



High March

HEALTH AND SAFETY POLICY

Person responsible for latest revision:	Mrs B Avery and Mr P Honiball
Page number of any significant changes in latest revision:	
Date of next review:	June 2024
ISI Reference	11

This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

Useful Websites	
https://www.gov.uk/government/publications/health-and-safety-advice-for-schools	
www.cleapss.org.uk	

HIGH MARCH

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The Proprietors of High March School Ltd recognise their corporate responsibility as employers to provide and maintain a safe and healthy environment for teaching and non-teaching staff, the pupils and other people who come on to the premises.

The health and safety of all the people who work or learn at High March are of fundamental importance to the proprietors. We aim to provide a safe, secure and pleasant working environment for everyone. The proprietors take overall responsibility for protecting the health and safety of all children/students, members of staff and visitors.

Under the overall direction of the Proprietors, the Head and Bursar will provide suitable and sufficient information, training and supervision as is required to ensure the health and safety of employees, pupils, parents and anyone else that may be affected by activities at the school.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of the Head or Bursar any concerns regarding health and safety issues.

The Proprietors of High March require their Health and Safety Policy to be implemented and supervised by the holders of the posts specified below. A copy of this Policy Document is circulated by e-mail to all employees and it will be reviewed and amended annually by the Health and Safety Committee and by the SMT. Supplementary documents may be issued if required for the work of particular departments or groups of staff.

The Proprietors of High March remind all employees of their own duties under Section 7 of the Health and Safety at Work Act 1974 and Regulations made thereunder to take care in their work for their own safety and that of other employees, and for the safety of pupils and the public, and to co-operate with the Proprietors in carrying out their responsibilities. These include the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Policy incorporates procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

Review and Evaluation :

Our Health and Safety Policy is subject to regular annual review and evaluation plus at any other time there are any significant changes to school procedures or in anticipation of or in response to a public health emergency. The Policy also has regard to:

- Keeping Children Safe In Education (KCSIE September 2022)
- Health and Safety: Responsibilities and Duties for Schools –updated April 2022
- Health and Safety Executive (HSE) guidance on children’s play and leisure.

Health and Safety Policy

The School Safety Officers

The Proprietors have ultimate responsibility under the Act, but this is delegated to the Headmistress or Bursar as appropriate, in their role as School Safety Officers. In general, the Headmistress in consultation with the Proprietors has overall responsibility for health and safety matters affecting academic staff and pupils and the Bursar for matters affecting the non-academic staff. The responsibility for implementation of the Health and Safety Policy will be discharged by direct action or by delegation to staff safety representatives, as listed below.

The Bursar holds a selection of DfE publications on Health and Safety at Work and has access to online resources.

Health and Safety Committee Members

The Proprietors, the Bursar, the Heads of Junior House and Upper School, the Head of Physical Education, the Head of Science, the Welfare and Medical Officer and the Facilities Manager are responsible for creating and reviewing Health and Safety Policy and implementing the same. This Committee is chaired by Mrs Belinda Avery, and reports termly to the Headmistress and Governors. The Bursar and the Proprietors meet regularly with the Headmistress and discuss, inter alia, with her any Health & Safety matters arising. Health & Safety is also a standing agenda item at all staff meetings.

Staff Safety Representatives on Site

These are:

3 Ledborough Lane	The Head of Upper School
23 and 25 Ledborough Lane	The Head of Junior House
Kitchen	CH&Co - Chef Manager (overseen by the Bursar)
School grounds	The Facilities Manager
Swimming Pool & Pool House	The Swimming Pool Technician and/or Facilities Manager
Entire site	Welfare and Medical Officer (when on site)

who will be:-

- responsible for reporting to the Health and Safety Committee on those areas used by the pupils and teaching staff that are not the specific responsibility of a Teacher in Charge.
- responsible for reporting to the Headmistress and Bursar any matters of general concern to the staff relating to Health and Safety.

Health and Safety Emergencies

Health & Safety emergencies will generally be reported to the Bursar by the Facilities Manager, the

Assistant Facilities Manager, or by the member of staff first observing the emergency. The Bursar will as School Safety Officer, take whatever immediate emergency /remedial action is required in order to prevent/remove/diffuse immediate danger or risk to pupils, staff, parents and visitors to the School. The Bursar will inform the Headmistress and Proprietors at the earliest opportunity of the nature of the emergency and of any emergency action taken. The emergency services and /or School contractors will be contacted forthwith to assist as necessary with any remedial measures. The priority will be the safety of all pupils and adults on site.

There is a specific Lockdown Procedure in the event of a fast-moving incident such as a firearms or weapons attack, terrorism or other extreme group either directly at the site or in the vicinity. This procedure aims to quickly restrict access and egress to a site or building (or a part thereof) through physical measures in response to a threat. That Procedure appears at Appendix 6 of the **Critical Incident Policy**.

Health & Safety and Risk Assessment Training

All staff receive guidance on risk assessment at the Health & Safety Briefing which forms part of their induction. Risk assessment training will be provided on specific areas where identified by the Bursar / Head of Department / Headmistress / Health & Safety Committee. Health and safety training that is related to an individual member of staff's functions, such as Pool Technician, will be provided in addition to the 'standard' induction.

Examples of such training are triennial First Aid training for all staff; Pool Chemical administration for the Pool Technician and Portable Appliance Testing for the Assistant Facilities Manager. A list of all training courses attended to include all relevant risk assessment training is available on the ISI section of the School website.

This section should be read in conjunction with the **Staff Induction Policy** and **Risk Assessment Policy**.

The Teachers

Teachers are responsible for:

- ensuring a safe and healthy environment for the pupils in their care as far as reasonably practicable and reporting immediately to the Headmistress or Bursar any defects that cannot be remedied by them.
- ensuring that pupils are instructed in safety procedures in processes involving known hazards.
- ensuring that pupils are not allowed to act in a way that is unsafe or misuse facilities or equipment.
- ensuring that pupils know the fire exits and routes from the areas in which they are being taught, and that the fire exits are kept clear and the fire doors are closed at all times but NOT locked.
- giving aid, according to their role "in loco parentis", in the event of an accident until a qualified first aider takes charge.
- supervising children at the beginning and end of the school day and during breaks - see the Staff Handbook.

Non-Teaching Staff

Non-teaching staff, including the Bursar, Administration Team, Maintenance Staff, Domestic and Catering and Cleaning Staff and Contractors staff, are responsible for the following:

- ensuring that the equipment necessary for the work of their Department and the areas in which that work is carried out are properly maintained and any defects reported in writing to

- the Headmistress or the Bursar.
- drawing up a list of identifiable risks in their areas, and ensuring that instructions and standards of safety relating to them are issued to the Staff Safety representatives or Health and Safety Committee as appropriate
- ensuring that appropriate notices are displayed adjacent to specific hazards.
- ensuring the members of staff in any Department are conversant with general school safety precautions and procedures.
- reporting to the Headmistress and Bursar, and investigating, any accidents within their Department.

Induction

This section should be read in conjunction with the School's **Staff Induction Policy**.

The school has a policy in place for the induction of new staff in health and safety related issues.

Topics covered include:

- Accident Reporting
- Child Protection and Safeguarding
- Fire Procedures / Evacuation
- Health and Safety Committee
- Health and Safety Policy
- Lone working
- Parking

Recording and reporting injuries and accidents

- Risk Assessment and Management
- Security and Gate Codes
- Signing In and Out
- Staff use of the Swimming Pool
- Staff training

All members of staff are to report to the Bursar for action any faults found or possible dangers seen.

First Aid

This section should be read in conjunction with the School's **First Aid and Managing Medicines Policy**.

The Designated First Aiders are:

The following members of staff have completed the First Aid at Work training.

Name of Staff Member	Name of Course	Date of latest training	Provider
Michelle Honiball Junior House	Blended First Aid at Work (3-day training)	04/04/2022 - 06/04/2022	First Response First Aid
Kate O'Shaughnessy Upper School	Blended First Aid at Work (3-day training)	04/04/2022 - 06/04/2022	First Response First Aid

Miss Sharon Walker Upper School	Blended First Aid at Work (3-day training)	04/04/2022 06/04/2022	-	First Response First Aid
Mike Chapples Maintenance	Blended First Aid at Work (3-day training)	04/04/2022 06/04/2022	-	First Response First Aid
Peter Honiball Maintenance	Blended First Aid at Work (3-day training)	04/04/2022 06/04/2022	-	First Response First Aid
Darren Perry Maintenance	Blended First Aid at Work (3-day training)	04/04/2022 06/04/2022	-	First Response First Aid
Yasmim Ramos Maintenance	Blended First Aid at Work (3-day training)	04/04/2022 06/04/2022	-	First Response First Aid
Rebecca Short Whole School	Blended First Aid at Work (3-day training)	04/04/2022 06/04/2022	-	First Response First Aid
Kate Gater Whole School	Blended First Aid at Work (3-day training)	04/04/2022 06/04/2022	-	First Response First Aid

We endeavour to have all Foundation Stage staff qualified as Paediatric First Aiders and have one member of staff, qualified in First Aid, on site at all times that children are present. There will always be one qualified Paediatric First Aider on site when Foundation Stage pupils are present.

There will be at least one member of staff with a Paediatric First Aid Certificate on all Foundation Stage outings and educational visits.

All employed staff undertook Full Paediatric First Aid Training on 17th April through Tigerlily First Aid Training to complying with the requirements of the statutory framework for the early years foundation stage, supported by the guidance provided by Health and Safety (First-Aid) Regulations 1981.

Accident Reporting and Investigation

Accidents are recorded in an Accident Book.

- Accidents involving Upper School pupils are recorded in the accident book which is kept in the Upper School First Aid Room.
- Accidents involving Junior House pupils are recorded in the accident book which is kept in the Junior House First Aid area.
- Accidents in the Poolhouse are recorded in the accident book which is kept in the Poolhouse Foyer.
- Accidents involving staff / adults are recorded on the Staff Accident Form (found in the "Forms" folder on the shared drive of the network). Completed forms are kept in the Bursar's Office.

The School is mindful of all requirements under RIDDOR(details of which are found in the First Aid and Managing Medicines Policy) Incident reporting in schools (accidents, diseases and dangerous

occurrences): Guidance for employers.

Defibrillators (AED's)

Three defibrillators are available on the School premises. These are located:

- in the Junior House First Aid area
- in the Poolhouse foyer
- in the Upper School First Aid room

Key members of staff have been trained in the use of the defibrillators.

School Trips

This section should be read in conjunction with the School's Health and Safety (**Educational Visits**) **Policy**.

The Art and Technology Department

The Teacher in charge of the Art and Technology Department is responsible for:

- Ensuring that pupils handle tools, sewing machines, etc with care and attention. Permission must be obtained from the Teacher before the use by pupils of electrical appliances and tools.
- Ensuring that the kiln is adequately guarded.
- Ensuring that any toxic glaze or paint materials are stored in a locked cupboard out of bounds except for the Teacher's use.
- The completion and up-dating of Risk Assessment Sheets for equipment and substances in use within the Department in accordance with the Regulations.

Risk Assessment and Data Sheets are kept in the Departmental Handbook in the Art and Technology Room, to be available to Staff at all times.

The Art and Technology Department Risk Assessment sheet is held by the Bursar.

Domestic Establishment

The Maintenance Team, including Cleaners are answerable to the Bursar and responsible for ensuring that:

- All potentially hazardous chemicals, sprays, liquids and powders are kept in a locked shed/store/cupboard, and containers closed except when in use.
- Inflammable liquids are kept in a secure storage place and are only dispensed in well-ventilated areas. Risk Assessment Data Sheets for all cleaning products are available in a folder and kept in the cleaning cupboards at No 3, No 23 and No 25 Ledborough Lane. To ensure safe handling and use of all potentially hazardous chemicals, staff should refer to the Data Sheets prior to use.
- Equipment, materials and tools are not left unattended in any area where they might constitute a hazard to pupils, employees or visitors, or block fire escapes and routes.
- Mechanical equipment, , is not used while children are playing or working in the area, and is safely stored when not in use.

The Maintenance Team is responsible for ensuring the safe use of the equipment and substances

Acoustic Conditions

The Bursar is responsible for ensuring that the acoustic conditions and sound insulation of each room or other space are suitable with regard to the nature of the activities which normally take place therein.

Alcohol

The consumption of alcohol or other stimulants by employees whilst School is in session is considered detrimental to the Health and Safety of others, and as such would be grounds for disciplinary action which may include dismissal. This section should be read in conjunction with the **Drugs, Alcohol, Tobacco and Substance Abuse Policy**.

Asbestos

A full and comprehensive asbestos survey was carried out in June 2006. All asbestos material identified in the survey was professionally removed and disposed of in July 2006. Records / certificates for the above are held in the Bursar's Office.

CCTV

The main purpose of the CCTV system is:

- To protect pupils and staff in the School
- To protect the School buildings and their assets
- To deter potential criminal activity
- To protect members of the public and private property

The cameras are sited to monitor the following areas:

- Vehicular entrance to the Upper School Car Park
- Pedestrian entrance path (beside Kinellan Court) at Upper School
- The blue security gate near the pupils' entrance door at Upper School
- The Front Door at Upper School
- The Covered Way to the rear of the Upper School Hall
- The area near the Games Shed and Music Block at Upper School
- The upper end of the Carngray playground area and the Sandelswood End gate at Junior House
- The path leading to the entrance to the Swimming Pool
- The Swimming Pool access path and Junior House garden.

- The "in" and "out" gates at Junior House and the Car Park area in-between
- The blue security gate and Carngray Car Park area at Junior House
- The Front Door at Junior House
- The blue security gate leading to the Pool pathway
- An internal camera covering the Junior House entrance hall.

The system is capable of storing around 30 days' worth of footage.

Contractors

The Proprietors and the Bursar are responsible for liaising with contractors and outside maintenance personnel on all aspects of Health and Safety affecting the School's employees, pupils and visitors.

All contractors are responsible for Health and Safety with respect to their own equipment and employees subject always to Employers' Liability insurance obligations.

Control of Hazardous Substances

The Bursar is responsible for:

- Ensuring that suitable facilities are provided for the safe and secure storage of hazardous substances.
- Heads of Department are responsible for the management of any hazardous substances within their areas of responsibility.
- The School's contract catering and cleaning companies are responsible for the management of any hazardous substances within their areas of responsibility.

Display Screen Equipment

The Bursar and/or Network Manager will provide guidance on usage of computer equipment, associated furniture/workplace needs and provision of eye tests.

Dogs

In the interests of the Health and Safety of all who work and study in the School, dogs (except guide, assistance or therapy dogs) are not permitted on any School premises.

Fire Safety

This section should be read in conjunction with the **Fire Risk Policy**.

The Fire Risk Assessment is kept in the Bursar's Office. It is updated on an annual basis or more regularly as appropriate.

Hazardous substances

This section should be read with reference to the **Critical Incident Policy**, the **Drugs, Alcohol, Tobacco and Substance Abuse Policy**, the **Fire Risk Policy**, the **First Aid and Medicines Policy**, the **Risk Assessment Policy**, the **High March Pool NOP/EAP/PMP**.

Lighting

The Bursar is responsible for:

- ensuring that the lighting in each room or other space is suitable with regard to the nature of the activities which normally take place therein
- ensuring that external lighting is provided in order to ensure that people can safely enter and leave the school premises

Manual Handling / Slips and Trips

The Manual Handling (Operations) Regulations 1992, as amended in 2002 (the 'regulations') define manual handling as: "lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley". The Regulations set out a clear ranking of measures for dealing with risks from manual handling. These are:

1. avoid hazardous manual handling operations so far as is reasonably practicable;
2. assess any hazardous manual handling operations that cannot be avoided; and
3. reduce the risk of injury so far as is reasonably practicable.

Occupational Health and Wellbeing

The School prides itself on its pastoral care for staff and their welfare. All staff should feel able to approach the Headmistress or another member of the Senior Management Team on matters of

occupational health and wellbeing. Two members of staff are trained as Mental Health Champions. In that event, the School will take whatever reasonable action to support the member of staff, including liaison with external health and other agencies as appropriate. Voluntary free annual Flu Vaccinations are offered to all staff.

On-site Vehicle Movements

The Bursar draws up each term a careful car park plan for the allocation of staff car parking spaces. The majority of vehicle movements of staff take place before children and parents enter the School site each term-time morning and after children and parents leave the School site each term-time afternoon/evening. Parents and other visitors are not permitted to park on site during the school day save in the visitors' space at Junior House or in the disabled parking bays at Upper School/Junior House. At Junior House there is an "in" and "out" vehicle entrance/exit. At Junior House, pedestrian access should be via the "In" gate only, and at Upper School via the pedestrian gate and pathway only.

Pupils are to be supervised across the staff car parks by an adult.

Outdoor Space

The Proprietors are responsible for ensuring that suitable outdoor space is provided in order to enable:

- pupils to play outside
- physical education to be provided to pupils in accordance with the School's curriculum. (This section should be read in conjunction with the School's **Curriculum, Teaching and Learning, and Sports policies**)
- Dedicated outdoor learning areas are provided for Foundation Stage children.

Outdoor Sports and Play Equipment

All such sports and play equipment is checked annually by the Maintenance Team and PE staff for wear and tear, and defects. The PE staff check relevant equipment for suitability and fitness for purpose. In addition, weekly (during term-time) and ad hoc maintenance inspections of play and sports equipment are undertaken by the Maintenance Team. Records of the weekly checks done on the outdoor play equipment are kept by the Maintenance Team.

Power and Heating

The Bursar is to be responsible for:

- arranging the general maintenance of the electrical installations and equipment
 - Portable Appliance Testing (PAT) is carried out annually by a qualified (PAT Testing – City & Guilds 2377) member of the School's maintenance team, or by a qualified external contractor.
 - Fixed wire testing is carried out every five years by a qualified electrical contractor.
- arranging the general maintenance of the gas central heating boilers
 - All the gas central heating boilers, including the swimming pool boiler are serviced and safety-checked annually by a qualified heating engineer.

Records / certificates for the above are held in the Health and Safety file kept in the Bursar's Office.

Security

The School maintains a list of Emergency Contacts in the event of Intruder or Fire Alarm Activation. In the event of a significant hazard in the School grounds or outside the School in the

near vicinity a lockdown may be implemented. The Lockdown Policy forms an appendix to the Critical Incident Policy. See also the **Child Protection and Safeguarding Policy**. See section on “**Visitors**” below.

Smoking

In the interests of the Health and Safety of all who work and study in the School, and by law, smoking is not permitted on any School premises. Smoking is also not permitted in any of the School’s vehicles, ie, the School Van or Minibuses.

Toilet Facilities

The Bursar is responsible for:

- ensuring there are suitable toilet and washing facilities provided for the sole use of pupils
- ensuring there are suitable toilet and washing facilities provided for the sole use of adults
- ensuring there are suitable toilet and washing facilities provided for the use of disabled pupils. Said facilities may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled

Visitors

All visitors to the School are required to report to the School Office at no 23 Ledborough Lane or to the Administrator at no 3 Ledborough Lane before accessing any other part of the School premises. All visitors on the occasion of their first visit, with the exception of parents, must provide photographic ID. They must sign in on the digital SignInApp system, providing their full name and will be issued with a Visitor's Pass showing their photograph and containing fire alarm and safety information on its reverse.

All visitors who will be unsupervised or unaccompanied at any time must be DBS checked and produce photographic identity which will be copied and retained in a central file in the School Office. Any contractors on site whilst School is in session will be supervised at all times, unless they have been DBS checked by the School.

Employees who bring to the School a child other than a pupil at the School are responsible for the safety of that child whilst within the premises and grounds. The Health and Safety of all visitors is the responsibility of the employee who has instigated the visit. All visitors brought to School by employees should be approved by the Headmistress.

Water

The Bursar is responsible for:

- the correct labelling of drinking water outlets
- ensuring there are suitable and sufficient clearly labelled sources of drinking water for pupils. In addition, that they are readily accessible at all times when the premises are in use and are separate from the toilet facilities
- ensuring that toilets have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water
- the temperature of hot water at the point of use does not pose a scalding risk to users
- arranging regular inspection and testing of water systems
 - A formal programme of water sampling, temperature testing, cleaning and inspection is in place and carried out by a qualified Water Hygiene Services contractor. The

domestic systems are tested quarterly, and the Swimming Pool water is analysed monthly.

Records / certificates for the above are held in the Health and Safety file kept in the Bursar's Office.

Work at Height Regulations

The Bursar is responsible for:

- Ensuring that all work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained
- Any person working at height is appropriately trained including in the use of ladders and towers.

The Gymnasium / Hall

The Teacher in charge of each aspect of Physical Education is normally responsible for Health and Safety in this area, and

- carrying out and recording regular checks on equipment and reporting any defects to the Bursar.
- ensuring all pupils wear the correct clothing. No jewellery is allowed.
- ensuring all children are made aware of 'how to be safe' on equipment.

BUT when they are in use for Music or Drama, Assemblies or other activities the Teacher in charge of the activity is automatically responsible on that occasion for Health and Safety.

The Bursar is responsible for making arrangements for the periodic inspection and maintenance of all physical education and electrical equipment (including stage lighting) by specialist contractors.

Records / certificates for the above are held in the Health and Safety file kept in the Bursar's Office.

The Risk Assessment is available in the Whole School Team, which Staff may access at all times.

The Gymnasium / Hall Risk Assessment sheet are held by the Bursar.

Kitchen

The Chef Manager of the School's catering provider, "CH&Co" is responsible for:

- safety in the school kitchen in connection with, and ensuring compliance with, the current legislation in the Food Act.
- safe operation of equipment.
- correct storage of all foods.
- hygiene - in accordance with the Hygiene Act.
- reporting of hazards/defects.
- taking particular care when working with hot appliances and liquid substances.
- ensuring cleaning materials and chemicals (which must be correctly identified) are stored

- away from foodstuffs and heat in line with relevant guidance.
- the completion and up-dating of Risk Assessment Sheets for all equipment and substances in use within the Kitchen in accordance with the Regulations.
- Maintain up to date COSHH sheets.

Risk Assessment and Data Sheets are kept in the Kitchen and to be made available to Staff at all times.

All staff in this department are reminded that they individually have a responsibility for safety, and undertake regular training.

Ledborough Lane

The members of staff escorting a group of pupils between 3 and 23 Ledborough Lane are responsible for their Health and Safety. High visibility jackets should be worn by staff when escorting pupils between 3 and 23 Ledborough Lane.

Children are always escorted by a member of staff, unless written parental consent has been granted.

The Science Department

The Teacher in charge of the Science Department is responsible for:

- the safe handling and use of all equipment in the Department.
- the safe storage and accurate labelling of all chemicals used in the Department.
- ensuring that any areas out of bounds to pupils in the laboratory are clearly marked.
- ensuring that staff and pupils wear correct goggles and/or protective clothing where appropriate.
- the completion and up-dating of Risk Assessment Sheets for equipment and substances in use within the Department, in accordance with the Regulations.
- Maintain up to date COSHH sheets.

Risk Assessment and Data Sheets are to be kept in the Science Room, to be available to Staff at all times.

The Science Department Risk Assessment sheet is held by the Bursar.

Swimming / Tennis / Field

The Teacher(s) in charge of the activity is responsible for the Health and Safety of all participating, both en route and at the respective venue.

Anyone using the Swimming Pool, is to familiarise themselves with the content of The Normal Operating Procedures and Emergency Action Plan document (NOP / EAP). This document is available in the Bursar's Office, the School Office, the Pool Foyer, and on the intranet.

What do we do if a parent fails to collect a child or if a child goes missing?

This can be found in the **Missing Pupil, Security and Supervision Policy**.

Related Documents:

Child Protection and Safeguarding Policy
Critical Incident Policy
Curriculum, Teaching and Learning, Policy
Drugs, Alcohol, Tobacco and Substance Abuse Policy
Fire Risk Policy
First Aid and Medicines Policy
Health and Safety - Educational Visits Policy
High March Pool NOP/EAP/PMP
ICT Security Policy
Lockdown Policy
Missing Pupil, Security and Supervision Policy
Risk Assessment Policy
Sports Policy
Staff Induction Policy
Staff Handbook

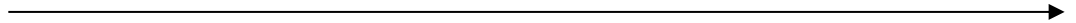
APPENDIX 1 – Risk Assessment Sheets

All risk assessments are available from the Bursar's Office

RISK ASSESSMENT TO BE REVIEWED AT LEAST ONCE EACH TERM AND USED AS A BASIS FOR WEEKLY CHECKS / INSPECTIONS BY STAFF

LIKELIHOOD and CONSEQUENCE

Likelihood (L)



LL/HC	HL/HC
LL/LC	HL/LC

Consequence (C)

Level of risk assessed should normally be within bottom two boxes
i.e. low likelihood/low consequence or high likelihood/low consequence

If level of risk assessed cannot be reduced below high consequence
DO NOT UNDERTAKE THE ACTIVITY!!!

APPENDIX 2

Accident Form for Staff / Visitors at High March



Name:	
Date and time of accident:	
Site of accident:	
Description of accident:	
Treatment:	
Printed name(s) of staff who assisted:	
Signature(s):	Please send this form to the Bursar's Office.