



Saint Jérôme
Church of England
Bilingual School

Health, Safety and Security Policy

Policy created:	April 2016
Policy reviewed and updated:	September 2026
Date of next review:	September 2027
Review cycle:	Annually, and following any significant health and safety incident, premises change, or update to national guidance.

Version history

Date	Version	Summary of changes
April 2016	V1	Original policy created following the school's opening in 2016.
September 2026	V2	Full review following DfE Regions Group correspondence (ref CI-0396675 / CI-0392641). Updated to current DfE guidance (Health and safety: responsibilities and duties for schools, April 2022) and current legislation; removed superseded references (EFA/insurance, phased fire-drill dates tied to the school's 2016–2022 opening); cross-referenced First Aid and Educational Visits Procedures rather than duplicating; trimmed appendices to core operational content; added Appendix 6 (Lockdown Procedure), a version history, a dedicated section on supervision during the school day and wraparound care, a dedicated section on violence and assault against staff, and explicit coverage of lone working, manual handling, stress and mental health, and display screen equipment.

Headteacher:

Kate Schutte

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(Kate Schutte)

Co-Chairs of Governors: .Approved by Governors on 17th September 2026

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(Vas Lappas and Edward Stowell)

1. Introduction and legal framework

The safety, health and welfare of staff, pupils, volunteers and visitors at St. Jérôme Church of England Bilingual School is paramount. This policy sets out how the school meets its statutory health and safety duties and manages risk proportionately across the school day, school premises, and off-site activities.

This policy has regard to the following legislation and current guidance:

- The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Education (Independent School Standards) Regulations 2014 (Schedule 1, paragraph 7 – welfare, health and safety of pupils)
- DfE guidance: Health and safety – responsibilities and duties for schools (last updated April 2022)
- DfE guidance: School and college security, and Controlling access to school premises
- DfE guidance: Emergency planning and response for education, childcare and children's social care settings
- DfE guidance: Managing asbestos in your school or college
- HSE guidance on sensible health and safety management in schools

As an Academy Trust, the Governing Body is the employer for the purposes of health and safety law and is accountable for the health and safety of staff and pupils. Day-to-day management is delegated to the Headteacher and the school's senior leadership team.

This policy should be read alongside our First Aid Policy, Educational Visits Procedures, Child Protection and Safeguarding Policy, Positive Behaviour Policy, Suspension and Permanent Exclusion Policy, and Complaints Policy.

2. General statement of policy

- The Trust acknowledges and fully accepts its duties and responsibilities for the management of health and safety at the school, and has overall responsibility for policy formulation, implementation and development
- The Governing Body is committed to achieving and maintaining high standards of health and safety, and to pursuing proactive improvements in performance
- The Governing Body will take all reasonable steps to meet relevant statutory health and safety legislation and common law requirements, and will comment on health and safety and security matters in its annual report
- The Headteacher has delegated day-to-day responsibility for health, safety and welfare at the school, and will ensure that risk assessments are kept up to date and acted upon
- Specific staff responsibilities for health and safety are set out in section 3 and Appendix 2; staff will be made aware of these on induction and refreshed annually
- Adequate resources, including training and instruction, will support this policy
- All staff, pupils and visitors have a duty to act responsibly, to co-operate with management, and to help prevent injury or ill health to themselves or others.

3. Roles and responsibilities

3.1 The Governing Body

The Governing Body is responsible for ensuring the school has an appropriate health and safety policy and arrangements; for active and reactive monitoring, including an annual review of this policy; for ensuring appropriate funding is allocated to maintain the site safely; for ensuring risk assessments are made and recorded for all school activities, including those off-site; and for prioritising action on health and safety matters, escalating to the Governing Body where resources beyond the school's own budget are required.

3.2 The Headteacher

The Headteacher is responsible for the day-to-day management of health and safety, seeking specialist advice where appropriate; for ensuring risk assessments are made and recorded; for identifying and arranging staff health and safety training, including induction; for participating in health and safety auditing and ensuring action plans are implemented;

and for ensuring procedures are in place for fire and other emergencies, first aid, accident reporting, and safeguarding of pupils who become unwell.

In the Headteacher's absence, these responsibilities fall to their nominated deputy.

3.3 The Competent Person

In line with the Management of Health and Safety at Work Regulations 1999, the school appoints a Competent Person with the skills, knowledge and experience to give sensible guidance on managing health and safety risk (see Appendix 2). This may be a member of the senior leadership team, or support arranged from outside the school.

3.4 The Premises Manager

The Premises Manager takes primary responsibility for the physical condition of the site: keeping fire escape routes clear and signed; arranging safe working for contractors; keeping play areas safe; ensuring statutory inspections (including of portable electrical equipment) are completed and recorded; maintaining fire appliances; and attending relevant health and safety training.

3.5 Teachers and support staff

All staff must check their own areas of responsibility daily for hazards; know the location of fire exits, evacuation procedures and the nearest first aider; ensure appropriate adult-to-child ratios are maintained at all times; report accidents and near misses, recording them in the school's accident reporting system; and check equipment for damage before use.

3.6 All staff, pupils and visitors

Everyone on site has a duty to take reasonable care for their own health and safety and that of others; to follow safe working procedures; to report hazards, defects, and any serious or immediate danger to the Headteacher or Premises Manager without delay; and to co-operate with the school's health and safety arrangements.

4. Risk assessment

Risk assessments identify hazards, how people might be harmed, and the measures in place to control that risk. They are treated as living documents and reviewed whenever there is reason to believe they are no longer valid, or when there has been a significant change to the activity, premises, or the people involved — and in any case at least annually.

Risk assessments are required for all school activities that could pose a significant risk to employees, pupils, or other persons, including those taking place off-site. The Headteacher is responsible for ensuring a general survey of the school's work activities — including extra-curricular activities and work by contractors or volunteers — is carried out, and that resulting risk assessments are appropriately communicated to those who need them.

5. Fire safety and emergency procedures

The Governing Body and Headteacher (or their nominated Deputy) ensure an emergency plan is in place covering foreseeable major incidents, including fire, serious injury, criminal activity, severe weather, and public health incidents. Plans are agreed by the Governing Body and rehearsed at least once a term. See Appendix 1 for the emergency response flowchart, Appendix 4 for fire drill procedures, Appendix 5 for the bomb threat procedure, and Appendix 6 for the lockdown procedure.

Fire alarm, emergency lighting and smoke detection systems are tested and recorded by the Premises Manager; a termly visual inspection of firefighting equipment is also carried out, with an annual inspection and test by an approved contractor.

6. First aid

Detailed first aid arrangements, including the location of first aid boxes, the training and certification of first aiders, and procedures for administering medicines, are set out in our First Aid Policy. All staff should be aware of the school's procedure for dealing with first aid emergencies and the location of the nearest trained first aider.

7. Educational visits and off-site activities

Risk assessment and approval for educational visits, including residential visits, is managed under our Educational Visits Procedures, which should be read alongside this policy. The Headteacher (or their nominated Deputy) is responsible for ensuring the appropriate risk assessment and approval is obtained before any visit takes place.

8. Premises security

All visitors must report to the school office on arrival, sign in, and wear a visitor's badge for the duration of their visit; any unidentified person seen on site should be reported to the office immediately. The Governing Body and Headteacher (or their nominated Deputy) will agree security procedures for incidents including aggressive parents or visitors, theft, and break-ins, and will ensure all staff know what to do should one occur, in line with DfE guidance on school and college security and on controlling access to school premises.

Lettings of the premises are managed by the Premises Manager in line with the school's lettings procedure; hirers and other out-of-hours users are required to comply with this policy.

9. Supervision during the school day and wraparound care

Adequate supervision must be maintained at all times pupils are on the school site, including during Breakfast Club, After School Club, and any other wraparound care, when staffing levels and the pattern of pupil arrivals and departures differ from the main school day.

- Staff-to-pupil ratios for Breakfast Club, After School Club and any holiday provision must meet the school's minimum ratios at all times; the member of staff in charge is responsible for checking this at the start of each session and must not proceed with a session that is under-ratio without informing the Headteacher (or their nominated Deputy)
- All external gates and doors used during wraparound care must be checked and secured at the start of each session, and re-checked if propped open for drop-off or pick-up; any gate found unsecured or faulty must be reported to the Premises Manager immediately and taken out of use until fixed
- Pupils must be formally signed in on arrival and signed out only to a parent/carer or other named authorised adult; staff must not allow a pupil to leave the session, or the site, unsupervised or to an unauthorised person
- A headcount is taken at the start of each session and at any transition (for example, moving between the hall and the playground), and is reconciled against the sign-in register
- Any pupil found to have left a supervised session or the site without authorisation is treated as a serious incident: it must be reported to the Headteacher (or their nominated Deputy) the same day, recorded in the school's incident system, and reviewed by the Headteacher (or their nominated Deputy) and Premises Manager to identify and fix the cause (for example, a gate, staffing, or procedural failure) before the next session runs
- Wraparound care staff receive the same safeguarding and health and safety induction as other staff, including the location of first aid provision and the fire evacuation procedure for the rooms/areas they use.

10. Violence and assault against staff

The school does not tolerate violence, threatening behaviour, or assault against staff, whether from pupils, parents/carers, or visitors. Every member of staff has the right to work without fear of physical or verbal abuse.

- Any incident of physical assault, threatening behaviour, or verbal abuse towards a member of staff must be reported to the Headteacher (or their nominated Deputy) on the same day and recorded in the school's incident reporting system, regardless of how minor it may seem at the time
- The Headteacher (or their nominated Deputy) will ensure every reported incident is followed up with an appropriate response. Where the incident involves a pupil, this will be considered under the Positive Behaviour Policy, and may include a graduated response, additional support, or, in serious or repeated cases, exclusion procedures under the Suspension and Permanent Exclusion Policy; where it involves a parent, carer or visitor, this may include a letter setting out the school's expectations, restricting that person's access to the premises, or referral to the police, depending on severity
- A decision not to apply a sanction following a reported assault must be recorded, with reasons, by the Headteacher (or their nominated Deputy); this record is reviewed by the Governing Body as part of its termly monitoring of the accident and incident log (see section 12), so that the school can demonstrate incidents are not going unaddressed
- Serious incidents must also be considered against the RIDDOR reporting duty (see section 12) and, where appropriate, reported to the police

- Staff affected by a violent or abusive incident will be offered support, and the Headteacher (or their nominated Deputy) will consider whether additional measures — such as a review of supervision arrangements, physical environment, or staff training — are needed to reduce the risk of recurrence.

11. Hazardous substances and asbestos

The Premises Manager undertakes an annual risk assessment to identify hazardous substances on site (COSHH) and ensures they are stored safely, with an up-to-date inventory and trained staff. The school has confirmed that its premises do not contain asbestos-containing materials; this position will be re-checked before any building work that could affect the fabric of the building, or if the school's premises change.

12. Accident and incident reporting

All accidents, dangerous occurrences, and near misses must be recorded in the school's accident reporting system as soon as possible after the event. Serious incidents must be brought to the attention of the Headteacher (or their nominated Deputy). Certain work-related injuries must, by law, be reported under RIDDOR; the Headteacher (or their nominated Deputy) is responsible for ensuring this happens. The accident record is monitored termly, with outcomes reported to the Governing Body to identify trends and patterns.

13. Health and safety training

All new staff receive a health and safety induction on their first day. Staff with specific responsibilities — including the Premises Manager and first aiders — receive additional training relevant to their role. The school keeps a record of staff training and certificate expiry dates.

14. Other risk areas

In line with DfE guidance, the school also identifies and manages risk in the following areas, which are covered by specific risk assessments rather than repeated in full here:

- Lone working — staff who may work alone or outside normal hours are identified, and the risks of doing so (communication, remoteness, emergency egress) are assessed before the work takes place
- Manual handling — staff who lift, carry, push or pull equipment or support pupils' physical needs receive manual handling training and a risk assessment before undertaking such tasks; pregnant staff are given particular consideration
- Stress and mental health at work — the Headteacher (or their nominated Deputy) monitors staff wellbeing and absence relating to stress, and staff are encouraged to raise concerns about workload or wellbeing without delay, in line with HSE guidance on stress and mental health at work
- Display screen equipment (DSE) — staff classed as DSE users (including those regularly working at a laptop or desktop) are entitled to a workstation assessment and a regular eye test.

15. Monitoring, review and audit

This policy is reviewed at least annually by the Governing Body, and sooner following any significant incident, premises change, or update to national guidance. The Headteacher (or their nominated Deputy) and Competent Person will assess the effectiveness of the school's procedures following any health and safety incident and make necessary changes to policy and practice.

Appendix 1 — Emergency Response Flowchart

Task	Responsible	Timescale
Ensure immediate safety; call 999 if required	First member of staff on scene	Immediately
Obtain the facts of the incident	Most senior member of staff present	Within the hour
Inform the Headteacher (or, in their absence, the most senior leader on site)	Staff member managing the incident	Immediately
Assign roles for the response (see Appendix 2)	Headteacher or nominated Deputy	Within the hour
Contact parents/carers of any pupil involved	Headteacher or nominated Deputy / SLT	As soon as possible, continuing until complete
Inform Co-Chairs of Governors	Headteacher or nominated Deputy	Same day
Brief staff	Headteacher or nominated Deputy	Same day, if practicable
Brief pupils, in age-appropriate small groups	Headteacher or nominated Deputy / class teachers	Same day, if practicable
Arrange debrief/support for staff and pupils involved	Headteacher or nominated Deputy / pastoral team	As soon as possible
Identify pupils/staff needing additional support	Leadership team	Following days
Consider need for external support (counselling, specialist agencies)	Headteacher or nominated Deputy	As required

Appendix 2 — Roles and Responsibilities

Competent Person (H&S)	Gareth Cox - Steve Kearney, Gallowglass H&S
Premises Manager	Gareth Cox
Designated Safeguarding Lead	Sarah Cox
First aiders (paediatric)	Juhi Kanodia Vaida Busmaite Lauren Mills Lisa Doyle Roshini Limbu Sarah Olewe Rania Abousaada Tara Adams Leila El Hakim Liz Walton Jack Corson Arelen Rafferty Thierry Lorette Adam Lynch Isabelle Mills Veronique Lemoine Leila Bakkali Natalie Puddy
Finance and Admin contact (emergency)	Melanie Mckie

Action	Role responsible	Named individual
Maintain accurate emergency contact lists	Finance and Admin Manager	Melanie Mckie
Contact emergency services	Finance and Admin Manager	Melanie Mckie
Immediate action to safeguard pupils/staff; evacuation and roll call	Headteacher or nominated Deputy	Kate Schutte
Opening/securing appropriate parts of the school	Premises Manager	Gareth Cox
Informing Co-Chairs of Governors and the Diocese	Headteacher or nominated Deputy	Kate Schutte
Contacting parents/carers	Headteacher or nominated Deputy / office team	Kate Schutte / Anne Quigg
Liaison with media (if required)	Headteacher or nominated Deputy / Co-Chairs of Governors	Kate Schutte / Vas Lappas / Ed Stowell

Appendix 3 — Emergency Contact List

Ambulance / Fire / Police	999
Co-Chairs of Governors	Vas Lappas / Edward Stowell — contact via school office, 020 3019 6363
Headteacher	Kate Schutte, or nominated Deputy — contact via school office
Diocese of London (LDBS)	020 7932 1100
London Borough of Harrow – Health & Safety Advisor (SS4E)	020 8424 1795
London Borough of Harrow – LADO	Routed via Harrow MASH ("Golden Number"): 020 8901 2690 (Mon–Fri, 9am–5pm). Out of hours: Emergency Duty Team, 020 8424 0999
School Nurse / Educational Psychology Service	School Nursing (0–19 Service): 020 3317 2555. Educational Psychology Service: 020 8051 8380
Utilities emergency (water/electricity/gas isolation contacts)	Gas 0800 111 999; Electricity 0800 316 3105; Water 0345 357 2407

Appendix 4 — Fire Drill Procedures

When the alarm sounds, all classes proceed in a quiet, orderly line to their designated fire exit and assembly point, wait in silence while the register is taken, and return to class only when instructed. Designated exits and assembly points for each class/year group are displayed on the back of classroom doors and must be reviewed at the start of each academic year as class locations change.

Fire drills are arranged, recorded and monitored at least once a term by the Headteacher (or their nominated Deputy). Outcomes are reported to the Governing Body.

Appendix 5 — Bomb Threat Procedure

The fire alarm will not be sounded unless it is safe for all pupils to follow the fire drill procedure (Appendix 4).

If the fire alarm can safely be sounded, staff and pupils should follow the fire drill procedure, then await further instructions in the playground.

If the situation requires different action, the person in charge will issue specific instructions to each class in a specified order; classes must then move in an orderly line following the specified route and await further instructions.

Appendix 6 — Lockdown Procedure

A lockdown may be needed where there is a threat to safety from inside or near the school premises — for example, an intruder on site, a serious incident in the local area, or police advice to secure the building — and evacuation would put people at greater risk than staying inside.

There are two types of lockdown:

- Full lockdown — used where the threat is on or very close to the premises. Pupils and staff move away from windows and doors, doors are locked, blinds/curtains closed where available, and everyone remains silent until the all-clear is given.
- Partial lockdown (site secure) — used for a lower-level or more distant threat. External doors and gates are locked and visitor access is suspended, but teaching can continue inside the building.

On hearing the lockdown signal, staff will:

- Bring pupils inside immediately if outside, and move away from windows and external doors
- Lock or barricade the classroom door where possible, and remain silent
- Take the class register if safe to do so, and keep pupils calm and occupied
- Not open the door or leave the room until the all-clear is given in person by a member of the senior leadership team
- Following the fire drill procedure instead, if fire is the more immediate danger.

The person who identifies the need for a lockdown will raise the alarm to the office. The office will contact the Lockdown Monitor on each floor, who will blow a whistle with 7 short bursts and one long burst to announce the lockdown. The office will inform the Headteacher or their nominated Deputy, who will contact the emergency services where appropriate and manage communication with staff, parents/carers and, if required, the media, in line with Appendix 1.

When the situation has been resolved, the office will telephone the Lockdown Monitors on each floor. The Lockdown Monitors will ring a handbell to announce the all clear to staff.

Lockdown procedures are practised at least annually, in an age-appropriate way, and outcomes are reported to the Governing Body. This procedure is developed with regard to DfE guidance on emergency planning and response for education settings.