

WREKIN COLLEGE
HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY
Contents

General Statement	3
Organisation and General Responsibilities	4
School Visits	8
Accident Reporting and Investigation	8
First Aid Provision	9
Fire Precautions	9
Contingency arrangements in case of a major incident	9
Manual Handling	9
Display Screen Equipment Policy	10
COSHH - Statutory Requirements	10
Electrical Equipment	10
Plant/Machinery	11
Contractors on Site	11
Hire of Facilities	11
Security	11
Lockdown	12
Visitors	12
Communicating Information to Staff	12
Monitoring, Reviews and Audits	12
Training Arrangements	14
Appendix 1: Emergency Evacuation Plan	15
Appendix 2: Risk Categories Requiring COSHH Assessment	17
Appendix 3: Site Instructions to Contractors	18

This policy and guidelines needs to be read alongside other school documentation including:

- Attendance Policy
- Anti-Bullying and Child-on-Child Abuse Policies
- Behaviour, Rewards and Sanctions Policy (Pupils)
- Code of Conduct for All Staff and Governors
- Complaints Policy
- Conducting Interviews, Searches and Confiscation Procedures (Pupils)
- Controlled Drugs (and substance misuse) Policy
- Data Protection Policy (Confidentiality of information)
- Emergency Management Plan
- E-Safety and Online Safety Policies
- Equality and Diversity Policy
- First Aid Policy
- Games and Sporting Activities Policy and Guidelines
- Health and Wellbeing Centre and First Aid Policy
- Missing Pupil Policy
- Prefects' Policy
- PSHE Policy and Programme
- Road Safety Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy and Guidelines

- Safe Working Practice (Staff Code of Conduct)
- Welfare and Health Policies - Pupils (includes Alcohol and Smoking Policies)
- Wellbeing and Mental Health Policies and Guidelines - Pupils (includes depression, self-harm, eating disorders and suicide intervention)
- Whistleblowing Policy

Other relevant documentation:
- SENDA Policy and Accessibility Plan
- Boarding Mission Statement (available on the school's website and in the Pupils', Parents' and Staff Handbooks)
- HsMs Handbook
- Boarding Schools National Minimum Standards - September 2026
- Keeping Children Safe In Education - September 2026
- The School's Aims and Code of Conduct

The person responsible for this policy, in consultation with key personnel, is the Estate Administrator/Head of Operations

Standard 9 of the Boarding Schools National Minimum Standards – Safety of Boarders:
9.1 The school ensures compliance with relevant health and safety laws by drawing up and effectively implementing a written health and safety policy. Staff undertake sufficient training to ensure the policy is followed in practice.

9.2 The school premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured, and they are provided a safe environment in which they can live and learn.

9.3 The school ensures that the welfare of boarders at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.

9.4 The school, as part of its health and safety policy, has written procedures setting out the contingency arrangements in case of a major incident, including what happens in the case of an overnight emergency where the premises need to be evacuated.

9.5 Schools should have procedures to ensure boarders' safety when off site, but under the care of the school, including when on organised visits. These procedures should be proportionate and focus on managing assessed risks.

Standard 10 of the Boarding Schools National Minimum Standards – Fire precautions and drills:
10.1 Boarders and staff know what they would need to do in an emergency and can be evacuated safely.

10.2 The school complies with the Regulatory Reform (Fire Safety) Order 2005 and ensures alerting systems are accessible and there are clear evacuation plans for all children subject to their needs.

10.3 In addition, fire drills are regularly (at least once per term) carried out in 'boarding time'. At least one drill per year should be carried out overnight, unless the school has assessed that this would be detrimental to boarders' welfare.

10.4 Schools with 'flexi' boarders may (this will be based on their own risk assessment) need to carry out additional fire drills to ensure pupils with flexible boarding arrangements know what to do in an emergency.

Boarding Schools National Minimum Standards - the full document may be viewed at:
https://www.gov.uk/government/publications/boarding-schools-national-minimum-standards

HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

- The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils. This policy is applicable to the care of all pupils, including those in EYFS. It should be read in conjunction with the Early Years Foundation Stage Policy.

- The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

- The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

- The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils.



Governing Body's Signature
Dr E Crawford



Wrekin Head's Signature
Mr S Green



Wrekin Prep Head's Signature
Mr C Williams

ORGANISATION AND GENERAL RESPONSIBILITIES

The school recognises the need to identify organisational methods for implementing and controlling health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities:

1) Governing Body

The Governing Body is responsible for ensuring:

- That, in cooperation with the Heads, a health and safety policy for Wrekin College is prepared, implemented and reviewed to ensure it remains valid.
- That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments is kept and reviewed regularly.
- That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective equipment. Health and safety will feature as a regular agenda item at Governors' meetings. The Governors will periodically monitor and review the effectiveness of the school's health and safety policy.
- That a positive Health and Safety culture is maintained.

2) Heads

The Heads are responsible and accountable to the Governors for the implementation of this policy and compliance with all the relevant legislation in every area and activity within the College. The Heads shall have the right to stop what is considered unsafe practices, the use of any plant, tools or equipment, machinery etc., which they consider to be unsafe.

In order for this to be achieved, the Head's operational duties include:

- Ensuring that all members of staff are aware of the school health and safety policy and safe working practices.
- Encouraging staff to use their 'common sense' and be vigilant for potential unexpected risks.
- Appointing one or more members of staff to undertake the management of health and safety duties.
- Ensuring that risk assessments are carried out on any activity that has significant associated hazards.
- Monitoring the arrangements to ensure they are working.
- Ensuring that effective first aid provision and reporting procedures are in place.

3) Bursar

The Bursar is responsible for:

- Liaison with the Board of Governors and the Heads, in respect of health and safety matters.
- Liaising with teaching and support staff, to advise on the appropriate risk control arrangements relevant to their area of responsibility.
- Assisting the Heads with the planning and implementation of health and safety arrangements.
- The management of resources provided for health and safety.
- Ensuring that all support, domestic and catering staff, are aware of the requirements of the Health and Safety Policy and safe working practices that apply to their area of responsibility. Also ensuring that all activities that carry an increased level of risk are properly and diligently assessed before commencement.

4) Estate Administrator

The school Estate Administrator is responsible for:

- Assisting the Heads and Bursar with the planning and implementation of health and safety measures.
- Ensuring that good communication exists within the school, adhering to principles as laid down in

the health and safety policy.

- Ensuring staff are responsible for producing their own departmental safety policy and risk assessments defining safe working arrangements and bringing it to the attention of members of staff, pupils and visitors.
- Ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to the workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/ equipment, registers, etc.
- Ensuring that all contractors working on site are aware of the requirements of the Health and Safety Policy and safe working practices that apply to their area of activity.

5) Deputy Heads

The Deputy Heads are responsible to the Heads for the health and safety of all staff, pupils, workplaces and activities under their control.

To achieve this, their duties include:

- Ensuring that all staff, including peripatetic teachers, sports coaches and voluntary helpers, are aware of the requirements of the Health and Safety Policy and safe working practices that apply to their area of activity.
- Making known to the Heads any training needs.
- Establishing and regularly reviewing safe working practices for activities under their control.
- Taking effective action and/or immediately referring to the Heads or Bursar, any health and safety problems brought to their attention.
- This includes the stopping of any practices or the use of any equipment which is considered unsafe.

6) Heads of Department

Heads of Departments, including the Combined Cadet Force, are accountable to the Heads, through the Deputy Heads, for all matters relating to health, safety and welfare within their area of responsibility.

In exercise of this responsibility they must ensure that:

- All staff including TA's under their control receive instruction in their duties, regarding health and safety matters.
- All members of staff are adequately trained to carry out their duties efficiently and effectively. This is extremely important for staff that operate, use or instruct in the use of plant, machinery, equipment or staff who use, handle and store hazardous substances or chemicals. They must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- They are responsible for producing their own departmental safety policy and risk assessments defining safe working arrangements and bringing it to the attention of members of staff, pupils and visitors.
- They are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/ equipment, registers, etc.
- They report to the Heads or Bursar all problems, defects or hazards. In addition, they must report any accidents, incidents or near misses for appropriate investigation.
- They carry out regular safety inspections of the department, not less than every six months. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- They keep a record of such inspections, which will be kept within the department. The record will include the date of inspection, its result, remedial action required and the date on which such action was implemented.

Under Section 6 of the Health and Safety at Work etc Act 1974, Heads of Department are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use (Use of Manufacturers Data Sheets).

7) Teaching staff /Technicians

Teaching staff and Technicians are responsible and accountable to their Head of Department for the implementation of the school's safety policy in the performance of their duties.

They must:

- Be familiar with the school's safety policy, the implementations of that policy and equally any procedures, arrangements and practices relating to their department.
- Conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- They are responsible for producing their own departmental risk assessments defining safe working arrangements and bringing it to the attention of members of their staff.
- Ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner. In addition, to ensure that pupils are aware of emergency procedures in respect of fire and first aid.
- Report accidents immediately using the appropriate accident form.

8) House Parents (HsMs) - Boarding and Day Houses

The HsMs will be responsible to the Head through the Deputy Head Pastoral, for all aspects of safety in the House.

They must ensure:

- That their Houses or halls of residence are run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the school.
- That all House staff, both teaching and support staff understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- That the House staff, for whom they are responsible, are conversant with the fire and emergency procedures and cooperate fully with any fire practices and other emergencies.
- That they investigate any accidents, incidents, near misses or damage and ensure that the appropriate reports are made to the Bursar's office.
- That there is adequate security and supervision of students both inside the House during normal school activities and also when permitted to be away from the House.

9) Non Academic Department Managers and Supervisors

All Non Academic Department Managers and Supervisors will be responsible to the Bursar, for the safe running of their activities. They will ensure adequate supervision, so that work proceeds according to standards laid down in this policy. This applies to Contractors, assigned to their area of responsibility.

In exercise of this responsibility, they must ensure that:

- All members of staff under their control adhere to safe working practices regarding health and safety matters.
- All members of staff have adequate training to carry out their duties efficiently and effectively. This is extremely important when members of staff operate or use any plant, machinery, equipment or staff who use, handle and score hazardous substances or chemicals.
- They are responsible for producing their own departmental risk assessments defining safe working arrangements and bringing it to the attention of members of their staff.
- They are responsible for ensuring that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/ equipment, registers, etc.
- They report to the Bursar (or Estate Administrator) all major problems, defects or hazards.
- They must report any accidents, incidents or near misses to the Estate Administrator for appropriate investigation.

- They carry out regular inspections of the department, not less than every six months. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments.
- They keep a record of such inspections, which will be kept within the department/Smartlog. The record will include the date of inspection, its result, remedial action required and the date on which such action was implemented.

10) All Employees

- All staff must be made aware of what is expected of them, particularly in relation to the department in which they work. They should take reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary. Staff should use any work equipment in accordance with the training and instructions provided.
- All staff have responsibilities under the Health and Safety at Work etc Act and are asked to report any possible hazards or defects to the Estate Administrator.
- All staff will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to sections of the Health and Safety manuals as it relates to their particular work activities, such as COSHH regulations.
- Copies of the school's Health and Safety Policy will be available at all times in the Bursary/Smartlog. This policy is also published on the school's website.

11) Pupils

- Pupils are expected to observe the rules of the school and, in particular, assist in keeping a tidy and safe working environment.
- Pupils should observe school and departmental Health and Safety regulations.
- Pupils should be appropriately dressed for the activity undertaken.
- Pupils should ensure they take the necessary safety precautions in the use of all equipment, premises and materials.
- Pupils should report any accidents immediately to the teacher in charge or any appropriate member of school staff.

12) Health and Safety Committee

a) The Health & Safety Committee meets once every term under the chairship of the Bursar. The other members of the Committee are:
   - Head Wrekin Prep
   - The Deputy Head Pastoral
   - Head of EYFS at Wrekin Prep
   - The Catering Manager
   - Head of Art
   - Head of DT
   - Head of Drama
   - Director of Music
   - Head of Science
   - Director of Sport
   - Head of Boarding
   - The Transport Manager
   - The School Nurse
   - Sports Centre Manager
   - The OC of the CCF
   - The Estate Administrator

The Governors responsible for Health and Safety and the Headmaster are also invited to attend.

b) Should a member of the committee be unable to attend, they should nominate a deputy to attend in their place.

c) Consideration is given to inviting other members of staff or interested parties to attend committee meetings, to gain full insight into the operation of all functions of the College relating to Health & Safety.

d) Copies of the minutes are circulated to all College staff and the Chair of Governors.

e) The role of the Committee is to:
   i) ensure that Governors are kept fully informed with regard to key matters relating to Health & Safety;
   ii) discuss matters concerning Health & Safety, and changes in regulations;
   iii) monitor the effectiveness of Health & Safety within the Trust;
   iv) review accidents and 'near misses' and discuss preventative measures/lessons learned;
   v) monitor the implementation of professional advice;
   vi) review and update significant risk assessments when relevant;
   vii) discuss training requirements;
   viii) review the Safety Policy guidance and update as required;
   ix) assist in the development of safety rules and safe systems of work;
   x) monitor communication and publicity relating to Health & Safety in the workplace;
   xi) encourage suggestions and reporting of defects by all members of staff.
   xii) review the Safety Policy guidance and update as required;
   xiii) assist in the development of safety rules and safe systems of work;
   xiv) monitor communication and publicity relating to Health & Safety in the workplace;
   xv) encourage suggestions and reporting of defects by all members of staff.

General Matters

SCHOOL VISITS

Staff should note that pupils face a higher risk on school visits than they do in school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. Guidance on risk control measures has been taken from the Department of Education document 'Health and Safety of Pupils on Educational Visits' e.g. pre-visits to locations to identify risks.

ACCIDENT REPORTING AND INVESTIGATION

All accidents/incidents/near misses must be recorded using the appropriate documentation and submitted to Smartlog then viewed by the Estate Administrator. The Estate Administrator is responsible for initiating any formal investigation that may be required.

Protocol for Reporting of Accidents and Injuries

1. An accident or injury which results in the person going to hospital must be followed up as soon as possible with an email to the relevant Head, Deputy Head (Pastoral), the relevant HsM and Head of Operations (Estate Administrator). This email should be completed by the adult witnessing the accident or injury.
   - This initial report can be quite brief, outlining the circumstances.
   - As soon as possible, which may be Monday morning if the accident or injury occurred at the weekend, the official Accident Report MUST be completed by the adult witnessing the accident or injury.
2. Other accidents or injuries which do not require a visit to the hospital may need to be reported using

the online accident reporting system, including those owing to faulty equipment, design or condition of e.g. surfaces, inadequate supervision or violence from another person. The simple rule is: if there is doubt, report it.

3. The Accident Report must be completed as soon as possible using the Smartlog online form, which is passed on to the Estate Administrator.
4. The completed Accident Reports are held on Smartlog.
5. Please note: The Head and Deputy Head (Pastoral) must receive a report within 24 hours of any accident or injury, which results in medical treatment having been caused by foolish or malicious behaviour by another pupil. This may happen in any area of jurisdiction, and the initial report can be brief but it is essential that such incidents are reported.

FIRST AID PROVISION

In addition to the appropriate number of trained first aiders, the school employs fully qualified medical staff, during term time. The School nurses are located in the Health and Wellbeing centre.

FIRE PRECAUTIONS

All statutory testing of fire detection/fire-fighting equipment is undertaken. Buildings carry a fire risk assessment and logbooks are maintained, recording tests and fire drills. An emergency evacuation plan is in place (Appendix 1). The appropriate Head is responsible for ensuring periodic fire drills are carried out by the school and staff to ensure that a suitable evacuation time is achieved. All boarders will conduct at least one overnight drill per year.

CONTINGENCY ARRANGEMENTS IN CASE OF A MAJOR INCIDENT

If any boarding house needs to remain evacuated during out of hours, after the roll call pupils and staff will move to the Memorial Hall to await further information. If needed, sleeping bags etc can be borrowed from the CCF next door. Refer to the Emergency Management Plan.

Standard 9 of the Boarding Schools National Minimum Standards – Safety of Boarders states:
9.4 The school, as part of its health and safety policy, has written procedures setting out the contingency arrangements in case of a major incident, including what happens in the case of an overnight emergency where the premises need to be evacuated.

MANUAL HANDLING

It is important that the correct posture and method is adopted when lifting heavy objects. If you are about to undertake a manual handling task which could cause you injury, your Manager must undertake a Manual Handling Risk Assessment. Further information on manual handling can also be found at https://www.hse.gov.uk/pubns/indg143.PDF and the Estate Administrator can provide manual handling training on request.

Please use the following instructions as a guide, (TILE):

- **Task** - Does the manual handling task include any of the following:
  - Twisting, Stooping, Bending, Pushing, Pulling or Sudden Movement.
- **Individual** - The person completing the task:
  - Pregnant, disabled or suffering from health problems.
- **Load** - Is the load:

    - Heavy, difficult to grip, sharp, hot, cold or unstable.
- **Environment** - Within the environment, is/are there:
    - Space constraints, uneven or slippery flooring, unstable flooring, different floor levels, hot, cold or humid conditions?

DISPLAY SCREEN EQUIPMENT POLICY

It is the policy of Wrekin to ensure, so far as is reasonably practicable, no harm occurs to employees as a result of their use of Display Screen Equipment (DSE).

Users of Display Screen Equipment are to:

- Conduct a suitable self-assessment using the DSE template provided by the Estate Administrator. A copy of the self-assessment should be kept at the workstation. Personnel that require further advice should contact the Estate Administrator.
- DSE users should consider any special arrangements that they may have in relation to any existing or developing health condition.
- Complaints of discomfort or ill health relating to DSE should be referred to the Estate Administrator.
- DSE users should arrange their working day to ensure regular breaks away from DSE (as a guideline 5 minutes per hour).
- Correctly use the equipment provided.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. COSHH - Statutory Requirements

The Governing Body recognises the need for the school to carry out risk assessment of all areas in accordance with the regulations.

- No new substances which potentially have significant Health and Safety risks, will be taken into school until they have been cleared with the school's Estate Administrator or Departmental Head. A written COSHH assessment must be provided when a substance to be used has been assigned any of the risk phrases R42 - R46, R48, R60 or R6I. See Appendix 2 for description.
- Review of practice and procedures must take place periodically in the department.
- There is a need to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases (fume cupboards, woodwork extraction, welding etc.)
- Provision will be made to ensure this takes place every 14 months. A register of all such tests will be kept by the school's Engineering Supervisor.

2. CLEAPPS and Ionising Radiations Regulations

The school has appointed a qualified teacher, currently the Head of Physics, who is responsible for the safe handling and storage of radioactive materials held for instructional purposes. It is the responsibility of the appointed person to liaise with an external Radiation Protection Adviser over any matters of concern.

3. Asbestos

The asbestos register is held in College House. Please check before any works are carried out.

Wrekin Prep, Business School and Music School were built post 2000, as such, there are no asbestos containing materials (ACM) present within these buildings and therefore no requirement for an asbestos register.

ELECTRICAL EQUIPMENT

The school employs its own qualified personnel, who are responsible for the electrical testing of portable equipment.

PLANT/MACHINERY

The Head of Department will be responsible for carrying out periodical checks within their department. With regards to:

- Adequate and correct guarding of machinery
- General inspection of plant, equipment and machinery
- Storage transportation of toxic substances and gases
- Disposal of toxic and other waste substances and materials

Heads of Department will be responsible for defining safe systems of work for cleaning and maintaining plant/ equipment. Heads of Department are required to select and provide suitable protective clothing/equipment and of the correct type.

CONTRACTORS ON SITE

'Registers' for all contractors visiting the school are kept in College House. A 'VISITOR' badge will be issued and should be worn by all contractors while they are on school premises. The contractor should return the badge and be signed out when they leave the premises. During term time visiting contractors are given the school's 'Child Protection Leaflet' to read. This provides visitors with essential information, e.g. the Wrekin Safeguarding Team, reporting concerns etc., should they become concerned about a pupil's health, welfare or safety in any
way.

Wrekin College site instructions must be observed by all contractors. Appendix 3 gives details regarding contractors' site instructions.

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are approved through the Bursary, or by the relevant site manager, will be allowed to carry out works.

Before work commences, a delegated member of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. Any situation where the control measures are insufficient must be raised immediately with the contractors.

HIRERS OF SCHOOL FACILITIES

Hirers must comply with all school policies and requirements, as described in the relevant Lettings Contract or Conditions of Hire for Sports Facilities. The school will cooperate with the hirer to ensure that all statutory safety responsibilities are met.

SECURITY

Security matters are overseen by an in-house security officer and IT. CCTV systems are in place in a number of strategic locations and on minibuses, in addition to intruder alarm systems.

Standard 4 of the Boarding Schools National Minimum Standards - Boarding Accommodation: item 4.8. The use of security patrolling and CCTV cameras do not intrude unreasonably on boarders' privacy.

LOCKDOWN

General
LOCKDOWN is a dynamic lockdown procedure to restrict access and egress to the school site or buildings. The aim of the lockdown is to prevent people moving into danger areas and to deny persons with serious malicious intent access to the school site or buildings. Please refer to the EMERGENCY MANAGEMENT PLAN: Suspicious Persons or Activity Flow Chart, for further details and risk assessment.

It may be activated in response to a number of situations, this could include:

- An intruder on the school site, with the potential to pose a risk to staff and pupils
- A major disturbance in the local community, with the potential to pose a risk to staff and pupils in the school

VISITORS

Visitors to School
'Registers' for all visitors to the school (other than contractors, who sign in at College House, see above) are kept in the Bursary, and Head's Office and Wrekin Prep. All visitors to the School should report to the Bursary or one of the other locations, to sign in. A 'VISITOR' badge will be issued and should be worn by all visitors while they are on school premises. The visitor should return the badge and be signed out when they leave the premises.

During term time visitors to Senior School are given the school's 'Child Protection Leaflet' to read. This provides visitors with essential information, e.g. the Wrekin Safeguarding Team, reporting concerns etc., should they become concerned about a pupil's health, welfare or safety in any way. At Wrekin Prep a card with safeguarding information is included within the visitor lanyard.

Visits to Houses (including by parents and guardians) - must be by prior arrangement with the relevant Housemaster/Housemistress.

Any parent wishing to take their child off site must be required to make prior arrangements with the school. This is not to question the rights of parents, but to ensure that we know where their child is at any given moment.

All pupils leaving the school should have the consent/knowledge of the relevant housemaster/housemistress. Wrekin prep children leaving with parents must be signed out at reception.

No pupil should be allowed to leave the school with an unknown person.

It is better to cause offence by challenging unknown adults than to deal with a potential abduction.

Standard 4 of the Boarding Schools National Minimum Standards - 4.7 Boarding Accommodation, states:
Boarding accommodation is reserved for the use of those children designated to use it, and is protected from access by unauthorised persons. Any use of school facilities by individuals or groups does not allow members of the public (including members of organised groups using school facilities) unsupervised access to boarders, or to boarding accommodation while occupied by boarders.

Standard 19 of the Boarding Schools National Minimum Standards - Staff Recruitment and Checks on Other Adults, requires that boarders are protected from unsupervised contact at school with adults who have not been subject to the school's complete recruitment checking procedures and there is supervision of all unchecked visitors to the boarding premises.

19.4 All persons visiting boarding accommodation or staff accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining unsupervised access to boarders or their accommodation

COMMUNICATING INFORMATION TO STAFF

Heads of Department will be responsible for ensuring that any regulations, information, guidance notes etc. received are passed immediately to staff who have a direct interest.

MONITORING OF HEALTH AND SAFETY PERFORMANCE

The Estate Administrator is responsible for presenting reports to the Governors regarding commitment to and inspection of Health and Safety Procedures.

REVIEWS AND AUDITS

Reviews
The Health and Safety Policy will be revised as necessary to allow for changes in legislation, changes in management structure and/or working practices. In any event the policy will be reviewed every twelve months.

Audits
Health and Safety Audits will be carried out by the Safety Manager on a scheduled basis to monitor implementation and effectiveness of the school policy.

TRAINING ARRANGEMENTS

The Governing Body recognises the importance and value of Health and Safety training and is committed to providing adequate information, instruction and training. Training will be given in accordance with the requirements under Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

All new employees receive induction training as soon as is reasonably possible after commencing employment with the school. The induction training will cover the following in so far as each item is relevant to the employee's tasks and responsibilities:

- Safety Policy
- Health and Safety Briefing
- Accidents and reporting
- Fire arrangements
- Emergency arrangements
- First aid treatments
- Protective and preventative measures adopted as a result of the risk assessments
- Use of personal protective equipment and clothing
- Lockdown Policy

New employees will be escorted around the school to familiarise them with key features such as fire escape routes, fire-fighting equipment and assembly areas.

Heads of Department will satisfy themselves that employees are adequately trained before allocating tasks to them.

The school will ensure that managers receive adequate training, instruction and information to ensure that they can properly manage their Health and Safety responsibility and exercise due care in relation to the employees under their control.

Employees must not attempt any task that they are not trained or competent to perform.

The school will continually review the Health and Safety training needs of employees and will endeavour to ensure that employees are competent for the task they are required to perform. Any employee who wants further information, instruction or training should seek this in the first instance from his or her Head of Department.

Appraisals and Supervision
The main objective of the school's appraisal and supervision system is to review employees' performance and potential and to identify suitable and appropriate training and development needs.

Appraisals will be used to identify current knowledge, skills, areas for future development and potential training needs.

Meetings and Consultation
There will be regular staff meetings for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing.

Personal Development
Personal Development is a continuous process to ensure that staff needs are both identified and acted upon as they arise. It is the joint responsibility of both the staff member and their line manager to ensure that any personal development needs are identified and initiated.

Training
Any training in relation to health and safety, such as risk assessment training, slips, trips and falls and manual handling should be identified by the heads of departments. The Estate Administrator will arrange training on request from the school head or heads of departments, usually on inset days.

It is the responsibility of the line manager to identify and promote suitable training courses for staff and strongly encourage them to take advantage of these. Staff will be expected to attend training and update skills as and when requested by their line manager.

Specific training courses in food hygiene, equal opportunities, safeguarding children, special educational needs and health and safety are obligatory and staff members must always attend such courses when requested.

The school will continually review the Health and Safety training needs of employees and will endeavour to ensure that employees are competent for the task they are required to perform. Any employee who wants further information, instruction or training should seek this in the first instance from his or her Head of Department.

All staff training will be recorded.

Appendix 1

Emergency Evacuation Plan

Each Building will display a plan of

- The location of Fire Alarm Systems
- The escape routes from the building
- Fire action notices indicating action to take on discovering a fire or hearing an alarm
- The location of assembly points
- Copy plans will be retained in the Bursary for Emergency Service use.

Fire Emergency exists whenever

- The building fire evacuation alarm is sounding or verbal warnings are given
- A fire or fire hazard occurs
- There is the presence of smoke or the odour of burning
- There is the spontaneous or abnormal heating of any material, an uncontrolled release of toxic gas or flammable liquid spill

Upon Discovery of a fire

- Sound the alarm. Activate the fire alarm by using the nearest call point. Call points are usually situated near the exits.
- Leave the building

The Wrekin College and Wrekin Prep Policy on fire emergencies is total building evacuation. Every person should leave the building whenever the fire alarm is activated or a fire emergency exists. Only use a fire extinguisher if the fire is small and you are trained in the safe use of extinguishers. Do not place yourself or others in danger. Do not delay in activating the fire alarm. If you succeed in extinguishing the fire, the Fire Service must still be notified.

Staff are expected to assist pupils and visitors to safely evacuate the building, provided this can be achieved without undue danger to themselves.

All escape routes through buildings are indicated by Emergency Signs. All emergency routes lead to a place of safety in the open air, clear of the building.

Do not use the lift. If the nearest exit is blocked by fire, heat, smoke, go to another exit. Close doors and windows as you leave, to help contain the fire.

Personnel with disabilities requiring assistance during the evacuation should be guided to the nearest stairwell refuge point/exit. If all exits are blocked, go to a room furthest away from the fire, close the door. If possible seal cracks, wave something from the window, shout for help.

Individuals should not delay evacuation by returning to parts of the building to retrieve belongings.

It is essential that contact be made with Daisy Chain Nursery staff, to confirm their safe evacuation of the building.

Fire Alarms

- No person may shut off any fire alarm system during a fire emergency incident.
- No person may re-enter a building until they are told it is safe to do so by a Fire Steward or Fire Officer.

Notification to the emergency services of fire situation:

- In the event of discovering a fire dial 999. Notify the Bursary as soon as possible.
- A member of the Bursary staff will also contact the emergency service.

Appendix 2

Risk Categories Requiring COSHH Assessment

R42	May cause sensitization by inhalation
R43	May cause sensitisation by skin contact
R44	Risk of explosion if heated under confinement
R45	May cause cancer
R46	May cause genetic damage
R48	Danger of serious damage to health by prolonged exposure
R60	May impair fertility
R6I	May cause harm to the unborn child

Appendix 3

Wrekin College and Old Hall Trust - Site Instructions to Contractors

Wrekin College and Wrekin Prep site instructions must be observed by all contractors. Please read through the instructions and communicate them to your employees.

1. Wrekin College and Wrekin Prep expect contractors to perform in a safe manner and not cause injury to persons, damage to property or the environment.

2. Contractors should have had adequate training and must be competent:
   - Prior to starting any work, each individual must sign the school contractors register which is located in reception at the school or the bursary building
   - In the case of any doubt, the safety manager at Wrekin College should be consulted

3. Contractors must comply with the following:
   - Smoking - Prohibited throughout the school grounds
   - Alcohol - The use of alcohol and drugs is forbidden
   - Incidents and accidents - Should always be reported to reception desk in the Bursary building
   - Unsafe activity - when directions are not followed, the work can be stopped and further access to the site can be denied without any cost to the College
   - Welfare - Welfare facilities are available to contractors and will be allocated at the start of any project

4. When the principal contractor employs subcontractors, it is the responsibility of the principal contractor to inform:
   - Subcontractors of all the necessary information regarding site instructions and if a contractor does not observe or observes inadequately the applicable safety requirements, corrective action may be made on the account of the failing party

5. The contractor is responsible for the following
   - Providing personal protective equipment (PPE), all contractors are required to wear PPE
   - Tools and equipment must comply with legal requirements
   - Prior to any work commencing, the contractor is obliged to complete a risk assessment and method statement of the work activity which must be provided to the college on request
   - All emergency escape routes and fire equipment must remain accessible
   - Take the necessary precautions to prevent fire
   - Comply with the school emergency procedures (evacuation routes, assembly points)
   - A permit for hot works must be issued and a copy supplied to the school safety manager
   - The contractor is responsible for the disposal of any waste according to legislative requirements
   - Every unplanned environmental incident or contamination must be reported immediately
   - Spills of dangerous products or substances must be removed immediately
   - The contractor must comply with the storage requirements of dangerous goods Payments may be withheld if the above requirements are not met

Signed: Date:

Name and Company Signatory (Block Capitals)