



Health and Safety Policy 2025/26

Review		
Directors	Adele Lord-Laverick	Georgina Gowthorpe
Principals	Adele Lord-Laverick	Georgina Gowthorpe

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Signed	Adele Lord-Laverick	
Signed	Georgina Gowthorpe	

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Introduction

This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below.

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Workplace (Health Safety and Welfare) Regulations 1992

- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Asbestos at Work Regulations 2006
- The construction (Design and Management) Regulations 2007

Lord Gowthorpe's will comply with the legal requirements as a minimum and will strive towards continual improvement.

Lord Gowthorpe's is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the school.

Lord Gowthorpe's will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

The Principal will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others' personal safety, and safety in any of the Lord Gowthorpe's activities, both on and off site.

General Guidelines

It is the duty and policy of the school, Principals / Directors so far as reasonable and practicable to:

Make itself familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the school, in particular the Management of Health and Safety at work regulations 1992.

Establish and maintain a safe and healthy environment throughout the school. Establish and maintain safe working procedures among staff, students and other users.

Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school.

Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimising potential personal risk and that of others.

Make sure that any health and safety training requirements are met.

Ensure that all staff and students have a safe place to work including means of safe entry and exit.

Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all users.

Ensure effective procedures are in place in case of fire and for evacuating the premises. Ensure accident and emergency procedures are in place.

- Practice safe emergency evacuation procedures at least once per term and the results to be recorded.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements.
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.
- The Principal / Director will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm. To make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

The Principal has responsibility for the day-to-day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on school business.

Staff Responsibilities

The Principal will be responsible for the implementation and operation of the **Lord Gowthorpe's** health and safety policy and in helping other members of staff, students and others to comply with its regulations. As part of their day-to-day duties they will:

- Assist the Principal with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the school.
- Carry out risk assessments of teaching practices and activities including equipment and substances. That any general advice on safety matters given by the Local Authority and other relevant bodies in relation to the school are implemented, that

this will be translated into written safe methods of working practice and every department is informed.

- Inform students, staff and visitors as to their own personal safety and make sure they are aware of the Health and Safety procedures in place.
- Investigate any specific Health and Safety issue which has been identified in regard to any school provision and implement any recommended or remedial action reasonably required.
- Perform regular Health and Safety inspections within their area of responsibility as required by the Principal or as necessary by law.
- Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.
- Ensure appropriate protective clothing and equipment including fire appliances and first aid are provided and readily available in all areas of Lord Gowthorpe's where required.
- Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used, stored and labelled.
- Ensure any signage in relation to Health and Safety is clear and up to date and that everyone is able to understand the label and instructions.
- Attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety.

All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.
- Familiarise themselves with the school's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.
- Report accidents irrespective of any injuries to the principal or designated Health and Safety person and that the report is logged.
- Attend training and awareness courses in regard to Health and Safety.
- Make sure that if they find themselves in an unfamiliar environment, they perform an initial Health and Safety check and seek further advice to clarify any issues arising.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

Accident and Incident Investigation

At Lord Gowthorpe's Independent School, we are committed to thoroughly investigating all accidents, incidents, and near misses to identify root causes and prevent recurrence. Investigations are conducted in a fair, proportionate, and systematic manner, focusing on learning and improvement rather than blame.

Purpose

- To establish the facts surrounding accidents, incidents, and near misses
- To identify immediate and underlying (root) causes
- To implement effective corrective and preventive measures
- To comply with legal reporting requirements and improve overall safety performance

Scope

This applies to:

- Accidents resulting in injury to staff, pupils, visitors, or contractors
- Near misses with the potential to cause harm
- Cases of work-related ill health
- Dangerous occurrences or significant incidents

Reporting

- All accidents, incidents, and near misses must be reported promptly in accordance with school procedures.
- Serious incidents must be reported immediately to the Headteacher or designated responsible person.
- Where applicable, incidents will be reported to relevant authorities in line with statutory requirements (e.g. RIDDOR).

Investigation Process

Investigations will be carried out in a structured and proportionate way, depending on the severity and potential risk:

1. **Initial Response**
 - Ensure the safety of those involved and provide first aid if required
 - Secure the area to prevent further harm
 - Preserve evidence where appropriate
2. **Information Gathering**
 - Collect details as soon as possible, including:
 - Witness statements
 - Photographs or sketches of the scene
 - Equipment involved
 - Relevant documents (risk assessments, procedures, training records)
3. **Analysis of Causes**

- Identify:
 - Immediate causes (e.g. unsafe acts or conditions)
 - Underlying causes (e.g. inadequate training, supervision, or maintenance)
 - Root causes (e.g. system or management failures)
- Consider human, environmental, organisational, and task-related factors
- 4. Action Planning**
 - Develop corrective actions to address identified causes
 - Assign responsibilities and timescales
 - Prioritise actions based on level of risk
- 5. Recording and Reporting**
 - Findings will be documented using a standard investigation report
 - Reports will be retained for monitoring, audit, and legal purposes

Corrective and Preventive Measures

- Actions may include:
 - Reviewing and updating risk assessments
 - Improving training or supervision
 - Repairing or replacing equipment
 - Amending procedures or controls
- Immediate action will be taken where there is a risk of serious harm

Communication and Learning

- Key findings and lessons learned will be shared with relevant staff to prevent recurrence
- Trends and recurring issues will be monitored to inform wider improvements

Responsibilities

- The Headteacher has overall responsibility for ensuring investigations are carried out
- Designated competent persons will lead investigations
- Managers must ensure incidents are reported and cooperate with investigations
- Employees must report incidents and assist with investigations as required

Review

- Investigation procedures will be reviewed periodically to ensure effectiveness
- Outcomes will be used to continuously improve health and safety management systems
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Training

Lord Gowthorpe's will ensure that any new members of staff or visitors will be given appropriate training so that all relevant Health and Safety matters are drawn to their attention at the earliest possible stage of their induction.

All students are expected to be aware of the school's surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others around them. To observe the safety rules of the **Lord Gowthorpe's** especially any instructions from teaching staff in the event of an emergency.

Proportionate Control of Health Infection Risks

We are committed to managing the risk of infectious diseases in a way that is proportionate, evidence-based, and appropriate to the level of risk present at any given time. Our approach ensures that control measures are effective without being unnecessarily restrictive.

Principles

- Infection control measures will be guided by current public health advice and relevant legislation.
- Controls will be proportionate to:
 - The likelihood of transmission
 - The severity of the illness
 - The nature of the work activities
 - The vulnerability of individuals (e.g. clinically at-risk persons)

Employee Duties and Duty of Care

At Lord Gowthorpe's Independent School, all employees play a vital role in maintaining a safe and healthy working and learning environment. Employees are expected to comply with the following duties:

- **Take reasonable care** of their own health and safety and that of others who may be affected by their acts or omissions at work, including pupils, colleagues, visitors, and contractors.
- **Co-operate fully** with the employer on all health and safety matters, including participation in training, implementation of procedures, and adherence to safety systems.
- **Carry out work in accordance with training, instructions, and safe systems of work**, and not undertake tasks for which they have not been adequately trained or authorised.
- **Report immediately** any work situation which they believe represents a serious and imminent danger, or any shortcoming in existing arrangements for health and safety, so that appropriate remedial action can be taken without delay.

In addition, all teaching and other staff working in the school have a **common law duty of care** when in charge of students. This requires them to take the same level of care for pupils as a reasonably prudent parent would in similar circumstances, ensuring pupils are adequately supervised, protected from foreseeable harm, and kept safe at all times while under their care.

Risk Assessment

- Infection risks will be assessed as part of our general risk assessment process.
- Assessments will consider workplace layout, contact levels, hygiene facilities, and ventilation.
- Control measures will be reviewed regularly and updated in response to changing guidance or circumstances.

Control Measures

Depending on the level of risk, proportionate controls may include:

- Promoting good personal hygiene (e.g. handwashing, respiratory etiquette)
- Ensuring adequate cleaning and disinfection of surfaces
- Providing appropriate ventilation in indoor spaces
- Encouraging staff to stay home when unwell
- Use of personal protective equipment (PPE) where justified by risk
- Adjusting working arrangements (e.g. distancing, remote work) where necessary

Escalation and De-escalation

- Measures will be increased during periods of higher infection risk (e.g. outbreaks or public health alerts).
- Restrictions will be reduced when risk levels decline, avoiding unnecessary burden on staff and operations.

Communication and Training

- Employees will be informed of infection risks and the reasons for control measures.
- Training will be provided where specific procedures or equipment are required.

Responsibility

- Management is responsible for implementing and reviewing proportionate controls.
- Employees are expected to follow guidance and report any concerns or symptoms promptly.

Arrangements for Periodic Inspections

We are committed to maintaining a safe and healthy working environment through regular and systematic inspections of our workplace, equipment, and working practices.

Purpose

- To identify hazards and assess risks in a timely manner
- To ensure that control measures remain effective
- To verify compliance with legal requirements and internal procedures
- To promote continuous improvement in health and safety performance

Inspection Schedule

- Formal workplace inspections will be carried out at regular intervals appropriate to the level of risk (e.g. weekly, monthly, or quarterly)
- Additional inspections will be conducted:
 - Following accidents, incidents, or near misses
 - After significant changes to work processes, equipment, or premises
 - In response to specific concerns or complaints

Scope of Inspections

Inspections will cover, as applicable:

- Work areas, access/egress routes, and housekeeping
- Machinery, tools, and equipment condition
- Safety devices and protective measures
- Fire safety arrangements and emergency equipment
- Welfare facilities (e.g. toilets, washing, rest areas)
- Compliance with safe systems of work

Responsibilities

- Designated competent persons will carry out inspections
- Managers/supervisors are responsible for ensuring inspections are completed as scheduled
- Employees are encouraged to report hazards and cooperate with inspections

Recording and Reporting

- Findings will be documented using a standard inspection checklist or report form
- Any hazards identified will be risk-rated and assigned corrective actions
- Records will be retained for monitoring, review, and audit purposes

Corrective Actions

- Identified issues will be addressed within a timeframe proportionate to the level of risk
- Immediate action will be taken where there is a serious or imminent danger
- Responsibility for actions will be clearly assigned and tracked to completion

Review and Monitoring

- Inspection results will be reviewed periodically to identify trends and recurring issues
- The inspection process itself will be reviewed to ensure it remains effective and proportionate

Health and Safety for Educational Visits (Including Residential Visits and Provision-Led Activities) (Policy: educational visits is in addition to this section)

At Lord Gowthorpe's Independent School, we recognise that educational visits and provision-led activities are an important part of the curriculum and student development. We are committed to ensuring that all such activities are planned and delivered in a safe and controlled manner.

Scope

This section applies to:

- Day visits and off-site educational trips
- Residential visits (including overnight stays)
- Sporting fixtures and outdoor activities
- Any provision-led educational activities organised by the school, whether on or off-site

Planning and Risk Assessment

- All visits must be properly planned and approved in advance by the Headteacher or designated Educational Visits Coordinator (EVC).

- A suitable and sufficient risk assessment must be completed for each visit, taking into account:
 - The nature of the activity
 - The age, ability, and needs of pupils
 - Environmental factors and location-specific risks
 - Travel arrangements
- Risk assessments will be proportionate to the level of risk and complexity of the activity.

Staffing and Supervision

- Appropriate staff-to-pupil ratios will be maintained, based on risk assessment and relevant guidance.
- At least one member of staff will have appropriate first aid training.
- Staff leading activities must be competent and, where necessary, suitably qualified or experienced.
- For residential visits, clear supervision arrangements must be in place at all times, including overnight.

Parental Consent and Information

- Written parental consent will be obtained for all visits, with additional consent for residential or higher-risk activities.
- Parents/guardians will be provided with relevant information, including:
 - Itinerary and travel details
 - Accommodation arrangements (for residential visits)
 - Emergency contact procedures

Transport and Travel

- All transport arrangements will comply with legal and safety requirements.
- Vehicles and providers will be appropriately licensed and insured.
- Seat belts will be worn where fitted, and appropriate supervision maintained during travel.

Accommodation (Residential Visits)

- Accommodation will be assessed to ensure it is safe, secure, and suitable for pupils.
- Separate sleeping arrangements will be provided for staff and pupils, and for different genders where appropriate.
- Clear procedures will be established for night-time supervision and emergencies.

Health, Medical and Welfare Needs

- Relevant medical information and emergency contacts will be obtained prior to the visit.
- Medication will be managed in accordance with school procedures.
- Individual needs (e.g. dietary, medical, behavioural) will be appropriately supported.

Emergency Procedures

- A clear emergency plan will be in place for each visit.
- Staff will carry emergency contact details and know how to access support from the school.
- Serious incidents will be reported in line with school procedures.

Monitoring and Review

- Visits will be monitored where appropriate, and feedback will be obtained following completion.
- Any incidents, near misses, or concerns will be reviewed to inform future planning.

Responsibilities

- The Headteacher retains overall responsibility for educational visits.
- The Educational Visits Coordinator (EVC) oversees planning, approval, and guidance.
- Visit leaders are responsible for the safe organisation and conduct of the visit.
- All staff and volunteers must follow school policies and procedures.

Occupational Health Services

At Lord Gowthorpe's Independent School, we are committed to protecting the health, safety, and wellbeing of all employees. We recognise the importance of occupational health services in supporting staff to remain healthy, safe, and able to carry out their roles effectively.

Purpose

- To promote the physical and mental wellbeing of staff
- To prevent work-related illness and injury
- To support staff who have health conditions or who are returning to work
- To ensure compliance with relevant health and safety and employment legislation

Provision of Occupational Health Services

- The school will provide access to competent occupational health services where appropriate.
- Services may be delivered through an external provider or qualified professionals.
- Occupational health support will be used in a proportionate and confidential manner, based on individual and organisational needs.

Referrals

- Referrals to occupational health may be made:
 - Following periods of sickness absence
 - Where there are concerns about an employee's health affecting their work
 - To support return-to-work planning
 - Where workplace adjustments may be required
- Referrals will normally be made by management, with the knowledge and consent of the employee.

Health Surveillance

- Where risk assessments identify a need (e.g. exposure to noise, hazardous substances, or repetitive tasks), appropriate health surveillance will be provided.
- Records of health surveillance will be maintained in accordance with data protection requirements.

Support and Adjustments

- The school will consider reasonable adjustments to support employees with health conditions or disabilities.

- Recommendations from occupational health professionals will be taken into account when making decisions about duties, working arrangements, or workplace adaptations.

Confidentiality

- All occupational health information will be handled sensitively and in line with data protection legislation.
- Medical information will only be shared on a need-to-know basis and with appropriate consent.

Mental Health and Wellbeing

- The school recognises the importance of mental health and will promote a supportive working environment.
- Staff will be encouraged to seek support where needed, and appropriate resources or referrals will be provided.

Responsibilities

- The Headteacher and senior leadership team are responsible for ensuring appropriate occupational health arrangements are in place.
- Managers are responsible for identifying when referrals or support may be needed.
- Employees are encouraged to engage with occupational health services and inform the school of any health concerns that may affect their work.

Review

- Occupational health arrangements will be reviewed periodically to ensure they remain effective, proportionate, and responsive to staff needs.

Provision Security: Incident Management and Response

At Lord Gowthorpe's Independent School, we are committed to maintaining a safe and secure environment for pupils, staff, and visitors. We recognise the importance of being prepared to manage and respond effectively to incidents that may impact the security of the school provision.

Purpose

- To ensure a coordinated and effective response to security-related incidents
- To minimise risk to individuals and property
- To maintain continuity of education and school operations
- To support recovery and learning following incidents

Scope

This section applies to all security-related incidents, including but not limited to:

- Unauthorised access to school premises
- Missing pupils or safeguarding-related concerns
- Threats, violence, or aggressive behaviour
- Suspicious items or activities
- Vandalism or damage to property
- Cyber or information security breaches affecting school operations

Preventative Measures

- The school will maintain appropriate physical security measures (e.g. controlled access points, visitor procedures, secure perimeters).
- Staff and pupils will be made aware of security expectations and procedures.
- Regular risk assessments will be undertaken to identify and address security vulnerabilities.

Incident Response Procedures

In the event of a security-related incident:

1. **Immediate Action**
 - Ensure the safety of pupils, staff, and visitors
 - Contact emergency services where necessary
 - Initiate lockdown, evacuation, or other emergency procedures as appropriate
2. **Notification**
 - Inform the Headteacher and senior leadership team immediately
 - Notify relevant staff and, where appropriate, parents/carers
 - Report safeguarding concerns in line with school safeguarding procedures
3. **Containment and Control**
 - Take steps to contain the incident and prevent escalation
 - Restrict access to affected areas where required
4. **Communication**
 - Provide clear and timely information to staff, pupils, and parents/carers
 - Ensure communication is accurate and does not compromise safety or investigations

Business Continuity

- The school will maintain arrangements to ensure continuity of education where possible during and after an incident.
- Alternative arrangements may include temporary relocation, remote learning, or adjusted timetables.

Recording and Investigation

- All security incidents will be recorded and investigated in line with the school's accident and incident investigation procedures.
- Findings will be used to identify improvements and prevent recurrence.

Training and Preparedness

- Staff will receive appropriate training in security awareness and emergency procedures (e.g. lockdown and evacuation).
- Drills will be conducted periodically to test the effectiveness of procedures.

Responsibilities

- The Headteacher has overall responsibility for provision security and incident response.
- Senior leaders will coordinate responses to serious incidents.
- All staff are responsible for maintaining vigilance and reporting concerns immediately.

Review

- Security arrangements and incident response procedures will be reviewed regularly and following any significant incident.
- Improvements will be implemented to strengthen the school's resilience and preparedness.

Control of Access and Barring of Individuals from Premises

At Lord Gowthorpe's Independent School, we are committed to maintaining a secure environment by controlling access to the premises and, where necessary, restricting or barring individuals who may pose a risk to the safety, wellbeing, or orderly operation of the school.

Purpose

- To ensure the safety and security of pupils, staff, and visitors
- To prevent unauthorised access to the school site
- To provide a clear framework for restricting or barring individuals where necessary

Access Control Measures

- Entry to the school premises will be controlled through designated access points.
- Visitors must:
 - Report to reception on arrival
 - Sign in and out using the school's visitor system
 - Wear a visitor identification badge at all times while on site
- Staff are responsible for challenging or reporting unknown individuals not displaying appropriate identification.
- External doors and gates will be kept secure where appropriate, with access limited during the school day.

Supervision of Visitors and Contractors

- Visitors and contractors will be supervised as appropriate to their reason for being on site.
- Contractors will be required to comply with the school's health and safety and safeguarding procedures.
- Access to sensitive areas will be restricted unless authorised.

Barring and Restrictions

- The school reserves the right to refuse entry to, or bar, any individual whose behaviour:
 - Poses a risk to the safety or wellbeing of pupils, staff, or others
 - Is abusive, threatening, or disruptive
 - Breaches school policies or legal requirements
- Decisions to bar individuals will be made by the Headteacher or an authorised senior leader.

Process for Barring Individuals

- Where appropriate, the individual will be informed of the concerns and given an opportunity to respond.
- A formal written notice may be issued outlining:
 - The reasons for the restriction or ban
 - The duration and scope of the restriction
 - Any conditions for future access (if applicable)
- In serious cases, the school may involve external agencies (e.g. police).

Emergency Situations

- Immediate action will be taken to remove or restrict individuals posing an imminent threat.
- Emergency services will be contacted where necessary.

Recording and Review

- All incidents relating to unauthorised access or barring will be recorded.
- Decisions to bar individuals will be reviewed periodically to ensure they remain appropriate and proportionate.

Responsibilities

- The Headteacher has overall responsibility for access control and decisions relating to barring.
- Staff must remain vigilant and follow access procedures at all times.
- All visitors are expected to comply with school requirements while on site.

Emergency Procedures and Critical Incident Response

At Lord Gowthorpe's Independent School, we are committed to ensuring effective preparedness for, and response to, emergency situations that may pose a risk to the safety, wellbeing, or continuity of the school. These procedures aim to minimise harm, ensure clear communication, and support recovery.

General Principles

- The safety of pupils, staff, and visitors is the highest priority.
 - Emergency services will be contacted immediately where required.
 - The Headteacher (or nominated deputy) will take overall control of the response.
 - Clear communication will be maintained with staff, pupils, parents/carers, and relevant authorities.
 - All incidents will be recorded and reviewed to inform future improvements.
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Serious Injury to a Learner or Member of Staff

- Administer first aid immediately by a trained first aider.
 - Contact emergency services if the injury is serious.
 - Ensure the area is made safe to prevent further harm.
 - Inform the Headteacher and the injured person's emergency contact.
 - Record the incident in the accident reporting system.
 - Follow reporting requirements where applicable (e.g. RIDDOR).
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Significant Damage to the School Premises

- Evacuate affected areas if there is a risk to safety (e.g. structural damage, fire, flooding).
- Contact emergency services and relevant utilities if required.
- Secure the site to prevent unauthorised access.

- Assess the extent of damage and implement temporary control measures.
 - Activate business continuity arrangements (e.g. relocation or remote learning if necessary).
 - Inform stakeholders, including parents/carers and governing bodies.
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Criminal Activity

- Contact the police immediately in the event of suspected or actual criminal activity.
 - Take steps to ensure the safety of pupils and staff (e.g. lockdown if appropriate).
 - Preserve evidence and avoid disturbing the scene where possible.
 - Inform the Headteacher and follow safeguarding procedures if relevant.
 - Cooperate fully with law enforcement agencies.
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Severe Weather

- Monitor weather warnings and guidance from relevant authorities.
 - Take preventative action where possible (e.g. gritting, securing outdoor items).
 - Decide on school closure or restricted operations if conditions pose a risk.
 - Communicate decisions clearly to parents/carers and staff.
 - Ensure safe dismissal procedures or supervised shelter where necessary.
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Public Health Incidents (e.g. Flu Pandemic)

- Follow guidance from relevant public health authorities.
 - Implement proportionate infection control measures (e.g. hygiene practices, distancing if advised).
 - Consider temporary adjustments to school operations, including remote learning if required.
 - Communicate regularly with staff, pupils, and parents/carers.
 - Support vulnerable individuals and maintain safeguarding arrangements.
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Effects of a Disaster in the Local Community

- Assess any impact on pupils, staff, and school operations.
 - Provide immediate support to those affected, including pastoral care.
 - Liaise with local authorities and emergency services as appropriate.
 - Adjust school operations to maintain safety and continuity.
 - Offer flexibility and support to families affected by the incident.
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Communication

- A clear communication plan will be implemented during emergencies.

- Only authorised personnel will communicate with external parties and media.
 - Parents/carers will be kept informed through agreed communication channels.
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Training and Preparedness

- Staff will receive training on emergency procedures and their roles.
 - Regular drills (e.g. evacuation, lockdown) will be carried out.
 - Emergency contact details and key information will be maintained and readily accessible.
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Review

- All emergency incidents will be reviewed to identify lessons learned.
- Procedures will be updated as necessary to ensure continued effectiveness.

Review

The principal will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the Health and Safety welfare of all individuals using the Site.

The principal will ensure that risk assessments and related procedures are reviewed annually or sooner, especially if after an incident or accident.

The principal will implement all and any Health and Safety precautions required by law and those advised procedures required by Local government.

Monitoring, Evaluation and Review

The directors will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout Lord Gowthorpe's.