

Health and Safety Policy

Policy Name	Health, Safety and Welfare Policy
Stakeholder	All
Policy Directory Reference	Grammar School
Policy Lead	Mr. Shahid Rafiq
Role	Health, Safety and Welfare Policy
Approval	May 2026
Reviewed by	Mr. Benjamin Barry
Role	Principal
Review Date	November 2026

Mission Statement

Grammar school believe that every child matters and that learning should be fun, innovative, purposeful and challenging.

School's Mission

We are committed to delivering innovative and inspirational teaching that develops confident learners by:

- Encouraging students to take ownership of their learning
- Developing teaching strategies that are innovative, engaging and fun.
- Preparing our students for the challenges ahead and make them ready for life as global citizens
- Enabling our students to become critical, independent thinkers who embrace lifelong learning
- Ensuring that equal opportunity exists to empower our students to achieve their personal best
- Promoting a positive and respectful partnership with students, teachers, parents and the wider community
- Working closely with the school owners and Board of Governors to ensure resources are available to support teaching and learning

1. Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

Grammar School takes all reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises.

All Grammar School employed staff make sure that they carry out their duties safely without risking themselves and those they are working with. They also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. There are clear procedures outlined to deal with any emergency that might arise and regular practice drills are held to ensure everyone is aware of what they should do in the event of an emergency situation.

Grammar facilities are inspected annually by Athena Head Office to ensure that they conform to local H&S requirements. In addition, all staff routinely monitor their own workspace to ensure that no one is placed at risk during their time in the facilities.

All accidents and incidents that impact on H&S are reported and logged, with reports analysed to determine if action should be taken to prevent recurrence.

Overall responsibility for safety with the School rests with Athena Board. The day to day management of safety is delegated to the School Principal. The School Board will ensure, as far as is reasonable practical, that:

1. the premises are maintained in a safe condition
2. safe access to and egress from the premises is maintained
3. all equipment on premises and the premises is safe to use
4. appropriate safe systems of work exist and are maintained, including those for off-site visits
5. sufficient information, instruction, training and supervision is available and provided
6. arrangements exist for the safe use, handling and storage of articles and substances at work
7. a healthy working environment is maintained including adequate welfare facilities.

All staff are required to comply as a condition of their employment. Employees are reminded of their duties:

- a. to take care of their own safety and that of others; and
- b. to cooperate with the Senior Leadership Team.

2. Health & Safety Committee

The Health & Safety Committee plays a pivotal role in ensuring the well-being of employees, actively promoting a secure workplace and safeguarding against potential hazards. Their dedication to proactive measures makes them a vital asset in maintaining a secure and healthy work environment in school.

3. Responsibilities

3.1 The responsibilities of the Principal

The Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, Students visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this through SLT team, Key Stage Leaders, School Operations, as appropriate.

3.2 The responsibilities of Teachers

Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Report all accidents, defects and dangerous occurrences to the SLT Team or Key Stage Leaders.

3.3 The responsibilities of all Employees, including Temporary Staff & Volunteer

All staff are responsible for the health and safety arrangements in relation to staff, children and volunteers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- i. Be aware of and implement safe working practices and set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- ii. Exercise effective supervision over all those for whom they are responsible
- iii. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- iv. Provide the opportunity for discussion of health and safety arrangements.
- v. All Staff/ employees of the School are to wear their School ID card to identify them easily to the whole School community

3.4 The responsibilities of Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds.

4. Training

It is the responsibility of the SLT Team and Admin officers to ensure that all site, admin and teaching staff receive regular and up to date training on areas which help ensure this policy is implemented effectively. These include:

- Fire Training
- Child Protection / Safeguarding
- First Aid
- Security

5. The School Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. We teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Our WellBeing curriculum further enhances students understanding.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

6. School Meals and Canteen

There is a canteen available for children and staff to use. We encourage children to make healthy choices, whether they use the canteen or bring food from home.

We request parents to inform us about allergies and School doctor, canteen in charge keep a record of this. We discourage the sharing of food, and monitor what food is used as part of the curriculum e.g. Year One make fruit kebabs as part of their literacy unit on following a recipe.

7. School Uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.

It is the responsibility of all staff to ensure that the school uniform policy is enforced.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on.

8. Child Protection and Safeguarding

The named person with responsibility for child protection in our school is the Principal, who liaises with members of the leadership team. A child protection recording sheet is available from all HOKS, and should be used to record any incidents or suspected incidents concerning child protection. This document should be handed to the Principal as soon as possible after an incident or suspected incident has taken place.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the Principal about their concerns. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

Please see the separate policy for more information.

9. School Security

All visitors to the site must identify themselves at the front gate and either display a lanyard or sign in and leave formal identification to receive a visitor's card. Parents are given Guardian card when their child starts at the School. During the normal school working day the gates are closed and visitors are directed from the front Reception desk. CCTV is in operation 24 hours a day The Exit and entrance of school 24 hours monitored by the security guards.

10. Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or coordinator has any concerns about pupil safety, they should bring them to the attention of the principal before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent. Gate pass is issue to all the student Who leaves the school during school hours.

If an accident does happen, and it results in an injury to a child, student is taking to the School clinic. We have an onsite doctor and nurse to deal with medical incidents and emergencies.

Should any incident involving injury to a child take place, one of the clinical staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

The clinical staff record incidents involving injury. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being

disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

11. Fire and Other Emergency Procedures

Procedures for fire, lock down and rain and emergency evacuation are displayed prominently in all rooms. Fire drills are held once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

12. School Transportation

The Transportation supervisor should ensure that all buses are running in good condition as per RTA rules and regulations. Periodic checking has to be undertaken to make sure that the bus is maintained properly with regard to hygienic and safety equipment's. It is the collective responsibility of the drivers, nannies, security supervisor and the officer in charge to make sure the smooth and safe pick up and drop off of the students. Drivers and nannies have to be reminded and updated the safety measures to be followed periodically.

Please see the separate policy for more information.

13. Medicines

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be expected to inform the class teacher and clinical staff.

Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.

Medication must only be administered by clinic staff.

14. Internet Safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use a filtered service.

15. Theft or other Criminal Acts

The teachers or principal will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the principal will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, the principal will report this to the corporate office, and support the teacher in question if he or she wishes the matter to be reported to the police.

16. The Health and Welfare of Staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which is catered for internally and by external providers. If a member of staff is experiencing stress at work, s/he should inform their line manager without delay. Staff are provided medical insurance. Sick leave and emergency leaves are the benefits enjoyed by the staff.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously and our School to minimise health and safety risks and maintain them at an acceptable level.

16.1 Accident Reporting, Recording and Investigation

1. The school will report and investigate seriously all accidents & incidents. The School will adhere to the procedures adopted by the School for accident reporting and investigation. This will include any person on school premises.
2. In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence.
3. All completed accident/incident/near miss form will be submitted electronically to The School Safety Officer using the School's official Incident Report Form.

16.2 Disabled Access

- a) A designated disabled parking space is provided at the parking lot of the staff Entrance to the school.
- b) Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.
- c) A disabled toilet is situated in the student's toilet in each area and is for use by males and females.
- d) During Evacuation or Fire Drills a wheel Chair is situated on the ground Floor by the main stairway. Designated members of staff will go there to assist with any evacuation of disabled students, staff or visitors.

Accident/Incident Report Form

Section A: General Information (Injured Party/Complainant)

First Name	Last Name
Staff ☐ Student ☐ Visitor ☐	
Department/Year Group / Class Section	Position
Daytime Phone Number	Evening Phone Number

Section B: Description of the Event

When	Date of Event (dd/mm/yyyy)	Time of Event
	Date Reported	Time Reported
Where	Location of Event (Laboratory, office, stairs etc.)	Floor & Room
What happened? (Description of the event and how it occurred)		
Were you injured? (Description of injury, including parts of the body affected)		
What factors contributed to the event?		
How could the event have been avoided?		
Was First aid administered? YES ☐ NO ☐ If yes, by whom ?		
Signature of Injured Party/Complainant (If applicable)		
Date		

If form completed by someone other than the injured party, please fill out the following lines:

Form Completed by	Telephone Number
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Section C: Details of Injury and Treatment

☐ Sprain	☐ Bruising/swelling	☐ Cuts/scratches	☐ Puncture wound	☐ Fracture
☐ Dislocation	☐ Scalds/Burns	☐ Concussions	☐ Shock	☐ Internal Injury
☐ Eye Injury ☐ Other (Please Specify) _____				
Type of Treatment: Hospital Doctor First- Aid Rest None				
Details of Treatment:				
WITNESS(ES) (Please attach statements) For e name: _____ Surname: _____				
Address: _____ Tel No: _____				

Section D: General Information

Line Manager's Last Name (if applicable)	Line Manager's First Name (if applicable)
Department	Position
Phone Number	
If there was a delay in reporting this event, list reason(s):	
Material Damage YES ☐	NO ☐ Approximate Value:

Section E: Preventative Measures

Cause of event – Root Causes (e.g., unsafe equipment, lack of training, lack of supervision etc.)	
What corrective actions are being taken to prevent recurrence?	
Have person(s) involved received training or instruction in the work or activity being carried out? (if applicable)	YES NO
Was there any supervision of the work or activity being carried out?	YES ☐ NO ☐
Comments (Additional information on event)	
Line Managers Signature	Date

17. Smoking, Dogs and other Prohibited Items

- a) Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.
- b) Dogs may not be brought onto school premises without permission of the Principal.

18. Emergency Procedures – Building

Grammar School is committed to ensuring the safety of all students, staff, and visitors in the event of an emergency. The school maintains detailed procedures for responding to incidents such as fire, earthquake, gas leak, or structural hazard.

Building Evacuation Protocol:

- Emergency exits are clearly marked and free of obstructions.
- Evacuation maps and procedures are posted in all classrooms and offices.
- Fire drills are conducted termly and unannounced to ensure preparedness.
- Staff are trained on sweep-checking rooms and accounting for all students at designated assembly points.
- Emergency grab bags containing medical kits, student contact lists, and whistles are kept in strategic locations.

19. Bus Evacuations

The safety of students using school transport is paramount. Bus evacuation drills are conducted once per term in coordination with drivers and bus supervisors.

Key Protocols:

- Bus attendants receive training on emergency exits, student safety, and communication protocols.
- Students are taught how to exit calmly and assemble safely away from traffic.
- In the case of fire, accident, or external threat, drivers must:
 - o Immediately stop the vehicle and activate hazard lights.
 - o Ensure safe evacuation through the main or emergency exit.
 - o Call the School Transport Officer or emergency services as needed.
- Headcounts must be conducted before and after evacuation.

20. Monitoring and Review

The principal is ultimately responsible for health and safety matters and implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

This policy will be reviewed at any time on request from members of the SLT team, or at least once a year.



Signed:

Benjamin Barry

Policy review date: November, 2026

Date: May, 2026