WOODBRIDGE HIGH SCHOOL

HEALTH & SAFETY POLICY 2026-2027

Statement of Intent:

The School aims to provide a healthy and safe environment for its pupils, staff and visitors. The school recognises that effective health and safety management is an essential element of its activities and is committed to an ongoing programme of upkeep and improvement of the premises.

The School works to achieve the standards as outlined in the Health and Safety at Work Act 1974, its regulations and associated legislation.

As far as is reasonably practical, the School seeks to:

- Provide and maintain equipment and systems of work that are safe to use and do not risk the health of our employees.
- Ensure that there are no risks from using, handling, storing and transporting articles and substances.
- Provide information, instruction, training and supervision to ensure a healthy and safe working environment.
- Keep the School in a healthy and safe condition and to provide safe means of access and use for all (staff, pupils and visitors).
- Provide adequate facilities and arrangements for employee welfare at work.

SIGNED:

(Mr Pankaj Pathak, Co- Chair of Governors)

SIGNED:

(Ms Nicki Burns, Co-Chair of Governors)

SIGNED:

(Mr Steven Hogan, Headteacher)

DATE: Autumn 2026

ORGANISATION OF HEALTH AND SAFETY

CIPHERS (autumn term 2026)

Head Teacher-HT (Mr S. Hogan)
HASCo-Health and Safety Co-ordinator (Mrs S. Rafiq)
Premises and Facilities Team (P&FT)
Head of Department-HOD
Health and Safety-H&S
Visits' Co-ordinator-VISCo (Mr J. Clifton)
Control of Substances Hazardous to Health-COSHH
COSHH Co-ordinator (whole-school)-COSHHCo (Ms S. Harradine)
Leadership Group-LG
Asbestos Duty Holder-HT (delegated to the SB&FM on a day-to-day basis)
Legionella Duty Holder-HT (delegated to the SB&FM on a day-to-day basis)

INTRODUCTION

This policy is written within the framework of the Health and Safety at Work Act, etc, 1974, and its subsequent Regulations. It is to be read in conjunction with the Corporate Health, Safety and Welfare Policy of the London Borough of Redbridge.

This policy will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of this school. The phrase `employee' includes all paid staff.

The success of this policy depends on the active support of all employees to achieve its objective. Health and Safety must be a regular topic on all departments' agendas.

The School recognises the need for a well-defined policy setting out the standards the School seeks to achieve for protecting staff, pupils and others, for minimising losses and controlling risks. To implement this policy, there must be an effective organisation with a positive attitude to health and safety, coupled with necessary arrangements for the identification, assessment, elimination and control of hazards and risks. This Health & Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities of staff.

GENERAL STATEMENT

We all have a duty towards ourselves and all we work with. Please do not subject yourself or others to unreasonable risk. Assess potentially hazardous procedures. Use the correct equipment for a job. Staff are required to report hazards and follow procedures.

PROFESSIONAL ADVICE

The Council employs, within the Health and Safety Function, professionally qualified Health and Safety Advisers who provide strategic level support to schools. Woodbridge has an annual buy-back agreement (wef January 2015) with an external Health and Safety adviser for support and guidance, including bi-ennial whole-school inspections (the company's name is *In-house Safety Mark)*.

INDIVIDUAL RESPONSIBILITIES

Governing Body

The full governing body, although not the employer, nor an employee of the Borough, has a role to play in the effective management of health & safety within the School.

Specifically, it should:

a) ensure that it considers the health & safety implications of its decisions;
b) ensure that adequate resources are allocated for health & safety;
c) monitor the School's health & safety performance on an annual basis;
d) review the School's health & safety policy and procedures to ensure their suitability.

The Governing Body Finance and General Purposes Committee receives the school's termly health and safety report and discusses all appropriate health and safety related matters.
The full governing body reviews accidents to pupils and staff in respect of:

- Date of accident
- Time lost (days worked/lessons, etc)
- Description of the accident
- Risk of future accidents happening/prevention

Headteacher

The Headteacher is responsible for ensuring that:

a) there is an appropriate organisation within the School for implementing the Health and Safety Policy.

b) sufficient resources are allocated to enable health and safety to be successfully managed.

c) this Policy is brought to the attention of all staff;

d) a copy of the Health & Safety Policy is kept in the Wynndale office of the School. Electronic versions are also available within the 'admin pigeon hole' system under the Health & Safety section; that other copies are distributed to relevant members of staff and that a record of distribution is maintained;

e) the provisions set out in this Health & Safety Policy are implemented;

f) other health and safety information is communicated to relevant staff;

g) accidents are investigated and reported using the established procedures;

h) adequate arrangements exist for consultation with all staff on health, safety and welfare issues;

i) inspection report forms are dealt with in an appropriate manner;

j) training needs are identified and met, and appropriate records are retained;

k) assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;

l) new employees receive appropriate health, safety and welfare information, instructions and training, including a copy of this policy, security information, and fire safety information and other safety procedures as part of their induction documentation;

m) fire precautions and procedures are implemented (including fire drills);

n) liaison is carried out with contractors and appropriate LBR staff;

o) appropriate arrangements are made with regards to lettings, where appropriate;

p) health and safety performance is monitored;

q) regular health and safety inspections of the school are carried out;

r) ensuring the school has a lockdown procedures and regular drills.

School Health and Safety Co-ordinator

Where a Health and Safety Co-ordinator is appointed, it is a matter for the Headteacher to determine the precise duties and to put them in writing. The responsibilities of the School Health and Safety Co-ordinator are as:

a) establishing arrangements for dealing with health and safety matters such as:

- dissemination of health and safety information to all staff;
- first aid;
- accident reporting;
- emergency evacuation procedures;
- ensuring accidents are investigated;
- ensuring health and safety matters raised by staff are dealt with;
- maintaining a central file of health & safety information relevant to the establishment;
- hazard reporting.

b) co-ordinating all aspects of the Health & Safety Policy and practice;

c) liaising with Safety Representatives or other means of consulting with employees;

d) ensuring the implementation of the Health and Safety Policy is monitored;

e) ensuring 'reportable' accidents are reported to the Borough.

Line Managers

Line Managers are responsible for implementing the Health & Safety Policy within their area of control. Managers will need to agree joint responsibility if there is joint supervision of an area of the school. In particular they will need to ensure that:

a) appropriate health & safety information is held within the Department/Section;

b) this Health & Safety Policy is complied with and appropriate safety signs or notices are displayed;

c) assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;

d) relevant health and safety information is communicated to staff;

e) all accidents occurring in the Department/Section are reported; the causes are investigated and an accident report form is completed;

f) reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;

g) health and safety training needs of staff within the Department/Section are identified and met, or reported to the Headteacher/HASCo;

h) staff are aware of the fire procedures and also lockdown procedures;

i) new employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;

Heads of Departments (HODs)

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department and that the subject is a regular item on department meeting agendas.

In particular, Heads of Department will need to ensure that:

a) equipment within the Department is maintained in a safe condition. To achieve this, the Head of Department will ensure (through the PFM) that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.

b) regular inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;

c) new employees receive appropriate health and safety information, instruction and training, including departmental safety procedures as part of their induction programme;

d) records are maintained of the Department's health & safety activities, as follows:

Record Type	Maintain record
Risk assessments	Sign and review at least annually
Training records	For the life of the qualification
Inspection records	Until next inspection
Maintenance records	Until next maintenance
Lifting equipment inspections	For two years

Class Teachers

The health, safety and welfare of students in classroom, laboratories and workshops are the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by their respective line managers.

A class teacher is expected to:

a) know the emergency procedures in respect of fire, first-aid and lockdown and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;

b) be aware of, and follow, health and safety guidance;

c) exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;

d) give clear instructions and warnings as often as necessary

e) ensure that students' coats, bags, cases etc, are safely stowed away;

f) integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;

g) follow safe working procedures personally;

h) ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

i) make recommendations on health, safety and welfare matters to the head of subject or team leader.

Premises and Facilities Team

The Premises and Facilities Team has an important role in ensuring health, safety and welfare throughout the site, as well as that of their own team. In particular, these are:

a) ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
b) undertaking the weekly test of the fire alarm system;
c) undertaking the weekly test of the emergency lighting system;
d) undertaking the weekly test of the magnetic door release mechanisms;

e) undertaking termly inspections of the communal areas of the school to identify hazards;

f) liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures, and have been vetted in accordance with the DFE's *Safeguarding Children* procedures.

Office Staff

Office staff are expected to:

a) know the emergency procedures in respect of fire, first-aid and lockdown, and the health and safety measures to be adopted in their areas of work and to ensure that they are applied;

b) be aware of, and follow, health and safety guidance;

c) follow safe working procedures personally;

d) make recommendations on health, safety and welfare matters to the HASCo.

NB. Copies of completed accident forms are maintained. The forms will be retained for three years for adults and until the young person is 22 years old.

Educational Visits Co-ordinator

The Educational Visits Co-ordinator is responsible for ensuring that all trips and visits are approved by the governing body in accordance with the School's/Borough's Policy.

COSHH Co-ordinator

The COSHH Co-ordinator is responsible for ensuring that:

a) managers consider whether the use of a hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
b) suitable and sufficient COSHH assessments are completed for all the hazardous substances used on site;
c) no new hazardous substance is used by the School's employees or students until a suitable and sufficient COSHH assessment has been completed;
d) the Authority's COSHH `Do's and Don'ts' poster is displayed in all locations where hazardous substances are stored and/or used regularly;

All Employees

Although prime responsibility for health and safety rests with the Borough and senior managers, all employees have the following responsibilities:

a) to take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;

b) to co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;

c) report any physical building hazards to the site team and then record them within the school pigeon-holes system;

d) be aware of, and follow, health and safety guidelines;

e) to use work equipment provided correctly, in accordance with instructions and training;

f) to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare;

g) female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out by their line manager, to ensure the safety of the mother and unborn child. This is available, on request by the line manager, from the HASCo.

INFORMATION

Department Policy – Art, Drama, Design and Technology, Science and PE have specialist policies. All staff actively teaching these subjects must be aware of them. H&S must be a termly item on the agendas of all department meetings.

The Local Authority also issues procedures, bulletins, standard risk assessments and advice (through the HASCo). Where relevant, these should be kept in department files for reference.

FIRE AND EMERGENCY EVACUATION PROCEDURES

The school has a detailed fire evacuation plan. Information on the actions to be taken in the event of a fire is detailed on the fire action notices which are located by fire alarm actuation points.

The staff summary procedures are as follows (as circulated on an annual basis):

HEALTH AND SAFETY AT WORK (Staff Summary Procedures):

These are basic safety rules in an emergency. Your co-operation is appreciated.

Emergency Procedure:

Fire Instructions: If you discover a fire, please raise the alarm at the nearest fire point to an exit route (breaking glass). The school has a responsibility for ensuring that our employees receive suitable and sufficient instruction on the actions to be taken in order to safeguard themselves and others in the event of a fire. Staff are required to familiarise themselves on the location of fire extinguishers in their workplace and how to operate them. Please be mindful that the school uses Carbon Dioxide and Foam extinguishers only.

Evacuate (with pupils if applicable) to:

- Mallards/Sports Hall/Business Centre/Fitness Centre/Roding Centre Staff: *Go to the sports courts.*
- Wynndale Staff: *Go to the Wynndale rear playground.*

Evacuation Safety:

- Do not stop to collect personal belongings.
- Close, but do not lock, your office/classroom.
- Do not enter a building which has an alarm sounding.

- If you are responsible for children, ensure that they remain together and leave in an orderly fashion on the way to the assembly point.
- When you have reached the evacuation area, you should report to the evacuation co-ordinator.
- Do not re-enter the building until it is declared safe to do so.
- Do not put yourself, or those you have responsibility for, at risk.

Lesson Changeover:

- **If the alarm sounds in the Mallards Building:** Pupils whose next lesson is in Mallards should be directed to the tennis courts. Pupils whose next lesson is in Wynndale should be directed to their classrooms in the Wynndale building. Pupils whose next lesson is in the Roding Arts Centre should be directed to the Roding Arts Centre.
- **If the alarm sounds in the Wynndale Buildings:** Pupils whose next lesson is in Wynndale should be directed to the rear Wynndale playground. Pupils whose next lesson is in Mallards should be directed to their classrooms in the Mallards building. Pupils whose next lesson is in the Roding Arts Centre should be directed to the Roding Arts Centre.
- **If the alarm sounds in the Roding Arts Centre:** Pupils whose next lesson is in the Roding Arts Centre should be directed to the tennis courts. Pupils whose next lesson is in Mallards should be directed to the Mallards Building. Pupils whose next lesson is in Wynndale should be directed to the Wynndale building.

Fire Wardens (or fire stewards)

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm they are responsible for:
  - Ensuring the safe evacuation of everyone in their area(s) of responsibility;
  - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building;
  - Where possible, closing windows and doors as each room is checked;
  - Reporting to the Incident Control Officer to inform them that everyone has safely evacuated the building, or to report any problems;
  - Ensuring that nobody re-enters the building until the Incident Control Officer has stated it is safe to do so.
- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits are kept clear at all times.

INSET

The school has established through its external consultant a system of online health and safety training for key health & safety staff, which meets our basic requirements. There is further specialised health and safety training available for staff. Manual handling, ladder use, scaffold tower use training, etc, is provided on request depending upon need. H&S INSET provision is through HODs and the HASCo. The school is fully committed to providing appropriate training for staff. The school is a central training hub for the delivery of specialist inset to other schools by our health & safety consultants.

MONITORING

The school holds an annual health and safety committee meeting every autumn term to review policies, procedures and protocols which reports to the F&GP Committee. There are termly whole

school internal H&S audit inspections undertaken by the School Business & Finance Manager. Accidents are recorded and reported to the local authority. Routine equipment maintenance checks are either carried out by the site services staff or through school-arranged contracts (fire extinguishers, boilers, PE equipment, etc).

Investigations are made regarding incidents/accidents. These are reported to the Full Governing Body on a termly basis.

The school carefully considers the findings of our health & safety consultant's audits (which take place every two years) of the premises, as recorded within their corrective action plans. Occasionally, the Local Authority undertakes specific reviews of the activities of `high risk' working areas i.e. Art, PE, Technology and Science. This also includes, periodically, the auditing of wider specific aspects of health and safety e.g. asbestos and also legionella.

INDUCTION

New staff, teaching and non-teaching, including short term and supply staff, must know the school's H&S policy and procedures. This is a responsibility of line managers to disseminate. H&S is an integral part of staff induction. The school has an induction booklet and line manager's checklist for new staff. All staff are required to sign an annual document to confirm their receipt and agreement to adopt the contents of the School Health & Safety Policy.

SAFEGUARDING

The school adopts the Ofsted definition of safeguarding used in the Children Act 2004 and in the

Department for Education and Skills (now DfE) guidance document *Keeping Children Safe in*

Education (September 2024), which focuses on safeguarding and promoting children's

and learners' welfare. This can be summarised as:

- protecting children and learners from maltreatment
- preventing impairment of children's and learners' health or development
- ensuring that children and learners are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children and learners to have optimum life chances and to enter adulthood successfully.

The school provides all staff with a copy of the full suite of safeguarding policies annually.

COVID-19 RISK MANAGEMENT

Throughout the pandemic, the school worked to the guidance provided by the DFE and the local authority to manage and mitigate risks associated with *Covid-19*. Appropriate risk assessments were put in place in respect of staff, students and visitors (including school hirers, who were also required to complete their own risk assessments in advance of their lettings). School risk assessments were shared with the local authority and the various professional associations. All risk management documentation, including risk assessments, were agreed by the school's governing body. The school is committed to completing the same documentation if and when future circumstances dictate.

PORTABLE ELECTRICAL APPLIANCES

All appliances are tested according to an annual schedule. Any appliances that have not been tested, or have failed the test, must not be used. Staff are not permitted to bring in their own items of

equipment to use without them being PAT tested through the school. `Failed' inspection items are removed by the site team immediately after the annual PAT inspection.

EQUIPMENT (GENERAL NOTE)

It is a requirement of schools' health and safety policies that all staff are advised that `work equipment' should only be used for its intended purposes and, where appropriate, must have the CE Marking (European Law directive).

Work equipment is designed to perform specific functions. Using equipment in ways and tasks for which it was not designed is inherently hazardous, and strictly prohibited by this policy.
The school requires all employee and students who use equipment to undertake pre-use inspections to identify obvious faults (e.g. damaged casings, exposed wiring, etc).
Staff are not permitted to modify equipment due to possible health and safety consequences.

DISPOSAL OF EQUIPMENT

The school has detailed procedures concerning the disposal of equipment. Please refer to the school's *Disposals' Policy* or contact the HASCo.

ASBESTOS DUTY HOLDER

The Asbestos Duty Holder ensures that there are written asbestos management systems in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works will require comprehensive control systems in order to comply with the duty to supervise and monitor their activities.
Control and safety management systems include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive;
- Contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant;
- Ensuring that the Asbestos Information Poster is displayed at the reception point.
- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- Ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register for the premises;
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks;
- Advising the Borough Asbestos Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

It is recommended that the duty holder **always** obtain a signature from persons carrying out the work, confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

WASTE INCLUDING WASTE ELECTRICAL & ELECTRONIC EQUIPMENT (WEEE) REGULATIONS

All waste generated by this school will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2005. This may be via LBR facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licenses) must be kept by the school.

The school buys into a waste disposal contract concerning fluorescent light tubes.

Members of staff must not take waste in their own private vehicles or in any LBR vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

Further information on the implication of the WEEE Regulations can be found in the Environment Agency document "New rules for the disposal of electrical and electronic equipment"

DISPLAY SCREEN EQUIPMENT

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the Regulations; however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the biennial DSE User Questionnaire.

Assessment checklists are distributed, assessed and retained by the School Office Manager.

Where users are identified, the following must be ensured:

- Workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards the eye-test, spectacles/contact lenses if they are required for DSE use (as authorised by the School Business Manager); and
- Health and safety training and information are provided.

Staff identified as responsible for carrying out DSE assessments will attend the LBR in-house DSE assessors training course.

When a DSE User requests an eye test, a copy of the Eye and Eyesight Test form should be completed by a qualified optician.

The school ensures that appropriate staff training is provided in this area.
Further information can be found in the LBR DSE guidance document Display Screen Equipment or from the HaSCo.

INTERACTIVE WHITEBOARDS:

According to the Health and Safety Executive, if used appropriately and in accordance with manufacturers' instructions, interactive whiteboards do not present a risk to health or safety. However, if used inappropriately they have the potential to cause discomfort and possible damage to the eyes.

HSE considers the following advice to be good practice in respect of the use of these projectors by employers, particularly in the education sector.

-Staring directly into the projector beam is avoided at all times.

-Standing in the beam, whilst facing the projector, is minimised. Users, especially pupils and students, should try to keep their backs to the beam as much as possible. In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended.

-Pupils and students are adequately supervised when they are asked to point out something on the screen.

- The school aims to ensure that projectors are located so that they are not in a presenter's line-of-sight when they stand in front of the screen to address an audience; this ensures that, when presenters look at the audience, they do not also have to stare directly at the projector lamp.
To achieve this, the school could consider ceiling-mounting rather than floor or table-mounting the projector.

In bright rooms, it is recommended that instead of increasing the brightness of the projector in order to make the presentation visible, window blinds are used to reduce the ambient light in the room.

REPORTING HAZARDS

It is the responsibility of everyone to prevent the use of dangerous areas, furniture, equipment, substance or activity. Staff suspicious of gas leaks, etc, around the school should immediately report these to the PFM or a member of the Leadership Group. These will then be recorded under: *Pigeon-hole-Dept-Admin-General Admin-Hazard Reporting Form.*

Where possible and safe to do so, remove and label dangerous or defective equipment – isolate the hazard. If it is an urgent, possibly dangerous problem, then immediately inform the school office who will then locate the PFM or a member of LG.

If it is not urgent, inform the PFM, caretakers, HOD, LG or HASCo as appropriate. The PFM has an appropriate return form on which requests of this nature should be submitted

RISK ASSESSMENTS

Under the Management of Health and Safety at Work Regulations, there is a requirement for all risks to health and safety to be assessed and for the significant findings to be recorded. In order to assist with this procedure, the Council has produced a form to record the significant findings.

Appropriate department maintain their own risk assessment records covering relevant work activities. School-wide risk assessments are kept by the HASCo. Risk assessments must be reviewed at least annually (more frequently if circumstances change during the year) and then signed by the responsible person. If there is no change to the existing document, this must be signed and dated.

AUDIT INSPECTION

There is a termly full school internal audit inspection and all areas of the school are covered. Our external contractors (*In-house Safety* Mark) undertake a full audit every two years. On receipt of the inspection report, the HASCo compiles an `action plan' to address issues raised. The local authority undertakes periodic inspections of what it terms to be `high risk' departments i.e. Science, PE, Technology and Art as it deems necessary. Further LBR inspections may also be appropriate. Occasionally, these may be specific in respect of asbestos and legionella management of the school premises.

SUPERVISION OF STUDENTS

TIMETABLED CLASSES

Designated staff or cover staff are responsible for supervision. A register must be taken at the beginning of the lesson. Staff must exercise caution and discretion when allowing students to go to the toilet or leave the classroom. Pupils must have an authorisation card from the member of staff responsible for supervising them, which must be presented to the school office as authorisation to open the appropriate toilet.

BETWEEN LESSONS

Where possible, see students in and out of rooms and direct pupils away from congested areas.

STAFF DUTY ROTA

This operates during the normal school day, not including the lunch break. Information is regularly circulated to appropriate staff by the Deputy Headteacher concerning staff duty rotas.

LUNCHTIME SUPERVISION

Arrangements apply for the lunchtime period within an agreed rota. Information is regularly circulated to appropriate staff by the Deputy Headteacher concerning lunchtime supervision.

BEFORE SCHOOL

Students should not arrive before 8.00am as there is no organised supervision. The school is unable to provide full supervision for students arriving before 8.00am, as advised to parents during the autumn-term. This also appears as a school website notice to parents and carers. The exceptions to this are where students have been invited by a member of staff to attend (for example, an organised club) and also attending the school breakfast club (which runs from 7.30am onwards). Sixth-formers must sign in and out via the school's electronic system in the main reception.

AFTER SCHOOL

Students should leave the site immediately at the end of the normal school day, unless they are involved in organised activities with staff supervision. Parents must know the nature of the activity, the approximate finishing time and be reminded to make appropriate arrangements for the journey between school and home. Staff organising activities should notify offices and the site services team of after school activities and a note of exactly who is remaining on site. Regular events such as games and homework are listed in the booklet for parents, who will be asked to provide an agreement for their child to participate in these activities. ***Students staying late, unauthorised, do so at their own risk.***

OFF-SITE

There are procedures for Visits and Journeys and Work Experience. When making short supervised visits to other local schools and local venues during the normal school day, offices must be informed and, where appropriate, parents must be advised of the locations and arrangements for return to school.

ACCIDENT OR ILLNESS

NEEDING FIRST AID

Non-emergency injury or illness:
Pupils requiring first aid should be sent with a note to the designated member of staff. An assessment by the first aider will then be given and, if appropriate, treatment will be provided. Pupils are then either sent back to class or sent home (after contact with the parent(s) is made).

Serious injury or illness:
Staff must contact a first aider via the appropriate office in an emergency situation. The school has approved *Pupils Referred to Hospital* procedures. These are attached to this H&S Policy.

All first aid incidents are recorded on a central record within the admin pigeon-hole system, overseen by the school office manager.

REPORTING OF ACCIDENTS

Departments and other working areas of the school are required to display the appropriate wall chart (updates are provided by the Wynndale office) concerning the reporting of accidents.

MEDICINES

Must not be administered except by special arrangement with Tyrell Hudson (Student Services).
The Mallards and Wynndale offices have medicine storage facilities (a letter from the pupil's parent/carer is required).

TRAINED FIRST AID STAFF

HASCo maintains up to date lists for display in offices, staff-rooms and other appropriate areas of the school (the current list is attached). First-aid staff are insured against any liability while on the school site or on a school visit.

The school maintains appropriate first aid cover across the site. If staff are in school during the holiday periods, it is helpful to have first aid cover on the premises. Alternatively, those in attendance must have access to telephone numbers in respect of emergency services. The HASCo arranges an annual first aid refresher training sessions for all first aiders at the beginning of the autumn term.

Hirers of the premises (school lettings) are required to make their own provision for first aid.

FIRST AID BOXES

These are located in the admin. offices, science, design technology, Art, PE areas and the site staff's office. HODs are responsible for checking that first-aid boxes are fully stocked. HODs are also responsible for notifying the Wynndale admin. office (Mrs Saunders) if a first-aid order is required.
All departments have been issued with a summary of the contents to be included in a first aid box.

BLOOD SPILLAGE

Must be cleared by the site staff only (wearing disposable gloves and, where required, an apron).
All affected material must be placed in a plastic bag and taken to the school office for suitable disposal in the 'Yellow Bag'). There is a special safe-disposal collection, available on request via an outside contractor, of the bags (Mallards entrance). This is arranged by the PFM.

SHARPS

All 'sharps' must be disposed of carefully using the 'sharps box'. Boxes can be located in Wynndale Office or via the caretakers

DEFIBRILLATORS:

The school has three defibrillators on the premises. These are retained within the premises team's office (available through contacting a member of the premises team directly), within a box attached to the all-weather pitch and the Mallards office. First aiders are reminded of their appropriate use during the September inset day briefing at the start of every academic year. This equipment is also made available to outside hirers of the premises (lettings) as part of their first aid responsibilities for those in attendance through their invitation.

ALLERGIES

The school maintains four spare adrenaline auto-injectors (AAIs) on site for emergency use. They are kept in pairs. One pair is located in the Mallards Reception and another pair is in the Wynndale office. They are readily accessible to first aid-trained staff. First aiders are reminded of their location and appropriate use during annual anaphylaxis training at the start of each academic year. This equipment forms part of the school's emergency medical response arrangements for pupils at risk of anaphylaxis. The school will be purchasing additional AAI's for both adults and students.
They will accessible in Mallards, Wynndales and Roding buildings. Please refer to the Allergy Management Policy.

ACCESS TO THE SCHOOL SITE

ENTRY AND EXIT: PEDESTRIANS AND VEHICLES

Drivers should be aware of staff, pupils and visitors leaving the site, paying due care and attention at all times, as vehicle and pedestrian access is shared. No entry or exit of vehicles is permitted between the hours of 3.00pm and 3.25pm. A one-way system operates (clockwise) in the main Mallards car park.

SPEED LIMIT

Strictly 5mph maximum at all times.

PARKING

In designated areas only – Mallards front area and Wynndale gate area (the latter for LG, HODs and other approved users only).

VISITORS, CONTRACTORS AND DELIVERIES

These must be directed to the Mallards reception area and designated car park. All visitors must register with the reception office (or site services if the visit is during out-of-school hours) and wear a school pass badge (parents should only collect their children from the school entrance). All contractors to be advised of/provided with the school's appropriate health and safety procedures by the Premises and Facilities Manager or member of site staff on duty. The school has a Visitors' Policy, Procedures and Protocols document which is reviewed annually. Staff requesting visitors to attend the school must use the established formal application process via the Headteacher.

LIABILITY

The Local Authority and school have no liability for damage to cars on the school site, which are parked at their owners' own risk. This is in respect of the vehicles of staff, pupils and visitors (including hirers).

LOCKING UP THE PREMISES

Staff must begin leaving their places of work at 5.30 pm in readiness for a complete departure of the premises by 5.50pm at the absolute latest. Staff wishing to stay later than this must receive prior agreement from LG and the Premises and Facilities Manager or other member of the site staff on duty. This is essential for health & safety purposes and to ensure the availability of appropriate site services staff.

STAFF LEAVING THE SITE DURING THE SCHOOL DAYTIME

Staff leaving the site during the school daytime MUST sign out, and then in on their return, via the electronic signing out system provided at the main school reception. This is for health and safety purposes, including school fire routines.

WEEKENDS AND STUDENT HOLIDAYS

The School Business Manager issues holiday opening times prior to each school holiday. Staff using the building must sign in and out and adhere strictly to any H&S instructions.

HT agreement must be obtained for students to be on site. The school has strict procedures in place (administered by the School Business Manager) for the HT to receive requests from staff in advance of requests for students to be on site.

SCHOOL EVENTS AND LETTINGS

EVENTS

Events include parents' evenings, presentation evening, concerts, plays, activities organised by school staff for pupils, not a part of the school's weekly timetable.

CHECKS

Bookings for the daytime (during the school term) of the Wynndale Hall are made through the Examinations Officer (Sharon Brooker). All other bookings for facilities, including out-of-hours use, are made through the School Business Manager. It is imperative that site staff availability is sought prior to bookings being made for activities.

SAFETY POINTS

Do not overcrowd facilities
Keep fire exits clear
Let relevant participants know H&S hazards
Everyone, including audiences, must be told the location of exits.
Do not overload electrical points
Avoid using unchecked electrical equipment check props and structures
Do not bring in electrical appliances from home

LETTINGS

The Premises and Facilities Team member on duty, is responsible for the onsite supervision of hirers of the school and he must advise lettees of the location of exits, extinguishers and any relevant HAS hazards in the user area, and areas of the school where lettees must not go. The member of site staff will run through the appropriate H&S check list with the hirer on the group's initial booking and then reinforce procedures, systems, etc, as required. Hirers are required to complete a Health & Safety Checklist in the presence of the member of the site team supervising the letting. This is undertaken annually or at the time of the first hiring by the group.

There are Risk Assessments (RAS) and procedures for the following activities:

VISITS AND JOURNEYS

The school adheres to DFE Guidelines. Visits MUST follow the school procedures and be approved in advance by the VISCo, who will provide appropriate information in advance o f the trip.

MINIBUSES

The school has an approved mini-bus policy as regularly reviewed by the School Business & Finance Manager. Authorised users only are permitted to drive the school mini-buses. They are provided with a full copy of the school's procedures.

The Provision and Use of Work Equipment Regulations 1998 set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These Regulations cover minibuses that the school either owns, or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

All vehicles must have:

- A MOT if over 1 year old (13 or more passenger seats) 3 years old (12 or fewer passenger seats);
- A valid certificate of insurance;
- A fire extinguisher complying with BS 5423;
- A first aid kit.

MANUAL HANDLING

Do not lift or move heavy loads without help or the proper equipment.
All departments are required to make a manual handling risk assessment.

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable.
Assess the risk of injury from any hazardous manual handling that can't be avoided; and **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Staff undertaking manual handling are required to undertake appropriate risk assessments concerning this activity.
Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.
The LBR Health and Safety Function provides 'Manual Handling for Employees' and 'Manual Handling for Managers' training courses.

The school retains appropriate central training records for this activity.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found in the Health & Safety Manual CD 2011/12 and the following document available on the HSE website www.hse.gov.uk

INDG 143- Getting to grips with Manual Handling

USE OF STEP LADDERS AND REGULAR LADDERS

Step ladders conforming to BSI standards only can be used for access to high shelves, etc.

Staff who have received appropriate training within the past three years, as organised by the school, are permitted to use our step ladders (all sizes) and also footstools.
Staff who have NOT received school-arranged step ladder training within the past three years are permitted to use our `small' step ladders only (up to three-step size) and also footstools, subject to the following requirements. The colleague has: i) read very carefully the contents of the below short tuition instructions; and, ii) undertaken an appropriate risk assessment. If a member of staff is not sufficiently confident to use a `small' step ladder or footstool, he/she may seek guidance from a trained colleague. Staff reserve the right to decline the use of either piece of school equipment.

Note: Staff must NOT use domestic quality ladders, chairs, tables, desks, etc.

The school's regular ladders are permitted for use by the members of our site team who have received training within the past three years. They must NOT be used by other members of staff.

SCAFFOLD TOWER

Trained staff only may use or directly supervise its use. There must be an appropriate risk assessment in place prior to using this equipment.

COSHH CO-ORDINATION ACROSS THE SCHOOL

All potentially hazardous substances must have a COSHH assessment, which can be obtained from the COSHHCo (Ms Sharon Harradine, senior science technician). The basis principle of COSHH regulations is the need to eliminate the need for hazardous substances or substitute it with a safer alternative. The COSHHCo disseminates best practice to appropriate departments of the school.

WORK EXPERIENCE AND YOUNG PERSONS

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees. Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/ placements are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.
Students are only placed if the appropriate insurance documents are uploaded onto UNIFROG. Significant findings will then be brought to the attention of the students on work experience, and the measures they need to take to avoid the risk before they work in the area.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Ms Liz Griffiths is responsible for over-seeing work experience administration and placements.

Any pupil undertaking work experience at this school will be given an induction by the relevant heads of departments. The only students being allowed to do work experience at Woodbridge are the 6th form students in liaison with the relevant heads of department.

SCHOOL-BASED WORK ACTIVITIES

If the curriculum contains in-school 'work' activities, these should be with the HASCo, so as a structured risk assessment can be made by the individual concerned.

PREGNANCY

A risk assessment must be undertaken by the member of staff's line manager in respect of the school-based activities of the pregnant member of staff. This must be reviewed and updated throughout the member of staff's pregnancy. The HASCo will provide the form on request from the line manager.

MAINTENANCE

Where possible, act quickly but safely on jobs where there is a H&S risk. Remove defective equipment, barrier dangerous areas, lock unsafe rooms, warn potential users. Liaise with the HASCo. The HASCo regularly circulates information to staff concerning the school's internal system for recording `hazards' identified by colleagues.

CHECK

All fire alarms are checked within the prescribed period and a regular checking of fire extinguishers takes place.

All staff are required to regularly check corridors, halls and toilets and parking areas for potential hazards.

PATHS AND GROUNDS

The site team removes any obstacles and litter and `grit' appropriate pathways when icy.

MANUAL HANDLING

Staff are required to use suitable equipment and follow sensible procedures, dividing loads where possible. Extra help should be asked for if needed.

CLIMBING

Staff must use approved steps only and not use the scaffold tower unless they are trained and certificated.

SUBSTANCES

Appropriate staff must have signed COSHH assessments readily available and make sure they are read and acted on by PFM/other site staff.

PROTECTION EQUIPMENT

Protection equipment must be worn as required for the job (which may include steel-capped boots, eye protection, overalls etc, etc).

EQUIPMENT

Staff must ensure that equipment is properly maintained and that electrical equipment is checked by suitable contractors.

Staff must not bring into school their own equipment or tools as the school prohibits use of them.

RISK ASSESSMENTS

Staff are required to ensure that appropriate risk assessments are in place prior to undertaking any activity which may be `hazardous'. The HaSCo retains the suite of premises-related risk assessments and these are made available to the site staff.

CONTROL OF CONTRACTORS

This school recognises its responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities. The client in these circumstances is the head teacher/school. By extension, this is either the local authority (through SMADS in respect of local authority projects) or SSC (the school's external building consultants).

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The school will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the school.

The Premises and Facilities Team is responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures. The member of the site team on duty MUST ensure that contractors sign in and out of the school during the school day and also for any activities out of school hours.

The Premises and Facilities Team must inform all contractors of any known hazards that might affect them whilst at work. Contractors, in turn, must notify the Head of Establishment of any hazards arising from their activities, which may affect the occupants of the school.

The Catering Manager is responsible for the safety of the kitchen & cleaning areas and must notify the Premises and Facilities Team of any hazards.

All contractors should report to the establishment office on arrival. There are strict signing in/out procedures.

Further information is available from the HSE document "Use of Contractors - a joint responsibility", HSE INDG 368

LONE WORKING

Staff are required to work in accordance with the School's Lone Working Procedures (Please refer to the full policy within the school's Security Strategy below). The site staff are regularly briefed concerning lone working procedures within the school.

WOODBRIDGE HIGH SCHOOL

Security Strategy – Autumn 2026

1.0 Governing Body Statement of Intent

1.1 The Governing Body of Woodbridge High School is committed to take all reasonable action to achieve the safety and security of its staff, pupils and visitors.

1.2 It is further committed to taking all reasonable steps to protect the physical environment in which education takes place as well as all valuable items kept on education premises, this includes not only items of monetary value but also individual records and pupil/student work.

1.3 The Governing Body is committed to providing help so that, in the event of things going wrong, staff and pupils will be supported and disruption of the delivery of education will be minimised.

1.4 In seeking to achieve these aims for security, the Governing Body expects the help and co-operation of all staff and pupils, and the support of parents; the strategy and the working practices to assist staff in so doing are set out in the remainder of this document.

1.5 In addition, the Governing Body affirms its commitment to the contents of the school's Health & Well-Being Policy.

SIGNED:

(Mr Pankaj Pathak, Co- Chair of Governors)

SIGNED:

(Ms Nicki Burns, Co-Chair of Governors)

SIGNED:

(Mr Steven Hogan, Headteacher)

DATE: Autumn 2026

2.0 Organisation

2.1 Co-ordination

The Headteacher has ultimate responsibility for the security of the site (and the liaison with parents/governors and outside agencies regarding security matters). However, certain duties are delegated to a specific individual member of staff, who reports to him, as follows:

Health and Safety/Security Co-ordinator/School Business Manager: Mrs S Rafiq

1. Co-ordinates security matters within the school (working closely with the Site Services Supervisor), including the personal safety of staff on the school site (e.g. in relation to visitors, difficult pupils, etc).

2. Arrangements for making and maintaining risk assessments.

3. Liaising as appropriate with staff, governors, parents, pupils, the Local Authority, the local community, the LBR Health & Safety Team, the Metropolitan Police's Crime Prevention Officer, trade unions and any other relevant individual(s) or group(s).

4. Actively monitoring the implementation of the arrangements within this strategy and, in particular, checking that specific tasks have been carried out.

5. Reactively monitoring and reporting on the outcomes of this strategy and in particular – ensuring that incidents are investigated, recorded and reported – analysing record to inform risk assessment and resultant action – reporting outcomes to the governing body every term – producing an annual report and review of security for the governing body, together with a draft annual security plan.

6. Appropriate compilation, revisions and then production of the school's Security Strategy Policy.

2.2 Security and Personal Safety Functions

All staff have a collective role in monitoring and improving levels of security and personal safety in our school. However, the following members of staff carry out specific functions and are responsible for the following arrangements, either themselves or by overseeing the staff within their team:

School Business Manager (Mrs S Rafiq) – Storage of cash and financial records, visitors and contractors signing in and out arrangements, the school inventory; identifying and recommending use of school funds to LG/governors concerning potential improvements to school security measures, and managing/monitoring the effectiveness of the site staff.

Premises and Facilities Team – Arrangements for: visitors and contractors signing in and out (when school is not in session), locking and unlocking premises, schedule of alarm checks (fire and intruder), cleanliness of site, litter removal, graffiti removal, safe storage of waste, etc, monitoring the work of contractors on site. Working with the HASCo to ensure that the aims of the school security strategy are achieved and that the school is secure for staff, pupils and visitors on a day to day basis. Recording of incidents. Liaising with the school's call-centre/security contractors concerning out-of-hours alarm call-outs.

Headteacher's Personal Assistant (Mrs Helen Dalby) –Arrangements for secure storage of the staff's personnel files.

Deputy Headteacher Headteacher with ICT responsibility (Mr Jeremy Clifton) – advice to teaching staff concerning the safe-keeping of ICT equipment and the backing up of computer records.

Senior Technicians – Arrangements for: secure storage of tools, secure storage of hazardous and flammable substances, department inventory. Responsibility to be overseen by the appropriate Head of Department.

Examination Officer (Mrs Sharon Brooker)– Arrangements for: secure storage of records and secure storage of examination papers.

Year Co-ordinators - Arrangements for: secure storage of pupils' files.

Heads of Department – Arrangements for: secure storage of department records, secure storage of equipment, all examination coursework and materials.

All Staff - Arrangements for: secure storage of their classroom/office resources (including equipment), coursework for examination classes and personal items.

Senior ICT Technician/ICT Team – Responsible for identifying and responding to reported ICT health and safety issues, including working to the school Leadership Group in respect of the school's CCTV Policy.

3.0 Security and Personal Safety Arrangements

3.1 Risk Assessment:

Risk assessments will be reviewed as required – i.e. if there is an incident related to the area in question, if the Local Authority advises of incidents in other schools, and, if the law requires it.

3.2 Guidance and Training:

All staff and governors will be provided with appropriate security and personal safety information in respect of the school's strategy as necessary.

Training in techniques in dealing with difficult people will be provided for relevant staff.

Dealing with difficult pupils is part of the school's behaviour policy arrangements.

3.3 Visitor Reception:

1. The visitors' entrance to the school is clearly indicated and all visitors (including contractors) are required to sign in and out using the signing-in equipment. All visitors are required to wear identification badges whilst on the premises.

2. All visitors are referred to a copy of the school's Emergency Evacuation Procedures which gives details of fire procedures, first aid facilities and lockdown, etc.

3. The following procedure is to be followed by staff when encountering a visitor without a badge: Please refer to Section 3.5 below.

4. Pupils encountering a visitor without a badge must notify the nearest member of staff.

5. Sixth Form students must clearly display school identity passes at all times.

6. Appropriate members of the school's Leadership Group will periodically support the school reception during times of need (e.g. Lunch-breaks). Spot-checks will be undertaken concerning the appropriate display of security badges (staff, pupils and visitors).

7. Hirers of the site are supervised by the site services team in line with the school's hiring policy.

3.4 Contacts with the Police:

1. On a regular basis, advice is sought from the Metropolitan Police Crime Prevention Officer concerning security arrangements and crime prevention.

2. Any emergency contact with the police can only be done with the authority of the Headteacher (or nominated member of the Leadership Group) or with the authority of the Headteacher e.g. by a member of the premises team during out of hours activities such as lettings.

3. When calling the police, the Headteacher (or person acting on the authority of the Headteacher) must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

3.5 Dealing with Trespassers:

1. Staff are empowered to approach and politely challenge a visitor who is not wearing a badge and then accompany him/her to the main school reception. At the very least, staff should advise a member of the Leadership Group or a member of the site staff to approach the unidentifiable visitor.

2. At reception, the receptionist will ask the stranger the purpose of the visit and, if appropriate, ask him/her to sign in and be issued with an ID pass.

3. If the member of staff, member of LG or member of the site team has any suspicion about the stranger, they must inform the Headteacher (or Deputy) immediately, and ask the stranger to remain in the reception area.

4. If the stranger ignores the instruction, the Headteacher (or Deputy) must be notified immediately.

5. If a stranger is abusive, or a nuisance in any way, the member of staff must not take direct action, but MUST send for help, or inform the Headteacher (or Deputy) as soon as possible. Staff must never put their own safety at risk.

6. Staff are permitted to ask a stranger to leave the site under delegated authority from the Headteacher.

7. If the stranger refuses the instruction, the Headteacher may inform the police if he considers that there is a threat to the safety of anyone on the premises. This is entirely a matter of judgement of the Headteacher (or Deputy), who will have to judge also whether an incident threatens to undermine the confidence of parents in the security of the school.

8. The police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power to arrest if there is a `minor nuisance'. They may be able to solve the problem without resorting to arrest.

3.6 Where there are Offensive Weapons:

1. If staff suspect an offensive weapon is on site, they must immediately inform the Headteacher (or Deputy).

2. The Headteacher (or Deputy) MUST call the police if the suspect is not a registered pupil, or where an incident involving a pupil takes place outside the school premises.

3. The person will be kept under close surveillance while the police are awaited.

3.7 Pupils on Site during Holiday Periods:

Staff are required to complete the school application form, to then be authorised by the headteacher, prior to pupils being given access to the school during the holiday periods. This form must be completed in good time.

4.0 Lone Working Arrangements (as per school H&S Policy and the site services' risk assessments).

4.1 Background to Lone Working:

The school as an employer needs to ensure that there are systems and procedures in place so that staff are not left working in isolation in the school, and that a work colleague is always contactable in the event of an emergency. As a minimum, we should ensure that an effective means of communication is in place so that help can be obtained if necessary.

The exceptions to this are the times during the working week (before/after school and at weekends) when a caretaker is here and there are no other employees present. In these situations, it is essential that we plan for the unlikely occurrence of an emergency situation arising. In this particular case, it is essential that the caretaker is able to report his whereabouts either to a caretaking colleague or a family member.

The `Lone Working Policy' ensures that the school, as an employer, takes due care of the health, safety and welfare of staff at all times.

4.2 In-House Arrangements Concerning the Supervision of the Site `After Hours':

The following arrangements apply:

- As a general rule during times of school lettings (evenings and weekends), the attendance of one caretaker only, is required to be responsible for the supervision of the premises. However, a risk assessment should be undertaken by the Premises and Facilities Manager and, if deemed appropriate, an additional caretaker should be employed in circumstances where the lone worker may be at risk.
- If more than one building is required to be opened simultaneously for lettings, due consideration must be given for the deployment of two or more caretakers on site for the period of the letting.
- Similarly, on evenings when there are `school activities' (Open/Presentation Evenings, etc) and there are two or more main buildings open, due consideration must be given to their being two caretakers on site. A risk assessment should be undertaken by LG in advance, and worked through with the Premises and Facilities Manager, with potential hazards identified and addressed. LG responsibilities for the evening need to be clearly defined (in terms of security, supervision and, where appropriate, accompanying the caretaker when he is locking up). Consideration must also be given to the possible cancellation of any other scheduled lettings during these evenings.

- On evenings that are considered to be `higher risk' (when there are two caretakers present) they must accompany each other in the locking up of the site and then report to each other on final departure.
- On weekday evenings, the sports hall, fitness centre, Roding building and outside pitch are used for evening external lettings. There is also late afternoon use by the school's groups.
- The premises are to be unlocked in the morning by two members of the site staff. If only one member of staff is available, he will delay unlocking building until the Headteacher and/or Deputy Headteacher arrives on site at 6.45am to accompany/assist.
- The caretakers' `locking up' procedure begins in Wynndale, which means that staff will need to get ready to leave the school at 5.30pm, departing from the site by 5.50pm at the very latest. The other buildings are then locked up sequentially as part of their routine. This means that staff in those buildings must also be clear from the site by 5.50pm at the very latest.
- No pupils should remain on site unsupervised after the end of the normal school day.
- The fire alarm must be observed at <u>all</u> times during the opening period of the school. If it sounds after the closure of the school day, staff and visitors on site must report to the designated assembly point.
- The caretaker on duty during lettings must carry a mobile telephone at all times.
- As a general rule, the caretaker on duty must not be expected to undertake tasks unconnected to the letting (and he must not take risks), though other low-risk activities are permitted as along as the supervision of the site, and the safety of the caretaker, remains the priority at all times.

4.3 School's Lone Working Policy:

The school's Lone Working Policy, in full, is as follows:

i) General Staff:

- Staff should ensure that if they are not left to work in isolation in the school, which means that a work colleague is always readily contactable in the building. If there are any changes to their working times, then these should have already have been agreed with their line manager. Staff working outside of the normal school working day must advise the caretaker(s) on duty of his/her presence and location. If staff deem it necessary, on special occasions, to work late outside of their normal working routines, this should be discussed with the Premises and Facilities Manager in advance, in order for him to identify if appropriate caretaking supervision is available.

ii) Caretaking:

- If a caretaker agrees to meet somebody at school (e.g. a contractor), he/she must ensure that a colleague is advised of this. The visitor (e.g. contractor) MUST be signed in for record purposes. If a client becomes violent or behaves in an aggressive manner, the member of staff should assess the risks and consider the possibility of leaving the premises. A member of staff <u>must</u> not remain in a situation where they fear for their personal safety (if they do leave the premises, this must be reported to a colleague).
- If a caretaker is on the premises alone, he/she should ensure that he/she has access to a mobile telephone. It is important that he/she is contactable at all times and that he/she is able to contact others in an emergency.
- If a caretaker is alone on site, he/she should assess the situation and only carry out activities that would deem to be considered `low risk'. For example, it would be inappropriate to climb a ladder or to deal with electrical equipment. If an activity, or being in a particular area of the school, presents a risk to a lone worker, then these should be avoided until a colleague is on site. If there are any doubts as to whether the member of staff has received sufficient training to undertake any task involved as a lone worker, then these tasks should not be performed until he/she feels comfortable. The caretaker should assess his/her own competency and experience to deal with situations. Above all, the caretaker should be `sensible' in his/her approach to all tasks undertaken.

- A caretaker should consider the risks involved if returning after dark, and act accordingly. It would be sensible to carry a torch in these situations.
- A caretaker should carry as little valuables as possible.
- If there is an accident while a caretaker is on site, this should be reported to a work colleague and it should be recorded in the school's accident book.
- The local police should be contacted if there are any circumstances, which are deemed to be `suspicious'. Current emergency telephone number contacts have been made available to the site team.
- If a caretaker is working late, his/her spouse or partner, for example, should be advised of when he/she is expected to return home. If the caretaker does not return after a previously agreed time, the caretaker should ensure that he/she is contactable on the mobile telephone. The school encourages staff to regularly call home to reassure partners/spouses, for example, that all is well.
- The caretaker's home telephone number should be passed to fellow caretakers for contact purposes in the case of an emergency.

4.4 Seeing Parents

All such meetings must be notified to (Head, Head of Department, Line Manager, etc). It can then be decided whether another member of staff should be present or nearby. In addition a decision can be made about the location (interview room in Mallards-booked through the reception staff) and an appropriate time.

4.5 Data Protection (GDPR)

From 25th May 2018, the school is required to comply with the new GDPR. Woodbridge buys into the local authority's annual support contract for schools, including the provision of a data protection officer role. The school has systems in place for the appropriate retention and disposal of documents.

Regarding ICT, staff are to refer to the various ICT policies as circulated to staff on an annual basis.

The school's GDPR processes are audited by the local authority on an annual basis.

4.6 Storing Pupil Records

Paper records are stored in the filing cabinets provided in the specified locations.

Any pupil-related information taken home to be worked on or taken to meetings must be kept under the supervision of the relevant member of staff whilst in transit (e.g. not left unattended in a car) and retained securely and confidentially.

4.7 Storing Coursework Required for Assessment

Coursework required for assessment is stored in a safe and secure place in department facilities provided in the specified locations.

Any coursework required for assessment taken home to be worked on or taken to meetings must be kept under the supervision of the relevant member of staff whilst in transit (e.g. not left unattended in a car).

4.8 Storing Items of High Monetary Value

Cash/Cheques – Only an absolute minimum amount of cash is to be kept on the premises. Cash/Cheques to be locked in the safe in the finance office. All monies collected for visits etc must be paid into the finance office as soon as possible.

Equipment – All tools and equipment should be locked away when not in use. Electrical items/cameras/videos are particularly vulnerable to theft.
Valuable equipment (e.g. ICT) is to be security marked via the Senior ICT Technician (Jaspreet Singh). Further advice concerning the storage of ICT hardware is provided in the ICT A-Z Guidance document.

5.0 Monitoring

5.1 Procedures to Support Security and Personal Safety

The Security and Personnel Safety Co-ordinator will monitor compliance with the procedures set out in sections 2.0 and 3.0.

5.2 Outcomes

All incidents are to be reported and recorded using the internal log provided. The Security and Personal Safety Co-ordinator will investigate as necessary (where appropriate involving the relevant TU Safety Representatives) and ensure that, where required, the necessary form is returned to the LEA as per the standard procedures. At the end of each term, a summary of incidents will be prepared and provided as an appendix to the Head Teacher's Report to the Governing Body.

6.0 Report and Review

A report of thefts, illegal entries and other incidents is made to the Governing Body by the School Business and Finance Manager (Mrs S. Rafiq) each term. Governors review each case and recommend the appropriate courses of action.

Security matters are brought to the attention of the Finance and General Purposes Committee on a regular basis, and possible new measures to be introduced are discussed, with a view to further improvements being made to the site. Expenditure against the school's Building Maintenance, Building Development and Formula-Funded Budgets are approved as necessary.

The school's Security Strategy is subject to an annual review by the school, to be considered and then approved by the Finance and General Purposes Committee (October meeting each year).

APPENDICES TO SECURITY STRATEGY:

1. REPORTING OF ACCIDENTS (PROCEDURES IN FULL)

- **Reporting of Injuries or Dangerous Occurrences:**

(This is to be read in conjunction with the `blue dot' chart *Reporting of Accidents & Incidents.*)

It is essential that all `serious' injuries to staff, pupils and visitors to the site are recorded on the appropriate Local Authority `report' form. This is available in both the Mallards and Wynndale offices.

If a pupil has had an accident, the member of staff with responsibility for that individual *at the time of the accident* will need to complete the form. A sensible judgement in terms of responsibility will need to be made where accidents occur outside of classrooms, particularly during break times, as pupils are deemed to be `supervised' for health and safety purposes at all times. In no circumstances, however, should pupils be completing forms. In general, the Local Authority will not accept office staff filling in forms as they are not, strictly, supervising pupils, although there may be isolated occasions when this is unavoidable.

First aiders must record all first aid administered in the electronic pigeon hole (All pigeon-holes, Departments, Admin.-Medical-First Aid).

All `major' injuries (for example breaks, dislocations, major cuts, head injuries) should be brought to the urgent attention of the Wynndale office, as they will need to be reported to the Local Authority's health and safety team by the school business manager without delay. This, apparently, excludes sporting injuries, unless they occur as a result of a lack of supervision or premises and equipment

defects. However, the normal accident report form will still require completion in respect of sports injuries.

It is also important that all incidents that *could* have resulted in an accident are reported on the accident form. This is to enable steps to be taken to ensure that the risk of an actual accident is eliminated in future.

The school complies with the local authority's online system of accident reporting (effective from summer 2020.)

- Reporting of Accidents to Contractors on Site:

The responsibility for reporting lies with the contractor's employer and the Premises and Facilities Manager (if informed of the incident). Both must make a report. The procedure is in line with that for staff (above).

- Personal Safety of Staff:

LBR's *Personal Safety of Staff* policy and guidance is displayed in the main staff rooms. Its main purpose is to protect the personal safety and security of its employees (i.e. Woodbridge staff)
Any incident concerning violence or aggression against staff (e.g. by pupils or parents) should be recorded through the HaSCo.

- Staff Absence Due to Injury/Accident/Stress at School:

All absences in excess of five days (including weekends) of the above nature should be reported to the Local Authority's health and safety team. The Data Manager (Mrs Julie Kenealy) will pass all information in this respect to the Headteacher's PA (Helen Dalby) and she will ensure that it is forwarded to the Local Authority's health and safety team.

- Employee Counselling Help-line Service

The school's confidential Helpline service is available at:
https://www.educationsupportpartnership.org.uk/

- First Aid:

First aid must only be administered by qualified staff.

Please note that the administration of plasters must be recorded. Strictly, staff do not have to be first-aid trained to apply them for routine and minor conditions. It is good practice, however, for first aiders to be asked to apply them in most situations.

2. RECOVERY OF ICT SYSTEMS AT WHS (PROCEDURES)

The critical systems at WHS are the various networks: staff home area, shared area, pigeon holes, student area, SIMS area. Backed-up data shall be stored on appropriate media, which shall facilitate recovery in a timely manner. Backed-up data and the media used shall be provided with appropriate logical, physical and environmental protection. Media used for back-up purposes shall be disposed of in a secure manner if no longer required.

The Network Manager and the Deputy Headteacher with ICT oversight have assessed that the school would be disadvantaged by not having the above critical ICT systems in action for any more than one working day.

The IT Support unit shall develop, maintain and test back up recovery procedures on a routine basis according to business need.

For each of these critical ICT systems, the Network Manager and the Deputy Headteacher with ICT

oversight have undertaken an analysis of the risks that might cause us to lose access to our critical ICT systems. Data is backed-up on a daily basis and stored in a separate location to the servers.

The Network Manager is responsible for ensuring that the necessary back-up procedures are followed and any connected recovery is able to occur. Our third-party support providers are also aware of our ICT back-up systems and our operational systems.

PROCEDURE FOR STUDENTS REFERRED TO HOSPITAL:

Please note abbreviations below:

YC: Year Co-ordinator

LG: Leadership Group

LBR: London Borough of Redbridge

If in a qualified first aider's judgement, a pupil should be referred to hospital for assessment/treatment, the first aider should **follow the following procedures.**

The agreed school's policy, and also the hospital's policy, is that pupils attending hospital should *always* be accompanied by an adult, either the parent(s) or carer(s), or nominated member of staff, or YC. Indeed, this duty of care forms part of the Children Act 2006 and confirms that schools must, by law, safeguard and promote children's welfare.

Hospital attendance *must* be in an ambulance. For insurance purposes, the headteacher is the only member of staff that is permitted to use his car for transporting a pupil to and from hospital.

If the illness / injury is deemed to be an emergency:

The first aider should contact either MALLARDS or WYNNDALE office via walkie talkie (if available) for them to request an ambulance, giving the receptionist the following information:

- Student's name and tutor group
- full detail of the illness / injury and any other relevant information that would be useful to the emergency services i.e. location.

Office Staff should call up the student's details on SIMs and then telephone the emergency services for an ambulance.

The emergency services will ask for the following:

- The student's name, DOB, nature of illness / injury, current situation i.e. conscious, bleeding and any current / ongoing ailments
- The school address and means of access to the school premises
- A print out of the above details, in preparation, to hand to the ambulance service on their arrival

Office Staff should ask the emergency services which hospital the student will be taken to, although this is not always known until the ambulance arrives.

Office Staff should report back to the first aider (and keep in contact with the first aider by walkie talkie) regarding the progress of the student, and relay this information to the emergency services, if appropriate.

Office Staff should ask the on-call member of staff to attend the scene of the accident to ensure that walkie-talkie contact is available as quickly as possible.

Meanwhile, Office Staff should contact the following people:

a. Other admin office- to make them aware of the situation. They *may* be required to meet the ambulance at the gates and direct it accordingly (although this is generally undertaken by the site staff)

b. Site Services Manager or a member of the Caretaking staff- to inform them of the situation and that they will be required to open the school gates when the ambulance arrives and to ensure that there is clear access.

c. The pupil's parent(s) or carer(s) using the telephone numbers on SIMs. If the parent(s) or carer(s) are contactable, then they should be asked to attend the school to take their child to the hospital (if necessary). If it is deemed that the parent(s) or carer(s) are too far from school to meet the ambulance, then they must be told to go immediately to the hospital. It is the parents'/ carers' responsibility to do so.

If direct contact cannot be made, a message should be left with a responsible person or on an answering machine to the effect that the child is being taken by ambulance to the named hospital. The office staff must inform the YC (if unavailable a member of the LG) accordingly.

d. The YC, giving full details of what has happened. The YC should be asked if they have other contact telephone numbers. The YC should be informed if no contact has been made with the parent(s) or carer(s).

If office staff are unable to contact the parent(s) or carer(s):

The YC (or a nominated deputy or a member of LG if the YC/nominated deputy for the YC is unavailable) should then ask one of the nominated members of staff to attend the hospital with the pupil. The nominated office staff are: Phoebe Fern (Medical Room Manager) and Mehrun Khan (Administrative Assistant with First Aid Responsibility). If both are unavailable, the YC should liaise with a member of LG in order to determine a suitable replacement. Or, in the absence of one of these members of staff, the YC (or nominated deputy) must take responsibility.

Note: money from petty cash must be made available to the member of staff attending hospital to pay for the journey home by mini cab, lunch (if applicable) and refreshments

If, after further attempts, the office is unable to contact the parent(s) or carer(s), the receptionist should inform the YC. The YC should contact the LBR Social Services Advice Centre, Ley Street House, during office hours on telephone number 020-8708-5356. They may be able to undertake their own checks and possibly assist in identifying other parents/carers as appropriate. The Education Welfare Office, Lynton House, may also be able to provide help in this regard. The LBR Emergency Duty Social Work Team provide out of hours emergency social work advice/response on telephone number 020-8553-5825.

Members of staff accompanying the student to hospital:

If a Member of Staff is accompanying the student, then the student's personal details should be taken to hospital (printed out from SIMS), along with the telephone numbers of the LBR social services advice centre and LBR Emergency Duty Social Work Team (shown above), in case the parent(s) or carer(s) are still unable to be contacted.

Once at hospital, the hospital's policy, as supported by the Children Act 2006, states that the member of staff must stay with the pupil until the parent/carer arrives to take responsibility. The member of staff should ask the hospital's receptionist to continue to try to make contact with the pupil's parent(s) or carer(s). If it is the case that the medical assessment is made within the school working day and the pupil is cleared to return to school, then he/she should do so, in a mini-cab, with the member of staff (unless the parent(s) or carer(s) have arrived, in which case the parent(s) or carer(s) should return the pupil to school).

If the length of stay at the hospital exceeds the member of staff's normal working hours, the member of staff escorting the pupil should telephone the Business Manager who should contact the YC (or nominated deputy or LG link if the YC is unavailable) who should then leave school at 3.10pm (end of the school day) to attend the hospital and to relieve the other member of staff. The YC (or nominated deputy or LG link if the YC is unavailable) should make contact with the LBR social services advice centre and/or LBR Emergency Duty Social Work Team (shown above) to make them aware of the latest situation with the view that they now take over and deal with the situation accordingly.

If the support of the named organisations above does not result in the parent/s or carer/s attending the hospital, the Education Welfare Office advise that a common sense approach should be adopted: i.e. they fully support the good practice of negotiating with the hospital team for their taking over the responsibility of the child, on the very rare occasion that there is going to be a lengthy wait for treatment and any delay in parent(s) or carer(s) arriving.

Staff, Visitors and Contractors Referred to Hospital

Where a member of staff, visitor, contractor or other adult on site suffers a serious injury or sudden illness requiring hospital treatment, a qualified first aider should be contacted immediately and an ambulance summoned where appropriate.

The individual's line manager (or main contact point for visitors and contractors), and member a of the Leadership Group should be informed as soon as practicable.

Where consent can be obtained, the school will make reasonable efforts to contact the individual's emergency contact or next of kin.

Staff should not transport injured or ill persons to hospital in private vehicles except in exceptional circumstances and where it is safe and appropriate to do so.

All incidents requiring hospital treatment must be recorded using the school's accident reporting procedures and reported in accordance with relevant local authority and statutory requirements.

Next Review Date: Spring 2028

Reviewer: School Office Manager and School Business & Finance Manager

Approved by Personnel Committee on the 11th June 2024

HEALTH & SAFETY POLICY APPROVAL: Approved via Full GB Chair's Action on 29th September 2026 in advance of the F&GP Committee Meeting on 6th October 2026