

NEWTON INTERNATIONAL ACADEMY SMASH



HEALTH, SAFETY AND SECURITY POLICY

POLICY REVIEWED

July 2025

POLICY TO BE REVIEWED

July 2026





Newton International Academy - Smash

HEALTH AND SAFETY POLICY

Health and Safety is a vital concern at Newton International Academy Smash.

Our aims are as follows:

AIMS

1. To maintain a safe environment wherein students can work and move around without risk to themselves or their good health.
2. To plan for the safety of students and staff in the event of fire or another emergency.
3. To develop, maintain and implement procedures to secure a safe working environment for all members of the school community.
4. To promote healthy lifestyle choices by educating students about balanced nutrition, adequate rest, regular exercise, and the avoidance of harmful substances.
5. To ensure students observe all safety rules of the school and in particular the directions of the teaching staff in the event of an emergency.
6. To ensure all accidents and injuries are reported to the principal (or one of the deputies in his/her absence) and fill in an accident report form as soon as possible.
7. To ensure all staff report defects in equipment and potential safety hazards to the principal.
8. To assist in the investigation of injuries, accidents and dangerous occurrences.
9. To monitor and review our health and safety policy and procedures consistently so that they remain fit for purpose.
10. To support student and staff mental well-being as an integral part of overall health and safety.

CRITICAL INCIDENT PROCEDURE

The chief aim of the critical incident procedure is to move all students and staff to a safe location as speedily and safely as possible.

Evacuation procedures

In the event of a fire and/or other critical incident:

A fire/warning will ring as a continuous sound. When this happens, teachers will take their classes to the designated areas as follows:

Teachers should collect the Evacuation pack from the classroom.

Safe locations/fire assembly points are as follows, until further updates are provided following site expansion or redesign.

Secondary boys and Primary – Entrance 4 (Main entrance)

Secondary Girls – Entrance 1 (back of EYFS building)

EYFS – Entrance 2 (EYFS entrance)



Teaching assistants

Remain with allocated students and along with the class teacher, take them to assembly point.

Non-teaching Staff

All non-teaching staff, other than Teaching Assistants, should report to the HR Officer, or in their absence the Registrar.

The evacuation procedures are shown in Appendix 1

End of critical incident

When it is safe to re-enter the building, permission to do so, will be given by the principal or designated staff member. All classes will be accompanied by their class teacher and will re-enter the school in an orderly manner.

Safety Equipment

- Fire extinguishers and electrical equipment will be checked on an annual basis.
- Fire alarms are monitored in line with the school's alarm maintenance agreement with the service provider. The Site Manager will be responsible for this schedule and associated record keeping.

Evacuation procedure trials.

The evacuation procedure will be practised at least three times per academic year. Records of proficiency of exiting will be retained.

Lockdown

In certain circumstances it may be necessary to lockdown the school. The lockdown alarm will be a (describe sound, e.g., short repeated buzzer) to differentiate it clearly from the fire alarm. All children and staff should clear all corridors and remain in their allocated classroom until further notice. Everyone should be away from windows. A lockdown drill will be conducted at least once per academic year.

No visitors will be allowed to enter the school during lockdown.

Lockdown will remain in place until staff are notified by either the Principal or in his absence the Deputy Principal.

Visitors

To ensure the safety of students and staff all visitors must report to security on arrival where they basic information will be recorded prior to a visitor badge being issued. There should be no visitors in school not wearing an appropriate badge. Visitors should be informed of emergency procedures upon signing in. Where visitors need to attend selected parts of the school, they should be escorted by security staff.



Parent volunteer helpers and maintenance staff will be issued with identification badges while working in the school.

Communication with parents during or after a critical incident will follow the school's emergency communication plan, coordinated by the Principal.

Potential Hazards

All members of staff have a duty to act immediately on a potential Health and Safety Hazard. This should be reported immediately to the site manager. If necessary, the member of staff who identifies the hazard should take action to prevent any potential harm to themselves or others.

Maintenance Issues

It is important that all maintenance issues are reported promptly to the site manager in order that appropriate remedial action is taken to prevent the issue becoming a potential hazard.

Active Monitoring

All teachers should review their work areas on a regular basis in order to check for potential hazards or risks. The Site Manager and his team will undertake routine active monitoring of the whole campus in order to pro-actively manage any potential risks or hazards.

SAFETY IN THE PLAY AREA

The school has a separate playground policy.

PROMOTING SAFETY AND GOOD HEALTH IN SCHOOL

In the Classroom

Teachers are responsible for:

- Ensuring that mobile phones are not allowed to be switched on in the classroom.
- Ensuring that the air conditioning the classroom is working at all times especially during the hotter months.
- Checking all exits is kept free from any form of obstruction.
- Checking classroom for tripping hazards e.g. loose floor covering, untidy equipment etc.
- Seeing that students use their chairs correctly and sit safely at all times, no swinging or leaning back permitted.
- Paying particular attention to the safety aspect involved in the use of some educational equipment or resources e.g. scissors, knives, thermometers, glass containers, hot liquids, electrical equipment, wires and clips.

During structured play and practical activities, early years' class's students should be supervised when using small practice materials like pegs and counters, as these could constitute a choking hazard.

- Keeping all dangerous solvents e.g. glue in a lockable cupboard when these are not being used.
- Encouraging all students to participate in PE, swimming, lunchtime and early morning games, other games and other class activities to promote health and fitness. During PE classes' health and safety will be promoted where the opportunity arises.



- Encouraging all students to have good personal hygiene habits e.g., training in thorough hand-washing using soap, rinsing well and drying hands.
- Students will be reminded regularly about respiratory hygiene, including covering their mouth and nose when coughing or sneezing.
- Encouraging good dental hygiene.
- Encouraging all students to bring healthy foods for breaks.

SAFETY DURING OUT OF SCHOOL ACTIVITIES

This encompasses a range of visits, attendance at events and trips which may involve journeys to and from the particular destination. Newton International Academy Smash works in close partnership with parents to ensure they are fully informed of what is involved in any particular event.

Parents/guardians must give prior written consent for all off-site activities, including permission for emergency medical treatment.

Teachers will always inform parents of the following, where appropriate:

- Aims and objectives of the visit, event or trip.
- Its length/duration.
- Method of travel.
- Appropriate clothing requirements.
- Financial costs.
- Parental responsibilities.
- Conduct which we expect from our students on such outings.

The ratio of staff to students will always be determined by the nature of the activity and the age of the students involved.

In addition, prior to any trip the teacher responsible will perform a risk assessment (appendix one) and if appropriate inform the Principal/Deputy Principal of any concerns about the trip. Decisions related to the suitability of the trip and the personnel to travel will be made following a review of the risk assessment by the Principal. Staff must carry emergency contact information and a first aid kit on all off-site visits. A first aider must accompany trips involving more than 15 students or higher-risk activities.

SPECIFIC STAFF/STUDENT RESPONSIBILITIES

THE PRINCIPAL

The Principal will:

- Ensure all teaching staff holds appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- Ensure that all staff is provided with regular training that will assist them to work safely.
- Ensure the provision and maintenance of safety procedures.



- Put in place adequate arrangements for carrying out regular fire drills and ensure that all staff participate in and are aware of such arrangements.
- Report to the Chairperson, all defects and hazards which are their responsibility.
- Ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural
- Report all accidents to teaching staff promptly to the council. In the case of non-teaching staff, all accidents must be reported to the WELB.
- Ensure all staff operates safe working practices in the execution of their duties.
- Apply all relevant policies to ensure the health, safety and welfare of all staff and students.

Site Manager

- The site manager has responsibility for taking immediate to address any potential health and safety risks or hazards.
- The site manager must act upon maintenance issues as soon as is practical to avoid them becoming risks to Health and safety.
- Ensure records of safety inspections and maintenance schedules are kept and available for audit.

Health and safety Committee

A committee comprising members representing the whole school community will meet regularly to review Health and Safety policy and procedure, plan staff training and ensure and coordinated and coherent whole school approach to managing Health and safety.

Teachers

Each teacher has a responsibility to exercise care and attention regarding the safety of themselves and their students.

Each teacher shall:

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves and others.
- Exercise effective supervision of the students and know the emergency procedures e.g. in case of fire, first aid etc.
- Report all potential hazards to the principal or deputy principal.
- Report all accidents and complete accident forms.
- Co-operate fully with the principal and deputies on all health and safety matters.
- Give clear instruction and warnings as often as necessary and follow safe working procedures personally.
- Ensure that all protective clothing and equipment are both available and used by themselves and students.
- Ensure risk assessments are reviewed and updated annually.
- Complete a basic risk assessment checklist at the start of each term for their teaching area.



All staff

All staff has a responsibility to exercise personal care and attention for the safety of themselves and others as well as co-operate with their colleagues in the execution of this policy. In the discharge of this responsibility, all staff shall:

- Perform their duties in a safe manner and pay particular attention to safety procedures.
- Report all accidents and injuries to their KS leader as soon as possible.
- Obtain adequate treatment for injuries as soon as it's practical.
- Report all defects in equipment or potential hazards to their KS leader.
- Familiarise themselves with all relevant health and safety related policies. In any areas of uncertainty, seek clarification.

All staff has a responsibility to ensure their own health and that of their colleagues.

Students

All students are expected within their ability to:

- Exercise personal responsibility for safety of themselves and other students.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Students are expected to immediately report any unsafe situations to their teacher.
- In addition, students will be supervised by staff in the internal areas of the school and playground.

IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY

The responsibility for the implementation of the health and safety policy rests with the entire school community. The principal, will oversee the implementation of the policy. However, **all** members of the school must ensure the policy is implemented by them.

POLICY MONITORING AND REVIEW

This policy will be kept under continuous review. This policy will be continuously monitored and formally reviewed at least annually by the Health and Safety Committee, with updates made as required. The Principal has responsibility for ensuring this review is performed.



Newton International Academy Smash

Appendix 1

Emergency Evacuation Procedure

Emergency Evacuation Procedures (Fire drill) are located in each room. Teachers should familiarise themselves with these directions and the instructions specific to their school.

In the event that the alarm), everyone must follow these basic instructions.

Students

Stay calm

Listen to your teacher

Leave all items behind

Maintain personal space and move calmly to avoid crowding.

Form one line and exit through the door your teacher directs you

Follow your teacher to the designated assembly area

Stay in lines socially distanced

Listen to your name when your teacher calls the class attendance

Stay calm and wait until further instructions are provided

Teacher at time of Evacuation (NOT class or registration teacher)

Stay calm

Reassure children and direct them to the safest exit route

Check bathrooms or adjacent small rooms if safe to do so before leaving the classroom.

Wear the allocated High Visibility jacket

Walk children via the safest route to the designated assembly area

Take attendance call and do head count to ensure no missing students

Advise the supervising line manager, who will inform Head of School/ Principal of any missing children

At no time should you leave the class unattended

Class registers will be part of the Evacuation pack in each classroom.

Copies of the emergency plan and contact numbers are kept in the Evacuation pack.

Summary for teachers

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| • Get children out by the nearest fire exit |
| • Look after and account for them at the assembly area |
| • Do not re-enter the building until directed to do so by the Principal or their delegate. |