



Sacred Heart School

Health & Safety Policy

At Sacred Heart School we all aspire to provide a happy, safe and secure environment in which every child is encouraged to achieve their full potential...

Approved by:	Head Teacher, SLT and Governing Body, Diocese of Arundel & Brighton
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General Information

Introduction

This Health & Safety policy provides a framework by which Sacred Heart School organises and manages its Health & Safety throughout the school.

The Diocese of Arundel & Brighton is the employer in respect of health and safety responsibilities. However, these responsibilities are delegated to the School Governing Body. The Diocese of Arundel & Brighton summarise their commitment to health and safety in the Diocesan Health and Safety Policy and Guidance document. Whilst the Governing Body are expected to follow all relevant legislation and operate in the spirit of the Diocesan Policy, it is recognised that the operational risks at Sacred Heart School differ from those in parishes and other Diocesan services. Accordingly, the Governing Body develop policies and procedures which are more specific to the school's activities.

The Diocese of Arundel & Brighton and school management have consulted with the Diocesan Health and Safety Consultants (SafetyToolbox Ltd) to assist with the preparation of this policy.

General Statement of Policy

It is the policy of Sacred Heart School to comply with the Health and Safety at Work etc., Act, 1974 and associated legislation and to ensure, so far as is reasonably practicable. Accordingly, we:

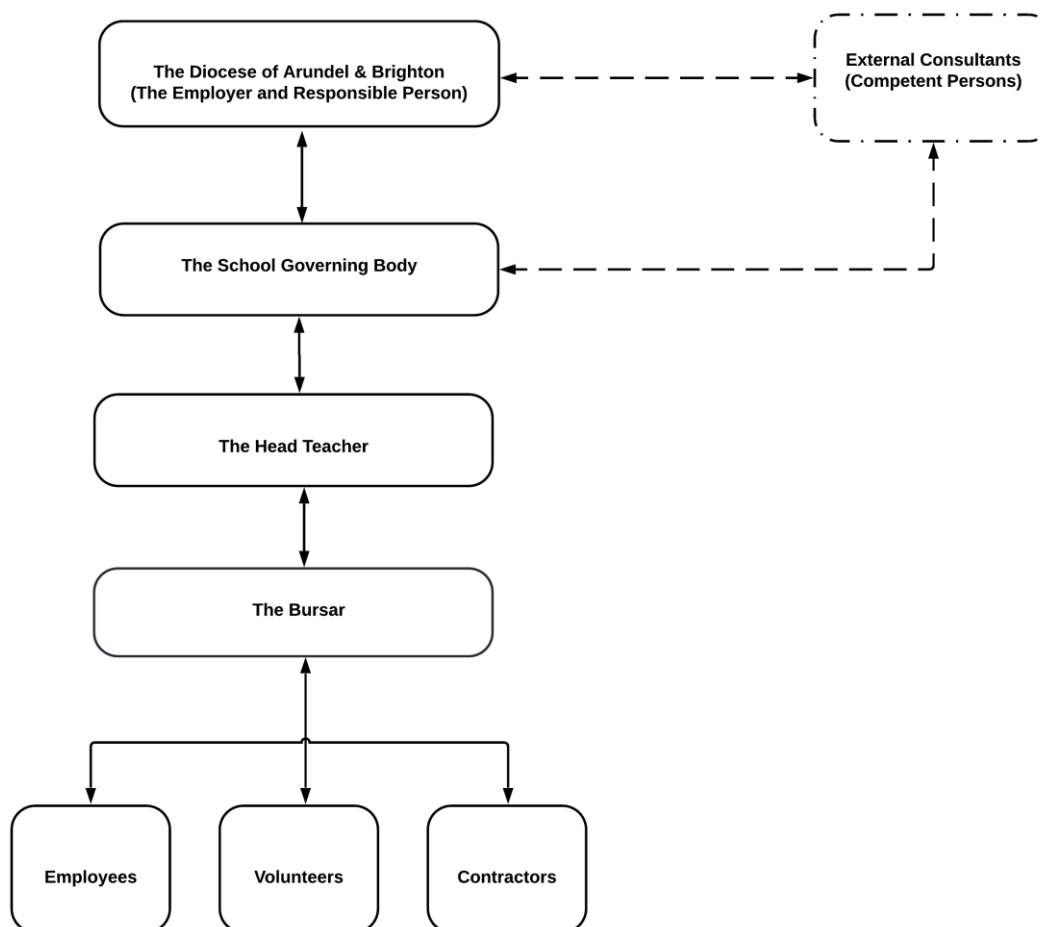
- Protect the health, safety and welfare of all members of the school, visitors and others who may use our site and buildings.
- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our governors, employees and volunteers and other relevant persons on matters affecting their health and safety.
- Provide information, instruction and supervision for our employees and volunteers.
- Ensure that employees and volunteers are competent to undertake the tasks expected of them or provide access to suitable competence and training where necessary.
- Manage the risks associated with hazardous substances to avoid harm.
- Provide and maintain safe equipment.
- Maintain a healthy and safe environment for all those who use our facilities.
- Prevent accidents and work-related ill health.
- Establish procedures for responding to emergencies and practise these regularly to ensure staff and pupils are familiar with them.
- Monitor health and safety continuously and to review this policy, organisation and arrangements for implementation in the light of any changes.

In turn, we ask that our staff and others who may visit our premises act responsibly, to prevent injury to themselves and others, and to co-operate with us in all matters relating to health, safety and the environment.

Signature:



Organisation and Responsibilities



The Diocese of Arundel & Brighton

The Diocese of Arundel & Brighton are the employer in respect of health and safety responsibilities. These responsibilities are delegated to the School Governing Body. The Diocese of Arundel & Brighton monitor health and safety performance at our school via regular reports from the School Governing Body and a periodic report from their health and safety consultants.

In addition, serious accidents, incidents and other health and safety concerns may be highlighted to The Diocese of Arundel & Brighton and additional resources made available to support the school where appropriate.

The School Governing Body

The Governing Body provide leadership in the provisioning of suitable and sufficient health and safety arrangements. The commitment of The Governing Body is summarised in the General Statement of Policy.

To discharge their obligations, The Governing Body seeks to:

- Provide a written health & safety policy statement setting out the commitment to health & safety matters;
- Provide a clear organisational structure for health & safety to facilitate the management of health and safety risks;
- Ensure that health & safety management is adequately resourced;
- Establish health and safety as a regular agenda item at meetings of the governing body to enable them to be kept informed of progress and matters which warrant their attention;
- Ensure that health and safety performance is subject to periodic review and reported regularly to the Diocese of Arundel & Brighton Health and Safety Committee.

The Head Teacher

The Head Teacher is responsible for the management of health and safety within the school on a day-to-day basis. As such the Head Teacher seeks to ensure that:

- The risks associated with school activities are identified and managed appropriately to reduce the risk of harm;
- Staff and persons other than staff (e.g., volunteers, peripatetic teachers and contractors) are provided with suitable and sufficient information, instruction, training and supervision to enable them to discharge their health and safety obligations effectively;
- Serious safety matters e.g., serious accidents, incidents and instances of work-related illness are reported to The Diocese of Arundel & Brighton Health and Safety Committee (via the Chief Operating Officer) and to liaise with the Chief Operating Officer where a report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is required;
- Establish health and safety as a regular agenda item at meetings of the Senior Leadership Team; and
- Health and safety performance is reported regularly to the Governing Body.

The Head is supported by the Senior Leadership Team (SLT) and the Bursar.

The Bursar

The Bursar supports the Head Teacher on health and safety matters and is responsible for:

- Responding to reports of health and safety concerns raised by staff;
- Establishing a robust maintenance regime and ensuring records are maintained;
- Where appropriate, appointing professionally competent contractors and maintaining records to evidence robust due diligence checks have been completed;
- Ensuring that the risks associated with the maintenance of the premises are appropriately assessed and safe working practices established and trained out to relevant persons;
- Assisting teaching staff with the preparation of risk assessments relating to educational and pastoral activities;
- Assisting volunteers organising fund raising and social events with the preparation of risk assessments;
- Organising health and safety training for staff and keeping training records up to date;
- Reporting health and safety concerns to the head teacher; and
- Monitoring health and safety performance and reporting this regularly to the head teacher.

The Competent Person

The Diocese of Arundel & Brighton have appointed SafetyToolbox Ltd as their Health and Safety Competent Person and authorise the school to have access to the services to which they subscribe and use these services in accordance with Diocesan policy and procedure.

Other external consultants may be appointed by the Governing Body to provide competent advice and support on the management and implementation of health and safety, fire safety and other related matters.

Employees

Employees have a legal duty to:

- Take reasonable precautions to safeguard the health and safety of themselves and others;
- Familiarise themselves with the Health and Safety Policy.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided; and
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage.

Young Workers and Work Experience Students

Young persons (under the age of 18) are particularly at risk in the workplace due to their inexperience, immaturity, and limited awareness of workplace practices and hazards. To ensure their safety, the school is committed to taking all reasonably practicable steps to protect young persons in our care, whether employed or participating in work experience.

Risk Assessment and Control Measures

Before a young person begins any work activity, a specific risk assessment will be carried out to identify any significant risks they may be exposed to. This assessment will consider the nature of the tasks, the working environment, and the young person's physical and psychological capacity. Appropriate control measures will then be implemented to eliminate or reduce risks to an acceptable level.

These measures will include, but are not limited to:

- Supervision
- Restricted use of equipment, machinery, or vehicles—no young person will be permitted to operate any plant, equipment, or vehicle unless:
 - They are legally permitted to do so;
 - They have received the necessary training;
 - They are under competent supervision.
- Comprehensive induction training tailored to the needs of young persons, covering health and safety procedures, emergency arrangements, and safe working practices

Volunteers

We appreciate those who volunteer at our school and are committed to providing volunteers with a supportive environment. Volunteers are expected to familiarise themselves with safety information relevant to their role. School staff will assist with this.

Volunteers are expected to act responsibly to avoid harm to themselves and others and report concerns, accidents and 'near miss' incidents to a member of staff as soon as practically possible. Refer to our accident reporting arrangements in Section 3 of this document.

It is a firm expectation of The Board, our Governing Body and staff, that volunteers cooperate with our safeguarding policy, available on request.

Contractors

Anyone entering school premises for the purposes of carrying out work, other than an employee or volunteer will be regarded as a contractor.

All contractors, including the self-employed, must:

- Discharge their undertakings in a safe manner, within relevant health and safety and fire safety laws, codes and standards;
- Conduct themselves in a manner sympathetic and respectful to the environment in which they are working;
- Ensure that where work is undertaken at times when the school is operational, all reasonable and necessary precautions to protect occupants is in place. Where the safety of occupants cannot be guaranteed, alternative arrangements must be made in consultation with the head teacher;
- Not commence work until they have received a safety induction given by an authorised person e.g. Head teacher, bursar or caretaker; and
- Ensure that the risk from fire to occupants, the premises and neighbouring premises are considered and appropriate controls incorporated into risk assessments, method statements, work schedules and contract agreements.

Contact Information

If you have a health and safety query or concern, please contact any of the following:

1. The Head or School Bursar

T: +44(0) 1892 783414

E: admin@sacredheartwadhurst.org.uk or bursar@sacredheartwadhurst.org.uk

2. The School Governors

E: chair@sacredheartwadhurst.org.uk

3. The Diocese of Arundel & Brighton (Health and Safety)

E: property@abdiocese.org.uk

4. The Health and Safety Executive (HSE)

W: <http://www.hse.gov.uk>

Arrangements

The following section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of members of the paid and volunteer workers, contractors and members of the public.

These arrangements are designed to demonstrate a level of commitment to managing particular hazards and risks within our School.

Accident Reporting

Whilst the safety of our staff, pupils and others affected by our activities is paramount, sometimes accidents do happen. When they do, the following applies:

- Seek to ensure that all those involved are safe and receive the care they need as soon as practically possible. We have trained first aiders on site to provide emergency first aid treatment when necessary.
- Record the details of the accident as soon as practically possible.
- Ensure that serious accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are appropriately escalated within our organisation and reported to the Health and Safety Executive.
- An investigation is carried out to establish the route cause(s) of the accident and action taken where appropriate to avoid recurrences.
- Accident records are maintained in accordance with our privacy policy.
- Accidents, incidents and near miss events are included in regular reports to The Governors and The Diocese of Arundel & Brighton.

We recognise the concept of a 'near miss', where an incident occurs that has the potential to result in an injury or damage but did not. We follow up on 'near misses' to avoid recurrences that do result in injury or damage.

Details of our accident procedures are provided in Appendix 1.

Occupational Health

We seek to protect our staff from the reasonably foreseeable ill-health effects associated with their work or which might be made worse by their work. Accordingly, we seek to:

- Identify and assess the risks associated with work tasks;
- Identify staff who may be more at risk to the potential risks to their health from work tasks;
- Encourage staff to report concerns and work with staff to achieve a satisfactory outcome for all concerned; and
- Support staff to make healthy lifestyle choices.

Where a member of staff is formally diagnosed with a work related disease, this will be reported in accordance with the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

See related policies Sickness & Absence Policy and Infection Control Policy

Major Incidents

A major incident is an event or situation with a range of serious consequences, which is potentially traumatic and affects the whole or a substantial part of our school rather than one or two individuals. The incident is likely to require special arrangements to be implemented by one or more emergency responder agencies.

There are several types of major incidents:

- Natural e.g., flooding caused by severe weather,
- Hostile criminal/ terror related e.g., bomb threat
- Health related e.g., public health incidents e.g., covid pandemic
- Technological e.g., cyber attack
- Major accident e.g., transport accident, serious fire or incident affecting the local community.

So far as is reasonably practicable, we develop plans to respond to a major incident to ensure that:

- Our staff and pupils are supported during and following a major incident.
- Pupils who might be more at risk to the potential impact of the major incident are identified and additional measures to protect and support those pupils are incorporated into our major incident planning.
- Our post incident plans enable the school to continue to function to minimise the impact on our staff and pupils.

Asbestos

We recognise the potential harm caused by exposure to asbestos fibres and that people should be protected from inhaling them.

The presence of asbestos containing materials (ACMs) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks. Accordingly, we have identified where asbestos is located in our buildings and have reasonably practicable measures in place to avoid exposure.

Building Structure

We seek to ensure, so far as is reasonably practicable, that our buildings are maintained in a safe condition through:

- Regular in house inspections
- Where necessary, inspections undertaken by external professionals
- Using appropriately competent contractors to carry out repair, refurbishment or maintenance work which is beyond the competence of our maintenance staff.

Staff contribute to the success of our arrangements to maintain safe buildings by being encouraged to be vigilant to defects and reporting these to the school office.

Consultation and Communication

We recognise that good health and safety performance is facilitated by adopting a partnership approach to risk management. Accordingly, we seek to consult with relevant persons about matters such as:

- Changes that may substantially affect their health and safety, for example, changes in work procedures, policy etc.
- Arrangements for competent advice and assistance on health and safety matters
- The provision of information on health and safety and preventative measures.

- The planning and organising of health and safety training

Staff have a range of opportunities to raise issues relating to health and safety and are encouraged to do so e.g. during regular staff meetings, training sessions or directly to the Head Teacher or Bursar.

We also recognise the value of actively engaging our pupils in understanding and contributing to safety practices within our school environment. We seek to implement this by raising awareness of potential hazards, empowering pupils to report concerns and encouraging responsible behaviour to minimise risks to themselves and others.

Whistleblowing Policy

Whistleblowing is the term used when a paid or volunteer worker passes on information concerning wrongdoing. The School is committed to listening to concerns and seeks to create an open, transparent and safe working environment where people feel able to speak up.

Training

Safety training is a vital part of the effectiveness of our health and safety strategy. Accordingly, relevant training will be organised for all staff to support them to undertake their roles and responsibilities effectively. All new starters receive a safety induction within their first working day covering safety critical and welfare information e.g., emergency procedures, first aid arrangements, location of toilets and staff room.

Training sessions will be held as often as is considered necessary and provide another opportunity for staff to raise concerns about health, safety and welfare issues.

Health and safety training needs will be identified by a range of sources including, but not limited to:

- Risk Assessment
- Health and Safety Review/ Audit
- Accident Investigation

Training will be coordinated by The Bursar.

Control of Contractors

For the purposes of this document, a contractor is defined as any person who is engaged to undertake work for the school and who is other than a member of staff.

We have established a network of reliable, professionally competent contractors and due diligence processes to check that existing and new contractors meet our expectations for high safety standards.

Contractors are informed of our safety rules, safeguarding requirements and emergency arrangements prior to starting work and required to follow these. We also liaise with contractors to minimise the risk to the health, safety and well-being of our staff and pupils.

More detail on responsibilities for contractors is contained in Section 2 of this document

Construction (Design and Management) Regulations 2015 (CDM)

Larger building projects fall within scope of CDM. We recognise that we have obligations as a dutyholder under CDM and, in line with these obligations, ensure competent people are engaged to assist us to discharge these obligations.

Disability

We consider disability in the context of the Equality Act definition where a person has 'a physical or mental impairment that has a "substantial" and "long-term" effect on their ability to carry out normal daily activities.' We also recognise that staff or pupils may occasionally suffer a temporary disability e.g., when recovering from a fracture.

We seek to support staff and pupils with a disability to participate in the activities of the school as far as possible. Accordingly, we endeavour to introduce reasonable adjustments to facilitate this where necessary in consultation with the individual concerned and other relevant stakeholders. The safety of the individual and our other staff and pupils is a priority in all considerations.

Display Screen Equipment

The Health and Safety Executive define display screen equipment as "a device or equipment that has an alphanumeric or graphic display screen and includes both conventional display screens including laptops, touch screens etc".

- We recognise that the incorrect use of display screen equipment can impact on the health and wellbeing of the user. Accordingly, we seek to avoid musculoskeletal and other health problems associated with the use of display screen equipment through risk assessment and by raising awareness to the potential causes, encouraging the use of adjustable equipment as much as possible and encouraging people using such equipment to do avoid situations, which could cause discomfort.
- We recognise that individual factors influence the manner in which a workstation is set up and encourage users to assess their workstation and report problems in order to seek an individual solution as far as is reasonably practicable to do.

Vehicles

We have considered the use of vehicles on our site, recognising the need to minimise the risk of pedestrians, and in particular young children, being struck by moving vehicles.

We seek to minimise the risks associated with vehicles on site considering the factors specific to our location, available off-road parking and roadside parking. Accordingly, staff and other contractors/visitors are permitted to park on site. During drop off and pick up, parents are permitted on site, and the car park is closely monitored by at least two members of staff. We regularly review our parking arrangements.

Where staff are required to drive on school business, this must be authorised by the Head Teacher or a member of the Senior Leadership Team. Drivers will be asked to declare they are compliant with the requirements of the Road Traffic Act.

Alcohol and Illegal Drugs

We are committed to providing a safe and secure environment for pupils, staff and visitors and recognise that this can be compromised by those who misuse alcohol or drugs to the extent that this affects their health, conduct, performance and relationships at work.

Accordingly, we have established clear rules around the consumption of alcohol and drugs:

- Staff must not come to work under the influence of alcohol or drugs and must be within the legal limit to drive or less where this is necessary to avoid adverse effects. During residential trips, there must be at least one member of staff who refrains from consuming alcohol.

- Alcohol may only be brought onto school premises with the Head Teacher's permission. It is recognised that social events may occur at which a modest amount of alcohol may be served. These events will normally take place outside school hours. It is the responsibility of individual members of staff to ensure that whether they are driving or not they do not consume over the legal limit for driving.
- Staff should check with their doctor or pharmacist on the possible side effects of any prescribed drugs.

We seek to identify staff with problems relating to alcohol and drugs and assist them to find an appropriate source for diagnosis and treatment. All medical confidentiality will be observed by the school.

Visit the [NHS website](#) to find out more about help and support for overcoming addiction.

Electrical Safety

We recognise the potentially fatal hazards associated with electrical supply. Accordingly, we seek to ensure the electrical equipment and installations on site are safe and minimise the risk of harm.

Electrical installations on site are designed, installed and maintained by competent persons in line with statutory and insurance requirements.

As far as is reasonably practicable, we ensure electrical equipment is fit for purpose, used for the purpose intended and maintained in a safe condition.

Formal checks and repairs to portable electrical appliances are undertaken regularly by suitably competent persons.

Wherever possible we avoid the need for staff to bring personal electrical appliances onto site. Where this is unavoidable, this must be authorised by the Head Teacher.

Contractors bringing electrical equipment onto site must ensure the equipment is in a safe condition.

Staff have a responsibility to co-operate with our intentions by being vigilant to potential defects, reporting defects promptly and using equipment correctly.

Environment

We continually review the impact our activities and premises have on the environment and identify ways where improvements can be made.

It is the policy in this School to accept responsibility for limiting and/or reducing the harmful effects our activities may have on both the local and global environment.

- We will seek to ensure compliance with all relevant environmental legislation.
- We seek to raise awareness throughout our School on environmental issues and enlist the support of staff, pupils and other relevant personnel in improving our environmental performance.
- We will encourage the adoption of similar principles by our suppliers.

Events

For the purposes of these guidelines, events are defined as "activities other than standard school services, which might involve larger than usual numbers and may include admission to members of the public.

- A risk assessment is developed for the event, coordinated by a designated person or team and this is regularly reviewed to ensure it remains accurate and up to date.
- Health and safety issues are integral to the planning and delivery of events organised by the School.

Educational Visits are covered in our Educational Visits Policy, available on request.

Fire Safety

We recognise our obligations to manage fire safety in line with the Regulatory Reform (Fire Safety) Order. Accordingly:

- The Head Teacher is the Responsible Person for fire safety being the person in control of the school and will ensure an assessment of the risk of fire starting and the risk to occupants in the event of a fire is undertaken by a professionally competent person.
- Corrective action identified in our fire risk assessment will be followed up and the assessment will be reviewed periodically to ensure it remains accurate. A material change such as substantial alterations to a building will also be a trigger for a fire risk assessment review.
- As well as ensuring, so far as is reasonably practicable that we avoid a fire starting, we also ensure that emergency procedures are in place and that staff and pupils are familiar with those procedures.

Refer to Appendix 4 for details about our fire safety arrangements and emergency fire procedures.

First Aid

We seek to ensure that our first aid arrangements are adequate and appropriate to enable staff to receive immediate attention if they are injured or taken ill at work. We endeavour to extend this commitment to our pupils, students and visitors. Accordingly, we seek to:

- identify our first aid requirements through risk assessment;
- appoint first aid trained personnel and ensure they are trained appropriately;
- ensure appropriately stocked first aid boxes are available including during off site visits;
- provide a suitable room within the school premises where first aid treatment can be provided or individuals can rest while they wait to be collected;
- make suitable arrangements for the management of prescription medicines;
- review our first aid needs and make appropriate adjustments.

Our first aid arrangements are outlined in more detail in the Appendix 3 Arrangements for supporting children with allergies and serious medical conditions are provided in Appendix 2

Food Safety

Good nutrition is essential for learning. Accordingly, we engage a competent caterer experienced in the provision of school meals. In addition, our caterer supports our commitment to sustainability and protecting the global environment for future generations through careful sourcing of ingredients. We also believe that sharing a meal in a traditional way benefits mental well being and encourages good manners.

Hazardous Substances

We recognise that no substance can be considered completely safe. Accordingly, we seek to prevent exposure of staff and pupils to substances hazardous to health or to control exposure to within acceptable limits.

We focus on substances where there is a risk of certain dangers e.g., harmful, irritant, corrosive, toxic, oxidising and dust arising from work activities e.g., dust created by contractors working on site. Substances which are flammable or explosive are managed in the context of our fire safety arrangements.

All hazardous substances are kept under lock and key and used in accordance with the manufacturer's instructions.

Plant and Equipment

We seek to ensure that plant and equipment installed on site is fit for purpose, maintained in a safe condition and used for the purpose intended. Accordingly, we:

- Use reputable suppliers and take reasonably practicable measures to ensure that installers and maintenance personnel are competent.
- Implement a practical and effective process for identifying and responding to defects.
- Establish emergency procedures where appropriate e.g., to respond to a gas leak or fire and ensure staff are familiar with these.
- Ensure that only those persons who are appropriately trained and authorised operate plant and equipment.

Legionnaires' Disease

In general, the risk of infection from exposure to legionella bacteria in our school is not considered significant and should be capable of being adequately controlled by:

- Engaging competent persons to undertake work on hot and cold-water systems
- Seeking to ensure safe water temperatures are maintained whilst at the same time avoiding conditions which increase the risk of burns from very hot water; and
- Seeking to ensure that hot and cold-water systems are turned over regularly.

Manual Handling

The Health and Safety Executive define manual handling as any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

We recognise that manual handling tasks have the potential to cause musculoskeletal disorder (MSD) which can lead to long-term ill health. Accordingly, we seek to avoid those activities which could increase the risk of long-term ill health by reviewing manual handling tasks and assessing tasks where it is likely that harm may be caused. In consultation with those involved, we agree measures to minimise the risk of harm e.g., providing mechanical aids such as trolleys and providing instruction and training.

Personal Protective Equipment (PPE)

It may be necessary to resort to the use of PPE to control the risk of harm. Examples of PPE relevant to school activities include safety goggles/ glasses, protective gloves, and ear defenders. We ensure that appropriate PPE is provided to relevant staff. PPE provision is based on consideration of the product or equipment being used, the nature of the task and personal factors.

Staff are responsible for correctly using the personal protective equipment provided; keeping it clean and serviceable and reporting concerns or defects.

Pregnant Workers

We are committed to protecting the health and safety of women of childbearing age and new or expectant mothers. Our activities and work environment do not normally expose staff to the hazards commonly associated with a risk to women of childbearing age. However, we recognise that potential health and safety implications may arise e.g., due to specific issues affecting individual members of staff. Accordingly, we seek to ensure that;

- Upon receipt of written notification that a member of staff is pregnant, the Head will ensure that the work tasks carried out by the pregnant worker/ new mother are reviewed in the light of their condition and reasonable adjustments made to maintain their health and safety and that of their unborn child. Where there is significant risk, these considerations will be documented in the form of a risk assessment.
- We also recognise that new mothers returning to work following a period of maternity leave may require adjustments to support a return to work. These will be discussed and agreed in consultation with the Head and other relevant stakeholders.
- Employees and other persons affected will be made aware of the results of risk assessments where appropriate so that new or expectant mothers are not put at risk of injury or ill health from any foreseeable hazard.

Safe Access, Egress and Workplace

As is reasonably practicable, we provide safe access, egress and a safe place of work for our staff, pupils and others who may visit our school. Accordingly, we seek to ensure that:

- Our buildings are designed, constructed and maintained to minimise the risk of harm.
- Pedestrian routes minimise the risk of contact with moving vehicles and ensure surfaces are fit for purpose and maintained to minimise the risk of slips, trips and falls.
- Emergency escape routes and safety critical equipment is easily identifiable and readily accessible.
- Secure from unauthorised access.
- Provide an appropriate standard of thermal comfort ventilation and lighting.
- Ensure that adequate welfare facilities are provided to meet the number and needs of staff and pupils.
- Our buildings are kept clean and tidy, our grounds are well maintained and rubbish is regularly removed.
- Staff and pupils are encouraged to be vigilant to hazards and report concerns as soon as practically possible.

Smoke Free

Due to the adverse health effects caused by smoking or being exposed to secondhand smoke, the role model for pupils and the increased risk of fire, we have adopted a site wide no-smoking policy. This applies to staff and visitors. We extend this policy to the use of e-cigarettes.

Smoking is not permitted within any part of the school.

Visit the [NHS website](#) for help and support for people wanting to give up smoking.

Mental Well-being and Work-Related Stress

We recognise that mental and physical well-being are of equal importance. Accordingly, we seek to ensure that we take reasonable steps to avoid the mental health of our staff from being adversely

affected by their job. Where staff make us aware of an existing mental health issue, we also seek to support them as far as reasonably practicable.

We seek to:

- Raise awareness to the signs and possible causes of mental ill health.
- Provide an environment where staff can talk about concerns.
- Encourage healthy lifestyle choices to minimise the risk to mental and physical health.
- Provide opportunities for staff to raise concerns e.g., informally in conversation with senior staff or via the appraisal process.

Work-Related Stress

The Health and Safety Executive define stress as 'The adverse reaction people have to excessive pressure or other types of demand placed on them'. These demands can be caused by factors outside the work environment such as high-pressure personal incidents e.g., bereavement or moving house etc., as well as work-related factors such as unrealistic workload, inadequate instructions and lack of feedback in relation to work output.

Anyone recognising these symptoms and who feels that their work could be affected as a result should take the following steps:

- Employees should contact the Head Teacher or a member of SLT.
- In all cases, you should request a meeting explaining why you want to see them. You can take a co-worker with you for support if you feel you need to.
- If it is identified that the stress is being caused or made worse by work factors, we will discuss how we can work together to reduce the stress.
- We may refer you to a medical practitioner or ask you to see your GP.

Advice and support for mental health concerns:

- Education Support Partnership service - A free, confidential 24-hour helpline. See the posters in staff areas.
- [NHS website](#)

Violence and Harassment

VERBAL OR PHYSICAL ABUSE OF STAFF will not be tolerated.

Meetings should be conducted in a public space if you have any concerns and in the presence of a colleague. Keep the door open and your exit clear.

Any visitors to the site who display abusive or aggressive behaviour may be banned from the school site and may be reported to the police.

Concerns regarding violence or harassment should be reported without delay to the Head.

Working Alone

The Health and Safety Executive define lone workers as people who work by themselves without close or direct supervision. Occasionally staff may fall within scope of this definition. We recognise that lone workers are at increased risk of harm if things go wrong because of the lack of immediate access to help. Accordingly, no one is permitted to:

- Work alone on site unless approved in advance and they have notified the Head Teacher or a member of the Senior Leadership Team;
- Undertake work on live electrical equipment; or

- Undertake work at height where, without precautions in place a person could fall a distance liable to result in personal injury.

Where lone working is authorised, precautions must be in place to minimise the risk of harm. These precautions will always include agreeing reliable 'check in' arrangements with the lone worker to enable the alarm to be raised as soon as practically possible. Precautions will also include consideration of:

- The activity to be undertaken;
- The duration of the activity;
- Security arrangements to avoid unauthorised persons gaining entry to the work location; and
- Personal factors e.g., medical conditions.

Working at Height

The Health and Safety Executive define work at height as work in any place where, without precautions in place, a person could fall a distance liable to result in personal injury e.g., falling through a fragile roof.

Administration and teaching staff are not required to undertake work that falls within the scope of this definition. Maintenance staff may from time to time use ladders for access purposes or carry out short duration work at height. These tasks are assessed, and staff are familiar with the precautions necessary to avoid injury to themselves or others not directly involved in the task e.g., being struck by a falling object when passing nearby.

High risk tasks are undertaken by contractors engaged in line with our contractor's policy and procedures.

DISPLAYS: Staff are reminded NOT to climb on tables or chairs to put up displays. If necessary use the short steps to assist and ensure that a colleague is close at hand for assistance if needed.

Risk Management and Performance Monitoring and Review

Risk Assessment

Risk assessment is a systematic process with a view to protect the health, safety and well-being of our staff, pupils and others who might be affected by our school activities. Risk assessments help us to identify our priorities, eliminate or control hazards and reduce the risks in our school and the activities we undertake.

We take a practical and proportionate approach to risk assessment focused on:

- Identifying activities and associated factors which have the potential to cause harm.
- Considering the likelihood of harm being caused and the possible consequences which could arise (the risks).
- Identifying preventive measures to be implemented and monitored to control the risks
- Identifying those who are more vulnerable to the risks e.g., Foundation Stage pupils, pupils or staff with a disability.

We carry out risk assessments relevant to:

- Educational activities and teaching
- Maintenance activities
- Fundraising and social events

Responsibilities

- The Head Teacher is responsible for oversight of all risk assessments, supported by the Senior Leadership Team. However, teaching staff are directly involved in the development, monitoring and review of risk assessments for educational activities and teaching.
- The Bursar and maintenance staff are directly involved in the development, monitoring and review of risk assessments for maintenance activities.
- The PTA and Bursar are directly involved in risk assessments relating to fundraising and social events.

There may be some cross over in consultation and communication where different roles are involved in specific activities e.g., teaching staff being involved in risk assessments relating to social events.

Advice may be sought from external consultants.

The findings of risk assessments are cascaded down in Staff Meetings.

Risk Assessments are reviewed and updated at least annually, in the event of a serious incident or where there is a material change.

Staff receive training on carrying out risk assessments. This training is refreshed periodically.

Refer to Appendix 5 for more detail on risk assessment procedure.

H&S Performance Monitoring and Audit

To ensure the effectiveness of our health and safety policy we have established mechanisms for monitoring and review. These include:

- Staff undertaking regular inspection of the areas within their control, updating risk assessments where necessary and reporting health and safety concerns.
- Regular school health and safety inspections carried out by the Head Teacher, Bursar and a representative from the Board of Governors.
- Regular review of accident and incident reports to assist with the risk assessment process and in setting priorities.
- Periodic review of our health and safety performance by an external consultant.
- Periodic inspection by the Independent Schools Inspectorate.

This policy is reviewed at least annually but in practice is reviewed more frequently at staff meetings as we respond to changing circumstances throughout the school year.

Appendices

APPENDIX 1 – Arrangements for Accidents/ Incidents

Arrangements for Accidents/ Incidents

Definitions

- **Near Misses**

These are unsafe events or situations that could have resulted in an injury, illness or damage but did not, due to chance, corrective actions or interventions e.g., someone trips on damaged flooring but does not sustain an injury.

- **Minor Accidents**

These are accidents resulting in injuries which require no first aid intervention, or first aid provided on site e.g., minor cuts, minor bumps and bruises.

- **Serious Accidents**

These are accidents resulting in serious injury which require hospital treatment e.g. fracture, serious burns, laceration requiring stitches or damage e.g., fire, structural failure.

Recording incidents and reporting to parents

All accidents are recorded online in the pupil daybook and a copy sent to the parents. This records details of the accident and injury together with any first aid treatment given. If more than one person witnesses the accident, both names should be recorded on the form. It is always advisable to try to speak to the parents personally at collection time re any mishaps during the day.

If there are any concerns regarding the child's wellbeing following any accident or injury, parents must be contacted without delay.

For any child who has a head injury, parents are contacted immediately, by telephone or email depending on the severity of the incident. Children must then be closely observed for the next 24 hours even if no symptoms are at first apparent.

All accident forms are completed online in the pupil day book. Staff are reminded that should any child have an accident which requires further medical help, they must note the details of the situation on paper form as clearly as possible and hand it to the parents concerned (or to the paramedic), before they take child to GP or to hospital. A copy will be recorded on the database.

Serious accidents, serious incidents and potentially serious 'near misses' are escalated to the Senior Leadership Team and reported to The Governors and The Diocesan Chief Operating Officer.

We have obligations to report serious accidents/ incidents to external agencies, for example:

- The Health and Safety Executive under RIDDOR (<http://www.hse.gov.uk/pubns/edis1.pdf>) (The Head files reports under RIDDOR)
- Children's Services via SPOA 01323 464222 (The Head files reports to SSPOA)
- Our insurers (The Chief Operating Officer reports to the insurer)

Accidents occurring during playtimes

Minor accidents are dealt with by staff on duty. However, as staff **must not leave their post**, children who require further help should be sent to the office, accompanied by a sensible friend. Advice on dealing with more serious injuries should be sought from one of the qualified first-aiders. Accident forms are completed online in accordance with school policy.

See also our Playtime Policy & Supervision of Pupils, available on request.

Accident Investigation

The Head coordinates any accident investigation which is then reported to the Senior Leadership Team and Governors.

Record Keeping

We will keep a record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the injury, event or disease.

APPENDIX 2 – Supporting Children with Allergies and Serious Medical Conditions

SUPPORTING CHILDREN WITH ALLERGIES AND SERIOUS MEDICAL CONDITIONS

The Head Teacher or Deputy Head will arrange a meeting with parents annually in September to confirm and update medical records. Information gathered will be shared with staff on a need to know basis at a briefing meeting early in the autumn term.

For children with a diagnosed medical condition we will complete an Individual Healthcare Plan in conjunction with parents and healthcare professionals as required.

Each class teacher has a record of children with allergies and medical conditions in their year group and their names are highlighted on the class register. Photographic records of all these pupils are kept in the First Aid Folders in the Office. The records will be made available to Busy Bees staff.

Asthma inhalers and spacers must be easily accessible at all times and for this reason are clearly labelled and stored in the classroom. Children in F/S and KS1 may need guidance from their teachers; clear instruction must be obtained in writing from parents. Use of inhalers is monitored and reported to parents.

Where pupils are particularly vulnerable (e.g. life threatening allergies) it is essential that all members of the school community are aware, including outside staff running clubs and activities.

WHEN TO CALL AN AMBULANCE (Dial 999)

- If the child does not quickly respond to treatment, becomes floppy and unresponsive
- If the child has suffered a severe blow to the head
- If the child loses consciousness for even a brief time
- If there is a suspicion that a bone may be broken and/ or spinal injury
- If the child suffers severe blood loss
- If the child displays symptoms of shock or anaphylaxis
- If you have any doubts as to the seriousness of an injury, err on the side of caution and call an ambulance

Parents must be contacted and arrangements made to meet either at the school or at the hospital. If parents are meeting at the hospital a member of the school staff must accompany the child in the ambulance.

PRACTICAL ADVICE

Asthma

Help the child to sit upright and use their reliever inhaler. Repeat every few minutes if no improvement. Reassure the child, keep calm.

If the attack is prolonged and severe, or worsening, dial 999 and inform parents.

Cuts and grazes, small bruises

Comfort and reassure, apply cold compress, ice pack, 'magic water', hypoallergenic plaster. If large cut, deep, bleeding profusely, phone parents, consider ambulance

Bumped head

Comfort and reassure, cold compress, ice pack, sit quietly – adult to monitor, ensure class teacher is informed and continues to monitor. Child must wear bumped head sticker for rest of day. Letter home, talk to parents as child must be monitored for 24 hours.

Temperature, vomiting, diarrhoea

Cold compress, tender loving care to minimise distress, phone parents, child must be collected. No return within 48 hours.

Anaphylaxis

Epipen, phone ambulance, phone parents

Burns, scalds

Immerse affected part in cold water replenished by running tap for 10 minutes, cover loosely. If large area phone ambulance, parents.

Diabetes

All staff have received basic training.

Nose bleeds

Sit child down, head forward, instruct to pinch soft part of nose, mouth breathe. Dispose of bloody tissues carefully: in sanitary bin or flush away

Stings

Cool area, ice pack/compress. Do not try to remove sting.

Cleaning bodily spillages

Disposable plastic gloves are provided for cleaning up, also absorbent granules for vomit. Waste towels must be wrapped in plastic bag and tied before disposal in outside bin. Wash hands thoroughly.

APPENDIX 3 – First Aid Arrangements

QUALIFIED STAFF

25 members of staff are qualified Paediatric First Aiders (including administration of Epipen)

Members of Staff currently qualified in Full Paediatric plus Emergency First Aid at Work (date of qualification: September 2024) are

- Ms Goldsmith (FS)
- Ms Heathcote (FS)
- Miss Turner (FS)
- Mrs Balmer (KS1)
- Mrs A Gabriel (KS1)
- Mrs V Griffiths (KS1)
- Miss Irwin (KS1)
- Mrs Rainbow (KS1)
- Mrs Stanley (KS1)
- Mrs Alcock (KS2)
- Mrs Barber (KS2)
- Mrs Cobb (KS2)
- Mrs Jarman (KS2)
- Mr King (KS2)
- Miss Megarry (KS2)
- Mrs Payne (KS2)
- Mrs Manktelow (KS2)
- Mrs Root (KS2)
- Mr Shefford (KS2)
- Mrs Turner (KS2)
- Mrs Collyer (Head)
- Ms Goodridge (Office)
- Mrs Griffiths (SENDCo)
- Mrs Sirdeshpande (Office)
- Mrs Wibberley (Music)

Outside PE contractors also have relevant First Aid Training

At least one of these is present on site at all times when the children are present.

FIRST AID BOXES

MEDICAL ROOM

The First Aid Box and outings bags are kept in the medical room; contents are checked by a member of staff.

FOUNDATION STAGE

The First Aid box is kept in the disabled toilet area; contents are checked by a member of staff.

MEDICINES

Pupil medication that is required on an ad hoc basis, e.g. asthma inhalers are kept in classrooms or with the children. If a child has been prescribed an Epipen this will be kept in a personal bag with the child, easily accessible to staff in case of emergency. If a child has Diabetes, their medication should be kept with them in line with their medical plan. If the child leaves the school premises on trips or sports fixtures,

the teacher in charge must take the child's medication, in case of need, along with the medication taken at school record (red sheet).

FIRST AID and ADMINISTRATION OF MEDICINES AT SCHOOL

Cuts and open sores must be dressed with the appropriate dressing by the parent before sending the child to school. A child presenting with an open sore should have it covered to minimise risk of infection. An email will be sent to ask about the injury.

Staff are strongly recommended to wash their hands or clean with an antiseptic wipe before they administer First Aid, and to use plastic gloves when dealing with injuries.

Basic First Aid (reassurance, cold compress, ice pack) may be given by any member of staff; if in any doubt as to the seriousness, seek the assistance of one of the Paediatric First Aiders. If the child does not recover quickly, parents must be called to take the child for a medical check. For all head injuries, parents will be phoned. In case of serious accident or injury, including any loss of consciousness, no matter how brief, call the emergency services.

If it is necessary for medicine to be administered at school, parents must complete and sign the appropriate form in the office. This form is kept in the medical file and on the school database, with the exception of inhalers, where the form is stored with the inhaler in the classroom. For a child with Diabetes, medication must be administered as per the medical plan. Usually only prescription medicine may be administered in accordance with, the dosage instructions on, the label by office staff who will maintain a record of time and dosage administered. These forms must be retained in the pupil file. Parents must collect the medicine from the office at the end of the school day and receive information about dosage administered during the day.

If an inhaler is administered, office staff will email parents to ensure situation is monitored. Parents will be informed immediately if an adrenaline auto-injector (EpiPen) is administered.

All medication must be checked and administered by a first aid trained staff member and ideally by 2 members of staff.

On school outings, including sports fixtures away, one appointed qualified first aider from each group must carry a basic First Aid bag. Care must be taken if pupils with allergies and medical emergencies are in the group that their medication is taken on outings, along with the School Record form. For Key Stage 2 pupils this includes swimming lessons.

The school will keep on site Piriton and Calpol for emergency use. This will only be given to a child if it is recommended by a medical professional after dialling 999 or 111.

FOUNDATION STAGE

There are at least two members of staff on duty at all times in the Nursery class; most of the Nursery staff are qualified in Paediatric First Aid and accompany Foundation Stage outings. Foundation Stage practitioners are responsible for administering First Aid should the occasion arise and any serious questions should be referred to the Head Teacher, Deputy Head or EYFS Lead. Accidents are recorded on the school database and an email is sent to parents notifying them of the accident. Medication requiring refrigeration is kept in the Foundation Stage kitchen fridge.

APPENDIX 4 - Fire Safety Arrangements

Fire Safety Arrangements

Emergency Fire Procedures

Any member of staff discovering a fire, must activate the nearest available fire alarm call point and evacuate the building using the nearest exit. This activates the fire alarm throughout our school buildings.

You will be alerted to a fire in another area of the school by the continuous sound of the fire alarm. At this signal, you should instruct your class to leave calmly and in an orderly fashion by the nearest exit, making their way walking and in silence to the assembly point. **You must talk your class through this procedure before the first practice drill of the year.**

The School Secretary will telephone the Fire and Rescue Service (unless notified that this is a practice drill).

In the Foundation Stage Building, a fire curtain will drop securing the cloakroom area. The escape route for anyone in this area is via the door to the outside play area. In the event of practice drills, the alarm may be silenced after 1 minute, once the curtain has descended fully.

It may be possible to tackle the fire using the fire extinguishers provided ONLY if you have been trained to do so. Otherwise evacuate the building.

In classes where there are 2 adults in attendance, one adult should lead the children out and the other adult should be the last person out, quickly checking that no one is left behind (including in the toilet area) and closing the door on exit. In particular, any vulnerable children must be escorted by the teacher or other adult from the classroom to the assembly point.

Where only 1 adult is present, a responsible child must be appointed to lead so that the teacher may be the last person to exit, carrying out the checks as above.

- The Head will perform a sweep of the office block. On leaving the office, the Head will go to the top playground.
- The secretary will call the Fire and Rescue Services (999) and check the hall and kitchen;
- the class teacher adjacent to the boys' and girls' toilets will check these and staff toilet;
- the Nursery class teacher will check Foundation Stage toilets, kitchen and staff room;
- the teachers adjacent to the Art Cupboard and Quad will check these areas
- SEN staff will check the SEN room

If PE or music lessons are taking place, those teachers are responsible for leading their pupils quietly and calmly to the assembly point.

Class teachers are responsible for ensuring that visitors and helpers follow the evacuation procedure. Office staff will ensure that any workers or other visitors on site are accounted for. Particular attention should be paid to ensure the safe evacuation of any disabled site users.

The Head will sweep the office; secretary sweep the Hall; KS1 Co-ordinator sweep the Year 1 and 2 toilets; Year 1 teacher sweep the main school toilets; KS2 co-ordinator sweep Y5/6 toilets; Nursery teacher account for Foundation Stage building.

Proceed to the Fire Assembly Point

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

Fire Assembly Point

The usual assembly point is on the top playground. If this area is deemed unsafe, the person in charge will issue directions to an alternative assembly point (priest's garden.)

At the assembly point, your class should line up in silence to answer the roll call. The Secretary will bring the following items to the assembly point:

- pupil (late and absent), staff and visitor registers
- remote control for gates
- school telephone
- key for gate to church path

Class teachers must bring their blue class register and any medication kept in class for pupils with them. You must let the person in charge know that all children and assisting adults are accounted for.

If anyone is missing, report their name to the person in charge but do not return to the building.

The Head Teacher/Deputy Head Teacher or a member of SLT is the person in charge. When the Fire & Rescue Service arrive, the senior member of staff in charge will hand over to another member of SLT while they liaise with the Fire Officer.

On no account must anyone re-enter the buildings unless the person in charge has notified them that it is safe to do so.

First Aiders should be prepared to treat anyone who is injured or suffering from smoke inhalation.

Additional information for responding to fire alarms

If an alarm is raised during outdoor playtimes, the children must walk to the normal assembly point, supervised by the duty staff, where they will be met by their teachers.

If an alarm is raised during the school day, the main gates must be opened by the secretary to allow access for fire engine and/or escape route for children (to reassemble on presbytery lawn if required).

If an alarm is raised close to drop off or collection time, the Head will close the school gates to prevent traffic entering the site, opening only to allow access to Fire Service vehicles. At this time, the assembly point shall be on either the top playground or Priest's Garden adjacent to the school, or if unsafe to move the children to this area, the children will assemble on the MUGA pitch.

If a fire alarm is raised during after school clubs and activities, it is the responsibility of the club leader to evacuate their group to the usual assembly point. The club leader must maintain a weekly register.

Provision of fire procedures for visitors

The Head Teacher or other authorised person, will make our fire procedures known to visitors including visiting staff. Supply Staff will be given a copy of this information on their first visit.

A copy of the procedure is displayed in each classroom and teachers are requested to draw it to the attention of regular volunteer helpers.

We have separate induction arrangements for contractors (refer to our Contractor Policy and Procedures).

For your safety and the safety of others

Staff are reminded that all fire exits must be kept clear; that hanging decorations should be kept to a minimum and avoid electrical fittings.

Fire doors, including the door to the Art cupboard, must be closed even when classrooms are empty. This should form part of your daily H&S checks

Fire extinguishers are located prominently in the school (**see appendix 6**). Do not cover up or obscure with furniture.

Unless you have been advised of a test, **ALL ALARMS MUST BE TREATED AS GENUINE**

Fire Drills

At least three Practice Fire Drills will be carried out during the academic year, one every term. One will be at an agreed time and date, once at an unspecified time and once using the priest's garden. Practice drills should be arranged so that all members of staff, including part-time workers, are familiar with procedures. We aim to evacuate the buildings within 2.5 minutes.

Fire Alarm testing

The fire alarm system is tested each week outside school hours. The alarm will sound for a short time and then be silenced. If the alarm continues to sound you must treat this as a genuine alarm and proceed to evacuate the building.

Fire Risk Assessment

We engage a fire safety professional to carry out a fire risk assessment at least every 3 years or in the event of a material change in our activities or buildings. In the interim, we review progress on action arising from our fire risk assessment. A copy of our fire risk assessment is kept on our online health and safety management system.

Maintenance

We carry out regular in house checks to ensure the systems and equipment installed in our buildings are in good working order. Faults/ defects are reported in line with our defects reporting procedures and escalated according to the nature of the problem.

We engage appropriately competent contractors to carry out tests, inspections, servicing and repairs to the installed fire safety systems and equipment. This is either in line with statutory requirements or in response to a fault or defect.

APPENDIX 5 - Risk Assessment

RISK ASSESSMENT

Risk and Performance Monitoring and Review

Risk Assessment

Risk assessment is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated.

When considering risk assessments, be aware that:

- A hazard is anything that has the potential to cause harm, such as electricity, working from a ladder, using a cleaning chemical etc.
- A risk is the chance, big or small, that somebody might be harmed by these hazards together with an indication of how serious the harm could be.

We follow an approach to risk assessment based on the Health and Safety Executive five steps:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record the significant findings.
5. Review and update.

We have developed a risk assessment template to record our findings a copy of which is provided at the end of this section.

The significant findings of risk assessments are communicated to relevant persons in the form of safe procedures for example, lone working procedure, emergency fire procedure etc.

Review

Risk assessments are reviewed as needed, including (but not limited to):

- Changes in legislation or best practice
- Changes in personnel e.g., staff or pupils with a disability or temporary disability
- A material change in an activity, task, substance, machinery or equipment
- A material change to the buildings or grounds.
- In response to a cause for concern, an injury accident or near miss event

Responsibilities

The Head is responsible for ensuring that risk assessments are carried out, reviewed and updated where appropriate. The Head is supported by the Senior Leadership Team and Bursar.

Teaching staff carry out risk assessments for their daily activities and teaching areas, clubs and classroom activities, and off site trips and residential visits. These are signed off by The Head.

The Bursar carries out risk assessments for other aspects of our activities or arranges for an appropriately competent person to undertake these. Risk assessments carried out by the Bursar are signed off by The Head.

The PTA carry out risk assessments for their fundraising and social events. These are reviewed by the Bursar and signed off by the Head

The status of our management of risk is reported regularly to the Governors and priorities reviewed and revised as necessary.

Activities to support our risk management approach

We undertake various activities to support our risk management approach including (but not limited to)

- Teaching staff carrying out regular inspections of their teaching areas and play areas and reporting defects.
- Regular in house checks of our buildings and grounds to identify defects.
- Planned preventative maintenance in line with statutory requirements or our assessment of risk.
- Health and Safety is a discussion point each week at staff meetings and at termly Governors' Meetings. Matters arising are referred by the Head (bursarial team) for repair and maintenance.

RISK ASSESSMENT

Risk Assessor		Likelihood (L)	X	Severity (S)
Room/Area		Almost Impossible	1	Insignificant (minor injury, no time off)
Activity/Task		Unlikely	2	Minor (injury and up to 7 days off)
Date		Possible	3	Moderate (injury causing more than 7 days off)
		Likely	4	Major (death or serious injury)
		Almost Certain	5	Catastrophic (multiple deaths)
		Low = 1 - 8	Medium = 9 - 14	High = 15 - 25

What are the significant, foreseeable, hazards	Person(s) at risk and how	Current Risk Control Measures	Risk			Current Control Measures Adequate? Y/N	What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R			L	S	DR
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Action	By Whom?	Deadline	Date Completed

Details of person(s) completing document:		Details of person(s) approving document:	
Name and Signature(s):		Name and Signature(s):	
Position(s):		Position(s):	
Time and Date Completed:		Time and Date Completed:	

Sacred Heart School Layout Plan

Safety/Security Ltd | June 15, 2021

