



SAPIENCE
GIRLS ACADEMY

HEALTH & SAFETY POLICY

2023-24

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HEALTH AND SAFETY POLICY

SECTION 1- AIMS

1. AIMS AND INTENT

Sapience Girls Academy (SGA) takes its responsibility to provide a safe environment for its occupants seriously. The Health and Safety at work Act 1974 also makes it the legal duty of the Board of Governing Body and all its employees to take reasonable care for the Health and Safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

SGA recognises and accepts that under the Health & Safety at Work, etc., Act 1974 (the Act) it has a legal responsibility to provide, so far as is reasonably practicable for the health, safety and welfare of all employees of the school and also it has certain duties towards pupils, the public, and people who from time to time use the premises of the school.

The Health and Safety Policy is supported by supplementary documentation such as the Fire Risk Policy, Risk Assessment Policy and associated Risk Assessments. All Health and Safety documents are available for all members of staff. Staff should familiarise themselves with its contents and continue to practice safe and healthy working methods.

The Governing Body believe that it is their moral, religious and legal duty to ensure the health and safety of staff, pupils and visitors and is essential to the success of the school We are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work-related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Ensuring adequate welfare facilities exist at the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

The aims of our health and safety policies pertains to protecting individuals from harm, promoting well-being, and ensuring compliance with relevant regulations. Our health and safety department consisting of the headteacher, health and safety lead, health and safety governor and relevant personnel aim to ensure the following-

1.1 Prevention of Accidents and Injuries

- Identify and eliminate or mitigate potential hazards in the environment.
- Implement measures to prevent accidents and injuries, such as proper signage, safety equipment, and training programs.

1.2 Compliance with Regulations

- Ensure adherence to local, national, and international health and safety regulations and standards.
- Regularly update policies to align with any changes in laws or industry standards.

1.3 Promotion of a Healthy Workplace

- Encourage practices that contribute to physical and mental well-being.
- Provide resources for promoting a healthy lifestyle, such as wellness programs and mental health support.

1.4 Emergency Preparedness

- Develop and communicate plans for responding to emergencies, including fire, natural disasters, and medical incidents.
- Conduct regular drills and training exercises to ensure that individuals know how to respond appropriately in emergencies.

1.5 Training and Education

- Provide ongoing training and education on health and safety matters for employees, students, or community members.
- Raise awareness about the importance of individual responsibility for health and safety.

1.6 Assessment

- Regularly assess and reassess risks associated with activities, processes, or environments.
- Implement measures to minimize or eliminate identified risks.

1.7 Incident Reporting and Investigation

- Establish a clear process for reporting accidents, incidents, or near misses.
- Conduct thorough investigations to identify root causes and implement corrective actions to prevent recurrence.

1.8 Communication and Consultation

- Foster open communication between management and employees, students, or community members regarding health and safety matters.
- Seek input and feedback to continuously improve health and safety policies and practices.

1.9 Continuous Improvement

- Regularly review and update health and safety policies to reflect changing circumstances and best practices.
- Foster a culture of continuous improvement in health and safety performance.

1.10 Legal and Ethical Responsibilities

- Uphold legal and ethical responsibilities regarding the health and safety of individuals within the organization or community.
- Demonstrate a commitment to social responsibility and ethical business practices.

These aims collectively contribute to creating a safe, healthy, and secure environment for everyone involved, whether in the workplace, educational institutions, or public spaces.

2. LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duty's employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

SECTION 2- ORGANISATION

3. Roles and responsibilities

3.1 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the **Headteacher, Miss Naaz**. The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Head teacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing body on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Deputy Headteachers and Senior Leadership Team take the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is **Maryam Zeb**.

The Health and Safety Co-ordinator has the following responsibilities:

- The promotion of a positive health and safety culture within the school
- To co-ordinate and manage the annual risk assessment process for the school
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- To make provision for the inspection and maintenance of work equipment throughout the school
- To manage the keeping of records of all health and safety activities
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors

- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally
- Carrying out any other functions devolved to her by the Headteacher or Governing Body.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Carry out regular health and safety risk assessments of the activities for which they are responsible
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Report all accidents, defects and dangerous occurrences to the health and safety co-ordinator

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

SECTION 3- PROCEDURES AND ARRANGMENTS

Departmental Risk Assessment

A central record of the school risk assessments (for all activities, teaching and non-teaching and premises) will be kept by the health and safety coordinator but the responsibility for producing and reviewing risk assessments lies with the person responsible for the particular activity or location to which the risk assessment relates either directly or in conjunction with specialist member of staff. Risk assessments will be reviewed on an annual basis or when the work activity changes, or after an accident or near miss occurs. Staff must be made aware of any changes to risk assessments relating to their work.

4. SITE SECURITY

Manzoor Shakir is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Manzoor Shakir is a key holder and will respond to an emergency.

5. FIRE

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency

- Evacuations are practised at least once a term
- The fire alarm is a loud buzzer/bell
- Fire alarm testing will take place once a term
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point. The assembly point is at the Parish entrance
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Senior Leader will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals

- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety officer and Science lead teacher and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Hazardous products are kept locked in a store room or locked in the laboratory. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

- A water risk assessment has been completed on 19/2/19 by Smart Water Testing Ltd. The health and safety lead is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

7. EQUIPMENT

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Manzoor Shakir immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

8. LONE WORKING

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Manzoor Shakir retains ladders for working at height
- Pupils are prohibited from using ladders

- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. OFF-SITE VISITS

When taking pupils away from the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

12. LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. VIOLENCE AT WORK

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. SMOKING

Smoking is not permitted anywhere on the school premises.

15. OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

16. ACCIDENT REPORTING

16.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

16.2 Reporting to the Health and Safety Lead

The headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The headteacher will report these to the Health and Safety Executives as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences including death. Specified injuries include-

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

17. MEDICATION

Prescribed medication will be administered to pupils following guidance contained in the policy on administration of medicines to children.

18. INFECTIOUS DISEASES

If a student is found, or is suspected to have contagious infection, disease or virus or sort, they will be immediately sent to the GP/hospital depending on the severity and risk to the students' and others' health. Parents will be informed. Thereafter, all members of staff will be informed of the situation as soon as possible. Staff will be given necessary information about the infection and its symptoms. All students will be monitored. Any complaints of illness will be explored in full detail. A close watch will be kept for symptoms of the infection in other students.

19. TRANSPORT TO HOSPITAL

If an ambulance is required, the admin staff will call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. No casualty should be allowed to travel to hospital unaccompanied the headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

20. VISITORS AND CONTRACTORS

All Contractors on site should ensure they have been given clearance by the headteacher; the area is safe to work. All contractors and visitors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors and visitors must report to reception where they will be asked to sign the visitors' book and wear an identification badge. Any staff encountering visitors without badges should escort them to the school reception for registration. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. The Head Teacher and health and safety coordinator are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

We have been recommended by the Health and Safety Inspector to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the pupils (our pupils are asked not to talk to strangers)
- Moving vehicles when pupils are at play
- Working on or near the playgrounds when the pupils are at play

21. NEW OR EXPECTANT MOTHERS

Once the school has been informed in writing that an employee is a new or expectant mother then the school will endeavour to provide a safe working environment. The school has the right to request confirmation of the pregnancy by 12 means of a certificate from a registered medical practitioner or midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave. The building has disabled access at both entrances; there is a lift available to access all levels of the building. Disabled personnel requiring assistance should approach the office staff for help. The school has disabled toilets situated on the main floor.

22. BOMB HOAXES AND BOMB ALERTS

Responses to bomb threats will follow DFE guidance. The Headteacher, or in their absence, the most senior member of staff available must-

- Ring the fire alarm to activate the evacuation of the premises of all adults and pupils (see fire drill procedure)
- Phone 9999 for the Fire Brigade and Police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident. All pupils and adults must remain outside
- Only when the all clear has been given will pupils and adults be allowed to re-enter the premises. The control point from where such an incident will be handled is the school office.

23. GAS LEAKS

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. Any member of staff discovering a suspected gas leak should inform the Headteacher. She will make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

24. HEATING AND VENTILATION

Normally heating is provided by the central heating system but in certain circumstances it may be necessary to supplement this with portable heaters. Electrical heaters must be included in the annual electrical check of portable appliances. Under no circumstances must portable open-bar electric fires or Bunsen burners be used in the school for heating. The minimum temperature of 16°C should be maintained after the first hour from the official starting of the school day. During warmer weather the temperature should be kept below 27°C, so far as is reasonably possible. This temperature should not be exceeded for more than 10 days per year. Throughout the year, adequate ventilation should be provided for odour removal, replenishment of oxygen and humidity control. When extraction fans are used, it is essential that vents be provided indoors, etc., for the provision of make-up air.

25. TRAINING

Our staff are provided with health and safety training as part of their insets or induction. The training will address current Health and Safety procedures. The school will provide where required specialist Health and Safety training is required for teacher to conduct their work safely. Such training will be on-going. Health and safety induction training will be provided for all new employees by the health and safety lead.

26. MONITORING

This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by the governing body.

26.1 Inspection of Premises

General Workplace Inspections will be co-ordinated by the health and safety coordinator following HSE guidelines once per term using the school's workplace inspection checklist.

26.2 Workplace Inspections

Workplace inspections involve a tour of the school site by the headteacher or the health and safety co-ordinator, to highlight any possible hazards or dangers around the school and to discuss any action that may be needed to eliminate or reduce the danger. These generally take place once a term.

27. SECURITY AND VISITORS

All visitors must report to reception where they will be asked to sign the visitors book and wear an identification badge. Staff who see an unfamiliar person not wearing a visitor's badge have the right to challenge that person. Regular visitors to the school and other users of the school should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned. 19 Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards.

Supervision of pupils

- Pupils should not arrive at school before 8.30am -They cannot be adequately supervised before this time and should therefore not be on premises. The school is not responsible for those pupils who arrive before 8.30am.
- Pupils are supervised at break times in accordance with the duty rota, which covers all areas of the school.
- Pupils should move around the building in an orderly fashion.
- In specialist rooms (e.g. Science, IT, Library) pupils must follow any instructions necessary for their safety whilst in that particular area.

28. LINKS WITH OTHER POLICIES

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan