterers/sfbb/#.UlvJNetwbIV>

3.11 OFFSITE ACTIVITIES

Responsible Persons: outlined in Appendix 1

Shapwick School encourages staff to organise and take young people on off-site visits, and requires employees to follow the guidance on offsite visits as set out in the Offsite Visits Policy

For more information on off-site visits use the following links:

[National Guidance | Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom](#) <http://oeapng.info/>

[HSE School Trips](#) <http://www.hse.gov.uk/services/education/school-trips.htm>

All staff are reminded that they are required to follow the Shapwick School's Driving Policy when taking part on offsite visits or when driving on school business.

Staff using their own vehicle on official Shapwick School business must ensure that their insurance policy covers their vehicle for the intended use and that their vehicle is roadworthy, fit for purpose and continues to have a current MOT Certificate (where appropriate).

3.12 FIRST AID, ACCIDENTS AND ILLNESS

Responsible Persons: outlined in Appendix 1

Shapwick School acknowledges its duties under the First Aid at Work Regulations to its employees and its common law duties of care to visitors and young people in its care. This section of the H&S policy forms the school's written First Aid policy. The responsible person for each site has been charged with maintaining adequate first aid cover during the operating hours of the site

The duties of the responsible person are as follows:

- Ensuring a suitable number of full and emergency first aid trained staff are available at all times the setting is operational (this should include the provision of first aid on Offsite Visits): This will be a mix of:
 - FAW First Aider at Work (3 day course)
 - FAW Emergency First Aider at Work (1 day Course).
- Ensuring relevant staff receive appropriate training in the treatment and procedures associated with
 - potential injuries connected with specific hazards identified in teaching subjects such as Science and D&T and care activities such as swimming and cooking
 - Chronic Illness - chronic illness includes students with allergic reactions, anaphylaxis, asthma, diabetes, HIV, epilepsy, hepatitis....

<http://www.anaphylaxisireland.ie/downloads/ManagingChronicHealthConditonsatSchool.pdf>

http://www.nat.org.uk/sites/default/files/teachers-resources/HIV_in_Schools.pdf

- Liaising with the SLT to ensure that first aid training is kept up (refreshed every 3 years) to date and the training matrix is similarly updated.
- Ensuring staff visitors and young persons are aware of how to summon first aid assistance and who is able to provide that assistance. A notice detailing trained staff will be posted in each

classroom, office and staff room on site and the latest lists of trained staff forms part of Appendix 2 of this H&S policy.

- Ensuring a sufficient number of suitably stocked first aid kits are available across the site (HSE 10-20 person) including company vehicles. Details of specific locations are found in Appendix 2 of this H&S Policy
- Adhering to the NMS for schools ensuring first aid kits are present in all science labs, D&T practical areas, art practical areas, food technology rooms (blue plasters) and Kitchens (Blue plasters). Such first aid kits should be suitable to meet the possible hazards found in these locations:
 - Eye wash in science, D&T, art
 - Instant ice for PE and travel kits
- Monthly checks and restock of site first aid kits.
- Ensuring that PE staff have access to first aid kits when leading sporting activities in setting or at away fixtures.

Management of suspected fractures

In all cases where a fracture is suspected the casualty must be sent to A&E without delay.

When treating a young person or member of staff for a suspected fracture, a dose of paracetamol can be administered to assist with the pain management. This can only be carried out by staff that have undergone administration of medicines training or on the advice of medical professionals contacted in relation to the incident. All doses must be recorded and details sent with the casualty to hospital.

Taking staff and young people to hospital

When a young person or member of staff is injured beyond the ability of the school first aider to treat the injury, or they exhibit signs of serious illness, they should be sent to hospital. Depending on the severity of the situation this may be by ambulance or school vehicle. An ambulance must always be called for:

- suspected fractures to the leg and back;
- head injuries resulting in loss of consciousness;
- strangulation events;
- medical shock;
- cardiac problems; or
- severe breathing difficulties.

Hospital attendance is also required for:

- suspected overdoses
- severe cuts
- ongoing medical issues related to the above.

In all cases, the final decision on the need for further medical assistance will be made by the medical coordinator or a qualified first aider. Whenever a young person is taken to hospital a suitable member of staff must accompany them and be in a position to give consent or contact the legal guardian for consent in relation to medical treatment.

Offsite visits

First aiders on offsite visits will have the same duty of care as if they were in setting. Whilst on the visit they will carry their first aid kit and attend to the needs of injured and ill students as required or back up the venues first aid staff if they are present. They will ensure that the visit leader has information regarding treatment by themselves or a third party for inclusion in the trip return or RIDDOR report.

Medical conditions

Where a school has staff or young people requiring specific medical intervention for illnesses such as anaphylaxis, diabetes, epilepsy and asthma, all first aid staff should be trained on how to deal with these conditions and to administer medications required. All staff caring for or teaching these particular young people should know about their conditions and the actions to be taken in the event of an emergency. In all such cases prior consent to administer such medicines must have been obtained in writing from the parent or legal guardian as per the Shapwick School's administration of medicines policy which is a subset of this policy.

Head injury

Where a young person or member of staff suffers a suspected head injury the following procedures will be followed. Where there is obvious injury or ill effects the casualty will be sent directly to hospital for examination and treatment. In cases where a blow to the head has been sustained but no apparent

injury or symptoms are displayed, the casualty will be issued with a head injury card advising staff/parents to keep the person under observation and to seek medical help if any of the symptoms detailed on the card are exhibited.

Illness

The first aid room will be provided with a couch or day bed for use by day placement YP's and staff to rest if taken ill during the school day. Residential YP's will be returned to their units to rest.

Where a young person is diagnosed with an infectious illness or is ill for more than 24 hours they should be isolated in the first instance and as soon as possible be sent home to recover with parents or guardians, where this is not possible their contact with other YP's will be limited and the individual will be confined to their room. Staff involved in the care of these persons should follow the infection control procedures below.

Infection control

Spillages of blood and Board fluids should be dealt with as soon as possible. The Estates Manager and School Medical Coordinator will ensure spill kits are available for use when dealing with Board fluids. These will contain disposable gloves, disposable aprons and suitable disinfectant/absorbent media. In line with infection control practices surfaces which may have been contaminated with blood or Board fluids should be wiped down with a suitable disinfectant spray.

Disposal of Waste Disposable items, including gloves, which have been soiled with blood or Board fluids should be sealed in a clinical waste bag and disposed of in a sanitary bin or specific medical waste yellow bin.

Non-disposable items which have been soiled with blood or Board fluids (for example clothing or towels) should be sluiced or placed in red bags and then washed in a washing machine at 60°C (degrees centigrade).

The responsibility to investigate accidents and report required incidents to the HSE has been delegated to the responsible person in each setting. In the event of any accident investigation, the appropriate union representative will be invited to attend. Accidents and near misses must be reported in all cases and recorded on the appropriate documentation any communication with parents or carers should be recorded on this form. For further guidance on reporting and recording accidents please refer to the accident reporting guidelines document issued by Shapwick School. All significant incidents, including injuries requiring hospital treatment will be reported to parents/carers and those with parental responsibility. Further details of all such communications should be recorded alongside the details of the incident. Shapwick School is obliged to keep a monthly record of accidents and near misses which is reviewed at the SLT meeting and in the Health and Safety Committee meetings along with any RIDDOR reports. These documents will form the basis of reports to the Advisory Board.

Any correspondence from parents, guardians, authorities, employers or solicitors intimating that a claim against the school and or its insurers is likely, should be referred unanswered to the School's owners and await advice from a legal advisor regarding further action.

The names of trained first aid staff and the locations of first aid kits on site, along with details of the Administration of Medications policy can be found in Appendix 2.

3.13 FIRE AND OTHER EMERGENCIES

The Principal of Shapwick School will ensure that where practicable all users of the setting are aware of the procedures for fire and other emergencies.

The school is committed to following best practice in respect of fire safety and ensures that school policy for fire risk management follows current legislation. Further guidance to legislation in respect of schools is available via the following link:

[Guide to fire risk assessment in educational premises](https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

A fire risk assessment has been completed for Shapwick School. The assessment for the school has been passed to the Principal and the Estates Manager who has responsibility for ensuring remedial works

outlined in the assessment are carried out. The fire risk assessments will be updated on an annual basis. Where the school commissions new buildings the design is informed in respect of fire safety by the use of specialist building control officers.

Fire action notices are displayed in all classrooms, public areas and offices at Shapwick School along with evacuation plans where required. Action to be taken in a fire forms part of staff and young people's induction.

Best practice indicates that a minimum of 3 fire drills should be carried out for both care and education annual basis. With the first one announced to all building users and following drills run blind. For settings with boarding accommodation one of the drills should be a night drill.

The Shapwick School fire log book will be kept in reception. This will contain the fire risk assessment and actions log, fire drill record, location of fire equipment, location of fire alarm points, equipment inspection and service records, details of training and details of alarm activations.

The following staff members will have responsibility for emergency procedures at Shapwick School.

RESPONSIBILITY	MEMBER OF STAFF
Arranging fire drills	SLT
Provision of Fire Drill Notices	SLT
Checking of Fire Escape Routes	Estates Manager and all staff
Liaison with Fire Officer over premises matters	Estates Manager
Visual checking of Fire Extinguishers, Fire Alarms and other Fire Fighting Equipment	Maintenance Team
Maintenance of fire equipment	Maintenance Team
Issue and control of permit to work	Estates Manager

The fire plans and strategy for Shapwick School are detailed in Appendix 3 of this policy.

The school believes that all staff have a responsibility for fire safety and as such fire safety awareness and evacuation training will be given to all Shapwick School staff. Where risk assessment indicates the use of fire marshals is required suitable enhanced training will be arranged for the relevant staff.

All hot works at Shapwick School will be subject to permit to work issued and administered by the responsible person above.

Shapwick School acknowledges the requirement to put in place plans for serious and imminent danger as required by the Management of Health and Safety at Work Regulations (MHSWR 99). To meet this requirement the school has created a Critical Incident Plan. (The document contains the operational plans for security issues including bomb threat, water and gas leaks, electrical outages and death on site). This document will be reviewed termly by the Shapwick School Health and Safety Committee.

3.14 SMOKING (also applies to Vaping)

In line with legislation smoking is prohibited in all buildings and vehicles owned by Shapwick School with the required warning signs displayed. School staff are encouraged to seek assistance in stopping smoking and are strictly forbidden to smoke on any part of the school site. Shapwick School recognises smoking is a serious health issue and that nicotine addiction is a significant issue for many of our young people. The setting will offer all young people access to approved smoking cessation programs and will support them in managing their addiction. Details of the school's policy is outlined in Shapwick School's Drugs, Alcohol and Tobacco Policy.

3.15 TRAINING

Following appointment all new and temporary staff will receive induction training appropriate to their roles and responsibilities. As part of this process, staff should be given a health and safety induction which will include details of this policy and specific arrangements for health and safety within their setting/working environment. Staff are required to read this policy and take particular note of any sections that apply to them. Overall responsibility for the induction of all employees rests with the relevant line manager. However, responsibility for organising/delivering appropriate training sessions in accordance with national minimum standards rests with the Head of Care and the Principal.

Further staff training will be given as identified from task risk assessments, job descriptions and to aid professional development requests. All training given to staff is to be recorded on the site central training matrix.

3.16 HEALTH SURVEILLANCE

For certain posts health surveillance may be required, for example cleaning staff at risk of allergic contact dermatitis and wood working staff at risk of occupational asthma. Any staff subject to health surveillance will be informed and the reasons for it will be explained. The school will ensure that Health Surveillance is carried out as required by competent persons. Results will be treated as confidential and will be kept on record for 40 years.

3.17 HEALTH AND WELLBEING

Shapwick School considers the health and wellbeing of its employees and young people to be of utmost importance. In addition to providing access to the school medical coordinator and providing suitable first aid cover, Shapwick School aims to be proactive in promoting the health of its employees.

3.18 WORK AT HEIGHT

Responsible Person: Maintenance Manager

It is school policy that the use of class 3 domestic ladders is strictly forbidden at Shapwick School. All ladders on site must conform to EN131 class and have a unique identifier code. The responsible person for the site will ensure that regular inspections of ladders are carried out and take action as required. Records of all ladders on site and their inspections will be held in the site ladder register.

As per the Work at Height regulations 2005 all work at height will be risk assessed and staff in roles identified as requiring work at height will be trained in the use of the required access equipment. In most cases this will be in house training on the safe use of ladders. Job descriptions will identify such posts and the specific training required. Staff without training should not attempt such tasks.

All staff are reminded that work at height must only be carried out using approved means. On no account should staff use tables or chairs as a means of working at height.

HSE guidance on the use of ladders and work at height can be found at:

[Falls from height – health and safety in the workplace <http://www.hse.gov.uk/falls/index.htm>](http://www.hse.gov.uk/falls/index.htm)

Access to roof areas is subject to clearance from the responsible person under a permit to work. Training must have been undertaken in the use of the installed fall protection equipment on buildings where it is provided.

In line with best practice for education and care settings any windows above ground floor level will be restricted to a max opening of 100 mm by the use of tamper resistant fittings.

3.19 CONTRACTORS

From time to time contractors will be employed to carry out work for the school. Contractors will be vetted using Shapwick School's compliance process. Contractors will need to evidence:

- adequate safeguarding checks, as per Shapwick School's Safeguarding and Child Protection Policy;
 - adherence to current health and safety legislation;
 - competence to carry out the work;
 - memberships of prequalification schemes/professional bodies; and
 - adequate insurance cover.
- New contractors will also be required to supply references.

All contractors are to sign in and out at reception, provide evidence of their identity on arrival and wear visitors' badges at all times. In addition, they will be restricted to agreed working hours and areas. Contractors, working at Shapwick School, will always be allocated a supervising member of staff who will be responsible for monitoring their whereabouts and general conduct whilst on site. For large projects a pre-project plan will be produced under the requirements of CDM 2015. All contractors will be required to acknowledge Shapwick School conditions of work document on a tri-annual basis; along with supplying their health and safety statement and relevant risk assessments. Evidence of suitable insurance must be provided on an annual basis.

3.20 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The need for PPE will be identified from risk assessment and the hierarchy of control. Where identified it will be provided free of charge to employees. Training on its use, storage and maintenance will be given. Employees identified as requiring PPE must use it for the tasks identified.

PPE will be replaced free of charge when damaged or when it passes its marked expiry date. Records will be kept for any equipment requiring periodic inspection.

3.21 MANUAL HANDLING (MH)

Manual handling training will be given to all staff annually as identified in their job descriptions. Where possible MH will be avoided by the use of mechanical aids and the breaking down of loads. Where required a manual handling assessment will be carried out to identify remedial actions required.

Further guidance can be obtained from the HSEM and by following HSE guidance at:

[Musculoskeletal Disorders – health and safety in the workplace](http://www.hse.gov.uk/msd/index.htm)
<http://www.hse.gov.uk/msd/index.htm>

3.22 HOUSEKEEPING AND PREMISES

Responsible Persons: outlined in Appendix 1

Shapwick School acknowledges its duty to maintain the school and care buildings to the standards set out in the NMS and the Welfare Health and Safety Regulations.

Cleanliness, waste disposal, safe stacking and storage, marking and keeping clear gangways, exits etc., checking equipment such as ladders, special access to particular places are all the responsibility of the maintenance and housekeeping team.

The storage and safe stacking of materials in departmental areas is the responsibility of all members of the department.

The school aims to provide an adequate provision of toilets for staff and young people and seeks to maintain them in a good condition.

Defects in heating, lighting, ventilation etc. should be reported to the Estates Manager. Building defects and matters of concern should be recorded in the maintenance book in the administration office and in cases where a clear and present danger exists issues should be reported promptly and directly to the head of department or line manager.

The school recognises its obligation to maintain temperatures during the heating season to the standards as outlined in the NMS for Independent Schools. These temperatures will be maintained where practicably possible. Current guidance is that when the temperature outside is -1 deg C then the minimum temperature for a general classroom is 19 deg C.

3.23 WORK EXPERIENCE

The locations for all Work Experience and Community Service placements undertaken by students must be vetted in terms of the suitability of the work place in terms of Health and Safety, Child Protection, nature of the work and insurance cover. This may be done via an approved external agency or via competent in house staff. The Head Teacher will supervise the vetting of work experience placements and will follow the procedures outlined in the Shapwick School's Work Experience Policy.

3.24 PERSONAL CLOTHING AND FOOTWEAR

As in any public building or space, we may encounter hazards such as slips and trips or impact injuries from opening doors as we move around our site. Whilst the school would not want to be prescriptive

about the choice of footwear for these general circumstances, colleagues should be mindful of these general everyday hazards when considering footwear choices. As in all such matters colleagues are reminded that as employees they have a common law and legal duty to take reasonable care of themselves and others as regards health and safety.

Certain work locations and duties will present hazards beyond the everyday ones. Risk assessment may lead to employees having to consider their type of footwear and clothing selection to ensure that it is sensible in that it gives adequate protection against the risks identified in that working environment. Your dress code should be suitable for work in that it allows the employee free movement to engage in specific tasks and does not pose significant risk to the wearer or those they engage with.

In some specific work locations there are more identifiable and specific risks from manual handling of heavy goods that present a direct risk. In these circumstances, the risk assessment should highlight whether protective footwear should be supplied to be worn at all times or for specific duties.

3.25 PROCUREMENT

All managers must take into account the requirements of all relevant regulations and approved guidance/British Standards when purchasing and sourcing equipment and materials. The same duties apply when receiving gifts of materials and machinery. The key regulations are:

- The provision and Use of Work Equipment Regulations PUWER 1998 and its subordinate regulations and ACOP's
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work 2005
- Management of Health and Safety at Work regulations 1999
- Work at Height Regulations 2005
- Environmental Protection Act 1990 (amended 1995)
- BS4163:2007 Design and Technology in Schools
- Regulatory Reform (Fire Safety) Order 2005

Particular attention should be paid to the fire resistance of soft furniture and coverings.

PDF copies of the above regulations are available free of charge on the HSE website following the link below:

[HSE publications http://books.hse.gov.uk/hse/public/home.jsf](http://books.hse.gov.uk/hse/public/home.jsf)

3.26 LEGIONELLA

Responsible person: Estates Manager and maintenance team

The school recognises its duties under COSHH to prevent the growth of legionella in its water systems and its requirement to follow the guidance set out in 'Legionnaires' disease. The control of legionella bacteria in water systems: Approved Code of Practice and Guidance' (L8)

To this end the school has commissioned a legionella risk assessment and has implemented a control and monitoring regime based on the use of temperature and chemical control to prevent growth of Legionella Bacteria. All actions and controls in relation to Legionella are recorded in the site Legionella Log Book. Responsibility for this site has been allocated to a named person and deputy, details of which are listed in the site Legionella Log Books and the Appendix 1 of this policy. These persons are responsible for ensuring monitoring of outlets and water storage Estates is carried out on a monthly basis and faults found are acted upon.

In line with the NSM for independent schools all outlets will be labelled to indicate any scald risks and the drinkability of the water supply. Where required thermal mixing valves will be installed and young people will be shown how to mix water of a suitable temperature as part of their personal hygiene training. Risk from water temperature in boarding accommodation will be managed by induction training for all young person's entering the setting.

3.27 RADON

Where online searches indicate that a school may be located in a Radon risk area, a formal investigation will be carried out. Subject to the findings of investigations appropriate protection and training measures will be put place.

Appendix 1

Persons responsible for Health and Safety at Shapwick School

Advisory Board: Justin Harris, Adrian Wylie, Hellen Lush, Gareth Wright, Graham Hilliard

Chief Operations Officer: Justin Harris

Principal: Adrian Wylie

Head of Care: Gareth Wright

Headteacher: Hellen Lush

Estates Manager: Graham Hilliard

Catering: Daniel Strange

Hazardous substances

Estates Manager: Graham Hilliard

D&T: Nicky Fouracre

Science: Caroline Cook

Household: House Parents

Catering: Daniel Strange

School medical coordinator: Lorraine Job

Accident reporting: Lorraine Job

Legionella deputy: Graham Hilliard

Radiological Protection Advisor: Somerset Scientific Services

Radiological Protection Supervisor Shapwick School: Caroline Cook

Appendix 2

Names of first aiders and location of first aid kits

Names of first aiders

Name	Qualification	Date Next Due
Alford J	EFAW	March 2019
Anderson W	EFAW	Jan 2020
Atkins J	EFAW	Jan 2020
Atwell B	EFAW	Jan 2020
Bagg L	EFAW	Jan 2020
Beaver G	EFAW	Jan 2021
Billany V	FAW	Nov 2019
Bridger B	FAW	Nov 2019
Cairns E	EFAW	Jan 2020
Cook C	EFAW	Jan 2021
Cummins L	EFAW	Jan 2019
Davies J	EFAW	Jan 2021
Harrison F	EFAW	Jan 2019
Foster R	EFAW	Jan 2021
Foster T	EFAW	Jan 2021
Frost S	EFAW	Jan 2020
Gilbert E	EFAW	Jan 2021
Harris L	EFAW	Jan 2021
Holland D	EFAW	Jan 2021
Holland G	EFAW	Jan 2021
James W	EFAW	Jan 2020
Job L	FAW	Sept 2021
Lush R	FAW	Nov 2019
Middleton B	FAW	Sept 2019
Pearson S	EFAW	Jan 2021
Petch R	EFAW	Jan 2020
Pickering L	EFAW	Jan 2020
Preston J	FAW	Nov 2019
Sampson D	EFAW	Jan 2020
Steer I	EFAW	March 2020
Steer P	EFAW	March 2020
Strange D	EFAW	Jan 2019
Wright G	EFAW	Jan 2019

Location of first aid kits

PUPIL FIRST AID BOXES ARE LOCATED IN:

Chemistry Lab Physics Lab
Biology Lab Medical Room
Individual Boarding Houses, 6th

STAFF FIRST AID BOXES ARE LOCATED IN:

Staff Room Kitchen
Church Farm

Appendix 3

Fire notices

SHAPWICK SCHOOL FIRE NOTICE

Manor, Hayloft, Sports Hall

The fire signal is: a continuous siren

Fire assembly point is: Grass area outside Dovecot

Action to be taken in the event of a fire

1. If you discover a fire:

- (a) Operate the nearest fire alarm call point which will alert Reception.
- (b) Inform the nearest member of staff, leave the building immediately by the nearest usable exit and proceed to the fire assembly point.

2. When you hear the fire alarm: continuous siren and flashing beacon

when in lessons

Your teacher will lead you to the fire assembly point.

when in accommodation/free time

Leave the building by the nearest usable exit following the directions of the House Parents as necessary, proceed to the assembly point.

Visitors

Leave the building by the nearest exit and follow signs to the assembly area. Report to the receptionist to be signed off on the register.

3. At all times

- Walk
- Be quiet
- Do not stop for personal belongings
- Do not use lifts
- Follow the directions of school staff
- Do not attempt to fight the fire
- Once you are out of the building keep out until you are told to return by senior staff
- Stay with your group.

To summon the fire brigade, dial 999

The location of the school is:

Shapwick School, 21 Station Road, Shapwick, Bridgwater, Somerset, TA7 9NJ

SHAPWICK SCHOOL FIRE NOTICE

CHURCH FARM

The fire signal is: Continuous siren

Fire alarm test:

Fire assembly point is: Grass outside classrooms at Church Farm

1. If you discover a fire:

- (a) Operate the nearest fire alarm call point which will activate alarm
- (b) Inform the nearest member of staff, leave the building immediately by the nearest usable exit and proceed to the fire assembly point.

2. When you hear the fire alarm: Continuous Siren

Leave the building by the available nearest exit and follow signs to the assembly area, following the directions of the staff as necessary

Visitors

Leave the building by the nearest exit and follow signs to the assembly area. Report to the receptionist to be signed off on the register

3. At all times

- Walk
- Be quiet
- Do not stop for personal belongings
- Follow the directions of school staff
- Do not attempt to fight the fire
- Once you are out of the building keep out until you are told to return by house parents
- Stay with your group.

To summon the fire brigade, dial 999

The location of the school is:

Shapwick School, Church Farm, Church Road, Shapwick, Somerset TA7 9NE

Appendix 4

Security arrangements at Shapwick School

1. Introduction

We have two main considerations when addressing the security arrangements: the safety of people and the safety of the buildings or objects.

Ensuring the safety of objects is often the first step in securing the safety of the pupils and staff who occupy the school and those who visit it.

It is generally accepted that anyone who is determined enough can find ways of getting round even the most sophisticated security measures and that the best anyone can do is to minimize risk. The best way of doing this is to anticipate problems, looking at various scenarios in the hope that they will be prevented. Anticipating potential problems can often mean that they can be prevented altogether: prevention is better than the cure. Risk assessments are the most effective way of doing this. However, no matter how carefully we prepare risk assessment, it is useless if members of the school community do not follow procedures designed to improve security. Everyone is responsible for security and a system only works if it is consistently implemented.

2. Security of School Buildings

There are three main areas of concern. These are:-

- a) Vandalism
- b) Malicious damage
- c) Theft

3. Marking the Boundary

There are two physical parts to the school, the building and the grounds. As the school is on two sites and classrooms, boarding houses and playing fields are well spread out on both, it is quite difficult to define a clear boundary. We have coded locks and padlocks on external gates. The reception area is at the front of the school providing an immediate challenge to visitors as they need to report before proceeding beyond this point.

4. Creating the Right Culture

As has already been indicated, security has to be the responsibility of everyone. This of course, includes our pupils, who need to feel that the school exists for their education and that, therefore, any damage to it deprives them of part of this service. Pupils are involved in discussions about security usually on an informal basis in tutor periods or in the boarding situation. In this way pupils can learn that their views are important.

Acts of vandalism, malicious damage or theft are very rare however it is important that students understand the link between the money that is available to spend on books and equipment and the money that may have to be set aside to repair damage to the school and/or replace stolen articles.

In general our pupils respect the school fabric and property and appreciate the facilities available to them. However, it is important to maintain the right attitude and culture within the school and this can only be done by tackling situations and incidents as they occur in the most appropriate and efficient manner – this is the responsibility of us all.

5. CCTV Systems

CCTV is in operation covering entry and exits of the school. The relevant signage is visible.

6. Outside Lighting

The lighting outside the boarding houses has been improved over recent years. We have little doubt that bright lights can deter both vandalism and attempted theft.

7. Using the Community

In Shapwick there is a neighbourhood watch scheme in operation. All the boarding houses usually have house parents in residence during the school holidays, which may deter some miscreants.

8. Security Windows

Window locks and blinds are located in areas of classrooms, offices and boarding houses where it has been deemed necessary to install them. Internal wooden shutters are also used in the Manor and The Lakes.

9. Door Security

The school security on both sites is the responsibility of the Principal, the Estates Manager in consultation with the school caretakers. There is an internal accepted system for managing the locking of school premises. The security of each Boarding House is the day to day responsibility of each respective residential Houseparent, but any issues must be discussed with the Principal.

10. Internal Measures

Most of the suggestions made so far aim to keep criminals out of the building. Despite our best efforts, however, there will be occasions where these defences may be breached: this can also happen during the school day, since it is likely that we have a small percentage of pupils who will take opportunities to steal money or valuable items. The most effective way of improving security against this kind of threat is to create a security minded culture. Staff would not leave money, valuables etc. where they can be easily stolen. Equally, pupils should do likewise and are also reminded of possible security risks and should not leave valuables or money in any insecure place.

Pupils do not need accessible money in school, but as they get older money is more accessible to them. Valuables and money must be handed to school staff for safe keeping if it cannot be securely stored. Pupils have lockable briefcases or tuck boxers in their dormitories and all have access to a lockable locker at Shapwick. Parents and pupils are regularly reminded that they and they alone are responsible for their personal valuables, although the school will do everything we can to provide guidance, advice and Estates for securing pupils property. Pupils are actively and regularly encouraged to employ a "no lending – no borrowing" policy in respect of their personal property.

11. Computers and other Consumer Items

We have a lot of desirable and easily portable items such as computers, video recorders, cameras and televisions. Measures taken to help secure such items are:-
Alarm system, outside lighting, encasements (steel cabinets), metal plated doors, window locks, security marking, worktop fixing and warning signs.

The school has a safe for small amounts of money and the security of examination papers, plus other small valuable items.

The school is not generally insured to cover items of pupils' personal property, although items damaged or lost whilst in the care of a member of staff would be covered.

12. Protecting Staff and Pupils

Use of Eyes and Ears

The measures implemented and designed to protect buildings will in themselves afford more protection for staff and pupils. Nevertheless, regular reminders of the importance of security need to be discussed and implemented with both staff and pupils.

Everyone needs to keep their eyes and ears open for anything which appears unusual and staff are encouraged to report such matters directly to the Principal, the Principal's secretary, caretakers or House parents. It is important that staff sound a false alarm rather than miss a potentially threatening situation. Any sightings of intruders on the school premises must be reported and dealt with even if this is on the school playing fields. An appropriate decision will be made by the person to whom the incident is reported (as above). Very often the pupils themselves will alert the staff to the presence of an intruder.

13. Procedures

The person receiving the message about the circumstances should respond appropriately to the incident. That may be contacting the Principal or senior member of staff who will then either deal with the incident directly or summons assistance from a colleague or contact the police. Each incident will be dealt with as relevant and appropriate.

14. Visitor

The school office has a visitor's book. All visitors to the school will be required to complete an entry in the visitors' book. A visitors badge will be issued on arrival and should be returned to the school office on leaving. All staff should indicate to visitors that they must report to the school office or to duty staff when the office is closed. Any strangers must be challenged as to their reasons for being on site.