



## Health and Safety Policy

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<b>Published</b>	March 2021
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<b>Review Cycle</b>	Annual
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<b>Lead Governor</b>	Adrian Mount
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<b>Headteacher</b>	Paula Miller
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## *Mission Statement*

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

## *Rights Respecting Schools*

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has achieved the Bronze Award and is recognised as a Rights Committed School

This policy is written with reference to

**Article 3** (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children

Version Control		
Date	Change Details	Approver
October 2019	Amendment to lone working	Paula Miller
September 2019	New Chair of Governors - SH	Governors
April 2020	New Chair of Governors - DM	Governors
September 2020	New Lead Governor for Health & Safety	Governors
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## Part 1

### Safety Policy Statement

As Headteacher of Stone Bay School I am committed to creating a safe working environment to ensure the health, safety & welfare of all students, staff and visitors

In fulfilling this commitment I will seek through competence, co-operation and co-ordination with staff and visitors to provide and maintain a safe and healthy working environment by meeting legislative standards and developing acceptable working practices.

It is my objective to reduce to as low level as practicable personal accident, injury, illness or financial loss by

- (a) Managing a variety of hazards and risks
- (b) Providing adequate resources, supervision and training and
- (c) Monitoring the health and safety performance of the school

The organisation and arrangements for achieving the above are set out and detailed within the safety document and risk assessments.

**Safety is everyone's responsibility, all of the time.**

Paula Miller



### **Safety Policy Statement - Fire**

As the Responsible Person for fire at Stone Bay School I am committed to creating a safe working environment to ensure the health, safety & welfare of all students, staff and visitors. In fulfilling this commitment I will seek through competence, co-operation and co-ordination with staff and visitors to provide and maintain a working environment which reduces to the lowest possible level the risk from fire by meeting legislative standards and developing acceptable working practices.

This objective will be met by following the strategy below which sets out my priorities in respect of fire. All fire issues will be managed in the following order

- Prevention
- Detection and alarm
- Escape
- Containment
- Fire Fighting
- Business continuity

The organisation and arrangements for achieving the above are set out and detailed within the relevant risk assessment and associated fire log.

I hope you would join me, and encourage, the belief that fire safety is everyone's responsibility all the time.

Paula Miller

## Part 2

### Organisation

This document is designed to inform all staff, in a clear & simple manner, of the legal requirements surrounding health and safety, its impact and how they will assist with the process of delivering a safe and secure environment for our students, staff and visitors.

In this capacity all managers shall be responsible for ensuring that legal responsibilities are complied with and that the supervision of staff takes place. This includes:

1. Supervision of staff
2. The provision of advice and guidance and the identification of training needs.
3. Compliance with legal requirements governing the supply and use of work equipment.
4. Provision of welfare facilities.

### **Summary of relevant legislation: Health & Safety at Work Act 1974.**

#### **Section 2 of the Health & Safety at Work Act 1974**

There is a requirement for employers to prepare and revise as necessary a written statement of health and safety policy and bring such a statement to the notice of their employees.

#### **Section 7 of the Health & Safety at Work Act 1974**

It shall be the duty of every employee while at work:

- (a) To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work and



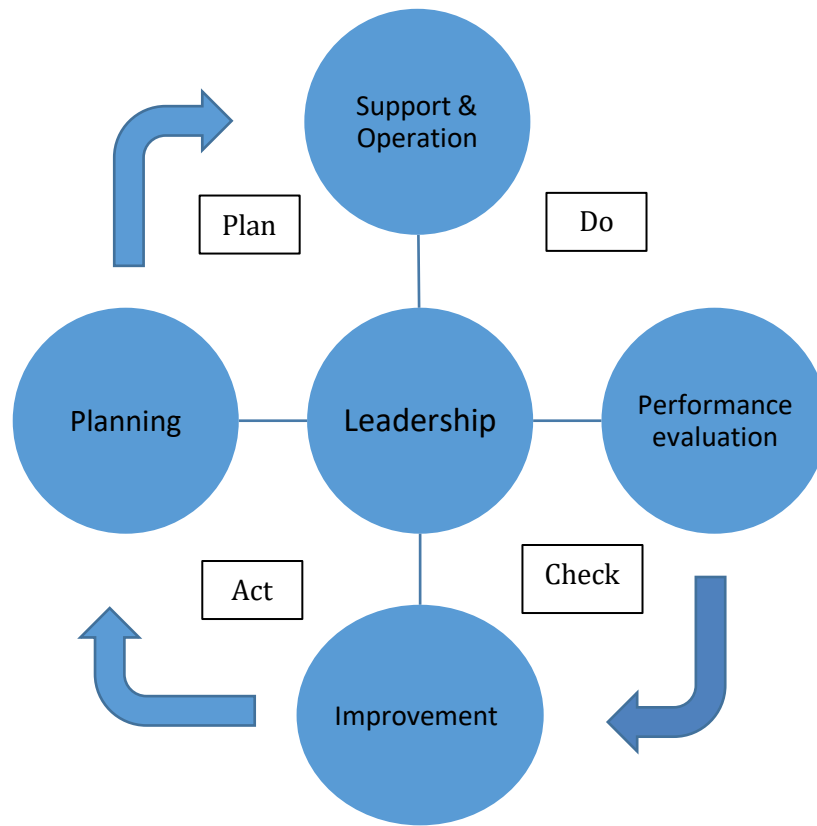
(b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him far as necessary to enable that duty or requirement to be performed or complied with.

### **Regulation 5 of the Management of Health & Safety at Work Regulations 1999**

Employers are required to have arrangements in place to cover health and safety and where the undertaking has 5 or more employees these arrangements should be recorded.

### **Introduction to HSG 65**

Successful health & safety management is a vital part of any organisation's management systems and Stone Bay School will seek whenever possible to follow the disciplines identified within the Health & Safety Executive (HSE) guidance "[Managing for Health and Safety](#)" (HSG 65) on how organisations can establish and maintain a successful and robust safety system which is summarised below



Plan, Do, Check, Act model

## Explanatory notes

### Policy

A clear and effective health & safety policy sets a clear direction for an organisation to follow. Such a policy contributes to all aspects of business performance as it demonstrates a commitment to continual improvement.

### Organising

An effective management structure and associated arrangements is vital if the policy is to be delivered. All staff should be motivated and empowered to work safely, to avoid accidents and protect their long-term health.

### **Planning and implementing**

There should be a planned and systematic approach to implementing the safety policy with the aim of reducing risks. Risk assessments are a useful method to decide on the priorities and to set objectives for eliminating hazards and reducing risk. Whenever possible, risk should be eliminated through selection and design of facilities, equipment and process.

### **Measuring Performance**

Performance should be measured against agreed standards to indicate where and when improvements need to be made. Active self-monitoring reveals the effectiveness of any health and safety management system while reactive monitoring discovers why failures occurred by the investigation of accidents and causes of ill health which may have led to loss or harm.

### **Auditing & review of performance**

An organisation should learn from all relevant experiences and apply any lessons learnt. There should be a systematic review of safety performance which is based upon monitoring and audits of the management system.

### **Risk Assessment**

A risk assessment is an identification of the hazards present in an undertaking and an estimate of the extent of the risks involved, taking into account whatever precautions are already being undertaken.

The object of a risk assessment is to

- (a) Identify all the factors which may cause harm to employees and others (The hazards)
- (b) To consider the chance of that harm actually arising in a particular circumstance and the possible consequences that could come from it (the risk)
- (c) To enable employers to plan, introduce and monitor preventative measures to ensure that the risks are adequately controlled at all times.

The control measures will be considered against a hierarchy of control being:

- Elimination of the substance or working practice
- Reduction of exposure to risk or substitution of substances
- Isolation of working practices or procedures
- Control at source
- Personal protective equipment
- Discipline of staff

### **Types and completion of risk assessment**

1. **Generic** – Where the organisation undertakes the same work at several locations such an assessment considers the core hazards and associated risks
2. **Specific** – considers hazards and risks in a given circumstance and identifies the necessary control measures
3. **Dynamic** – Is undertaken by managers or staff in circumstances not covered by the above or where they have changed.

### **Reviews**

Risk assessments and safety policy should be reviewed when

- (a) there is reason to suspect that a change has taken place or
- (b) there has been a significant change in the matters to which it relates
- (c) Where no changes have been made on a regular basis (normally every 3 years)

## Completion of risk assessments

- Risk assessments will be completed as the need is identified and whenever possible will seek to be generic in nature. Individual assessments will be completed when a particular working practice is identified within the Risk Register and requires specific controls outside of generic controls.
- A specific assessment of risk will always be completed on use of DSE, pregnant or nursing mothers, a person suffering from a disablement or when a working practice for which a high risk is identified.
- The findings of assessments completed will be communicated to staff as need is identified.

Risk assessments are held in 3 formats

- (a) Master copies are held on the Stone Bay School computer system from where updates, additions and amendments are made.
- (b) An electronic copy can be accessed by all staff
  - Unless stated otherwise it is policy that assessments will undergo a formal assessment on a three-yearly basis although informal reviews will be completed as the need is identified (e.g. changes of processes. New working practices, following an injury etc.).
  - Within the assessment process and when appropriate guidance provided by the Health and Safety Executive on assessing Special Education Needs will be considered.

## Policy information

### Competent advisor

The appointed competent advisors for Stone Bay School are:

**Safety and Management Solutions Limited, Building 46, Kent International Airport,  
Manston Road, Ramsgate. CT12 5BL**

**Telephone 01843821406**

**info@samsltd.com**

*This role includes*

1. Advise Stone Bay School of any new Health and Safety legislation or changes to existing legislation.
2. Provide an interpretation of Health and Safety legislation so that management fully understands the actions required in order to satisfy this legislation if requested.
3. Assist with the implementation of the changes in Safety legislation if requested.
4. Recommend to senior management ways to improve working conditions.
5. Assist with the investigation of reportable incidents under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR), if required, and if required submit to Stone Bay School a written report.
6. Advise the Health and Safety Committee
7. Work with the Health and Safety Committee, if requested, to identify and recommend training requirements.
8. Where required complete site inspections to monitor Health and Safety standards on site and provide assistance where necessary.
9. When required act as the Construction, Design and Management (CDM) Co-ordinator on Notifiable Projects.

**Safety Enforcement Agency**

The lead agency in respect of the location is:

The Health and Safety Officer

Thanet District Council,

PO Box 9, Cecil Street, Margate, Kent CT9 1XZ 2QY

Telephone 01843 577000



The secondary agency in respect of safety that may support the HSE under the terms of flexible warrant is:

The Health & Safety Executive (Kent),

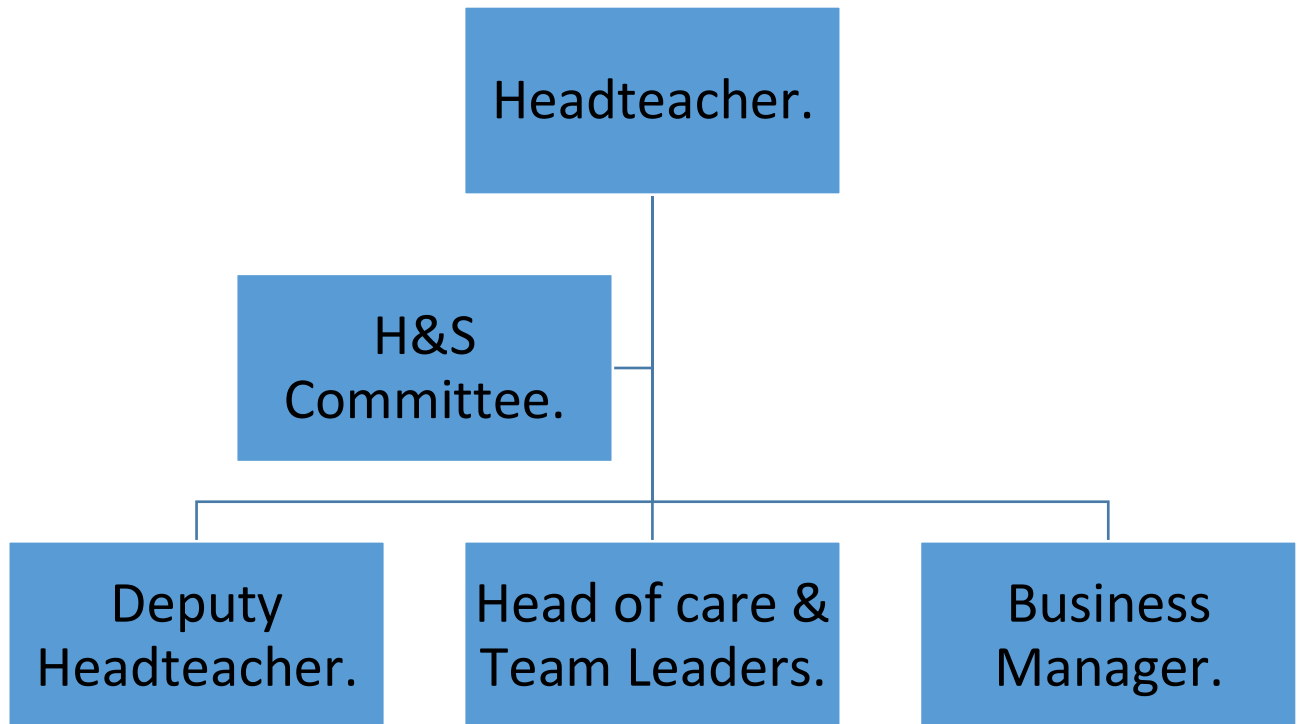
International House, Dover Place, Ashford, Kent. TN23 1HU.

Telephone 0845 345 0055

[www.hse.gov.uk](http://www.hse.gov.uk)

#### **Health and Safety Responsibilities**

- Overall responsibility for the delivery and maintenance of health and safety is that of the Headteacher of Stone Bay School.
- However in support of this responsibility, the school has a delegated Health & Safety Committee who undertake the delivery of health and safety within the school.
- The Health and Safety Committee report directly to the Headteacher and make recommendations to senior managers and are authorised to make low level decisions to ensure the delivery of safety.



### **1. Insurance**

Stone Bay School has suitable and sufficient insurance covering all work activities and third party risk is in place. This can be found in the main school office.

### **1. Management Plan and Risk Register**

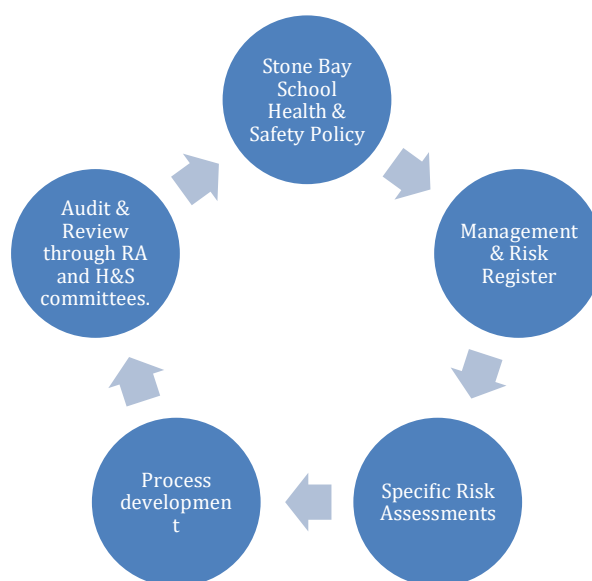
In the delivery of site safety a range of activities have been grouped together and Management Plans created which cover each activity and detail the systems, structure and processes in place to control risks associated with the work activity. These Management Plans are

- External Activity
- Control of Substances Hazardous to Health – COSHH (includes asbestos/legionella)



- Lifting Equipment & Lifting Operations
- Fire and Emergencies
- Staff and Contractors
- Food Management

Within each Management Plan the hazards associated with each task have been identified and assessed with the primary control measures identified. These assessments form the basis of the School Risk Register against which on-going activity, including auditing and reviews identified and completed. This process is shown below and is in line with the Quality Management Process of Plan, Do, Check, Act and meets the broad requirements of HSG 65 shown above.



## 2. Method Statements & Permits to Work

Work undertaken which requires either a systematic approach or a range of complicated control measures (safe system of work) will be supported by means of a Method of Work statement or permit to work form. Both documents will be in support of, and not replace risk assessments.

- In the day to day activity of the school the need for specific safe systems of work to be created has not been identified although some contractors, given the nature of their activity, are expected to provide written systems.

### **3. Health and Safety Committee**

- In support of the delivery of the safety statement a safety committee has been formed which meets on a 3-monthly basis.
- The meeting is held against a set agenda with minutes raised and actions identified.
- Members of the safety Committee will (subject to nominees) be drawn from across the school community:

### **4. Communication**

- Staff will be informed of any changes affecting health and safety either by way of school memo, information placed on notice boards, verbally, staff meetings or by training sessions undertaken as required.
- Information in respect of legal requirements and availability of advice is displayed on the Health and Safety Poster displayed in a prominent position within the staffroom area which is duplicated in several languages as prepared by the HSE.
- Signage will be placed at appropriate locations throughout the work place to advise, guide and instruct staff and visitors.
- To ensure that staff are informed of safety issues and are consulted, the school will make use, as appropriate, of personal briefings, 'tool box talks' (short presentations on single aspects of H & S), school memoranda etc. and invite feedback from staff.
- Copies of Stone Bay School Health & Safety Policy along with generic assessments of risk are readily available to all staff and can be downloaded from risk assessment library.

### **5. Training**

- Training will be provided in the following circumstances
- When a new member of staff is appointed, including contractors.
- When the need is identified by specific risk assessments or when a new working practice is introduced.
- To comply with a legal requirement.
- Training is delivered by a variety of methods including:

- a) **Formal training** – Takes place when required and will be delivered by a competent training provider. Such training is delivered against a training needs analysis and will be determined on a priority basis of need.
- b) **Operator training** – such training includes operation of specific equipment or working practice. When such training cannot be delivered in-house the support of an external training provider will be sought. In all such training proof of attendance will be by way of certification.
- c) **Induction training** – takes place when a new staff member commences work and is delivered by the section supervisor. A note of such training will be placed on the staff member's personal file.
- d) **Team training** – Is delivered when the need is identified by the section/department supervisor.

**Refresher training** - When appropriate refresher training will be provided within any identified timescales.

### **Reviews of Safety Systems**

- (a) The Headteacher will order the safety systems of the school to be reviewed in the following circumstances
  - When a change in senior staff takes place
  - Following an accident or injury where a failure of the safety system is identified as a root cause
  - Introduction of new working practices or procedures
  - When required to complete a review by an external body.
  - On a regular basis when none of the above apply

### **Safety Inspections and Audits**

#### **Formal Audits**

- (a) During the course of each 12 month period the school is subjected to a range of internal and external audits and inspections which include unannounced spot checks.

Part of each audit is an element of health and safety on which feedback is given to senior managers. Such checks include those from: Ofsted, local authorities, fire service, SAM's etc.

(b) Formal inspections include checks made by a competent person on lifting equipment and by a representative from the safety advisors trained in the identification of defects within the pipe system.

(c) Formal Health and Safety Inspections are carried out three times a year by the Headteacher or designated person.

#### **Informal inspections**

(a) A system is in place to undertake information spot check inspections of the school.

(b) Such inspections are undertaken against identified criteria, the results of which are communicated to the responsible parties.

(c) The Health and Safety Committee supports this process by completing a quarterly inspection of the systems and procedures in place.

## Part 3

### 1. Arrangements

The following shows the practical and administrative arrangements in place for the controlling of identified hazards as well as the arrangements in place to monitor health and safety performance to assess the effectiveness of the policy and associated controls in accordance with the provisions of HSG65.

### 2. Control of contractors

- **Non urgent pre-planned works**

- (a) It is the policy of the Headteacher that a regime is in place whereby all contractors who attend at the school, on a regular or irregular basis, to complete pre-planned construction or non-construction activity have been identified within the KCC pre-approved control of contractors scheme and are therefore believed to be competent.
- (b) The need to deploy contractors to complete pre-planned activity is identified in advance within the planning phase of any projects or within a scheduled program of works schedule and rules surround established procurement protocols applied and followed as appropriate.

#### **Urgent works**

- (a) In the event of an emergency which requires the attendance of an external works contractor then, whenever possible, those who have been previously used by the school will be requested to attend. In all such cases the attendance of such a contractor should be approved by the duty manager, either in advance, or in very urgent cases as soon as practical after the request to attend has been made.

### 3. Construction activity

- (a) No staff directly employed by the school are required to undertake construction activity in support of a project.
- (b) In the event that construction work is to be completed then the Headteacher will seek the advice and guidance of the school safety advisor or other competent contractor to advise

and guide on specific responsibilities contained within the Construction ([Design and Management](#)) Regulations 2015 especially as they concern the roles and duties of a client and the appointment of key construction roles.

(c) The definition of what constitutes construction is wide but the following is exempt:

General maintenance of fixed plant, erecting and dismantling of marquees and other light weight structures, tree planting, moving of light weight partitions

(d) Within the day to day activity of the school no activity completed by teachers, support staff and management is regarded as construction activity.

#### **4. Use of plant & Machinery**

1. On a day to day basis staff are not required or expected to make use of construction plant or machinery. This includes lifting equipment, scissor lifts, mobile elevating platforms etc.
2. In the eventuality that school activity requires the use of such equipment (whether as part of a construction project or specific school activity) which the Headteacher feels it is not appropriate for a competent person to operate then a specific assessment of risk will be completed with training provided as appropriate.

#### **5. Lifting Operations**

- (a) Within the school the provision and use of lifting equipment is limited and an audit of all such items has been completed.
- (b) All lifting equipment will be the subject of thorough examination as identified within the Pre- Planned Maintenance schedule as required within the provisions of the Lifting Operations and Lifting Equipment Regulations and associated Approved Codes of Practice.
- (c) In support of these checks all lifting equipment has been identified and marked with a unique reference number (URN).

#### **6. Pressure systems**

- (a) The processes followed within section 18. Above will be followed in respect of all pressures systems

## 7. Display Screen Equipment (DSE)

- (a) On a day to day basis extensive use is made throughout the school by managers, staff and students of DSE.
- (b) To ensure the long-term health of persons using DSE, individual assessment will be completed by all users who, in the view of the Headteacher, make use of DSE as an integral part of their activity and in all cases where daily use exceeds 2 hours per day.
- (c) The provision of corrective eye glasses will be in accordance with KCC policy.

## 8. Fire

- (a) The responsible person for fire is the Headteacher who has developed and communicated to all staff a fire safety statement of intent.
- (b) It is the policy of the responsible person that activity completed in respect of fire prevention and emergency procedures will be in line with the relevant Communities and Local Authorities guidance for Educational Premises.
- (c) In delivery of the responsible person's duties a competent organisation has been appointed to advise and guide on all fire issues. (SAMS).
- (d) The responsible person will ensure that the required assessment of risk in respect of fire is completed, reviewed and revised as appropriate on a regular and scheduled basis with the findings recorded and steps taken to prevent or manage with an outbreak of fire detailed.
- (e) It is the policy of the responsible person to operate a single fire log in which all relevant activity is recorded in support of fire prevention or emergency procedures and systems. This log will be stored at the fire panel.
- (f) It is the responsibility of all staff to inform their managers of any issues affecting fire related safety and ensure that any equipment supplied to prevent or manage an outbreak of fire is not damaged or misused.
- (g) Training for all staff covers fire prevention and action to be taken in the event of a fire with induction and refresher training provided on a regular basis and in line with the training needs analysis or when a significant change takes place within the processes or working practices of the school.
- (h) Fire alarm systems are checked weekly by onsite maintenance staff.
- (i) All fire-fighting and fire detection alarm systems are checked and tested on a regular basis by a competent person with the record of such activity recorded within the fire log.

## 9. Electricity and Gas

### Electricity

- (a) On a day to day basis staff will make use of a range of hand held and static equipment which is powered by battery or mains supplied electricity.
- (b) All equipment will be checked by staff prior to use on a daily basis to identify any damage to the flex, covering or power unit. It is policy that if damage is identified then the item will be taken out of use.
- (c) Whenever possible use of extension cables will be kept to a minimum and where used they will be controlled by residual current device (RCD) power disruption plugs or switches.
- (d) Portable appliance testing (PAT) will be undertaken in accordance with the findings of the relevant risk assessment with records of such checks made and retained for a period of not less than 3 years.
- (e) Contractors employed by the school are responsible for the provision and testing of their own electrical equipment with school policy being that they are informed of this requirement in advance with confirmation of tests to be produced on request.
- (f) All electrical works, other than that undertaken by competent maintenance staff, will be completed by a competent person with relevant certification obtained and held on record for a period of not less than 5 years.
- (g) The School will undertake a periodic electrical test of the main electrical systems every 5 years which will be completed by an independent external electrical contractor.

### Gas

- (a) All gas appliances will be identified and tested on an annual basis by a competent person with certification obtained and held on record for a period of not less than 5 years.
- (b) All areas where a gas appliance is placed will be covered by a carbon monoxide detector which will be checked and tested on a regular basis with the records of such tests recorded within the fire log.



## 10. Lighting

- (a) In normal circumstances all areas worked upon have good access to natural light. Therefore no special provisions other than normal lighting facilities are required or believed to be necessary.
- (b) When it is identified, either by the nature of the task or by an assessment of risk, including the need for emergency lighting, that there is insufficient lighting additional temporary arrangements will be identified and placed.

## 11. Manual Handling

- (a) A small number of roles involve a degree of manual handling.
- (b) Staff who as a matter of general work activity engage in manual handling operations will be identified and trained in line with the school's training needs analysis and during all staff induction sessions.
- (c) Training may be provided within a formal training session or by way of informal briefings completed by supervisors or managers.
- (d) Manual handling aids are supplied for the use of staff to assist in the safe movement of equipment and persons. Staff are trained in the use of such equipment with supervision applied to ensure that such equipment is used correctly.
- (e) All risk assessments and method statements arising will make specific mention of the manual handling risk.

## 12. Noise

- (a) In normal work activity staff are not expected to be exposed to loud or persistent noise which could give rise to noise induced hearing loss. All equipment will be assessed for potential noise issues and whenever possible noise reduction/levels will be a consideration when purchasing such equipment. Therefore no provision is made to supply staff with hearing protection.
- (b) In line with the School policy contracted staff will be expected to possess ear defenders which are suitable for the task being undertaken and in a state of good repair. Contractors will be requested to advise the School of any work that they may undertake which may create a loud noise in order that an assessment can be completed and appropriate controls identified.

### 13. Vibration

- (a) No staff are required to undertake work which may expose them to a risk of vibration. In the event that such work is required then a competent contractor will be employed.

### 14. Provision and use of work equipment

- a) All work equipment will be supplied by the school and will be specific to the present activities of the school and will be used as directed by manufacturer's instructions and training.
- b) All equipment will be checked prior to use to ensure it is fit for purpose and is undamaged with any defects or damage causing the withdrawal of any items. All equipment has been assessed prior to use to ascertain any risks which may be present including noise and vibration

### 15. Working at Height

#### **Scaffolding/tower units**

- (a) In the day to day activity of the school no use is made of such access equipment.
- (b) In the event that such work is required then a competent contractor will be employed.
- (c) All equipment will be [inspected](#) on a regular basis regardless of frequency of use.

#### **Use of step ladders and ladders**

- (a) A range of ladders and step ladders are in use within the School all being marked with an URN and checked on at least a 3 monthly basis for damage, repair or other defect. A record is made of such checks with records retained for a period of not less than 12 months.
- (b) Whenever possible the use of step ladders or ladders will be avoided with alternative means of access sought in the first instance.
- (c) When the use of ladders or step ladders is deemed as appropriate then only school owned and identified equipment will be used.

- (d) All appropriate staff have undertaken training in respect of the use of such equipment.
- (e) Defective or damaged ladders will be removed from service and destroyed prior to disposal.
- (f) All appropriate staff employed by the school are provided with specific information a competent adviser covering the use of ladders and steps

#### **16. Demolition Operations**

- (a) No staff are required to undertake this type of work. In the event that such work is required then a competent contractor will be employed.

#### **17. Confined space working**

- (a) No staff are required to enter any area which may be regarded as confined. In the event that such work is required then a competent contractor will be employed.

#### **18. Hidden services/Overhead services**

- (a) No staff are required to undertake work which may involve the disturbance of overhead or underground services. In the event that such work is required then a competent contractor will be employed.

#### **19. Grinding and Cutting disks**

- (a) No staff are required to undertake this type of work. In the event that such work is required then a competent contractor will be employed.

#### **20. Vehicles & Driver responsibilities**

- (a) Whenever possible only school owned (or leased) vehicles will be used to undertake school business or activities.
- (b) All staff approved to drive a school owned vehicle must have completed the process outlined within the relevant standard operating procedure (Risk Assessment – ST1 – School Vehicles).

- (c) Only staff members authorised, will be permitted to drive school owned vehicles. All persons so authorised will be required to provide a copy of a valid full driving license which shows that they can drive that class of vehicle which will be copied and placed on file.
- (d) Authorised staff members will be required to inform the school immediately of any issues which may affect their ability to drive (includes illnesses and medical conditions) or of any changes to their being lawfully able to drive (including penalty points or disqualifications)
- (e) All vehicles owned by the school will be serviced, inspected and maintained in accordance with the manufacturer's recommendations, with defects identified and repaired. This includes any MOT test if applicable. The requirements to complete such activity will be identified within a maintenance program which will commence from the date of first use of the vehicle.
- (f) Records of all tests and work completed will be retained for a period of at least 3 years.
- (g) It is school policy that contractors are expected to provide their own transport to and from work and to carry their own equipment and will not be permitted use of any school owned vehicles.
- (h) No vehicles owned by the School require the fitting of a Tachograph.
- (i) Staff are aware of expected standards in respect of use of a School owned vehicle including their responsibilities to comply with all Road Traffic legislation, the use of mobile phones, driving while tired or unfit through drink and drugs.
- (j) Before taking a school vehicle off the premises the driver must carry out a general safety check.

## **21. Security issues**

- (a) A robust and meaningful security system is in place to prevent unauthorised access to the premises and grounds, to prevent the unauthorised absence of students and to ensure that their wider safety and welfare needs are not compromised.

- (b) All security systems will be checked and reviewed on a regular basis to ensure their effectiveness, taking into account specific assessments of each student's needs and capacities. The findings of such assessments will be recorded and held in a secure location with staff briefed on any changes as required.
- (c) All staff must wear their ID badges and have their photo on display to ensure children can, when they chose take time to look and get to know all staff.

## **22. Visitors**

- (a) All visitors will be required to report to reception where their identification will be confirmed and a pass issued.
- (b) All visitors will be briefed on any relevant health & Safety issues that may apply to them during their visit.
- (c) Contractors will be required to undertake the same process and will be required to confirm that they have read and understood the school's asbestos policy and survey report.
- (d) Contractors attending the school in support of a project in which a Principle Contractor has been appointed will be required to follow the safety rules and procedures in place for that project.
- (e) Where a contractor attends to complete works which require long term activity or frequent movement through the building to complete the works the Headteacher may, on submission of the relevant assessments, consider allowing that visitor/contractor free and unsupervised movement around the relevant parts of the school. Such a decision will be made on an individual needs basis and in writing.

## **23. Purchases**

- (a) Stone Bay School is committed to purchasing supplies and equipment which are safe to use and suitable for the role reasonably expected to be used.
- (b) To achieve this aim the Headteacher or lead manager will ensure, when placing any order that suppliers are appropriate and that information relating to the safety of their product is provided on which a realistic assessment of risk and associated on-going control

measures can be identified and implemented.

- (c) During any purchasing or procurement processes, factors surrounding servicing, inspections, maintenance and training are considered.

#### **24. Control of Substances Hazardous to Health (COSHH).**

- (a) Within day to day work, use is made of substances which may be hazardous to health (COSHH).
- (b) All such substances have been assessed making use of information contained within the relevant Material Safety Data Sheet (MSDS).
- (c) Staff will be provided with information and training on the presence and use of hazardous substances appropriate to their role within the school.
- (d) If the Headteacher, senior managers or supervisor become aware a product has not been assessed the substance shall be removed from use and arrangements made for an assessment to be conducted.

#### **Dust**

- (a) Given the nature of the work completed by the school most tasks are completed within well ventilated and cleaned areas which provide good levels of dilution ventilation. In normal working activity large amounts of dust are not expected to be encountered and therefore no specific arrangements will be put in place to reduce dust levels.

#### **Asbestos**

- (a) The duty holder in respect of asbestos at the school will be the Headteacher who will follow good practice in the on-going management of asbestos.
- (b) Given the nature of the site and that asbestos containing materials have been identified it is likely that staff or students may, at some time, be exposed to, or come into contact with asbestos containing materials (ACM).

- (c) It is the policy of the School that no staff activity will take place in respect of removing asbestos and that no staff or managers will be trained or accredited in the completion of asbestos surveys.
- (d) Surveys have been completed against which an Asbestos Management Plan has been created to effectively monitor the condition of any ACM present, this is checked every 6 months internally and every 3 years by KCC to help identify any deterioration, including damage, and take action to limit the level of potential exposure.
- (e) All staff have ready and free access to the school asbestos register with training identified within the school's training needs analysis which will focus upon the level of expected exposure in meeting the management plan.
- (f) For each task undertaken by school staff or by a contractor the asbestos register and management plan will be examined prior to the works to identify the presence or otherwise of ACM.
- (g) If the presence of asbestos is confirmed within the register then the staff member or contractor shall be required to advise their manager and put in place appropriate controls to minimise exposure.
- (h) Nominated maintenance staff shall complete non-intrusive inspections of identified asbestos as determined within the Asbestos Management Plan.
- (i) Any assessment of risk completed will make comment upon the presence of asbestos and its condition, if appropriate, within that workplace. If asbestos is present a method of work statement will be completed setting out how work will be completed and areas to be avoided. A copy of which will be passed to the responsible manager.
- (j) All staff who, as a matter of course, engage in maintenance works will be trained in asbestos awareness by a training provider registered with UKATA with refresher training completed on an annual basis commensurate to their level of exposure and in line with the school's training needs analysis.

- (k) All new staff will be informed on asbestos exposure as part of their induction process, with any staff member likely to work in identified asbestos areas subject to UKATA Asbestos Awareness training on appointment.
- (l) If during a task a staff member disturbs any suspected substances work will stop immediately and a manager informed. To this end HSE guidance will be followed.
- (m) If doubts are raised as to the presence of asbestos the Headteacher or responsible manager will seek advice from their safety advisor prior to work commencing.
- (n) PPE of the appropriate standard is supplied to all staff appropriate to their role.

#### **25. Personal Protective Equipment (PPE)**

- (a) The school is committed to the implementation of safe systems of work, which reduce risk to a safe level thus minimising the need for the use of personal protective equipment.
- (b) However there are working practices undertaken, or residue risks remaining, where the use PPE is the best means of controlling any remaining risks. In the normal course of work undertaken such requirements staff will be notified to staff and provision made to supply the PPE.
- (c) In respect of contracted staff there is an expectation that they will provide their own PPE which is in a serviceable condition suitable for the task being performed.
- (d) Where a person is directly employed by the school, PPE will be provided to the individual free of charge, compatible for multi-use situations and which meets the health and safety specification, with training provided as necessary. A form will be completed when PPE is issued to a staff member. This is located within the relevant Management Plan.
- (e) Details of when the PPE shall be worn will be recorded on risk assessments and method of work statements which will be communicated to staff.



- (f) Individuals are responsible for the correct wearing all PPE provided and are responsible for its maintenance and storage etc. Any defects shall be reported by the staff member to their supervisor or manager when it will be replaced.

## 26. Smoking Policy

- (a) It is School Policy that no persons on school premises or within a School owned vehicle will be permitted to smoke.

## 27. Accidents & Injuries & Reporting

- a) All cases of injuries and accidents where there may be a failure of the school's safety processes or systems will be referred to the competent safety advisor, who will oversee all issues in respect of investigation and reporting.
- b) The responsible manager will record and investigate incidents, near misses or injuries to establish the cause and measures to be taken to prevent a reoccurrence. This includes road traffic crashes. There is a single accident folder which is Data Protection Act compliant. A standard operating procedure is in place covering the reporting and investigation of incidents and injuries.
- c) The investigation of accidents and injuries is covered within Standard Operating Procedure – Accident Reporting. In each case reported, regardless of who investigates the incident, the accident book will be completed with a report compiled outlining
- the circumstances of the injury/occurrence
  - the actual cause
  - the identified root causes
  - remedial action taken.
- d) Each report will be filed in a secure area and retained for a period of 6 years.
- e) In the event that an external organisation (e.g. Local Authority Safety Officer) conducts an investigation the Headteacher and staff will fully co-operate with that investigation.
- f) The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be fully complied with. (See Appendix for summary of circumstances

leading to a report being made). In all such cases the Principal Contractor or client shall be informed of such an injury.

In the event that it becomes necessary to make a report under RIDDOR relevant information and advice along with a copy of form 2508 are located at [www.hse.gov.uk/forms/incident/index.htm](http://www.hse.gov.uk/forms/incident/index.htm)

#### **28. First Aid**

- (a) The Headteacher is committed to providing adequate first aid arrangements, which ensure that the requirements of the Health and Safety at Work (First Aid) Regulations 1981 are met.
- (b) Contractors employed by The School are expected to make reasonable personal first aid provision. This provision will be communicated within the relevant generic risk assessment.

First aid arrangements will be the subject of a specific assessment of risk.

#### **29. Staff fitness**

- (a) All persons employed by the school, whether as an employee or contractor, are expected to maintain a reasonable level fitness to allow them to undertake their role. All persons are encouraged to report any illness or injury, which may affect their ability to work in a safe manner or the safety of others who may be affected.
- (b) This especially includes those who drive and who become aware of a medical problem which may affect their ability to drive.

#### **30. Young Workers**

Young persons employed by the School or attached to the school, as part of a work experience program will be subjected to a specific assessment of risk prior to commencing work or attending the school.

#### **31. New and expectant mothers/ Paternity/maternity Leave**

In the event that a staff member becomes pregnant then a specific assessment will be undertaken.

### **32. Disabled Staff**

- (a) In the event that an existing or prospective staff member declares a disablement, a suitable and sufficient assessment of the risks will be conducted as soon as is practicable and the findings recorded and passed to that staff member.
- (b) To date it is the belief of the Headteacher that no disabled persons are currently working within the organisation and that being mainly ground floor based there is good access to work and sanitary facilities. In the event that this changes then a specific assessment will be completed in which the control/support measures will be identified.

### **33. Drink and Drugs Policy**

- (a) The school is committed to ensuring that all employees (including contractors) are fit to perform their role and can do so in a safe manner. To meet this aim the school has introduced a Drugs and Alcohol Policy.
- (b) Every staff member has easy access to this policy through the electronic library.
- (c) The administration of prescribed medication will only be completed by trained and appointed persons who have attended relevant training and making use of identified policies and procedures governing such activity. The training of staff will be completed as identified within the school's training needs analysis.
- (d) This provision will be communicated within the relevant generic risk assessment.

### **34. Staff welfare**

1. The provision and nature of welfare facilities in place or provided are in line with the primary role of the School and the care of students.
2. This includes ensuring that staff and students have suitable rest areas in which breaks can be taken away from main school activity, beds for sleeping staff, fresh drinking water and reasonable food preparation areas.

### **35. Staff Clothing**

The school has in place a dress code which staff will adhere to at all times. The dress code is not meant to be exhaustive and should a dispute arise from the interpretation of this code the Headteacher will be the final arbiter of what is acceptable.

### **36. Lone Working**

In the event of lone working with students, a risk assessment will be carried out.

### **37. Mobile Phones**

All persons employed by the school will be provided our Code Of Conduct which includes guidance regarding mobile phones as part of their induction process and will be expected to follow this Code at all times.

### **38. Waste Management**

An approved waste carrier attends at the premises and removes all waste products produced in normal work activity.

### **39. School Trips and Outside Activities**

It is the Policy of Stone Bay School that all students, especially those who are boarding during school term, must experience a range of activities. These will include the identification of a range of trips away from the school premises which will be managed and supervised by both teaching and care staff. Such trips will take place inside and outside of normal school hours.

The purpose of such trips is to take students away from the school premises for the purposes of education, relaxation, a change of environment and to enable them to interact with others outside of the school environment.

Such trips will be authorised by the Headteacher who will decide on the suitability of each visit based upon an assessment of risk completed in advance.

The trip supervisors will be expected to

- (a) Ensure that the trip is authorised and



(b) That an assessment of each student attending is completed to ensure that the trip is suitable for that student based upon attitude and behaviour.

All trips will be reviewed by the safety committee as a standing agenda item and by the Headteacher on an annual basis or when other circumstances dictate.

In authorising or undertaking such trips, due regard will be taken of HSE advice regarding school trips and outdoor learning activities - available at [www.hse.gov.uk](http://www.hse.gov.uk)

## Appendices

### Appendix 1

Falls are the single biggest cause of workplace deaths and the second most common cause of major injuries, but falls can be prevented by careful management of work at height. The legal requirements governing work at height are:

- Work at height be avoided where possible
- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from working at height are assessed and appropriate work equipment is selected and used;
- The risks from working on fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

#### Access equipment used

Within the school access equipment utilised is limited to:

- (a) Step ladders
- (b) Ladders
- (c) Tower scaffolding

It is unlikely that scaffolding systems will be utilised.

#### Supervision

For each task the responsible manager, in line with the School Policy, will identify the need to work at height.

If the manager identified that there is no requirement to work at height then the relevant staff will be informed and no further action need be taken.

If there is a requirement to work at height which is over and above that which is normally expected then a specific assessment of risk will be completed in which the responsible manager will consider the following:

- Is there an alternative method of working?
- Is the work is of short duration and only light work?
- Can three points of contact be maintained at all times?
- Does the work only require one hand to be used?
- Can the work be completed without staff stretching?
- Can the ladder can be fixed or secured to prevent slipping?
- Are good handholds available?
- What is the most appropriate type of access equipment, is it safe to use and has been regularly inspected?

The assessment of risk will then be completed in writing and passed to the foreman to enable staff to be briefed/trained as appropriate.

#### Marking of access equipment

All access equipment held by the school will be identified by URN. The URN and associated description of the equipment will be held within the main office.

#### Maintenance checks

The school operates a system whereby on a regular basis all access equipment currently held by the School is checked by a responsible person to ensure that it is in good order and fit for purpose. This system comprises:

**Annual** – review of access equipment held completed by senior manager to ensure it meets the needs of the School and the nature of expected work.

**Monthly** – making use of the attached check list all access equipment will be checked by a responsible person.

**Daily** – staff will undertake a visible check of all access equipment prior to commencing work

### Defects

In the event of a defect or damage being found the access equipment identified will be taken out of use and a report made to the responsible person.

The responsible person will review the damage and decide on the most appropriate course of action to be taken. This may include repair by a competent organisation or disposal.

Whatever action is taken a suitable written record will be made against the main document.

### Ladder Inspection Sheet

Name & Address for whom the Inspection is being carried out for:					
Name & Position of person carrying out the checks:					
Date & Time of Inspection:					
Location of ladder:					
Make/Type of Ladder:					
Ladder Identification Number:					
Name & Address for whom the inspection is being carried out for:					
	Ladder Inspection Checks	Yes	No	N/A	Comments
1	General condition sound (clean, dry, free from wet paint, oil, mud etc).				
2	No cracks.				
3	No rungs missing or loose.				
4	Not painted.				
5	No stiles damaged or bent.				



6	No warping or splitting (wood).				
7	No corrosion (metal).				
8	No sharp edges or dents (metal).				
9	No rungs bent (metal).				
10	Footpads present and securely fixed.				
11	Caps/rubber fittings in good condition.				
12	Slip-resistant rubber or plastic feet present.				
13	Bracing in good condition (stepladders).				
	Pre-Use Site Checks	Yes	No	N/A	Comments
14	Has the correct type of ladder been selected?				<ul style="list-style-type: none"> <li>● Type 1 Industrial - heavy duty (maximum load 175kg)</li> <li>● Type 2 Commercial - medium duty (maximum load 150kg)</li> <li>● Type 3 Household - light duty (maximum load 95kg).</li> </ul>
15	Ladder positioned in a secure location, free from being struck by vehicles or knocked over by opening doors and windows.				
16	Ladder is placed against a strong non-fragile surface.				
17	Ladder is placed on even and stable ground.				
18	Ladder placed at the correct angle (75degrees / 1 in 4).				
19	Can the work be done without over reaching / stretching?				
20	Ladder extends 1 metre above the working platform				

	or is a suitable handhold available.				
21	Top of ladder is tied securely by the use of ropes, ties or other stability devices (ensuring that the ladder is not secured by its rungs).				
22	If top of ladder is not tied, bottom of ladder is secured or second footed.				
23	Are suitable working platforms provided for ladders that are more than 9 metres in length?				
24	Is the correct foot wear being worn? i.e. clean soles, in good condition, no dangling laces				
25	Are tools stored in shoulder bags or holster belts?				
26	Are barriers and signs in place to prevent people straying into the work area?				
<b>Step Ladder Checks</b>					
27	Step ladder placed on even ground.				
28	Step ladder positioned correctly (it should not be positioned side on to work tasks).				
29	Is there a handhold such as a handrail available? Ensure that that the top two or three rungs are not worked from unless they have been specifically designed with special hand holds.				
30	Are the side hinges fully extended and securing clips in				

	good condition and in working order?				
	<b>No</b>	<b>Further Actions Necessary</b>			<b>By Whom/Date</b>

### Mobile Scaffold Tower Inspection Sheet

Name & Address for whom the inspection is being carried out for: _____	
Name & Position of person carrying out the checks: _____	
Date & Time of Inspection: _____	
Location of Tower Scaffold _____	
Make/Type of Tower Scaffold: _____	

Tower Scaffold Identification Number:	
Inspection type:	Before first use / After 7 days / Adverse weather / Alteration

	Inspection of Component Parts	Yes	No	N/A	Comments
	<b>Castors</b>				
1	Castor housings, wheel and tyres not damaged.				
2	Wheels rotate freely.				
3	Castor swivels rotate properly.				
4	Wheel brakes function properly.				
	<b>Adjustable Legs</b>				
5	Not bent.				
6	Threads undamaged.				
7	Threads clean and free from debris.				
8	Device to stop the leg falling out of the frame checked and functioning correctly.				
	<b>Frames.</b>				
9	Frame members are straight and undamaged.				
10	Frame members free of extraneous material.				
11	Spigots are straight and parallel with the axis of the column tube				

1 2	The devices for locking frames together have been checked and are functioning correctly.				
	<b>Platforms.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1 3	Undamaged.				
1 4	Frames are square and true.				
1 5	Decks are not split or warped.				
1 6	Deck-to-frame fixings are firm.				

17	Deck-to-frame fixings are firm.				
18	Toe board clips/fittings are undamaged and firm.				
19	Outriggers and stabilizers have been checked for damage and hooks and couplers are functioning correctly.				
	<b>Pre-Use Site Checks</b>				
20	Ground is firm and level.				
21	No overhead obstructions or hazards.				
22	Wind and weather conditions permit safe use.				
23	The height to base ratio is correct (check suppliers instruction manual).				
24	Mobile tower is vertical and square and the horizontal braces and platform are level.				
25	Outriggers or stabilisers are correctly positioned and secured.				
26	All base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.				
27	All spigot and socket joint locks holding the frames together are secured.				

28	All bracing members have been located exactly in accordance with the supplier's instructions.				
29	All guardrails, intermediate rails and toe boards are in position.				
30	Access ladders in position and firmly located.				
31	Barriers in place at ground level to prevent people walking into the tower or straying into the work area.				
32	Suitable storage provision is made for tools and materials on the platform.				
<b>Further Actions Necessary</b>			<b>By Whom/Date</b>		



### Accident / incident reporting

Stone Bay School operate a system whereby one accident book, held at the office, in which all accidents affecting staff will be recorded. It is from this accident book that the URN will be allocated.

Any information entered into the accident book is regarded as confidential.

Pivotal to this process is that all accidents will be investigated by a manager in order to establish the causes and review processes and procedures to ensure that a repetition of the accident is avoided in the future. To assist in this process certain information will be gathered which includes:

- Name of injured employee/client/visitor.
- Names of other staff members present
- Location of incident
- Day and time
- Vehicles involved
- Injuries sustained as a result
- Sketch plans or maps
- Brief circumstances gathered from driver, clients (if appropriate)

It is a key role for the investigating manager to complete a comprehensive report in which possible causes will be explored and recommendations identified to prevent a re-occurrence. If appropriate the investigating manager will

- Visit the scene of any incidents, securing any relevant evidence by way of photographs
- Conduct an interview with staff involved.

On completion of the reporting stage all information will be gathered and included in the final report in support of findings made and passed to the managing director for consideration of the recommendations made and action to be taken to prevent a reoccurrence.

### Incident Investigation

**Initial investigation – completed within 24 hours**

With due regards to the incident a investigating manager will seek, within 24 hours, to undertake an initial investigation and decide whether it is reportable under the terms of RIDDOR and decide whether the Company Insurance Company needs to be informed of the incident.

### **Full investigation – Completed within 7 days**

It is the role of the investigating manager to examine the circumstances leading to the incident, a function that should not be delegated to other staff members, including the person actually involved in the incident. (e.g. the injured person should not complete the accident report him/herself)

*The focus of such an investigation should focus upon and seek to answer the following:*

**Who** – *who was involved and/or injured*

**What** – *what were the circumstances leading up to the incident and what happened as a result*

**When** – *Day, date and time*

**Where** – *address of location of any incident, includes road name or designation*

**Why** – *why did the incident arise and identifies the actual and root cause of an incident*

- *Actual cause: what caused the incident – impact, fall, slip etc*
- *Root cause: the underlying cause of an incident. This may include failure to train, managerial failure, failure to service vehicle leading to mechanical failure etc.*

**How** – *how can a re-occurrence be prevented in the future*

In the event that it is considered necessary to notify the Company Insurance Company then all necessary forms, supplied by the Company Insurance Company, will be completed by the investigating manager and submitted with copies included within the final incident report.

On completion of the required investigation all original papers, including a copy of the accident book entry, will be passed to Managing Director who will ensure that recommendations are reviewed and acted upon.

### **Management of Reports**

Once the managing director is satisfied that all reasonable recommendations to prevent a reoccurrence have been taken all papers will be passed to the personnel department for filing.

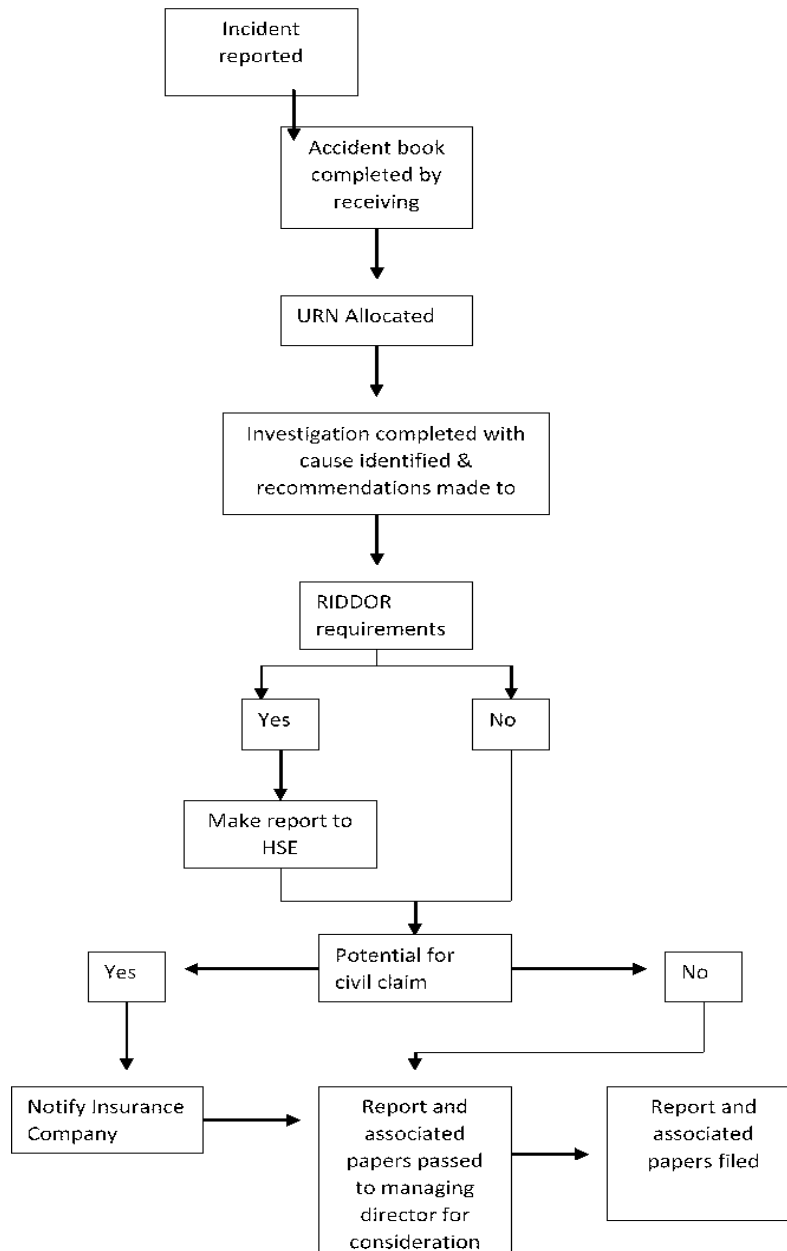
All reports will be located within a separate file which is kept locked and secure at all times.



### Retention of Accident reports

All papers relating to an injury or crash report will be held at the head office for a period of not less than 6 years.

### Build Base - accident reporting procedure





## **Safeguarding, Equality and Equal Opportunities Statement**

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.