



HEALTH AND SAFETY POLICY

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Part 2 – Organisation

2.1 The duties of the Employing Body

To produce and regularly review the Health & Safety Policy for the academy. This policy will reflect the requirements of the Health and Safety at Work etc Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation.

- To monitor both compliance with, as well as the effectiveness of this policy
- To provide adequate resources to meet the academy's legal responsibilities as well as compliance with this policy
- To assist the employing body in discharging its legal obligations, the academy has appointed the Health & Safety Service at Devon County Council as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Health & Safety Service's Health & Safety Arrangements Notes for Academies.

2.2 The duties of the Responsible Person

Overall accountability for health and safety lies with the Governors and the Headteacher. In particular, the Headteacher will

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the governing body to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the governing body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the governing body any significant risks or policy requirements which cannot be met within the establishment's budget

- Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives where appointed
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

The day-to-day responsibility for health and safety is delegated to the Health and Safety Officer, also the Business Manager. The Health and Safety officer has the delegated task of assisting the Headteacher discharge their duties in relation to day-to-day health and safety management. To do this the Health and Safety officer will:

- co-ordinate and manage the risk assessment process for the academy
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the head teacher and governing body
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the governing body if funds are not available
- assist with the identification of training needs and training delivery across the academy to ensure that staff and students are adequately instructed
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic health and safety audits and liaise with the Head teacher and governing body in relation to findings and any associated remedial actions
- liaising with line managers to ensure that health and safety information and controls is communicated to all staff

Exeter Mathematics School leases boarding facilities from a private company and whilst it is the responsibility of the landlord to ensure the premises maintain Health and Safety Standards, the Health & Safety Officer has oversight of the building maintenance and monitors health and safety compliance at the site.

The Health and Safety officer for all areas of Exeter Mathematics School other than the Physics Laboratories is the School Business Manager. To undertake these duties, it is required that the School Business Manager has relevant and reasonable levels of training/experience in building management and of awareness of fire prevention, general health & safety, and first aid. It is the responsibility of the Governors and the Headteacher to ensure the School Business Manager meets these criteria, and seeks additional or supplementary training, if required.

The health and safety officer for the Physics Laboratories is the Lead Teacher for Physics.

There is a separate and dedicated Health and Safety Policy for the Physics Labs.

2.3 Employees

Employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the academy's health and safety policy arrangements at all times
- Report all accidents and incidents to the Health and Safety officer
- Co-operate with school management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to the Health and Safety officer
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons
- Senior managers are responsible for communicating health and safety information to staff and feeding back health and safety information to SOG to ensure safe working practices

2.4 Students

Students are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

2.5 Contractors

All contractors who work on the academy premises are required to have prepared a risk assessment method statement for all hazardous activities and this should be reviewed by school before commencement of work.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the head teacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

Part 3 Arrangements

The following measures have been put in place to manage health and safety

3.1 Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing

Risk assessments are available for all staff to view and are held centrally in EMS Staff/H & S/ Risk Assessments/2024 Risk Assessments (non teaching)/Completed RAs for staff to read. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually.

3.2 Accident/Incident Reporting

All accidents are to be reported to the health and safety officer and serious incidents will be recorded on Oshens (DCC reporting tool) where it will be further reviewed by DCC.. This includes all staff, students and visitors where an accident has occurred because of work. All accidents reported on Oshens will be reported to the Resources Committee.

An accident is an incident arising from a workplace activity which results in the need of medical support (eg first aid being administered).

Accidents will be monitored for trends and any identifiable trend reported to the Resources Committee.

The health and safety officer will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported to the HSE.

3.3 Asbestos

Asbestos was substantially removed from Rougemont House prior to its occupation in 2014. There is an Asbestos Register which is reviewed annually and a copy is kept at reception for contractors to access.

3.4 Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to reception where they will be asked to sign the visitors book and wear an identification badge in line with school procedures for contractors working at school. Contractors will be informed of what to do in the event of an emergency.

School contracts with Kimera Facilities Management Ltd to provide facilities management and Kimera have provided risk assessments for all their contracting activities. Any other contractor who may be engaged by school will provide a risk assessment method statement as appropriate and this will be reviewed by school to ensure that it is sufficient.

All contractors are expected to be courteous and considerate when on school premises working only in the designated area. Contractors will be monitored where the contractors work directly affects staff and students.

3.5 Consultation

The Safety Representatives and Safety Committee Regulations 1977 provide for a safety representative to be appointed by a recognised trade union and have the right to represent the employees in consultation with the employer. The Health and Safety (Consultation with Employees) Regulations 1996 provides that where employees are not represented by safety representatives under the 1977 regulation, the employer should consult employees in good time regarding health and safety changes that may substantially affect the health and safety of employees.

The main forum for health and safety matters is at the school operations group meeting where line managers meet every fortnight with health and safety as a standing item on the agenda. Health and safety matters are considered at this forum and information circulated appropriately to all staff. Staff can feedback their views or concerns to line managers in the normal manner, at the morning briefing or in person to the Health and Safety officer/Headteacher.

3.6 Curriculum Activities

The risks arising from classroom activities have been considered and are considered to be low risk. Within science, school uses CLEAPSS to manage classroom safety for practical activities.

3.7 Display Screen Equipment

The Display Screen Regulations 1992 apply for workers who regularly use DSE as a significant part of their normal work. DSE users:

- Must have had workstations assessed
- Have controls in place to ensure safe use
- Have information and training provided
- Can have eye sight tests paid for

Workstations are assessed at induction but can be assessed again at the request of the employee and if the assessment is complex, school under the HR service level agreement, can call upon the Employment Health Adviser at Exeter College to carry out the assessment. Aids to improve the work area are bought at the employees requests, examples being new chairs, foot rest and provision of height adjustable standing desks.

3.8 Electrical Safety

There is an annual cycle of testing where portable electrical appliances are inspected and tested to ensure they remain safe to use. An electrical installation inspection is carried out quinquennially to inspect and report on the fixed wiring in school. The last inspection was in 2025 and all defects arising from the inspection have been remedied.

3.9 Fire Evacuation Procedures and Guidance

3.9.1 Fire Action Procedure

Any person suspecting or discovering a fire must activate the nearest fire alarm call point which will activate the audible/visible alarms.

On hearing or seeing the fire alarm (Continuous Siren / Flashing Light):

- Activate the nearest Fire Alarm Call Point. This action will automatically activate the audible / visual alarms
- Leave the building by the nearest available Exit.
- If you are the last to leave a room, close but do not lock the door behind you
- Not use the lift

- Go immediately to the designated Fire Assembly Point
- Await further Instructions. Do not re-enter any building until instructed to do so by a Fire Warden or Evacuation Officer
- Follow instructions given by the emergency services Fire Officer, or Evacuation Officer. Breaches of these procedures will be considered serious and will be dealt with under the School's Disciplinary Procedures

3.9.2 Fire Action Procedure for those with disabilities

There is a Personal Emergency Evacuation Plan for all staff and students who are likely to require assistance in order to evacuate the building safely. PEEPS are shared with fire wardens so that they are aware of special measures in place and can report appropriately to the Evacuation Officer or emergency services.

The lift returns to the lower ground floor when the fire alarm sounds and remains inactive until the fire alarm is turned off.

There are refuge points on all floors adjacent the lift on the external staircase where pupils/staff can shelter and where they can use the call button by the side of the lift to communicate with emergency services in the entrance where the fire panel is located.

In the event of a fire, the fire brigade have instructed that people must evacuate the building if they are able to.

3.9.3 General Staff Instruction/Induction

All staff must be made familiar with the fire procedure on Induction as required by the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974. Specific Fire Risk Assessments have been completed for the School building and on these the following general procedures are based.

Fire procedures are posted throughout the School and can be found on exit routes normally adjacent to fire alarm call points. All staff must ensure that they are totally familiar with the various means of escape by walking the routes from the area in which they are normally deployed. Staff are advised of the assembly point in induction, however, the fire procedures also state the location of the assembly point.

The 'break glass' fire alarm call points can be found on corridors and adjacent to final exit doors.

Portable fire-fighting equipment is sited in 'high risk' rooms and at appropriate points throughout the building. Under no circumstances should portable fire-fighting equipment be used by any untrained personnel. Those who have been trained should only use it if it is safe to do so.

In an emergency evacuation, all staff are exercising their duties under the direct authority of the School Headteacher and SLT.

All staff must read, understand and obey School Fire Procedures. Fire doors must always be unlocked but closed when not in use. They must not be obstructed. Close them behind you, unless the doors automatically close when a fire alarm is activated (Dorguard installed on door).

Posters must not be attached to fire doors and the visibility panels must not be obscured.

3.9.4 Duties of Teachers

Teachers are responsible for their students when in class and must make themselves aware of fire procedures for the rooms and areas in which they teach.

On hearing or seeing the evacuation signal, a continuous sounding of the fire alarm and or flashing beacons, the teacher must ensure that students under their supervision are made aware of the location of the assembly point and that they leave the building by the nearest available exit route in a calm and orderly manner.

3.9.5 Duties of Fire Wardens and Evacuation Officers

When the Alarm Sounds - Evacuation Officer Duties

During an emergency evacuation; the Evacuation Officer must:

- Don the fluorescent jacket on the ground floor and pick up the grab bag
- Go to the Assembly Point in Rougemont Gardens and take charge
- Liaise with Fire Wardens to account for staff and students (where practical) and identify areas that have/have not been checked
- Ensure that the emergency services (**999 - fire**) have been called. If there is uncertainty, delegate this immediately to a responsible person
- Ensure that the building monitoring service (**Securiguard – 01752 204911**) have been notified
- Provide information to the emergency services and building monitoring service about: the cause and location of the fire (where, and if, known); missing persons; areas that have not been checked
- Inform the emergency services of hazards on site – this information is on the clip board in the grab bag. Hazards are the gas cylinders stored in the courtyard, laboratory radiation source held securely in the basement and the electric cupboards on each floor containing distribution boards identified as follows:



- Establish communications with any disabled persons located in refuge areas

- Provide fire log book to emergency services
- Direct the Fire Wardens to prevent entry to the building until it is safe to do so
- Arrange a first aid post if required
- Instruct a Fire Warden(s) to walk round the perimeter of the building and report back upon any fire situation, and the locations of anyone in the building who is trying to attract attention from a window or rooftop, etc. Inspections of the exterior of the building should be repeated until the emergency has finished and the all clear has been given
- If the situation becomes prolonged, consider arrangements for evacuees to be accommodated and protected from the weather

When the alarm sounds - Fire Warden Duties

Designated Fire Warden area checks

- **2nd floor and 1st floor checked by any of the following staff**

Headteacher, PA to Head Teacher, Finance Officer, Health & safety officer, Head of Boarding and Designated Safeguarding Lead.

- **Ground floor and Basement checked by any of the following staff**

Receptionist(s), Admin and Outreach Team

During an emergency evacuation; each Fire Warden must:

- 1) Don a fluorescent jacket at the top of the stairs adjacent to the second floor kitchen and from the clothes rack by reception.
- 2) Check their designated area (including all toilets, stock rooms, communal areas) on their way out of the premises, using the designated fire exits, and ensuring all doors are closed behind you. This must include checking any Refuge Areas for the presence of disabled evacuees.
- 3) Marshal any remaining occupants safely out of the building
- 4) Must report to the Evacuation Officer at the Assembly Point giving details of:
 - any persons reported not accounted for
 - any persons stationed at Refuge Areas or elsewhere
- 5) Establish whether the emergency services have been called

- 6) Go to an entrance or exit door as directed by the Evacuation Officer to prevent anyone, apart from emergency services personnel, entering the building until further instructions are received from the officer in charge of the emergency services
- 7) Ensure that evacuees do not return to the building until the 'all clear' is given. This decision may involve the emergency services depending upon the severity of the situation
- 8) Assist the Evacuation Officer as required
- 9) Report to the Evacuation Officer any anxiety or other impacts on their personnel well being arising from the fire evacuation

Under no circumstances must Fire Wardens or Evacuation Officers endanger themselves and significantly delay their own evacuation from the building.

The Headteacher, Assistant Headteachers, and School Health & safety officer are also Evacuation Officers for the school and are appointed to co-ordinate the entire evacuation process and liaise directly with the fire service on arrival.

All Fire Wardens and Evacuation Officers will be familiar with all exit points and will direct staff, students and visitors towards the most appropriate exit.

It must be stressed, however, that members of staff are not trained to be fire-fighters and should only use the portable fire extinguishers if appropriate training has been received and is safe to do so.

3.9.6 Fire Safety

Fire safety is everyone's responsibility. All employees, students, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal, of hazardous/combustible materials and compliance with the requirements of the Schools Policy on Smoking.

In addition to the legal fire prevention requirements, advice on specific fire prevention practices are available from the School Health & safety officer or Exeter College Fire Advisor.

3.9.7 Fire Precautions

Fire doors must always be kept clear of obstruction and closed, unless they are doors which automatically close when the alarm is activated. This is to maintain compartmentalisation of the building and to prevent the spread of the fire and/or toxic smoke. All fire doors are checked at the end of each day to ensure they have been suitably closed.

Corridors, stairways, landings and escape routes must always be kept clear of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All fire-fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire-fighting equipment must not be removed or repositioned without authority from the School Health & safety officer.

Any obvious or suspected damage to, or misuse of, a fire alarm or firefighting equipment must be reported immediately to the School Health & safety officer.

3.9.8 Fire Drills

Fire drills / practice emergency evacuations will take place each term with the first practice taking place early in the Autumn Term and at other times if deemed necessary and appropriate.

All new staff and students must be informed of what to do in case of fire / emergency evacuation during their initial induction programme.

Fire Drills are extremely important in order that we may learn how to evacuate the School quickly and in an orderly fashion. It is important that all staff respond in a positive manner and set an example for students to follow.

Boarding carry out fire evacuation drills once a term with procedures outlined to boarding staff by the Head of Boarding prior to the drill. All boarding staff are trained fire wardens.

3.10 Invacuation/Lockdown

In certain circumstances, it may be necessary to carry out a lockdown/invacuation. This procedure is designed to keep pupils and staff safe by remaining inside the building and securing the premises. Reasons for a lockdown may include: an armed intruder, a dangerous animal on site, a nearby gas or chemical leak, or a student threatening others with a weapon.

The term 'invacuation' refers to the process of making staff aware of an emergency and moving pupils, staff and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air, and when it is necessary to protect people from intruders.

Any member of staff who becomes aware of such a concern must immediately inform a member of SLT. A member of SLT will then carry out a dynamic risk assessment and decide the most appropriate place for pupils and staff to remain, depending on the level and nature of the threat.

- Environmental threat (e.g. gas leak/chemical spill): staff will be instructed to close all windows and doors. Pupils may remain in their current classrooms unless directed otherwise.
- Violent or external threat (e.g. intruder/weapon): all external doors and card-access doors will be locked. Everyone must remain in the designated spaces until told it is safe.

Procedures – the invacuation/lockdown is triggered when a member of staff becomes aware of a threat (environmental/violent/external threat)

- Staff member alerts a member of SLT immediately.
- SLT pair convenes (YT & KB, YT & LC, or KB & LC, KB & HC, YT & HC, etc.).
- Dynamic risk assessment is carried out and wording agreed.
- If environmental threat, SLT Member 1: instructs staff and students on top and middle floors to remain in their classrooms and shut all windows. SLT Member 2: instructs staff and students on the ground floor and lower ground floor to remain in their classroom and shut the windows.
- If violent or external threat, SLT Member 1: instructs staff and students on top and middle floors to move to the designated space and if necessary, stay away from windows. SLT Member 2: instructs staff and students on the ground floor and lower ground floor to move to the designated space and if necessary, stay away from windows.

The police will be contacted at the earliest opportunity. Communication with pupils and staff during lockdown will be direct and verbal, led by SLT members.

Once the incident has been resolved, the Headteacher will provide a written communication to parents and carers outlining the incident and the school's response.

3.11 Silent Evacuation

In certain situations, a "Silent Evacuation" is required where using the fire alarm or making a loud announcement could increase safety risk. For example, drawing attention to an evacuation during a security threat might cause panic or alert an intruder. A silent evacuation allows staff and students to evacuate the building calmly and safely without unnecessary attention.

Potential evacuation sites are not listed in advance for security reasons. SLT will decide the safest evacuation site during their dynamic risk assessment, this will be based on the nature and/or location of the threat. This ensures flexibility and reduces the risk of sensitive information being misused.

Step-by -Step Procedure

Trigger: A member of staff becomes aware of a threat to the building (e.g. suspicious package, intruder, other security concern).

- Staff member alerts a member of SLT immediately.
- SLT pair convenes (YT & KB, YT & LC, KB & LC, KB & HC etc.).
- Dynamic risk assessment carried out.
- Safe evacuation site identified.

- Agreed wording for verbal instructions decided (to keep message clear and consistent).
- SLT Member 1: instructs staff and students on top and middle floors.
- SLT Member 2: instructs reception staff and spreads the word on ground floor and lower ground floor.
- Fire wardens sweep all classrooms, offices, and toilets on their designated floors.
- Any concerns (e.g. locked rooms, students remaining in classroom) must be reported to SLT at the evacuation site.
- The SLT pair will remain together at the evacuation point,
- Everyone gathers at the designated evacuation point.
- Fire wardens report directly to SLT pair then are each instructed to stand at a safe distance from the building but where they can see either the student entrance gate and or the Front door.

Additional Notes for All Staff

- Do not re-enter the building until the all-clear is given by SLT.
- Staff must keep students silent, calm and together during the evacuation.

3.12 First Aid/Accident/Emergency

3.12.1 First Aid

First Aid boxes are located on each of the four floors of the School where they can be easily accessed by staff who are trained in first aid. In some cases, these rooms are locked when not in use; additional First Aid boxes are placed on these floors in unlocked rooms:

1. Second floor kitchen (2nd Floor)
2. Reception Desk (Ground Floor)
3. First Aid Room (Ground Floor) – eye wash first aid supplies available
4. Physics Lab (Lower Ground Floor) – eye wash first aid supplies available
5. Johnson - Meeting Room (Lower Ground Floor)

In addition, a first aid kit is kept in the EMS car and spare supplies are available from Reception to be booked out for off-site educational visits.

The school has a nominated first aider list displayed on each floor of Rougemont House. All boarding staff are trained with a 3 day course in First Aid at Work and other staff are trained with at least a 1 day course in Emergency First Aid at Work. The following staff at Rougemont House are trained first aiders with date of course taken in brackets (requalification after 3 years):

Anna Green	04/09/2025
Phil Hatchard	04/09/2025
Dinah Lees	06/03/2025
Tamsin Muir	20/08/2023
Kerry Burnham (First Aid at Work)	21/10/2024
Susie Catling	06/02/2024
Liam Cattle (First Aid at Work)	26/09/2023
Grace Strachan	26/09/2023
Louise Brind	09/11/2025
Yasmin Trevelyan (First Aid at Work)	10/07/2024
Lydia Jerram	14/09/2023

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3.12.2 Accident and Emergency Procedure

Do not leave the patient alone: render first aid if possible, but only if you are trained to do so. Call for assistance and ask for a first aider.

If an ambulance is required, the First Aider who is dealing with the incident should always remain with the patient until the emergency services arrive and should, if necessary, summon another person or persons to make calls and direct doctors / paramedics to the patient.

The nearest Accident & Emergency Department is located at:

Royal Devon & Exeter Hospital, Barrack Road, Exeter

For an Ambulance Dial 9 - 999 or 9 - 112

Following an accident

- Report the accident immediately to Health and Safety officer. If the Health and Safety officer is not available, and the accident requires first aid treatment, the accident can be reported to SLT. There is a tear off hard copy accident book kept at reception and in boarding. These can be used to record incidents and are filed by the Health and Safety Officer for information. Alternatively, incidents can be reported electronically and the Health and Safety Officer will follow up as necessary to obtain additional information. Non trivial incidents are recorded on the Oshens reporting system monitored by DCC.
- If an ambulance is called out of normal daytime working hours, inform the on-call member of staff:
Headteacher / Assistant Headteacher Pastoral / Head of Boarding
- All near misses should be reported to the health and safety officer
- All accidents/incidents recorded on Oshens should also be reported to the Resources Committee

In the event of a serious accident or incident the Headteacher must be separately informed immediately. The Headteacher must also be informed when an employee, student or self-employed person working under the School's control remains absent for more than three consecutive days following an accident at School or if they have been detained in hospital.

3.12.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. A RIDDOR report is required where the accident is work related and it results in a reportable injury.

Types of reportable injury

- 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) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- 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
 - requires resuscitation or admittance to hospital for more than 24 hours

Accidents must be reported where employee is away from work or unable to perform their normal work duties, for more than 7 consecutive days, starting the day after the accident. The health and safety officer will take the appropriate reporting action in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3.13 Hazardous Substances

School will ensure that COSHH risk assessments will be carried out as necessary. Currently the only hazardous substances kept on site are cleaning products used by Coastline Cleaning and these are kept securely in the locked cleaning cupboard. Coastline carry out COSHH risk assessments for any hazardous cleaning products and these along with the data safety sheet are kept in the Coastline file. Safe use of materials in the science labs is managed under CLEAPPS regulations

3.14 Health and Safety Monitoring

The school has contracted with Devon County Council for them to act as the Competent Person to provide support and advice to the school on health and safety matters. The contract provides for annual audits to monitor health and safety and that school remains safe and compliant. These audits will be reported to the Resources Committee to evidence monitoring and management of health and safety.

3.15 Legionella

A water risk assessment for the school has been completed by Kimera Facilities Management Ltd in 2020 and checks are carried out every month and recorded in the water hygiene logbook. This risk assessment will be reviewed where significant changes have occurred to the water system.

3.16 Lettings

Enquires to use the school come to the health & safety officer and they will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

3.17 Lift Protocol

- You must enter and leave the lift with care.
- Give priority to those with physical or sensory disabilities
- Do not overload the lift
- You must not endanger life by tampering with the mechanisms in any way
- No open food or drink is to be taken into the lift
- The lift must not be used in the event of fire
- The lift should not be used when lone working.

3.18 Maintenance of Plant & Equipment

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. All staff are required to report any problems found with plant/equipment to the health and safety officer. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Kimera Facilities Management Ltd are engaged by school to manage the majority of the inspection of services and equipment at Rougemont House as well as provide a care taking service. The following specific statutory inspections and tests will be undertaken by Kimera:

- HVAC service
- Emergency light tests
- Fire risk assessment
- Legionella checks
- Fire Alarm Inspection
- CCTV Inspection
- Fire extinguisher inspection
- Building management services
- Mansafe inspection
- Lift service
- Access control inspections
- Sliding door service
- Intruder Alarm

School manages the remainder of the inspections and services which are:

- PAT testing
- Colt fire vent
- 5 yr fixed wiring test

Student Homes Management Ltd are the landlords for the boarding facility at Molly Hayes and have responsibility for repairing and maintaining the property. The company have undertaken to ensure, as far as reasonably practicable, that all facilities and activities at **Molly Hayes** are constructed, maintained, inspected, tested and managed in a way that as far as reasonably possible ensures the reasonable safety of everyone living in or visiting the property is assured. Condor Properties confirm the follow arrangements:

- Fire Alarm Maintenance / Testing Certification - **(Bi-Annually)**
- Emergency Light Testing - **(Annually)**

- Fire Risk Appraisal – **(reviewed appropriately)**
- Fixed Wire Electrical Testing (**NICEIC**) **5 Yearly**
- Gas Safety Certification – **(Annually)**
- PAT Certification – **(Annually)**
- Water Hygiene Management Program – Management Regime in place with Kirkee Ltd
(Monthly/Quarterly/Annual Checks)

3.19 Medication Arrangements

Currently we do not administer any medication, and this would only be done with written direction by a medical professional and parents and/or carers consent. The only exemption would be if we are directed by a medical professional to administer an Epi-Plan as a life saving emergency procedure whilst awaiting emergency medical care.

3.20 Moving and Handling

Staff have been consulted on instances of manual handling and these have been considered. The manual handling risk assessment provides details and controls put in place to manage this risk.

3.21 Offsite visits

Arrangements for offsite visits are detailed in the Educational Visits Policy which is reviewed every two years. A risk assessment is completed for each visit and reviewed by the Assistant Head Pastoral.

3.22 Protecting yourself against infection

Simple measures such as hand washing will help protect you and others from cross infection.

However, blood borne viruses such as Hepatitis B or C and H.I.V. are a risk, which may be spread by body fluid contact. To prevent cross infection, you should:

- Wear gloves when carrying out first aid procedures
- Cover your own skin sores or wounds with a waterproof plaster

If your eyes, mouth or wounds on your skin are splashed by a casualty's blood, wash thoroughly and contact NHS on 111 (for fast medical help which is insufficiently urgent to require a 999 call).

All first aiders have access to face shields in the first aid kits, which they should use for mouth-to-mouth ventilation.

All staff at risk of infection are familiarised with the current procedures to be employed to control this risk.

All staff should take care that they are not pricked by any glass or needles which, they may have to handle on site. Any accidents involving hypodermic needles must be reported to the Headteacher and the Health and Safety Officer.

3.23 Radioactive Sources

The school has adopted CLEAPPS guidance for the use of radioactive sources and this is overseen by the Radiation Protection Officer at DCC as part of the health and safety service that school has bought into. The Radiation Protection Supervisor is the Head of Physics. The radioactive source is held within a safe located in the basement and the key to this is held securely in the finance office, with a spare key held at home by the School Health & safety officer.

3.24 Site Security

The safety of all those who use Exeter Mathematics School building is paramount, as part of our security, CCTV is used on site.

The School's CCTV system can be accessed from the Finance Office and a digital recording facility enables discs to be produced in evidence if necessary and in accordance with the Data Protection Act.

Access to school is restricted with entry to reception controlled by a sliding door operated by reception and entry to the rear of school by entry fob only.

There is an intruder alarm which is connected to an out of hours monitoring service provided by Secure Force who contact the health & safety officer in the first instance in the event of the alarm being triggered.

Exeter College's Estates Team provide a back-up service to support the School in the event of an emergency.

A senior member of Exeter Mathematics School is available on-call to support staff and students should an emergency occur outside normal working hours, for example whilst in boarding.

3.25 Smoking and Vaping

Smoking or vaping is not permitted in any part of the school premises including outside areas, at any time, by any person regardless of their status or business with the school. Smoking is not permitted in any vehicles belonging to or leased to the school.

Employees wishing to smoke must do so in their designated break times and must go off-site to do so. This includes those who wish to smoke 'electronic' cigarettes.

Assistance can be provided to those employees who wish to give up smoking. Employees wishing to do this should call the NHS Smoking Helpline on 0300 123 1044 or visit the NHS website.

All employees are responsible for complying with this policy and ensuring that students, visitors, and all others, whom they may meet through the course of their employment, also comply with this policy.

Any employee who is found to be smoking on the school or boarding premises will also be liable to disciplinary action in accordance with the School's disciplinary procedure

3.26 Staff Conduct

All staff are expected to behave in a courteous and professional manner. The staff handbook provides further detail on standards expected from staff.

3.27 Use of Vehicles

The EMS car is permitted for use only by School employees or authorised users from one of the sponsor organisations (Exeter College and University of Exeter) on School business.

Those who drive a School vehicle must not have more than 6 penalty points on their licence and must notify the School Health & safety officer should their penalty points exceed 6. If you have previously been disqualified from driving, you must notify the School Health & safety officer or Human Resources (provided by Exeter College) of the reason for your disqualification.

Any staff who wish to drive a 17 seat minibus must hold a clean D1 driving licence or if driving test passed before 1997, a clean driving licence. Only staff experienced in driving a 17 seat minibus can drive one for the school with final decision, where there is doubt, residing with the Head Teacher. Any staff driving a 17 seat mini bus must

- be fit to drive at all times
- not drive when affected by alcohol, drugs or medicines
- not drive when affected by illness
- not drive when you are too tired to do so safely

Inform school about any health issue or personal circumstances that may affect your ability to drive safely.

Eyesight

- In good daylight, you must be able to read a vehicle number plate from 20 metres.
- You must also have an adequate field of vision and a visual acuity of at least decimal 0.5 (6/12) on the Snellen scale (with glasses or contact lenses, if necessary), using both eyes, or one eye if you only have sight in one eye.
- Take an eyesight test every two years, or more often if your optician recommends it.
- If you need glasses or contact lenses to drive, you must wear them at all times when driving.

Note - If your test was taken after 1st January 1997 and you do not have category D1 on your licence, then you must take a separate minibus test through the DVLA. To do this, you must apply for a provisional D1 licence before taking lessons through a DSA registered driving school, you must then undertake a medical and pass both a theory and practical driving test.

3.28 Waste Disposal

School uses a reputable waste disposal company (Trash) to remove its waste with recyclable items being collected separately from land fill items. School employs PHS to dispose of sanitary items so that these do not pose a hazard to anyone using school facilities.

3.29 Work at Height

Work at height will be avoided wherever possible and there is very little need for it in school. A working at height risk assessment has been completed and puts controls in place to minimise this risk.

3.30 Workplace Safety

The health and safety officer is responsible for undertaking a risk assessment for general site and building safety which may complement other risk assessment such as slips, trips and falls. Generic areas reviewed are:

- Access and egress to building
- Site security
- Corridors
- Electricity
- Fire
- Floors
- External Areas
- Lift
- Steps, Stairs and Stairwells
- Store Room
- Toilets
- Lone Working

3.31 Radon

Radon levels were measured in the lower ground floor in 2025 and found to be at a level in excess of the threshold and school had to inform HSE of radon levels and appoint a Radiation Protection Advisor (RPA). UKHSA were appointed as the RPA and their report concluded that dosage levels were low and that the only action required was to carry out annual monitoring. The latest monitoring from December 2025 recorded levels that were lower than the threshold and no further action is required in respect of these readings. The School will continue to carry out annual monitoring as originally recommended by UKHSA.

Part 4 - Legislation and Guidance informing health and safety practice at school:

- Health and Safety at Work Act 1974
- Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- HSG65
- HSE ACOPs
- CLEAPPS

Related School Policies

- Physics H & S Policy
- Wellbeing Policy
- Supporting Students with Medical Needs policy
- Lone Working Policy

5.0 Equality Analysis

The following equality analysis section should be completed by the policy holder as part of every policy review and carries the same date as the main policy. EAs are particularly helpful in revealing any unintended, indirect discrimination.

Under the Equality Act (2010) we have a duty to;

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We need to consider each protected characteristic individually and in combination. The interaction of different layers of characteristics is called intersectionality. This recognises that the barriers for each group are not homogenous, and instead are a combination of layers of identity interacting. For further detail or to support the completion of the following, please see our equality and diversity policy.

1. **Evidence considered** *What data or other information have you used to evaluate if this proposal is likely to have a positive or an adverse impact upon protected groups when implemented? Where were information gaps, and what steps can you take to remedy these gaps?*

The policy has been informed by the Health and Safety Service at DCC. Awareness of the legislative and regulatory demands on safeguarding are the primary drivers of policy and implementation. The policy has, at heart, the protection of those vulnerable and protected groups.

This policy is based on government policy, law and best practice on Health and safety practice which in turn protects others

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2. **Consultation.** *How have you consulted staff and student communities and representatives including those from protected groups? What were their views? Who else has been consulted in this proposal?*

SOG and Link Governor, views are recorded on the review Policy form

3. **Promoting equality.** *Does this policy have a positive impact on equality? What evidence is there to support this? Could it do more?*

Yes it addresses inequality in accessing and using premises

4. **Identifying the impact of policies**

Identify any issues in the document which could have an adverse impact on any people who are protected by the Equality Act 2010. The protected characteristics are:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
6. Race
7. Religion or beliefs
8. Sex
9. Sexual orientation

Issue Assessed	Protected Group	Impact and Evidence	Justification	Proposed Action/Timeline	Person responsible for action(s)
<i>E.g. policy section or practice.</i>		<i>What are the possible impacts on people from the protected groups above, and explain how you have made that assessment. Are</i>	<i>Can the issue be justified for academic or business reasons? Please explain.</i>	<i>If this has a negative impact, what will you do to reduce, minimise or eliminate negative impact?</i>	

		<i>these impacts positive or negative?</i>		<i>If this has a positive impact, how will you promote, develop or utilise this opportunity?</i>	
None					
<p>5. Monitoring <i>How will you monitor the actual impact that your proposal has had following its implementation? When will you do this?</i></p> <p>This policy is reviewed in accordance with the Policy Review Schedule</p>					
<p>6. Summary <i>Summarise the outcome of this Equality Assessment, and state any actions you will be taking as a result.</i></p> <p>No Actions</p>					

