

FEARNHILL SCHOOL – HEALTH & SAFETY POLICY

UPDATES – April 2011 v.11

Page number	Section	Details of change
April 2022 update		
P11	Risk assessment	Updated reference to BS 4163 (Health and safety for design and technology in schools) a new standard was published on 31 st October 2021
	Addendum to H&S policy for COVID-19	Removal of pages 32/33 overarching statement on management of COVID risks
August 2021 update		
	Throughout	Hyperlinks to Grid updated. References to the Education H&S manual replaced with links to H&S pages of the Grid
P6	Organisation	Reference to HSE Managing for H&S HSG 65 (Plan, Do Check, Act) added
P11	Risk assessment	Updated link to 2020 version of Safe Practice in Physical Education, School Sport and Physical Activity.
P16	First Aid	NHS Direct number (111) added
P19	Consultation	Additional line added to reflect employees will be consulted on H&S matters.
P22	COSHH	Additional line on PPE for staff added
P28	Hire/lettings	Section updated
P30	School swimming	Updated hyperlinks added Swimming teaching qualification details added.
P32	Addendum to H&S policy for COVID-19	Text amended to reflect current DfE guidance and Step 4 of roadmap
March 2021 update		
P33	Addendum to H&S policy for COVID-19	Overarching statement on management of COVID risks updated in line with the revised DfE guidance from March 8 th 2021
September 2020 update		
P24	COSHH	Updated link to CLEAPSS document L93 Managing radioactive sources in schools Nov 2019
P31	School Swimming	Links to Swim England and PWTAG inserted
P33	Addendum to H&S policy for COVID-19	Overarching statement added as addendum to model policy in recognition of current circumstances due to COVID -19

VISTORS TO SITE

All visitors to the School must report to Reception on arrival to the School site and will be asked to sign the visitor sign-in sheet and wear an identification badge.

Visitors in a professional capacity will be asked to confirm their organisation and asked for photo identification.

All visitors will be issued with a Safeguarding & Safety Information for visitors leaflet and asked to familiarise themselves with its content.

Visitors will be given instructions on the School's fire drill procedure and the location of the fire assembly point if the fire alarm sounds.

Visitors will be collected from Reception by a member of staff or escorted to their destination. Visitors will be accompanied at all times by a member of staff for the duration of their visit.

If working unaccompanied and we do not currently have details of current DBS/information confirming checks have been undertaken from their company, visitors will be asked for their DBS certificate and notified that a copy of the document will be made with a copy of the visitor's ID.

INTRUDERS ON SITE

Possible issues relating to intruders

There are a number of situations where intruders might come onto the school grounds. For example;

- walk in opportunist thief
- occasional incursions into the school by outsiders, including former students or children known to our students
- non-custodial parent seeking access to children or seeking to remove children from school
- armed intruder
- vandalism during and outside school hours
- former students and others waiting outside the school gates at the end of school
- aggressive students threatening students and/or staff
- aggressive parents threatening students and/or staff
- unknown intruder threatening students and/or staff

Dealing with possible intruders

If a visitor/stranger is not wearing a badge, they will be challenged by any member of staff and accompanied to reception.

If any member of staff has any suspicion about the visitor/stranger, they will inform the Headteacher, or a Designated Safeguarding Lead on-site immediately,

Where a visitor/stranger becomes or is abusive, or a nuisance in any way while in the school the member of staff must not take direct action, and will send for assistance, or inform the Headteacher or DSL on-site as soon as possible. Staff must never put their own safety at risk

During the event

If there is any question of a risk to students and/or staff, emergency procedures should be followed. Circumstances will dictate the action to be taken. If there is a physical threat to staff or students the police will be called using 999. Any emergency contact with the Police should be done by the Senior Leadership Team or a person acting under their authority.

After the event

Any violent incident that takes place in a school must be reported in accordance with the Health & Safety Policy.

If the intruder has left the premises and may pose a threat to other schools, contact should be made with the local schools in the vicinity.

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Intruder procedures – guidance for staff can be found in Appendix 1 of the Child Protection Policy located in the in the staff shared area Staff Resources/All Staff/Policies and staff must be familiar with this procedure.

Exercise of Education Act 1996. Section 547

The Headteacher can ask unauthorised persons to leave, but only a Police Officer can remove a person from the school premises, provided they have reasonable cause to suspect that the person is committing or has committed an offence under Section 547.

Trespass, nuisance or disturbance on school premises

Although trespass is not a criminal offence, the Headteacher may order any unwelcome or unauthorised visitors off the school premises. This right is extended by Section 547 of the Education Act 1996. Section 547 makes it a criminal offence if a person present on educational premises without lawful authority causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises. It applies whether or not the lawful users are present at the time and to all school buildings, playgrounds, playing fields and other areas for outdoor recreation.

Offensive Weapons Act 1996

Section 139A of the Offensive Weapons Act 1996 makes it an offence to carry an article with a blade or point, or an offensive weapon, on school premises. If someone is carrying such an item for good reason or with lawful authority such as, use at work, educational purpose, religious reasons or as part of a national costume; such use is permissible.

Section 139A also provides a Police Officer with the power to enter school premises and search for such articles if there are reasonable grounds for suspecting those articles to be present.

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