

# Health and Safety Curriculum Policy

Students, Staff and all adults attached to the school are entitled to a safe and healthy environment in which to work and learn.

Visitors and parents must be provided with the same assurance.

Everyone who works or learns in the school, or visits a school site, must develop an awareness for safe and unsafe surroundings.

The School has an official Health and Safety committee which meets every two months to discuss actions taken by the School to prevent risks.

There is a designated First Aider on each site, **Dr Marian Waugh** at the Trinity site and **Emma Simmonds** at the Yeoward (La Luz).

Practical activities can take place during any lesson to enhance and enrich Teaching and Learning. Teachers must take all reasonable steps to ensure the safety of students at all times whether inside or outside the classroom.

Teachers who take students off site for lessons or excursions must take a mobile phone with them to contact the office in case of an emergency.

## **P.E. lessons**

The wearing of jewellery in Secondary is not permitted during P.E lessons.

## **Science lessons**

Protective eye goggles must be worn by staff and students during all practical experiments.

All experiments must be risk-assessed by the HOD.

Students must not:

- be allowed in the Science Prep Room
- eat in the Labs
- be left alone in the Labs

The Chemistry Lab should be locked when the teacher is out of the room.

## **Art lessons**

Extra care should be taken when students are using implements that could harm them or others.

## **Computer Lessons**

No food should be consumed while in the Computer suites.

## **All Subjects**

- Students should sit properly on their chairs
- They should not leave bags where teachers or other students might fall over them
- Should not be allowed to play with compasses or scissors or other items that may cause them harm

## **ACCIDENTS**

Any minor accident which occurs during school hours should be reported immediately to the Head of the KEY STAGE concerned. The Head will decide if parents should be contacted to inform them or if they should be informed at the end of the school day.

The Head of Key Stage should write up a report with the teacher who observed the accident. Both members of staff must sign the report and a copy should be sent to the Head of the School. If the accident is as a result of faulty equipment or dangerous facilities, then a copy must also be sent to the Financial Manager and Health and Safety officer of the site.

The information about accidents should be discussed in Sub-Committee meetings so any action required can be discussed.

**All head injuries should be reported to parents immediately.**

If a **serious accident** occurs on the **Trinity or Yeoward** site, the teacher or adult present must send 2 students to the school office immediately. The school secretary must phone for an ambulance. 2 students should also be sent to find the nearest adult. They should be told to deliver the message "FIRST AID HELP NEEDED IN....." The teacher who receives this message should send an adult to help with the incident and should then find the First Aid trained teacher and send them to help. If the First Aid trained teacher is in class or supervising students, then the first teacher must take over from him/her.

If a **serious accident** occurs at the Yeoward site (La Luz) then the teacher present will need to ring the school bell continuously until help arrives then follow the procedure above.

The Academic Director should be informed as soon as possible about the accident.

- The Head of the Key Stage must investigate the incident thoroughly and send a copy of the report to the Head of the School. If the accident is as a result of faulty equipment or dangerous facilities, then a copy must also be sent to the Financial Manager and Health and Safety Officer of the site.

Date of review September 2023