



**Health and Safety Policy**  
**September 2024**



# HEALTH AND SAFETY POLICY

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# HEALTH AND SAFETY POLICY

*This policy applies to King's College School, King's College Junior School and Wimbledon Common Preparatory School.*

## I. EMPLOYER'S SAFETY STATEMENT

### HEALTH & SAFETY AT WORK ACT 1974

#### STATEMENT OF GENERAL POLICY

1. We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:
  - a. All pupils are safeguarded fully in respect of health, safety and welfare whilst at school or on school trips.
  - b. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
  - c. Members of the public including parents, visitors and contractors who enter our premises, are not exposed to health and safety risks during the course of their business.
  - d. No work is carried out by the school or a contractor that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
  - e. All contractors are able to demonstrate that they have suitable arrangements for securing adequate health and safety standards, including where necessary a written statement of policy.
2. The governors acknowledge that the Corporation of King's College School, including the senior and junior schools and WCPS, has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy, and comply with all statutory requirements and good codes of practice. As the most senior executive, the head is responsible for implementation of this policy within the school. The bursar has delegated authority for management and oversight of health and safety. The day-to-day management of health and safety is the responsibility of the bursar and deputy bursar.

Matters that cannot be resolved at this level must be referred to the governing body.
3. The school will take all such steps, as are reasonably practicable, to meet its health and safety objectives, which are:
  - a. To provide conditions and systems of work for all employees which prevent danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the necessary standards of safety to be adapted and enforced.
  - b. To ensure that all plant and equipment are maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
  - c. To provide a safe environment for all authorised visitors to school premises.

- d. To provide comprehensive information, instruction, training and supervision, to ensure the health and safety at work of all employees and pupils.
  - e. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
  - f. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
  - g. To ensure the school has and maintains up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.
  - h. To follow all regulatory and legislation relating to health and safety.
4. This policy is dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:
- a. Take reasonable precautions in safeguarding the health and safety of themselves and others.
  - b. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
  - c. Be alert to and proactively respond to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
  - d. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

### **Management**

5. The bursar and team have oversight of health and safety matters and which matters are reviewed at appropriate governors' meetings to provide the necessary policy direction. The management board, and senior management teams of each school, are responsible for coordinating day-to-day activities and ensuring that this policy is implemented, whilst heads of departments are responsible for health and safety within their areas of responsibility. The school health and safety committee, chaired by the bursar, with members from all appropriate departments within the school, is the forum for the discussion of any issues.

### **Staff Consultation**

6. We will hold staff meetings not less than once per term. Necessary health and safety issues will be discussed at these meeting and any points raised will be duly minuted, reported to the school's health and safety committee and actioned accordingly.

## Monitor and Review

7. The school has appointed Assurity Consulting Limited to provide the necessary technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the school.

8. This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed: .....  .....

Date: .....20/03/2024.....

## Chair of Governors

### 2. ORGANISATION

2.1. This section of the policy defines the names, positions, and duties of those at King's who have responsibility for health and safety. The head has overall responsibility to the governors for the leadership and management of the school and delegates direct responsibility for the strategic and operational oversight of health and safety to the bursar, who reports to governors. The key health and safety staff are:

- the bursar.
- the director of support services (deputy bursar).
- the fire officer.
- health and safety manager.
- deputy head porter.
- the health and safety consultant.
- medical practitioners.
- the school first aiders.
- the site asbestos register holder.
- the site legionella register holder.
- the radiological protection supervisor.
- health and safety representative for WCPS.

#### 2.1.1. Bursar

The bursar is responsible for:

- chairing the school health and safety committee.
- monitoring school health & safety policy, reviewing the contents on an annual basis, and making appropriate recommendations to the governors.

- monitoring the practical implementation of the health and safety policy and making appropriate recommendations to the management board, school's health & safety committee, and governors.
- monitoring health and safety training ensuring that an appropriate training programme is in place to meet the needs of the school.
- establishing a process for the completion and regular review of risk assessments.
- reviewing the results of all audits, safety reports and risk assessments to ensure that:
  - they have been properly completed.
  - agreed recommendations have been appropriately actioned.
  - any funding issues are highlighted to the governors.
  - a timetable is established for safety auditing.
  - all accident reports are reviewed.
  - all accidents and dangerous occurrences are properly investigated.
  - complaints by employees regarding health, safety and welfare matters are properly investigated.
  - appropriate accident/occurrences are reported to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
  - appropriate fire drills are undertaken.
  - health & safety training is properly recorded.

### **2.1.2. Director of support services (deputy bursar)**

The director of support services (deputy bursar) is responsible for:

- co-ordinating health and safety activities within the school.
- initiating actions for recommendations following fire and safety audits, and risk assessments.
- ensuring that safety auditing is undertaken in line with the established timetable (occasionally carrying out safety audits, but more often ensuring this is done by heads of department (HoDs) and other appropriate senior staff).
- ensuring that equipment is inspected and examined at the legally required intervals, e.g., local exhaust ventilation systems (fume cupboards and dust extract systems), passenger lifts and lifting equipment (trolley jacks, dumb waiters) pressurised vessels (steam jacketed kettles, pressurised coffee machines, compressors) PAT testing (electrical equipment).
- ensuring that equipment is inspected and serviced at the recommended intervals, e.g., PE equipment, DE equipment, catering equipment, ground keeping equipment, hot and cold water systems.
- assisting in the implementation of the health and safety policy as necessary.
- ensuring the safety of all contractors on the premises.
- monitoring that all contractors have the appropriate health & safety training and have undertaken their own risk assessments.
- organising the regular external testing and servicing of:
  - the alarm system.
  - the emergency lighting system.
  - the fire extinguishers.
- undertaking and recording the regular in-house testing of:
  - the alarm system.
  - the emergency lighting system.
  - fire doors.

- escape routes.
- checking fire safety signage.
- checking all accident reports, completing investigations as necessary and completing reports for any accident/occurrences to the Health & Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
- developing a programme for health and safety training.
- maintaining health & safety training records.

### **2.1.3. Fire officer**

The director of support services (deputy bursar) is the school fire officer and is responsible for:

- undertaking fire drills with appropriate training staff.
- developing a weekly fire alarm process and ensuring that weekly tests take place.
- overseeing the completion of fire training.
- managing staff preparation for fire safety for public events.

### **2.1.4. Health and safety manager**

The health and safety manager is responsible for:

- working with the director of support services (deputy bursar) on the day-to-day management of health and safety and fire safety within the school including carrying out and advising on risk assessments, ensuring compliance and appropriate policies and accident reporting and investigation.
- overseeing fire safety within school residential properties.

### **2.1.5. Deputy head porter**

The deputy head porter is responsible for:

- assisting the director of support services (deputy bursar) with health and safety matters, ensuring compliance and appropriate policies, risk assessments and including accident reporting and investigation.
- assisting with termly health and safety audits of school buildings.
- assisting the director of support services (deputy bursar) to oversee fire safety within the school.

### **2.1.6. Health and safety consultant**

The health and safety consultant (Assurity Consulting) is responsible for:

- ensuring that the school is updated on national health and safety legislation.
- acting as the competent advisors for fire safety and undertaking regular fire safety audits (currently annual).
- advising on the development of the school's health and safety policy.
- assisting in the review and completion of risk assessments.
- assisting in the development of policy review and audit timetables
- assisting in the development of appropriate health and safety training programmes.
- assisting in delivering health and safety training.
- advising on the implementation of fire and safety audit and risk assessment recommendations.
- assisting in the production of health and safety reports to the governors.

### **2.1.7. Medical practitioners**

The medical practitioners are responsible for:



- attending any health-related incident to which a medical practitioner is summoned.
- providing immediate treatment to the casualty.
- providing continuing care to the casualty until they fully recover, or the emergency services arrive, or a parent/guardian collects the individual.
- making arrangements for renewing first aid qualifications within the qualification time period.
- assisting in the delivery of first aid training to school staff.
- ensuring that the contact details on the first aiders list, available on SharePoint, is kept up to date. The health and safety manager and the HR and training officer also hold first aiders lists.
- ensuring that first aid kits are regularly checked and replenished as necessary.
- ensuring that accident record books/forms are completed, and accident reports submitted to appropriate authorities within required timeframes.
- liaising with external agencies for referrals and treatment.

#### **2.1.8. First aiders**

The school first aiders are responsible for:

- attending any health-related incident to which a first aider is summoned.
- providing immediate first aid treatment to the casualty.
- providing continuing care to the casualty until they recover sufficiently to be independent of medical care or the medical practitioner or emergency services arrive, or the parent/guardian collects the individual.
- liaising with the medical room to complete appropriate records.
- keeping their first aid knowledge up to date through information provided by the medical room.

#### **2.1.9. Site asbestos register holder**

The schools site asbestos register holder, currently the director of support services (deputy bursar), is responsible for:

- maintaining the asbestos register.
- providing information on the location and condition of materials to anyone who is likely to work on them or may disturb them.
- reviewing and monitoring the asbestos plan.
- ensuring that maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions unless they know for certain that it does not contain asbestos material.
- reporting any incidents as required.
- keeping the asbestos management system up to date.
- ensuring asbestos condition assessments are completed.

#### **2.1.10. Site legionella register holder**

The school site legionella register holder, currently the director of support services (deputy bursar), is responsible for:

- maintaining the legionella risk assessments.
- reviewing and monitoring the legionella plan.
- reporting any incidents as required.
- keeping the legionella management system up to date.

### **2.1.11. The radiological protection supervisor**

The head of physics oversees the radiological protection. Imperial College London consultants have been assigned as the competent persons to advise on radiological protection. The school radiological protection supervisor is responsible for:

- ensuring that all radioactive sources are stored in accordance with CLEAPSS guidance.
- regularly checking all storage and sources.
- maintaining appropriate records.
- reporting any incidents as required.

### **2.1.12. Health and safety representative for WCPS**

The health and safety representative for WCPS is responsible for:

- managing the day to day health and safety at WCPS.
- reporting to the director of support services (deputy bursar) any matters requiring action.

## **3. PROCEDURES AND ARRANGEMENTS**

The purpose of this section is to provide specific details on the high-level health and safety management at King's College School.

Success in maintaining a safe environment at King's College School, King's College Junior School and WCPS depends on four factors:

- assessment of the activities planned well in advance of the start time using risk assessment.
- setting up safe systems of operating that address any significant risks highlighted in the planning. For certain areas of risk, such as Maintenance or Science, then written Safe Systems Work are required.
- undertaking activities in accordance with relevant UK health and safety legislation and, if necessary, local systems with appropriate supervision.
- monitoring and reviewing activities to ensure that, if necessary, lessons are learned to improve the safety of specific activities.

Arrangements are documented in full detail in health and safety arrangements on the school's SharePoint.

### **3.1. Consultation and communication**

This section of the policy outlines the procedures and arrangements that are in place to ensure compliance with the governing body's statement of intent.

#### **3.1.1. Consultation**

- The health and safety committee meets every term under normal circumstances. In an emergency an additional meeting may be had.
- Committee members are listed in the health and safety committee – terms of reference.
- Staff will be consulted on material changes to matters affecting their health, safety, or welfare.
- Minutes of committee meetings are produced and circulated to all attendees. All minutes are available for viewing by staff through the health and safety page on SharePoint. An email is sent to all staff informing them of when new minutes are available to view. Copies are sent to the governor responsible for health and safety.

- An annual report on health and safety at the school will be provided by the health and safety committee to the board of governors with necessary statistics and on assessment of the previous year's performance.
- The school uses Assurity Consulting to provide advice and support on matters of workplace, health, and safety compliance.

### **3.1.2. Communication of information**

- All staff have access to detailed health and safety information on SharePoint on the health and safety page and are sent updates as necessary to ensure they are aware of the latest information.
- The bursar and director of support services (deputy bursar) ensure that systems are in place for staff and pupils to be familiar with the arrangements set out in this document.
- Information for staff is principally communicated by the following means:
  - induction programme for all new staff, carried out through SANA, followed by a test of understanding.
  - dedicated health and safety section on the staff SharePoint.
  - committee minutes on SharePoint.
  - notices and policies in departmental offices.
  - announcements in staff and department meetings.
  - training activities for individuals and groups.
  - health and safety law posters which are displayed in all communal areas.
  - announcements at House, Year Group and School Assemblies.
  - notices in classrooms.
  - via school internet and intranet sites.
  - by staff and older pupils setting an example and the application of disciplinary procedures for breaches of safety rules.

### **3.1.3. Raising health and safety concerns**

- Health and safety concerns can be raised by visiting the request support section of SharePoint and requesting support.

## **3.2 Emergency procedures**

- Every member of staff must familiarise themselves with the emergency procedures that are in place across the school. Emergency plans can be found in the staff handbook on SharePoint.

### **3.2.2. Fire and evacuation**

- Fire safety practice and guidance are documented in the fire and evacuation policy and the fire emergency assembly plan.
- There is a separate evacuation plan for each school.
- Fire evacuation drills are scheduled for three times per academic year.

### **3.2.3. First aid and medical arrangements**

- First Aid practice and guidance are documented in the first aid policy, the medical room handbook, and the head injury policy.
- First aid notices including a list of trained first aiders are displayed in communal areas across the school and a list is also available on SharePoint and from HR.

### **3.2.4. Transport to hospital**

- Transport is arranged by the medical team treating the injured person or by the member of staff dealing with the incident.

### **3.2.6. Accident and incident reporting**

- Accident reporting procedures are documented in the accidents and reporting policy.
- The director of support services (deputy bursar) collates accident reports and coordinates remedial action where necessary.
- Accident and incidents are included in the annual health and safety report submitted to the governors.

### **3.3. Health and Safety training**

- Health and safety induction training will be provided for all new employees by the director of support services (deputy bursar). The purpose of such training is to ensure all new members of staff have a good understanding of the health and safety ethos at King's College School, understand the basic health and safety procedures in place, and are familiar with the health and safety section of SharePoint.
- Health and safety training procedures are documented in the staff health and safety training policy.

## **3.4. Health and safety monitoring**

### **3.4.1. Inspection of premises**

- Estates related inspections are carried out by the head of estates and facilities, the bursar, and the director of support services (deputy bursar) site manager, maintenance manager and head grounds person. These are conducted fortnightly.
- Any matters requiring action must be monitored by the director of support services (deputy bursar).
- Termly health and safety inspections are carried out by the director of support services (deputy bursar) and deputy head porter.
- Assurity Consulting carry out a safe school assessment every three years (last conducted in 2023).

### **3.4.2. Equipment maintenance**

- It is the intention of King's College School that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 utilising guidance given in Booklet L22.
- Further information can be found in the work equipment policy.

### **3.4.3. Ladders and access equipment**

- All step ladders should be tagged and regularly checked. The maintenance department manages their own sets of ladders, and the maintenance manager keeps a record of checks carried out. The director of support services (deputy bursar) checks and keeps a record of step ladders in other parts of the school such as Science and DE. The theatre has their ladders inspected by an external competent company. The grounds department maintain records for their own sets of ladders.
- Maintenance ladders are secured, and contractors are only allowed to use them with permission from the maintenance department.
- Further information can be found in the working at height policy.

#### **3.4.4. Statutory inspections**

- With the exception of curriculum equipment all plant and equipment requiring statutory inspection and testing (i.e., steam boilers, compressors, lifting equipment, local exhaust ventilation etc.) will be inspected by appropriate contractors managed through the estates department and in compliance with Lifting Operations and Lifting Equipment Regulations 1998 and Provision and Use of Work Equipment Regulations 1998.
- Statutory examination and testing of fume cabinets, pressure systems and other curriculum related equipment is carried out by the department in which the equipment is located.

#### **3.4.5. Portable electrical appliances**

- Inspection and testing of portable electrical appliances is carried out annually by trained third parties.
- Staff are reminded regularly at induction, health, and safety briefing and through the health and safety committee that any piece of equipment brought into school from home for either school or personal use, must be recorded and tested by a qualified member of staff prior to use.

### **3.5. Premise management**

#### **3.5.1. Asbestos**

- It is the school's policy to control the risks to health and safety of all those who enter our premises or may be affected by activities under our control.
- An asbestos management plan and register is in place. It can be found in the estates folder on SharePoint.
- The bursar is responsible to the school for ensuring that the above matters are implemented across the school and that records are kept readily available for inspection at all times. The director of support services (deputy bursar) is responsible for maintaining the asbestos register and the maintenance manager is responsible for ensuring no work is undertaken in areas of asbestos without the appropriate precautions being taken.
- Further information can be found in the asbestos management policy.

#### **3.5.2. Building maintenance**

- The head of estates and facilities is responsible for ensuring that buildings and premises are maintained in a safe condition.
- General building maintenance is carried out by the in-house maintenance team.
- Where required, external specialists/consultants will be used.

#### **3.5.3. Selection and control of contractors**

- Contractors are subject to a selection process which gives due regard to their ability to undertake their delegated tasks safely and without risk to health.
- All contractors must report to the main reception where they will be to be signed in and be expected to wear a visitors' badge.
- Further information can be found in the management of contractors' policy which sets out the procedures for contractors carrying out major or minor projects.

#### **3.5.4. Legionella and water systems**

- The delivery of a safe water supply to all members of the school community is of paramount importance. This section sets out the school's policy for minimising the risks for the use of water. The director of support services (deputy bursar) is responsible for ensuring the policy is followed.

- The school system is to be routinely checked and inspected and should be well maintained. The frequency of inspection and maintenance will depend on the system and the risk identified in the specific risk assessment.
- The school has appointed Waterspec as their competent external partners to assist with the inspection, management and recording of legionella control for domestic services and drinking water. Broadwater technologies manage the controls for the swimming pool.
- Further information can be found in the control of water supply and legionella policy.

### **3.5.5. Lettings**

- The school permits external lettings.
- Lettings are managed by the commercial director and are in accordance with the hire agreement.
- The commercial director may prevent any commercial let from taking place if they are not satisfied that adequate safety arrangements are in place.

### **3.5.6. Security and visitors**

- All staff are provided with and expected to wear a King's staff identification badge.
- All visitors must report to main reception, where they will be asked to sign the visitors' book and wear a visitor badge.
- Green lanyards (visitor) permit escorted access. Those wearing green lanyards must be escorted throughout their time on the school site by a member of staff.
- Orange (contractor) lanyards permit unescorted access and show that the person has undergone DBS checks.
- Access to all buildings is either managed by reception or via electronic locks/keypads.
- All entrances to the school site are covered by CCTV cameras. Further details are set out in the site security policy.

### **3.5.7. Vehicles on site/ parking**

- Apart from for visiting school teams we are unable to offer visitor parking. Visitors who drive are directed to the pay and display parking in roads surrounding the school site. Further information can be found in the staff parking FAQ document.
- There is limited staff parking on site from the workshops up to the start of the cricket pavilion and no staff vehicles may be driven beyond this point.
- The only vehicles permitted to drive on site are electric vehicles, school minibuses and afternoon coaches. Permitted vehicles may not be driven during break time and between 12.30 and 14.00.
- All vehicles must still be escorted by a banks person when moving on site.

## **3.6 Risk management**

### **3.6.1. Curriculum activities**

- HoDs, are responsible for drawing up departmental health and safety arrangements.
- The individual responsible for any activity must ensure that risks from it have been assessed, controls implemented, and significant findings recorded and communicated.
- Specific reference will be made to sector guidance such as: advice issued by DfE, CLEAPPS.

### **3.6.2. Display screen equipment**

- Display screen equipment practice and guidance is documented in the display screen equipment policy.

### **3.6.3. Fire**

- Fire risk assessments are carried out by Assurity, an external consultant and reviewed annually.
- Progress against action plans is monitored by the director of support services (deputy bursar).

### **3.6.4. Generic risk assessments**

- Generic risk assessments are coordinated by the director of support services (deputy bursar) and the HoDs.

### **3.6.5. Hazardous substances**

- The school takes all necessary steps to comply with COSHH regulations. The school's substance record and assessment form identifies hazardous substances and the appropriate control measures required for their safe management. Further information can be found in the school COSHH regulations policy.

### **3.6.6. Manual handling**

- Manual handling practice and guidance is documented in the school's manual handling policy.

### **3.6.7. Maternity**

- A risk assessment of the staff member's role and workplace will take place and the school will make any adjustments needed to protect the staff member's health and safety. Further information can be found in the school's, new and expectant mothers at work policy.

### **3.6.8. Training**

- Information on how to carry out risk assessments is documented in risk assessment policy.

## **3.7. Other significant risk areas**

### **3.7.1. Educational visits**

- Any educational visit will be organised in accordance with the educational visits policy.

### **3.7.2. Occupational health services and managing work-related stress.**

- The school is committed to taking all reasonable steps to make sure that health concerns, including stress related or mental health conditions are addressed, making reasonable adjustments where practicable. Further information can be found in the mental health & stress policy for staff.

### **3.7.3 Management of medicines**

- Medication can be administered by a school medical practitioner and then, only, with consent from the pupil's parent/guardian.
- Parents who wish their children to take medicines in school should make arrangements for them to be administered through the school medical practitioner. Further information can be found in the first aid and policy.
- Staff bringing medication into school for their own use must ensure that it is clearly labelled, stored securely and cannot accessed by pupils.

#### **3.7.4. Work- related violence**

- The school acknowledges that every employee has the right to be treated with dignity and respect and that assaults on staff are not acceptable. Therefore, it will take measures to deter violence, threatening behaviour, or abuse, take action against those responsible, and support employees who are victims.
- Staff are required to take reasonable care of their own health and safety and that of others, including colleagues and pupils, and to co-operate with the school on health and safety matters, carry out activities in accordance with training and policies, and inform the school of any potential serious risks.
- The school will record any assaults on staff, investigate and consider how these findings can help prevent future harm.
- Where a member of staff is the victim of abuse, either on or off the school site, which arises in the course of or because of the performance of their professional duties, support will be provided.
- The school will work with the local police if the abuse requires it and will obtain advice as to pursuing a prosecution against a perpetrator of abuse if appropriate. This includes reporting any threats of physical violence made in person or in correspondence.

#### **3.7.5. Minibuses**

- The use of minibuses is documented in the minibus booking and use policy.
- Records of staff trained and tested in minibus driving and therefore eligible to drive minibuses with passengers are monitored and maintained by the support services and compliance officer.

#### **3.8. Relevant health and safety information**

- Current versions of all safety related policies can be found by staff on SharePoint on the health, and safety page. Other documents including generic risk assessments, guidance documents, accident information, minutes of health and safety committee meetings can also be accessed via this page. If you have any queries about a health and safety matter, please contact the director of support services (deputy bursar).