



**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

# Health and Safety Policy

Headteacher: P Lawson

Review frequency: Five yearly

Chair of Governors: P Critchley

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## Health and Safety Statement for The Radcliffe School

### Statement of Intent

The Governing Body of The Radcliffe School will take all steps within its power to meet its responsibilities under the Health and Safety at Work etc Act and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within the School.

The school will always seek to ensure its actions are in accordance with relevant current legislation.

## Organisation

### Responsibilities of Governing Body

The Governing Body will:

- Formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the School. The Statement will comply with: the Council's Health and Safety Policy Statement; The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice and be reviewed at least once a year;
- Implement new arrangements as necessary;
- Provide appropriate resources from within the School's delegated and devolved budgets to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. premises and equipment maintenance, staff training);
- Receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to the LA, or other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;
- Seek appropriate specialist advice from the LA and/or others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- Promote high standards of health and safety in the School.

### Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, e.g. the Headteacher. All employees should:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- Co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;

- Not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- Report to their line manager any serious and immediate danger to health and safety;
- Report to their line manager any shortcomings in the arrangements for health and safety;
- Follow instructions when using any machinery, equipment, dangerous substance or safety device;
- Only use equipment when satisfied that they are competent to use it.
- Disciplinary action may be taken against anyone disregarding safe working practices.

### **Responsibilities of the Headteacher or Other Designated Person**

The Business Manager will:

- Have overall responsibility for implementing the School's health and safety arrangements as assigned by the Governing Body or Headteacher;
- Ensure the policy is communicated adequately to all relevant persons
- Be the focal point for day-to-day references on health and safety at the School and give advice or indicate sources of advice;
- Report to the Headteacher hazards which cannot be rectified immediately or from within the resources of the Governing Body;
- Stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- Arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- Ensure that instructions from the Local Education Authority on health and safety matters are reported to the Governing Body and/or implemented as appropriate;
- Seek specialist advice on health and safety matters when necessary.

### **Other Employees in Line Management Positions e.g. Deputy Headteacher, Curriculum Team Leaders, Finance Manager, Site Manager**

The following list of responsibilities will normally attach to an employee in such a position unless they have been specifically allocated to another person and included in their list of responsibilities.

- Implementation of the school's health and safety arrangements within their area of responsibility.
- Where necessary, establish, maintain and monitor safe working procedures within area of responsibility e.g. the use, handling, storage and transport of articles and substances.

## Teachers

The following list of responsibilities will normally attach to a teacher unless: they have been specifically allocated to another person and included in their list of responsibilities or they are not relevant to the school.

- Exercise effective supervision of the students, be aware of the emergency procedures and carry them out when necessary.
- Be aware of safe systems of work to be adopted in their teaching area and apply them as necessary
- Give clear instructions and warning of hazards and safety measures before work starts and as and when necessary.
- Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons, in particular, and ensure that control measures are appropriately deployed.
- Ensure that personal protective equipment is used, where required by a risk assessment.
- Exercise careful control of products to be made during practical lessons, including researching appropriate regulations e.g. trading standards.

These duties also apply to students who are allocated to the school for teaching practice/observation.

## Site Staff

The following list of responsibilities will normally attach to an employee in such a position unless they have been specifically allocated to another person and included in their list of responsibilities.

- Ensure, so far as is reasonably practicable, that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and supplied with adequate facilities for washing (eg soap, towels).
- Ensure, so far as is reasonably practicable, that the school grounds, including playgrounds and playing fields are safe and free of broken glass, dog fouling and other hazards.

## All Employees - Additional Duties Arising from Employees Arrangements

- Check, as far as is reasonably practicable, that classroom/work area and equipment is safe before use.
- Ensure the safe use, transport, handling and storage of articles and substances for which they are responsible.
- Inform their line manager of any concerns they may have about the safety of a particular task (eg manual handling) in order that they may assess and, if appropriate, modify the system of work, or refer the matter to the Business Manager for advice.

- All employees are responsible for directing colleagues, visitors or students with due regard to health and safety (eg manual handling operations).

### Responsibilities of Students

- Exercise personal responsibility for the safety of themselves and others with whom they work
- Observe all the health and safety rules of the school
- Observe standards of dress that are consistent with high standards of health, safety and hygiene.
- Listen to and follow the instructions of any member of staff specially in an emergency
- Use and not willfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

### Arrangements - Fire and Other Emergencies

Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) that will or may arise.

These documents will be kept in the positions indicated.

Type of Emergency Procedure	Location(s)
1. Fire Evacuation Procedure	Throughout the Site
2. First Aid Procedure	Throughout the Site
3. Serious Incident Procedure	Staff Handbook
4. Emergency Procedures – Off Site	Trips and Visit Guidance

In an emergency a responsible person is to clear the area of people, take appropriate immediate action, e.g. close doors, isolate services, call emergency services and summon the Headteacher, Business Manager or Deputy Headteacher to arrange follow-up action.

Once emergency procedures have been put in hand the Headteacher, Business Manager or Deputy Headteacher will report the circumstances by telephone in accordance with the Grave Emergencies document which is kept in the Central Health and Safety File.

#### First Priority

In all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

#### Second Priority

Call the emergency services where necessary.

#### Third Priority

Safeguard premises and equipment, if possible.

The Site Manager is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.

Fire drills are held at least termly and are initiated by the Headteacher

Details of the positions of the following isolation points (water, electricity, gas) are kept in the Site Office.

## **Fire Prevention and Detection Equipment Arrangements**

The Site Manager is responsible for initiating the test of security and fire warning systems and completing the record sheets which are kept in his/her office.

The Site Manager will ensure a Fire Risk Assessment is carried out for the site and is updated following any change of use or additional building programmes and will be uploaded onto the Firesafe system by the finance and Payroll Manager.

The Site Manager is responsible for conducting a visual inspection of firefighting equipment as part of his/her termly safety check.

The Site Manager is responsible for arranging a suitable contractor for conducting the annual test of firefighting equipment.

The Site Manager is responsible for the provision of safety signs which comply with regulations where necessary.

The Finance and Payroll Manager will manage the Firesmart on line system including the issuing of staff training logins.

## **Hazard Reporting, Risk Assessment and Safety Signs**

All employees and Governing Body should report hazards of which they become aware to the Site Manager.

The Site Manager is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs that comply with the regulations where necessary.

## **First Aid**

The Business Manager is responsible for carrying out a whole site risk assessment for first aid and to produce a policy for First Aid.

The Attendance Manager maintains a list of all employees that have been trained to First Aid at Work level.

On expiry of certificates or when an employee who has been trained as a first aider leaves the School, the Attendance Manager will make arrangements for another person to be trained to replace them.

The names (and extension numbers if appropriate) of current first aid staff are displayed at the following points in the School.

- Within Faculty Staffrooms
- The Main Staffroom



- Reception
- Attendance Office

First aid boxes are kept in the following points in the School.

- High Risk Areas (PE, Science, DT)
- Reception
- Attendance Office

All qualified First Aiders also carry their own portable First Aid kit.

Travelling first aid boxes for trips are kept in the attendance Office.

The Attendance Manager will make a termly check on the contents of boxes.

Use of first aid materials and deficiencies should be reported to the Attendance Manager who will arrange for replacement.

Details of contact numbers for the nearest hospital casualty department and other medical services are available in the following areas.

- Attendance Office
- Reception

## **Accident and Dangerous or Violent Incident Reporting and Investigation**

An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the Attendance Office as soon as practicable afterwards.

Accident reports should be drawn to the attention of, and counter-signed by the Business Manager. Where the cause is found to be by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will ensure a report is submitted to Milton Keynes Council in accordance with the HSE procedures.

## **Entering and Leaving the Premises**

The Site Staff are responsible for opening and securing the building as necessary.

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Site Manager in conjunction with the Leadership Team.

## **Maintenance of Premises and Housekeeping**

All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Site Staff will make regular checks. All employees are required to co-operate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard, should report to the Site Manager as soon as possible.

Defective furniture should be reported to the Site Manager.

The Business Manager is responsible for determining the programming of structural maintenance works, having taken into account the works identified in the Asset Management Plan.

The Business Manager is responsible for making arrangements for dealing with asbestos in compliance with the HSE's and the DfES policy, in particular when arranging adaptations or improvements.

The Health and Safety files for new buildings are kept in the Site Office.

## **Training**

The line manager will draw health and safety responsibilities and the school's health and safety arrangements to the attention of employees as part of their induction training

The line manager will identify health and safety training needs in consultation with the employees concerned.

The Deputy Head who co-ordinates training is responsible for the School's training plan. It may be included in the School's development plan.

Where certificates of competence are required for potentially hazardous activities (e.g. machinery, swimming) the Curriculum Team Leader, or Business Manager in the case of the support staff, is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.

Employees who feel that they have need for health and safety training of any kind should notify their line manager in writing.

The line manager is responsible for reviewing the effectiveness of health and safety training.

## **Dangerous Equipment**

It is the responsibility of the relevant Curriculum Team Leaders or in the case of whole school issues the Business Manager, to identify dangerous equipment and perform the relevant risk assessments. Where necessary manufacturer's safety checks must be performed and the subsequent safety reports must be kept on the Central Health and Safety file. Only qualified staff must use the equipment and where necessary additional training must be sought. It is the responsibility of the relevant line managers to record and monitor the use, condition and safety of the equipment.

Staff with relevant qualifications are responsible for instructing employees and students on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to their line manager any equipment which is not fitted

with appropriate safety features (e.g. guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

## Portable Electrical Appliances

It is the responsibility of all staff to identify portable electrical equipment and to ensure it is safety checked before they are brought into use. The Site Staff are responsible for performing the safety check and to fit or replace new plugs and to check the fuse rating before they are brought into use.

## Safety Inspections

Health and safety inspections of premises will take place at least once every term. They will be initiated by the Business Manager and will conduct the inspection jointly with the School's health and safety representative(s) if possible.

Any action required will be recorded and the responsibility for following up action on the report will rest with the Business Manager.

<b>Equipment</b>	<b>Responsible for Risk Assessment</b>	<b>Persons authorised to use/operate</b>	<b>Persons authorised to inspect and arrange repairs</b>	<b>Frequency of inspection</b>
Access equipment (ladders, mobile access platforms etc.	Site Manger	Site Team or trained employees	Site Team	As Used
Caretaking and Cleaning Equipment	Site and Catering Manager Cleaning Contractor	Site, Cleaning and Catering staff	Site Team & Catering Manager Cleaning Contractor	As Used
Ground Maintenance Equipment	Site Manger	Site Team or trained employees	Site Team	As Used
PE Equipment	PE Team	PE Team	/PE Team	Annually
Laboratory Apparatus	Science Dept.	Science Team	Science Team	As Used
DT Equipment including Extraction	DT Dept.	DT Team	DT Team	Annually
Stage and Lighting	Music Department	Site Team or trained employees	Site Team	Annually
Gas/Electric Appliances – Curriculum	DT/Site Team	DT Team	DT& Site Team	Annually
Fume Cupboards	Science Dept.	Science Team	Science Team	Annually

## Provision of Information

The Site Manager is responsible for distributing all health and safety information received by the School for the maintenance of a health and safety information reference system.

All employees have been informed of existing information held on the School site relevant to them by their line manager and have signed their contract to confirm they have read and understood them. New employees will be informed of all relevant health and safety information as part of the induction process.

All health and safety documentation is kept in or with the Central Health and Safety File, which is kept in the site office and is readily available for reference by all employees. This is the master file. It is expected that each Curriculum area will hold their own Health and Safety file which will hold information relevant to their area, such as COSHH assessments and any specific risk assessments.

All new health and safety information received at the School will be circulated. The original will be kept on the appropriate file. Where necessary employees will sign to confirm they have read and understood the information. An extract from the Health and Safety at Work Act 1974 is displayed in Reception and the Staff Room.

## Curriculum Planning (e.g. Educational Visits, Work Experience)

The Leadership Team must approve all educational activities that are performed off site before the activity takes place. The relevant approval forms are available from the Staff Room.

Upon approval the Schools Trip pack must be circulated and authorised prior to the trip or activity commencing. All information must be returned to the Trips and Visits Co-ordinator.

## Dangerous Substances

The following employees maintain inventories of dangerous substances used in the School,

<b>Name/Post</b>	<b>Type of substance</b>
Site Manager	Cleaning Materials
Site Manager	Grounds Maintenance Chemicals and Fuel
Site Manager	Paints and Solvents used by the Site Team
Head of Art	Art Materials
Reprographics Technician	Reprographics Chemicals and Toners
Network Manager	Printer Toners and Cleaning Materials
Science Technicians	Chemicals and Solutions within Science
Science Technicians	Radioactive Chemicals
Catering Manager	Kitchen Cleaning Materials and Oils
Design Technician	Chemicals and Solutions within Design

## Manual Handling

The Site Manager is responsible for reviewing the manual handling activities in the school. He/she will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

## **Radioactive Sources**

Radioactive substances are monitored and recorded within the Science Faculty. It is the responsibility of the Head of Science to ensure a Radiation Supervisor is identified and the DfES guidelines are followed.

## **Personal Protective Equipment (PPE)**

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE that they use.

It is the responsibility of the line manager to ensure the PPE is inspected at least quarterly for defects. It is also the responsibility of the line manager to check that employees or students are using the PPE where applicable, on at least a quarterly basis.

The laundry of soiled PPE is the responsibility of each faculty.

## **Waste Management and Cleaning Arrangements**

The cleaning staff collect waste daily. The Site Staff will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Site Staff.

All employees are responsible for arranging to clear up spillages that occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Site Staff who will arrange for them to be dealt with.

Hazardous materials or substances require special procedures for disposal. All employees are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate COSHH sheet. Advice is available in the Staff Handbook for procedures for dealing with Bodily Fluids. If staff are unsure they must check with the Site Manager.

An employee, who is concerned that cleaning arrangements are causing a hazard that cannot be rectified immediately, should report the matter to the Site Manager who will assess whether the arrangements can be changed.

## **Use of Premises Outside School Hours**

The Site Manager is responsible for ensuring the lettings of the premises in accordance with the lettings policy.

The Site Staff are responsible for informing other users of the building of the presence of any hazards that they may encounter and how the risks have been controlled (*e.g. cordoning off, warning notice*). Where this is known in advance this will be communicated by the Finance Office to the affected hirers.

The Site Staff are responsible for checking that other users leave the premises in reasonable order before locking up.

## **Safety Representatives and Safety Committees**

An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher.

## **Visitors and Contractors**

All visitors and contractors should report on arrival on site to Reception who will:

- Identify a contact person;
- Issue an identification badge
- Sign the visitor's book
- Provide them with relevant health and safety information;
- Remind them of their duties to the School community (if applicable e.g. contractors)

An employee seeing an unidentified person should act in accordance with agreed procedures.

The Site Manager is responsible for vetting any contractors to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act.

## **Supplies (Purchasing/Procurement and Deliveries)**

The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The Headteacher, Business Manager and the Finance Manager are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, students and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

The risk assessment for the cash handling arrangements in the school is undertaken by the Finance Manager and is kept in the Finance Handbook.

Deliveries of goods will be reported to Reception.

The Site Manager will make arrangements for the safe movement and storage of supplies.

## **Catering**

The Catering Manager is responsible for registering the food premises with the Environmental Health Officers.

The Catering Manager is responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards.

## **Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer**

Notification of visits and recommendations should be given to the Business Manager who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Headteacher/Governing Body.

### **Display Screen Equipment**

The Finance Manager will assess employees as users of Display Screen Equipment where required.

The assessment will be kept on their Personnel file and the Personnel Manager will initiate any further action.

### **Noise**

An employee concerned about the noise levels at work should report the matter to their line manager who will arrange for an assessment to be made by the Site Manager and any remedial action if required.

### **Smoking/Vaping**

The Governing Body has prohibited smoking/vaping in the School and in vehicles under its control.

The policy applies equally to all people who have business in the school premises including County Councillors, employees, students, parents and other visitors. Although it is recognised that there may be circumstances when it will not be possible or advisable to stop a member of the public from smoking/vaping, employees are requested as far as possible to encourage visitors not to smoke/vape. The Governing Body recognises the right of individuals to be smokers/vapers but is mindful of the right of the non-smoking majority to work in, visit and use a smoke/vape free environment.

All job applicants will be informed through the job information pack and the interview panel of the no smoking/vaping policy.

No Smoking signs will be displayed in the School wherever appropriate.

### **Administration of Medicines**

The arrangements for the administration of medicines is included within the Medical Policy.

### **Vehicles**

The Site Manager is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the School are operated in accordance with the law and with the DfES regulations for the use of vehicles.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in Curriculum Planning (e.g. Educational Visits, Work Experience)

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Business Manager (prior to the first use of any



vehicle). He/she will ensure that the driver has a valid license and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

The Finance Manager is responsible for arranging insurance and maintenance of vehicles to the standards set by the DfES.

The Finance Manager is responsible for maintaining a list of authorised drivers of School vehicles who have passed the appropriate test.

### **Anti-Bullying/Harassment**

The arrangements for dealing with bullying and harassment are included within the Behavior Policy (Students) and the Staff Ethos Policy (Staff).

Records of bullying incidents and action taken are logged on the student or staff files. Racial incidents are also logged separately and are reported to the LA termly.

### **Insurance**

The Business Manager is responsible for ensuring that adequate Insurance cover is purchased on behalf of the Governing Body.

### **Emergency Procedures – Off-Site Incident**

These procedures set out the agreed policy for action in the event of a serious incident involving students and/or staff whilst off the school premises.

#### **Definition:**

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, excessive bleeding, amputation or other serious injury.
- Where a party member could be at serious risk.
- Serious illness.

In all of these situations, the press or media may be involved.

Always

- Carry out a risk assessment before the event.
- Carry contact details of all students, including medical consent forms.
- Know your point of contact at school and be sure that someone in school is fully aware of the itinerary, approximate timings and return time.

### **Procedures**

The primary concern for party Leaders is the safety and well-being of the group, including the injured individual(s).



- Ensure that the group is safe from any more danger – if possible, one adult should remain with the main group whilst the others attend to the injured.
- Arrange medical care – doctor, hospital, ambulance etc. If necessary, contact mountain rescue, search etc.
- If there has been a fatality, contact the police.
- Inform the contact person for the injured individual(s). Remember to stay calm, give sufficient detail and inform them of the steps you are taking.
- Contact the school.
- If you cannot make contact please refer to the Incident Management Procedures as part of the Off Site Visits Policy.
- You will need to give details of what happened to whom, where, when and what steps you have taken so far. Give them your contact number.
- Do not move any equipment etc. The police may need to inspect the scene for signs of negligence etc.

#### Following the incident

- If the press/media arrive, follow the following guidelines and remember that the welfare of the group should be your primary focus at all times. DO NOT speak to the press or media.
- DO NOT allow the press/media to talk to or interview any student.
- Do not let students or accompanying adult's telephone home until after contact has been made with the school or LA. Before allowing them to do so, brief them on the appropriate message to convey – try to avoid alarmist calls. It may be better for a school representative to call all parents.
- Never admit liability of any sort as you need to establish facts first.
- Do not allow anyone to talk to a member of the party without a witness present.
- Only official people, such as police, have the right to talk to members of the party. If someone else tries to and ignores your requests, call the police.
- Remember at all times the emotional strain that the event will have on those involved (including students who have witnessed an incident), treat them accordingly.

Keep a written record of all that happens. If this is not possible, make a full record of events as soon as possible after the incident.

## **Audit and Review Responsibilities**

The Finance Personnel and Site Committee of the Governing Body is responsible for carrying out an annual review of the Statement and its implementation in the School;

The Headteacher is responsible for ensuring of the management of health and safety in the School and where necessary external review of systems and compliance.

**Amendments**

<b>Date</b>	<b>Page</b>	<b>Item</b>	<b>Detail</b>
Dec 2019			Role changes throughout.