

20. HEALTH & SAFETY

The school has a Health & Safety Policy and a Health & Safety Statement (containing specific areas of responsibility) which are reviewed annually by the Trust & Governing Body.

A copy of both these documents are available to review on the H&S notice board sited in the school reception area. Copies are also available on the schools website at:

<http://www.sirhenryfloyd.bucks.sch.uk/about-us/policies/>

PARENTS & CARERS

SCHOOL DAY VISITS

During the school day parents and carers visiting the school, in line with all visitors, must report to reception upon arriving at the school.

If the purpose of the visit is to:

- Drop items off, this can be done at reception, where the staff will alert your child to collect them at an appropriate time.
- Collect your child for medical reasons, reception will alert the appropriate staff whilst you wait in the reception area.
- To meet with staff, you will be asked to sign in (and out upon leaving), issued with a visitors badge and car parking permit (if required); the appropriate member of staff will then be contacted to come and see you.

Under no circumstances may a parent/carer enter other parts of the school without being accompanied by a member of staff.

ATTENDING EVENTS & MEETINGS

These are scheduled outside of the core school day, e.g. Parent Consultation Evenings, Music Concerts, etc and parent/carers are not expected to comply with the standard security arrangements at reception as noted above.

Parking arrangements will be communicated via the information circulated covering the specific event or meeting. Where this is not done it is important that only the school car parks are utilised and not those belonging to Aylesbury College.

It is important that when on the school site outside of the core school day, parents/carers and their children do not visit other parts of the school than those designated for the specific event or meeting. This is to ensure personal safety and security is maintained.

Areas not in use for a specific event may have cleaning and/or contractors operating in them, may have reduced lighting levels, or may have areas alarmed as part of the school's security process.

STUDENTS

All students attending the school have a duty to ensure they do not compromise their own or others health and safety. This is outlined in the school's H&S Statement as follows:

2.6 All Students

All students who attend the school have responsibility to:

- take reasonable care for the health and safety of themselves and others whilst at the school, including:
 - within the school buildings and grounds;
 - on pavements and roads, including those adjacent to Aylesbury College;
 - with all fixtures, fittings and equipment on the site;
 - on authorised school trips and visits;
 - on designated home to school transport.
- ensure that they only use equipment or machinery which they have been given specific agreement to use and are competent to use;
- not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to a member of staff any serious or immediate danger;
- reporting to a member of staff any shortcomings in the arrangements for health and safety;
- co-operating with the Trustees, Governors, Headteacher and Assistant Head (Support Operations) on all matters relating to health and safety by complying with the Health & Safety Policy.

Issues arising from students failing to adhere to the school's Health & Safety Policy and Statement will be dealt with as outlined in the Behaviour for Learning Policy.

CONTACT & RESPONSE TO ISSUES

Should a parent/carer have any issues relating to H&S these should be communicated to the school, via the reception area, where they will be forwarded to the appropriate member of staff to consider and respond as appropriate.

Students at the school will utilise normal communication processes for raising H&S issues that may arise, e.g.

- for urgent issues via any member of staff
- for less urgent issues via a Student Premises Request Form, available from the reception area.