Salvatorian College

HEALTH & SAFETY

'Are any of you in trouble? You should pray. Are any of you happy? You should sing praises. Are any of you ill? You should send for the church elders, who will pray for them and rub olive oil on them in the name of the Lord. This prayer made in faith will heal the sick; the Lord will restore them to health, and the sins they have committed will be forgiven. So then, confess your sins to one another and pray for one another, so that you will be healed. The prayer of a good person has a powerful effect.'

James 5: 13-16

Updated	Reviewed by	Approved date	Next review due
26/11/2022	Full Governing Board	01/12/2022	Jordan Term 2023
14/11/2023	Finance, Personnel & Premises	01/12/2023	
11/06/2025	Full Governing Board	26/06/2025	Easter Term 2026

This policy will be reviewed on an annual basis.

STATEMENT OF INTENT

The Governing Body of Salvatorian College recognizes its responsibilities under the Health andSafety at Work Act 1974 (HASAWA) and other relevant legislation such as the Management of Health and Safety at Work Regulations to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils,staff and others using or visiting the premises or participating in school sponsored activities. Giventhe risks posed in a dynamic and changing world, the Governors, Headteacher, and senior staff willreview regularly the arrangements put in place to keep children, staff, volunteers, visitors, and contractors, as safe as is reasonably possible.

The Governors will actively work with the Executive Headteacher and staff of the school to identify hazards and where these cannot be removed will ensure that they are controlled and/or their effects mitigated.

RESPONSIBILITIES

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored andreviewed to ensure compliance with these procedures andthat they remain appropriate. In particular, to:

- make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA, and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
- have in place procedures to identify hazards and evaluate risk control measures;
- create a management structure and periodically monitor its effectiveness;
- ensure that staff are briefed and trained appropriately;
- have health and safety on the agenda at Governing Body meetings and a designated health and safety governor;
- ensure the Executive Headteacher and the Head of School carry out their designated responsibilities.

The Governing Body will strive to ensure:

- a safe environment for pupils, staff, visitors and other users of the premises is provided;
- plant, equipment and systems are safe;
- there are safe arrangements for transportation, storage and use of articles and substancesthat may be hazardous to health;
- the school maintains safe and healthy conditions that take account of:
    - statutory requirements
    - approved Codes of Practice
    - appropriate guidance received
- adequate information, instruction, training and supervision are provided to staff;
- the provision of all vital safety and protective equipment.

Executive Headteacher and Head of School

The Executive Headteacher and Head of School have joint responsibility for overseeing the processes that lead to the Health and Safety policy being put into practice. The Head of School, who is responsible for the day to day running of the school, serves as the designated contact with theHealth and Safety Executive.

The Executive Headteacher and Head of School have a key role to play in developing and maintaining safe conditions for staff, pupils, visitors and anyone else using the premises. Jointly theyshould:

- be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users, including visitors, of the premises;
- ensure that regular health and safety inspections are carried out in accordance with need and with pre-determined schedules;
- arrange for risk assessments to be carried out;
- put into effect any remedial measures or mitigation necessary and refer as necessary to the Governors or the School's advisors;
- report regularly on Health and Safety matters to the Governing Body.

OTHER DUTY HOLDERS

Health and Safety Manager

The Executive Headteacher will designate a senior manager to be the school's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day-to-day operational implementation and monitoring of the Health and Safety Policy.

They should:

- Meet, consult with and disseminate information to members of staff on health and safety matters including staff representatives.
- Attend appropriate health and safety briefings and training eg fire awareness training.
- Arrange for risk assessments to be carried out as appropriate
- Ensure that contractors are aware of health and safety responsibilities and safe working practices on site.
- Chair the Health and Safety Committee.

Heads of Department

Heads of Department and others holding posts of responsibility will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility.

As part of their day-to-day responsibility, they will ensure that: -

- safe working methods are in place;
- appropriate risk assessments are in place for rooms used by the department and for activities undertaken as part of departmental teaching;
- supervision is adequate and training needs met;
- safety requirements for plant machinery and equipment are in place and are adequate;

- appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly where appropriate;
- any hazardous substances are correctly used and safely stored in accordance with COSHH (Control of substances that are hazardous to health) and safety data sheets;
- standards of health and safety are monitored and appropriate remedial action is taken where required.

Premises Manager

The Premises Manager has particular responsibility for security and premises related issues andwill: -

- co-operate with the Executive Headteacher and Head of School and ensure that the condition of the premises is effectively monitored;
- undertake regular walk-throughs to ascertain any health and safety issues;
- repair, record and report defects immediately so that appropriate remedial action can be taken;
- regularly test the fire alarm system and record findings;
- ensure a fire risk assessment is carried out and action any deficiencies annually;
- implement and keep appropriate records for the school's planned maintenance programme including:
    - electrical testing
    - asbestos testing
    - water testing
    - gas pipe
    - infrastructure testing
    - PAT (Portable appliance testing)
    - fire prevention testing
    - lift maintenance etc

This list is not exhaustive.

- respond promptly so that deficiencies and defects are remedied as soon as possible.

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to: -

- take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do;
- avoid dangerous and prohibited practices such as lifting items which are too heavy andmay cause injury, climbing ladders or working at height without training and adequate risk assessment and mitigation;
- co-operate with all health and safety arrangements;
- report as soon as possible to the main office any defect or other health and safety matter of which they are aware;
- use correct equipment, tools and safety and protective apparel;
- ensure new staff are acquainted with health and safety issues.

Premises Hire

Any hirers of the premises have the responsibility to ensure that they use it correctly. TheGoverning Bodyrecognisesitsdutiesascontrollerofpremisesandwillensurethat:-

- premises hired are in a safe condition for the purpose of hire;
- arrangements for emergency evacuation are adequate;
- fire-fighting equipment is in place and in operational condition;
- insurance requirements are met.

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, beentitled not to be put at risk by circumstances relating to the premises that are outside their control.The Executive Headteacher will therefore ensure that where contractors are appointed directly by the school: -

- contract meetings are held to agree health and safety measures prior to works commencing and during the project;
- contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

COMMUNICATION

All staff are made aware of communication channels within the school for health and safety. The Executive Headteacher will ensure that health and safety guidance and advice is available in the Staff Handbook and in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

STAFF CONSULTATION

The Governing Body and Executive Headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives who are represented on the Health and Safety Committee.

HEALTH AND SAFETY COMMITTEE

A health and safety committee has been established to provide a forum for the Health and Safety Manager, Governors, Premises Manager and staff to discuss important health and safety issues. The committeemeets at least termly.

SAFETY PRACTICES

Guidance issued by the Health and Safety Executive and the Department for Education will be considered for incorporation into the school's procedures. These arrangements will be discussed atthe Health and Safety committee meetings and any significant issues relayed to relevant staff.

RISK ASSESSMENTS

The Executive Headteacher will ensure that risk assessments as required under the **Management of Health and Safety of Work Regulations 1999** and the **Fire Precautions (Workplace) Regulations 1999** and other relevant legislation are carried out for the school activities and operations and for premises related issues. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

FIRE PRECAUTIONS

The school has a contract for the maintenance of the Fire Alarm System and Fire FightingEquipment.

Procedures

Procedures in the event of fire have been prepared, discussed with and are available to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in eachclassroom.

Fire Drill

A fire drill will be held at least once a term and relevant details recorded in the Fire Log.

Testing

The Fire Alarm will be tested weekly, using a different call point each time in rotation, and the findingsrecorded in the Fire Log. The lift will also be tested weekly.

Covid-19 Mitigation

The worst of the Covid-19 pandemic that caused world-wide problems in 2020-2021 seems tohave passed. The school has identified a mental health lead who has undergone accredited training. There is also someone identified to lead on suicide prevention. The school will endeavor tobe ready should further pandemic measures be necessary.

ACCIDENTS, INCIDENTS, NEAR MISSES AND DANGEROUS OCCURRENCES.

Records of accidents are kept, and follow up meetings are held if appropriate, risk assessment and mitigation procedures are considered and implemented where appropriate. There are other policies and procedures in the school that impinge upon the whole of health and safety e.g. the use of the minibus, trips both in the UK and abroad, the use of the lift, first aid and medicines, site security. Other policies include the Critical Incident Policy, Anti-Bullying Policy, Behaviour Policy, E- safety Policy, Pupil Restraint Policy, Attendance Policy.

This list is not exhaustive.

APPENDIX A - Health and Safety structure

Executive Headteacher	Martin Tissot
Head of School and Key Manager	Alan Bryant
Health and Safety Manager, and Deputy Head	Andrew Coker Person designated to act in the Key Manager's absence

Health and Safety Committee members:

- Andrew Coker — Chair, Deputy Head
- Umesh Halai — Site Supervisor
- Patrick O'Connell — Chair of Governors
- Imtiyaz Jamadar — Site staff
- Ian Preskett — Governor
- Adrian Creamer — Head of PE
- Gavin James — Head of DT/Art
- Amanda Ward — Head of Science
- Wesley Dos Santos — IT Support
- Danny Cooper — Lead Safeguarding Officer
- Polina Predoeva — DT Technician

APPENDIX B - FIRE WARDENS

	AREA OF RESPONSIBILITY
Mr Halai / Mr Jamadar	Alarm / Location / Phone Aylesbury Fire Brigade
Mr Coker	Designated Person ensuring school is safe for pupils and staff to return the building. **If Mr Halai is absent**: Alarm / Location / Phone Fire Brigade.
Mr Cooper	**If Mr Coker is absent**: Designated Person ensuring school is safe for pupils and staff to return the building. **If Mr Halai is absent**: Alarm / Location / Phone Fire Brigade.
Mr Bryant	Oversee main Playground Open main gate from North block to the playground.
Ms Ward	South Block 1st Floor
Mr Creamer	Main Playground - pupils to be silent and in form group line.
Mr Evans	East Block – Sixth Form
Ms Hickmore	North Block 2nd floor
Mr Ezeigwe	Main Playground - pupils to be silent and in form group line.
Ms Hussain	Reception area - North Block
Mr James	North Block Ground Floor
Mr Reed	South Block Ground Floor
Ms Hajiantoni	North Block first floor
Ms Williams	Main Playground - pupils to be silent and in form group line.

APPENDIX C - CURRENT FIRST AIDERS

The Appointed First Aid Person is Brandon Quilty or Adrian Creamer in his absence.

- First Aid Boxes can be found in Reception, Student Services / Medical Room, Science Rooms, Food Technology Rooms, D&T Rooms, school Kitchen.
- The First Aid Room is located in Student Services
- **Epi-pens** – are stored in Students Services/Medical Room and pupils will carry one with them.
  Asthma pumps – are stored in Student Services/Medical Room and pupils will carry one with them.
  Defibrillators – are stored in Reception and the Student Services/Medical Room.

NAME	DEPARTMENT	EXPIRES	CERTIFICATE
Brandon Quilty	Student Services	12.12.2025	Emergency First Aid at Work Diabetic Training Asthma Champion
Lynda Mc Donald	Reception	26.6.2026	Emergency First Aid at Work Diabetic Training Asthma Champion
Daniel Cooper	PE	26.10.2025 26.6.2026	FA Emergency First Aid Emergency First Aid at Work
Adrian Creamer	PE	15.5.2026 26.6.2026	FA Emergency First Aid Emergency First Aid at Work
Shafiq Malik	PE	19.11.2027 5.12.2027	Emergency First Aid at Work Asthma Champion
Umesh Halai	Site Team	12.12.2025	Emergency First Aid at Work
Obi Ezeigwe	PE	26.6.2026	Emergency First Aid at Work
Gavin James	DT	26.6.2026	Emergency First Aid at Work
Isabella Phillips	DT	26.6.2026	Emergency First Aid at Work
Jessica Summers	DT	26.6.2026	Emergency First Aid at Work
Andreea Schippor	Science	26.6.2026	Emergency First Aid at Work
Alan Bryant	Head of School	26.6.2026	Emergency First Aid at Work
Andrew Coker	Deputy Head	26.6.2026	Emergency First Aid at Work
Imtiyaz Jamadar	Site Team	19.11.2027	Emergency First Aid at Work
Inma Louis	MFL	19.11.2027	Emergency First Aid at Work
Vicky Wood	DT	19.11.2027	Emergency First Aid at Work
Sinead Griffin	LSC	19.11.2027	Emergency First Aid at Work
Annette Wood	Library	19.11.2027	Emergency First Aid at Work
Vinesh Ladwa	DT	19.11.2027	Emergency First Aid at Work
Adam Templeton	PE (DoE)	5.12.2027	Asthma Champion

Certificate lasts for 3 Years

APPENDIX D - Level 3 Safeguarding Staff

NAME	ROLE	QUALIFIED DATE	EXPIRY DATE	PROVIDER
James Michie	Head of Year	Sep 2024	Sep 2026	HS Training
Catherine O'Neil	Head of Year	Sep 2024	Sep 2026	HS Training
Martin Tissot	Executive Head	Sep 2024	Sep 2026	HS Training
Gavin James	Assistant Head	Jan 2025	Jan 2027	HS Training
Daniel Cooper	DSL	July 2025	July 2027	HS Training
Sinead Griffin	LSC	July 2025	July 2027	HS Training
Isabelle Goursaud	SENCO	July 2025	July 2027	HS Training
Mary Kilroy	Deputy SENCO	July 2025	July 2027	HS Training

APPENDIX E - Level 2 Safeguarding Staff

Pippa Shamash	Head of Year	June 2025	June 2027	HS Training
Andreea Schipor	DoE	July 2025	June 2027	HS Training
Brandon Quilty	Student Services	July 2025	July 2027	HS Training
Daniel Evans	Deputy Head	July 2025	July 2027	HS Training
Danielle Williams	Head of Year	July 2025	July 2027	HS Training
Adrian Creamer	Head of Year	July 2025	July 2027	HS Training
Alan Bryant	Head of School	June 2025	June 2027	HS Training
Andy Coker	Deputy Head	June 2025	June 2027	HS Training
Jon Reed	Assistant Head	July 2025	July 2027	HS Training
Adam Templeton	DoE / Ski Trip Leader	July 2025	July 2027	HS Training

APPENDIX F - Senior Mental Health Lead Staff

NAME	ROLE	QUALIFIED DATE	PROVIDER
Daniel Cooper	DSL	April 2022 June 2020	Anna Freud Place 2 Be
Sinead Griffin	Deputy DSL	June 2020	Place 2 BE

APPENDIX G - Mental Health First Aid

NAME	ROLE	QUALIFIED DATE	PROVIDER
Daniel Cooper	DSL	Nov 2019	MHFA England
Mary Kilroy	SENCO	Nov 2022	MHFA England
Sinead Griffin	Deputy DSL	Sep 2021	MHFA England
Isabelle Goursaud	SENCO	July 2019	MHFA England

APPENDIX H - Current Safer Recruitment in Education Staff

NAME	ROLE	QUALIFIED DATE	PROVIDER
Daniel Cooper	DSL	June 2025	NSPCC
Martin Tissot	Exec Head Teacher	tbc	tbc
Alan Bryant	Head of School	June 2025	NSPCC
Pippa Shamash	Assistant Head	June 2025	NSPCC
Jonathan Reed	Assistant Head	July 2025	NSPCC
Andrew Coker	Deputy Head	July 2025	NSPCC
Daniel Evans	Deputy Head	July 2025	NSPCC
Aysha Hussain	PA to Head of School	July 2025	NSPCC

Signed:

A Bryant – Head of School