



Ministry  
of Defence

Defence Children Services

# Safety, Health, Environment & Fire Policy (SHEF)



INTEGRITY • COMMITMENT • RESPECT

ST JOHN'S  
SCHOOL

**Approved by:** Colin Guyton

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# 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Reduce accidents and work-related ill health to as low a level as reasonably practicable.
- Ensure compliance with statutory requirements as a minimum standard.
- Ensure each school has a Health & Safety Governor and Health & Safety staff representative.
- Assess and minimising risks from work activities on and off school premises.
- Provide a safe, healthy and secure working and learning environment for staff and pupils.
- Ensure safe working methods and providing and maintaining safe work equipment.
- Provide appropriate health and safety information, instruction, supervision and training.
- Ensure staff are competent to do their tasks.
- Consult with employees and their representatives on health and safety matters.
- Monitor and reviewing our risk assessments and control measures to ensure they are effective and develop a culture of continuous improvement.
- Engage a competent external health and safety provider (e.g. DCS S)3 SHEF)
- Ensure adequate welfare facilities exist through the school for all.
- Ensure adequate resources are made available for effective health and safety risk management.
- Select competent contractors who work safely.
- Provide adequate first aid cover and occupational health support.
- Ensure that the level of Health and Safety performance across the organisation is consistent with best practice in education.
- Ensure that the importance of safety is shared with contractual workers and visitors to all schools in the school.
- Ensure full co-operation with key partners, such as Defence organisations/units, Trade Unions, public bodies, other local employees and any regulatory bodies.
- Ensuring that policy and procedure is regularly revisited and revised, so that documents are current, reflect recent experiences and advice, and are fully understood by all employees.
- A copy of the Headteacher's SHEF Statement can be found at Annex A to this policy.

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- <https://www.gov.uk/government/collections/jsp-375-health-and-safety-handbook> Management of health and safety in defence (JSP 375)
- <https://www.gov.uk/government/publications/british-army-safety-and-environmental-management-system-acso-1200> British Army safety and environmental management system (ASCO 1200)

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

**DCS SHEF Page:**

[https://sceschools.sharepoint.com/sites/MODSchoolsIntranetServices/DCS\\_SHEF](https://sceschools.sharepoint.com/sites/MODSchoolsIntranetServices/DCS_SHEF)

### 3. Roles and responsibilities

#### 3.1 The Employer (Defence Children Services)

Defence Children Services (DCS), on behalf of the Ministry of Defence has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher. DCS has a duty to:

- Take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- Provide leadership and direction on health and safety policies and measures necessary to manage risks
- Ensure that adequate health and safety training is provided
- Introduce health and safety policies and measures necessary to manage risks
- Inform employees about risks and the measures in place to manage them

The school governor who oversees health and safety is **Mrs Emma Ballard**.

Title	Name
Headteacher	Colin Guyton
Deputy Headteacher	Stephen Dixon
School SHEF Coordinator	Christos Christofi
Building Custodian	Caretaker – George Mylonas
Educational Visit Coordinator (EVC)	Angela Dakin

#### 3.2 Headteacher

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

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

In the headteacher's absence, the deputy/assistant headteacher assumes the above day-to-day health and safety responsibilities.

### 3.3 Health and safety Coordinator

The nominated school health and safety Coordinator is **Mr Christos Christofi**.

### 3.4 Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.5 Pupils and parents

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

### 3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work (this may have been done by DIO, but please check).

## 4. Site security

**Colin Guyton, Steve Dixon, George Mylonas** are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Staff and, where appropriate, students should take personal responsibility for both their own security and the security of those they work and learn alongside. This, along with the effective management and handling of security related matters, should help to ensure that staff and students are able to work and be taught in a safe and secure environment, include the online environment. All staff must be aware of the Op wideawake and Op Roundup procedures.

Further information here: [School and college security - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The School caretaker and the SLT are key holders and will respond to an emergency.

## 5. Emergency Procedures

### 5.1 Evacuation Point

In case of an emergency the designated evacuation point is the **SOUTH PLAYGROUND**.

## 5.2 Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell/buzzer.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

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

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

A fire safety checklist can be found in appendix 1.

## 5.3 Earthquake

Earthquake drills are practised every six months. New staff will be trained in earthquake safety and all staff and pupils will be made aware of any new earthquake risks.

In the event of an earthquake the following actions should be taken:

- If indoors, teachers should keep their students inside. While shielding their heads with hands and elbows, students should move away from the windows, shelves and heavy objects or furniture that may fall, such as free-standing wall cupboards. They should not remain under light fixtures or other suspended objects. If in the classroom, students should take cover under desks, tables or other heavy furniture.
- If in a hallway, stairway, gym or other area where no cover is available, the students should move to an interior wall. They should turn away from windows, kneel alongside the wall, bend their heads close to their knees, cover the sides of their heads with their elbows and clasp hands firmly behind their necks.
- If in the Library, the students should move away from the windows and bookshelves and take cover under a desk or table.
- If in a Lab or other practical workshop, all Bunsen burners should be extinguished and machinery switched off. Staff should ensure mains gas and electric is switched off, if possible, before taking cover. Staff should ensure students be aware of and avoid any hazardous material spills that may occur.
- If outdoors, students should stay in an open space or move into one; away from buildings and other overhead objects such as power lines or lamp posts. Students

should lie down or crouch low to the ground, (since legs will not be steady). Staff and students should constantly keep an eye on their surroundings to be aware of dangers that may demand movement.

- If in a bus or other vehicle, the vehicle should pull over and stop, away from power lines or other overhead objects such as lamp posts, bridges or buildings. Students should remain seated and hold on.

Once the earthquake has ended, the emergency procedure for fire should be followed. Faculty Heads should ensure that their areas of the school are evacuated and obvious dangers neutralised as far as possible – for example ensure gas supplies are switched off if possible. All staff should employ a common sense approach and react to what they see around them in the best interests of the safety of the students as they evacuate the buildings. For example, in the upper stories of the building perhaps release students in small groups to ensure that loadings on stairways are minimized or being mindful of safe pathways to the muster point, for example passing under sections of the buildings such as the Maths block – if in doubt go around.

As this would likely be a garrison wide event the Head of School will be responsible for co-ordinating with Garrison command / emergency services. Staff and students are to remain on South playground until instructions to the contrary are issued to staff. All staff will need to be vigilant as students will most likely be concerned about parents and siblings elsewhere in BFC.

Further information here: [JSP 375 Emergency and Disaster Planning](#) and here: [JSP 375 Management of Visitors and Contractors](#)

## 6. COSHH

### 6.1 Control

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by anyone who has completed the DCS COSHH Assessors course and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.



Heads of Departments are responsible for holding a copy of the product Safety Data Sheet for all substances in their area of responsibility. Example: [ESPO Glue Stick Safety Data Sheet](#)

Further information here: [JSP 375 Management of Hazardous Substances](#)

## 6.2 Gas safety

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

## 6.3 Legionella

- A water risk assessment is to be completed by the SHEF Coordinator and they are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following contractors employed by DIO

Further information here: [JSP 375 Legionella](#)

## 6.4 Asbestos

- SHEF Coordinators should be trained if their location has asbestos and the action to take if they suspect they have disturbed it. The asbestos training can be found at [Asbestos Awareness \(mod.gov.uk\)](#)
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- No management of asbestos is done by any personnel other than the appointed specialist subcontractors always through DIO-MITIE-CSP.

Further information here: [JSP 375 Asbestos](#)

## 7. Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- Risk assessments for machinery, and manufacturer's instruction for use are held by the Head of Department.

### 7.1 Electrical equipment

The Caretaker conducts risk assessed Portable Appliance Testing; usually during the half term and Summer breaks. Should any member of staff wish to introduce an electrical item to the school environment, e.g. Christmas lights, the Caretaker must be informed by email prior to use, in order that he may schedule ad-hoc PAT testing. Non-PAT tested equipment should not be used in school under any circumstances. IT equipment is tested and maintained by IT Department.

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

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the SHEF Coordinator and school caretaker
- An annual check of PE equipment will be conducted by Ashdale.

## **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use) – further information is available from the DCS SO3 SHEF

## **7.4 Specialist equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Further information here: [JSP 375 Work Equipment](#)

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working

- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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

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

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

Further information here: [JSP 375 Lone Working](#)

## 9. Working at height

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

In addition:

- The school caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff are provided details for working at height training
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Further information here: [JSP 375 Preventing Falls and Falling Objects](#)

## 10. Manual handling

Manual handling tasks will be risk assessed. Risk assessments are held electronically at **S:\Health\_Safety\Staff Information\Risk Assessments**. For a hard copy please see the SHEF Coordinator.

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

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- All staff are encouraged to complete the Manual handling e-learning module which can be found at the Civil service Learning Portal at <https://civilservicelearning.civilservice.gov.uk>

Further information here: [JSP375 Manual Handling](#)

## 11. Off-site visits

When taking pupils off the school premises, we will ensure that we follow the DCS Directive: [DCS Directive 3.2.11 MOD Schools Outdoor Learning and School Visits](#)

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

## 12. Heat Illness Prevention

Protecting ourselves from heat illness is critically important, especially in settings where physical exertion or exposure to high temperature is involved. Heat illness can manifest in various forms, such as heat exhaustion or more severe heat stroke, both of which can have serious health implications. In some cases, these conditions can be life-threatening.

Following the MOD's directive for heat illness, prevention is not just a matter of compliance but a fundamental aspect of personal and occupational health and safety. Taking appropriate measures such as staying hydrated, wearing suitable clothing, and taking breaks in a cooler environment can make a significant difference.

All staff are required to complete module 1, SLT must complete modules 1 and 2

[Course: Heat Illness Prevention Training \(mod.gov.uk\)](#)

Further information here: [JSP375 Heat Illness Prevention](#)

## 13. Lettings

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

[JSP375 Management of Contractors and Visitors](#)

## 14. Violence at work

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

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

## 15. Smoking

Smoking or vape is not permitted anywhere on the school premises and off-site visits.

Further information here: [JSP375 Smoking in the Work Environment](#)

## **16. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **16.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **16.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **16.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **16.4 Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

### **16.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **16.6 Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **16.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor

- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## 16.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

## 16.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## 16.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## 17. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Further information here: [JSP375 New and Expectant Mothers](#) and here: [Protecting pregnant workers and new mothers - HSE](#)

## 18. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Risk assessments are held electronically at **S:\Health\_Safety\Staff Information\Risk Assessments**. For a hard copy please see the SHEF Coordinator.
- Tackling workplace stress: <https://www.hse.gov.uk/pubns/wbk01.pdf>
- Stress Talking Toolkit: <https://www.hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf>
- HeadFit: <https://headfit.org/>

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

MOD 24hr Employee Assistance Helpline: **+448003457047**

## 19. Accident reporting

### 19.1 Army Form 510 (AF510)

Occurrences are to be reported using the latest version of the **AF510**. This can be found on the **S:\Health\_Safety\04-Accident-Incident-Near Miss Reporting** Information on completing the AF510 can be found on the DCS Standard Operating procedures “**SOP/04-001/2023/SCH/Occurrence Reporting** “.

- An accident Army Form 510 will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it, should a pupil or member of staff visit a medical centre or hospital after an accident. The AF510 must contain as much detail as possible and include any equipment being used at the time and any risk assessments, instructions, outdoor visit details and other supporting documents attached.
- The notification should not be altered following completion and signature of the Headteacher but can be updated with additional information at a later stage, but all additions must be signed and dated.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### 19.2 Notifying parents

The reception or nominated person will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will be notified of all head injuries.

### 18.3 Reporting to the Army Reporting Cell and DCS

The Headteacher will notify the Army Reporting Cell and DCS of any reportable accident, illness or injury to, or death of, a pupil, staff member, contractor, and public while in the school's care. This will happen as soon as is reasonably practicable.

Further information here: [DCS Standing Operating Procedures](#) and here: [JSP 375 Occurrence reporting and investigations](#)

## 20. Training

Our staff are provided with health and safety training as part of their induction process.

All staff are required to complete specific mandatory training courses which includes Health and Safety (annually), Fire Safety (annually), Heat Illness Prevention (annually) and Annual Mental Fitness Brief (annually) among others.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Further information here: [Mandatory Training](#)

## 21. Monitoring

Headquarters DCS are responsible for ensuring that this policy remains aligned to published guidance. This policy will be reviewed annually by the Headteacher with the support of the DCS Health and Safety Team.

School inspections will be conducted by staff nominated by the Headteacher i.e. Heads of Departments, the SHEF Coordinator, Building Custodian, etc.

The Headteacher is responsible for completing the annual DCS H&S and Wellbeing self-assessment/checklist.

Further information here: [JSP375 Workplace Inspections](#)

## 22. First Aid

First aid is the initial assistance or treatment given to a person who is injured or ill. The person who provides this help is a first aider. However, to become a fully competent first aider, an individual should complete a recognised first aid learning programme. Completing this will strengthen skills and increase confidence.

The Headteacher will nominate sufficient numbers of First Aid trained staff based on a first aid needs assessment to ensure there is adequate cover at all times. The appointed First Aider(s) and the school caretaker will ensure that the First Aid kits are checked monthly.

Further information here: [JSP 375 First Aid](#)

First Aid kits are located as follows:

Admin Office
Science N2/N3 Prep Room (10p - Eye Wash Included)
Science N4/N5 Prep Room (10p - Eye Wash Included)
Science N6/N7 Prep ROOM (10p - Eye Wash Included)
Home Economics W21 (10p)
Home Economics W22 (10p)
Art Department W8 (10p)
Technology W1 (20p - Eye Wash Included)
Technology W6/W7 (20p - Eye Wash Included)
PE Dept/ PE Office/Gym (10p)
PE Dept/Girls Office-Gym (10p)



## 23. Risk Assessment

All staff will ensure all activities are subject to risk assessment. Risk assessments are held electronically at **S:\Health\_Safety\Staff Information\Risk Assessments**. For a hard copy please see the SHEF Coordinator.

Risk assessments are categorised as follows:

- a. Buildings risk assessment (all the main hazards and activities within the building);
- b. Activities/Circumstances (anything that falls outside of the building risk assessment or requires a separate detailed assessment – this includes risk assessments to support lessons, training, school trips, travel etc.

The Headteacher will review all risk assessments at least annually to ensure they remain suitable and sufficient.

Further information here: [JSP 375 Risk Assessment and Safe Systems of Work](#)

## 24. COVID-19

All schools must have a current COVID-19 risk assessment and set of procedures outlining their local safety arrangements for COVID-19 management. This may include maximum building and room occupancy limits, procedures with ways of working, such as bubbles, booking in/out procedures, one-way corridors, safety zones, hand sanitiser zones etc. MOD Schools will observe host nation requirements and follow general guidance on COVID-19 management.

## 25. Personal Protective Equipment

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use. The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team. All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement. Respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Further information here: [Personal Protective Equipment](#)

## Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## **Appendix 2. Head of Defence Children Services Safety, Health, Environmental and Fire (SHEF) Statement**

### **HEAD OF DEFENCE CHILDREN SERVICES SAFETY, HEALTH, ENVIRONMENTAL AND FIRE (SHEF) STATEMENT**

#### **INTRODUCTION**

1. As Head of Defence Children Services (DCS), I am responsible for setting out and upholding Safety, Health, Environmental and Fire standards. This statement reflects the great importance which I attach to Safety, Health, Environmental and Fire and indicates the organisation and arrangements I have put in place to achieve my objectives of discharging my duty to comply with Safety, Health, Environmental and Fire legislation, and the Chief of the General Staff's (CGS) statement of intent. The systematic identification and control of risk is fundamental to meeting my objectives of countering threats of adversary, natural or human hazards in order to achieve working effectiveness. Whilst individual safety is of principle concern, I also commit to ensuring that damage to the environment is minimised as far as reasonably practicable. I expect all those under my command and all other persons working for Defence Children Services or who may be affected by the Defence Children Services activities to understand and adhere to my intent in order to seize the initiative and strive to achieve best practice in all areas related to Safety, Health, Environmental and Fire.

#### **INTENT**

2. To ensure that DCS meets its SHEF responsibilities in accordance with ACSO 1200 and CGS's statement of intent is to:

- a. Meet all the requirements of the Health and Safety at Work etc. Act 1974 (HSWA), comply with all relevant legislation, and meet the requirements of Joint Service Publications (JSP's) and instructions produced to facilitate the implementation of health and safety legislation within the DCS.
- b. Provide working conditions which will ensure; so far as is reasonably practicable, a healthy and safe working environment. This will be achieved through the identification of potential hazards; their assessment and control with reference to the appropriate health and safety standards the best current practices; the monitoring, measurement, and evaluation of performance against these standards, and modification as necessary to achieve the required performance.
- c. Where employees are located, provide a system for consultation with their representatives on health, safety, and welfare matters. Such matters are to be dealt with in accordance with the SHEF Organisation and Arrangements for DCS within the normal chain of command (CoC).
- d. Provide appropriate training and resources to enable the application of this statement by the CoC taking all practical and reasonable steps to secure that the SHEF objectives are met without transferring risk to the wider Army.
- e. Protect the environment in accordance with ACSO 1200 The Army's Safety and Environmental Management System (Chapter 6).

#### **ORGANISATION**

3. The DCS Safety Committee will meet at least every 6 months. I have appointed the SO1 Infrastructure, Operations & SHE Team Leader and SO2 DCS Lead Safety, Health, Environment and Fire (SHEF) as my Advisers and the Chief of Staff as Safety Champion, either will chair the meeting in my absence and raise any SHEF matters as an agenda point at the weekly command meetings. The SHEF advisor is responsible to me for ensuring DCS has suitable personnel appointed in accordance with compendium of mandated course trained personnel within DCS and that those appointed are notified in writing with TORs, their details are to be published routinely.

## **ARRANGEMENTS**

4. Procedures. Procedures. The arrangements for the management of SHEF within DCS are contained within the DCS SHEF Directive DCS SHEF Directive 7.1.5 which contains supporting documentation to manage day to-day SHEF activities. They reflect the requirements of JSP 375 – Management of Health and Safety in Defence and comply with ACSO 1200 -The Army's Safety and Environmental Management System. Everyone working within DCS is to know and understand the actions required of them by these procedures.

5. Duties to Others. All visitors, persons working temporarily within DCS, contractors, part time workers and consultants are to be made aware of any hazards that exist in their workplace or areas. Where appropriate they are to be made aware of any risk assessments that may apply to their activities.

6. Employees Duties. All employees are to be aware that they have a duty to conduct themselves in the workplace in a way that protects themselves and others from harm, this includes a duty to protect the environment. Employees are to cooperate with the objectives of this statement and help to protect the environment. They are to read, understand and comply with all SHEF orders or instructions and adhere to the provisions of risk assessments that apply to their work area or activities.

7. Site specific SHEF documentation & records. If a specific location becomes liable to move there is a requirement for SHEF documents and records relating to the location to be handed over to the incoming incumbent. This will include the site specific and generic risk assessment, and any Safe Work Processes / Safe Systems of Work developed from them.

8. Statement Review. The operation of this statement will be reviewed regularly to ensure that its objectives are met. Employees at all levels are directed to comply with this statement and monitor its application. Managers / Team leaders; through the COC; are to notify me if; in their opinion, further measures are required to meet legislative requirements or imposed standards.

## **ACCOUNTABILITY AND STANDARDS**

9. Where MoD exemptions from legislation are granted, SHEF standards and arrangements are to be introduced which will be, so far as is reasonably practicable, at least as good as those required by the legislation.

10. I consider SHEF within DCS to be a CoC lead obligation and Headteachers and Setting Managers, Heads of Establishments, Department Heads and Line Managers are to apply this statement in their respective areas. Within the framework, each locational leader is to ensure that arrangements for SHEF within their schools, settings and departments are in date and accurately reflect the procedures to be followed by the workforce. Each department will have its own SHEF lead, fully supported by the CoC within their Duty of Care responsibilities.

11. In Addition to the duties placed on the CoC, all employees within DCS have a legal duty to co-operate with this statement. Employees must: follow safe systems of training and work, not interfere with, or misuse anything provided in the interests of health and safety. They are to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. Employees must report to Line Managers or SHEF representative anything they think may affect their work or if inadequate control measures are putting anyone's health, safety or the environment at risk.

*{Original Signed}*

Beverley Martin

Head of Defence Children Services  
22 September 2023

### Appendix 3. Earthquake Evacuation Plan

In the event of an earthquake the following actions should be taken:

- If **indoors**, teachers should keep their students inside. While shielding their heads with hands and elbows, students should move away from the windows, shelves and heavy objects or furniture that may fall, such as free-standing wall cupboards. They should not remain under light fixtures or other suspended objects. If in the classroom, students should take cover under desks, tables or other heavy furniture.
- If in a **hallway, stairway, gym or other area where no cover is available**, the students should move to an interior wall. They should turn away from windows, kneel alongside the wall, bend their heads close to their knees, cover the sides of their heads with their elbows and clasp hands firmly behind their necks.
- If in the **Library**, the students should move away from the windows and bookshelves and take cover under a desk or table.
- If in a **Lab or other practical workshop**, all Bunsen burners should be extinguished and machinery switched off. Staff should ensure mains gas and electric is switched off, if possible, before taking cover. Staff should ensure students be aware of and avoid any hazardous material spills that may occur.
- If **outdoors**, students should stay in an open space or move into one; away from buildings and other overhead objects such as power lines or lamp posts. Students should lie down or crouch low to the ground, (since legs will not be steady). Staff and students should constantly keep an eye on their surroundings to be aware of dangers that may demand movement.
- If in a **bus or other vehicle**, the vehicle should pull over and stop, away from power lines or other overhead objects such as lamp posts, bridges or buildings. Students should remain seated and hold on.

**Once the earthquake has ended, the emergency procedure for fire should be followed. Faculty Heads should ensure that their areas of the school are evacuated and obvious dangers neutralised as far as possible – for example ensure gas supplies are switched off if possible. All staff should employ a common-sense approach and react to what they see around them in the best interests of the safety of the students as they evacuate the buildings. For example, in the upper stories of the building perhaps release students in small groups to ensure that loadings on stairways are minimized or being mindful of safe pathways to the muster point, for example passing under sections of the buildings such as the Maths block – if in doubt go around.**

**As this would likely be a garrison wide event the Head of School will be responsible for co-ordinating with Garrison command / emergency services. Staff and students are to remain on South playground until instructions to the contrary are issued to**

staff. All staff will need to be vigilant as students will most likely be concerned about parents and siblings elsewhere in BFC.

## Appendix 4. Fire Orders for Staff

### ON DISCOVERY OF FIRE:

- a. Break nearest alarm.
- b. If possible give details of location and extent of fire to a member of staff or if you are staff, to the main office. The School Secretary will ensure that the Fire Brigade are called. The fire alarm panel should indicate area of fire too so this information should be used when calling the fire station.
- c. The school office should inform the SFP at the gate to not admit anyone to the site until the all clear is given.

### 2. ON HEARING ALARM DURING LESSON TIME:

- a. Remove children from the room in an orderly manner.
- b. Close doors and windows and switch off lights and all other electrical equipment.
- c. Escort class, **in silence**, to South Playground where they should line up in form groups in register order.
- d. At South Playground: **Tutors are to stay with their classes and maintain order. Their register, and a pen, will be brought to them by a member of the Admin team.**
- e. **Heads of Year** to check with their Form Tutors for any pupil absence.
- f. **Heads of Year** inform **Deputy Head** of any missing pupils.
- g. **Tutors** remain with Form Group until further instructions are given.
- h. **School Secretary** to check presence of **Local Staff and signing in-out book for visitors** and report to **Deputy Head**.
- i. **Deputy Head** to inform **the Headteacher** of any staff, pupils or visitors not accounted for. **Headteacher to liaise with Fire Officer.**

**STAFF RESPONSIBLE FOR CHECKING OTHER AREAS OR WHO HAVE OTHER SPECIFIC DUTIES MUST FIRST ENSURE THEIR GROUPS ARE ESCORTED TO SOUTH PLAYGROUND AND CHECKED**

### 3. ON HEARING ALARM OUTSIDE LESSON TIME:

- a. Check immediate surrounding area for any pupils.
- b. Send pupils to South Playground to assemble as in (2.c) above.
- c. Close doors, windows and secure electrical equipment before proceeding to South Playground.

### 4. ROOMS TO BE CHECKED BY NOMINATED MEMBER OF STAFF

Exams and 6th Form Common Room including toilets	Exams Officer
14-19 Study Room including toilets	6 <sup>th</sup> Form Pastoral Mentor
Pastoral Hub and Medical Room	Pastoral support LSA
Girls toilets Technology Block	Food Technology TA
Boys toilets Technology Block	D&T Technician
Admin Block including toilets	School Secretary

**Admin staff** to collect **Pupil Registers, Pupil and Staff Signing Out Books** and the **Visitors signing in-out book**. **School caretaker** to collect **Contractors signing in-out book**.

**School Secretary** to call **Fire Brigade**, collect **Medical Room Register** and **Teaching Staff List**.

**Admin staff** to collect **Local Staff List** & call **SFP** on gate.

**Headteacher, Deputy Head, SHEF Coordinator and Caretaker** to review situation as they proceed to South playground.

## Appendix 5. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check](#).

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.



Infection or complaint	Recommended period to be kept away from school or nursery
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.