

HEALTH AND SAFETY POLICY (Including Smoking Policy, Misuse of Substances Policy)



St Bede's
CATHOLIC MIDDLE SCHOOL (ACADEMY)



**HEALTH AND SAFETY POLICY
(Including Smoking Policy, Misuse of Substances Policy)**

Aims of the Policy

The Academy Representatives of St Bede's Catholic Middle School recognise their responsibility under the Health and Safety at Work, so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment;
- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- encourage all staff to take reasonable care for their own health and safety and to co-operate with The Academy Representatives and management of the school in carrying out their statutory duty;
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Main Body of Policy

Staff Responsibilities

The HSW Act puts a responsibility upon employees to take care of their own and others' safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

Staff Rights

The Academy Representatives recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through

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their recognised trade unions or professional associations. The Academy Representatives will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

The Role of The Academy Representatives

The Academy Representatives recognise the Statement of General Policy of Worcestershire County Council Directorate of Educational Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Academy Representatives recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Educational Services or such other persons as may be necessary.

Local Management of Schools

The Academy Representatives recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

Risk Assessment

The Academy Representatives recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed.

THE ORGANISATION

Who is included

The Academy Representatives

The Principal

The School Safety Officer

Heads of Department (in areas of particular risk eg. Art and Ceramics, Design and Technology (including Food and Textiles), Drama, Physical Education and Science).

Other Teaching and Technician Staff

The Site Manager

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The First Aiders / Appointed Persons

Any other persons who may have been given specific responsibilities for any aspects of Health and Safety, eg. Lunchtime Supervisors.

The ultimate responsibility for Health and Safety remains with the employer.

The Academy Representatives, through the Principal, are responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the arrangements for the Local Management of Schools.
- c) monitoring the (health and safety) needs for building maintenance in the school and implementing repairs as necessary.
- d) advising the Director of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors when on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.
- j) appointing competent principal contractors where building or plant maintenance work is done

Principal's Responsibilities

The following areas are the responsibility of the Principal, though the duties in areas (d) to (n) below, (not the responsibilities) have been delegated to Mrs D McGovern, the School Safety Officer and Mrs S Vale, the Professional Development Coordinator.

- a) The implementation of the school safety policy.
- b) Advising the Academy Representatives of the need to review the school safety policy.

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- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that County VAGRA risk assessments are carried out in accordance with the Health & Safety Policy as agreed by the Company Board in all areas of significant risk.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Emergency procedures, including evacuation in case of fire or bomb threats.
- i) Ensuring that adequate provision is made for the administration of First Aid.
- j) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- k) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

Heads of Department are responsible for:

- a) all matters of health and safety in their department or subject area.
- b) bringing to the notice of the Principal (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.

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- d) producing a departmental safety policy and revising it as necessary
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (notably where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. COSHH assessment for use of hazardous substances).
- h) ensuring that relevant safety signs and, where required by law, regulations or notices are displayed (eg. signs requiring use of eye protection or restricting use of teacher only machines to named individuals, abrasive wheel regulations, positions of gas, water or electrical isolators etc.).

Other Teaching and Technician Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Department or to the Principal (or School Safety Officer).
- c) co-operating with their employer (LA or Academy Representatives) to enable him/her to comply with the requirements of the Health and Safety at Work etc. Act 1974.

The Site Manager is responsible for:

- a) ensuring that he/she is familiar with and complies with the school safety policy.
- b) bringing to the attention of the Principal (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons eg. in use and storage of equipment and materials.
- d) ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.

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- e) ensuring that all equipment and materials received have adequate health and safety information (eg. manufacturer's data sheets for COSHH assessments to be carried out).
- f) ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction
- g) ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. signs to warn of slippery floors, uncleared ice or snow etc.).
- h) informing the Principal (or School Safety Officer) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) the safe use and maintenance of all plant and equipment (eg. Boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers)
- k) the securing of the premises after a letting to another group or organisation.

The First Aiders and Appointed Persons are responsible for:

maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

Safety Representatives (Appointed by Trade Unions / Professional Associations and recognised by the LA)

Safety representatives have the right to:

- a) carry out termly inspections of the premises and submit a written report to the Principal.
- b) receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) represent their membership to the Principal (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties
- f) receive such training as may be necessary for them to perform their duties.

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THE ARRANGEMENTS

Access and Egress

With the present access and exit arrangements where motor vehicles use the same main entrance to the site as the pupils, staff will endeavour to be in a location that will ensure maximum separation between pupils and vehicles.

In the event of snow or ice, it will be the priority of the Site Manager to clear main pathways giving access to teaching blocks and then grit the playground.

Accident Reporting/Playground Safety and Supervision

All accidents and near misses happening to pupils, employees and others in the school must be recorded in the appropriate Accident book (Pupil Accident book- in the front office and Accident book for employees and other adults on site-kept by Mrs J Hardcastle in the administration office). For more serious accidents, such as fractures and the need for hospital treatment, it is necessary to complete a Pupil Accident Form and send it to the County Health and Safety Coordinator within two days. A copy of all accident reports and completed accident forms must be retained for a period of not less than 15 years.

Playground Safety and Supervision

During term time the school has clear procedures for playground supervision with a Duty Team System. Lunchtime supervision follows a similar pattern with teaching staff replaced by Lunchtime Supervisors and the Leadership Team. During inclement weather, the same teams undertake their supervisory duties indoors.

Building Repairs and Contractors

The school will comply with the guidelines set out in pages 2.14 - 2.16 in the Handbook of Safety Information. These include the need for; adequate segregation of workmen and pupils, provision for adequate day to day communication between school and contractors, provision of adequate facilities for workmen (not by school) and routine maintenance contractors to report their presence to Reception.

Cleaning

Together with the good housekeeping practices that are essential for the workplace to be safe, warning signs must be placed when floors are wet and slippery.

Communications

If there are any problems or defects which have a direct bearing upon Health and Safety, these must be reported to the School Safety Officer, Mrs Carmel Connolly. Also if there are any other issues or queries concerning Health and Safety, he will be the first contact. The Safety Officer keeps a record of inspections, fire drills etc.

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Display Screen Equipment (VDU's)

Staff who are required to habitually use a computer as part of their normal work are subject to the Health and Safety (Display Screen Equipment) Regulations 1992.

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FIRE SAFETY, SMOKING POLICIES & EVACUATION PROCEDURES

This policy is written as an extension of the school's Health and Safety Policy endorsed by The Academy Representatives.

Policy Statement

St Bede's Catholic Middle School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Audited Fire Risk Assessment and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation (St Bede's).

Aims and Objectives

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the local fire authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises and activities within the premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections.

Responsibilities

- The Principal will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- The responsible person (Principal) will appoint competent persons (Safety Officer, Bernadette Dempsey, School Administrator and Caretaker) to ensure that these policies and procedures are implemented and adhered to on a sustainable basis throughout the premises.
- The Heads of Department will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of operational responsibility.

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- The Safety Officer will ensure that an appropriate system for carrying out fire risk assessments is in place.
- The Safety Officer will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises.
- Heads of Department will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- Heads of Department will ensure that regular inspections are carried out on control measures to ensure their continued effectiveness.
- The Safety Officer will ensure that audits are carried out on control measures to ensure their continued effectiveness.
- The Safety Officer will ensure that regular inspections are carried out periodically (November and April) to ensure the continued effectiveness of control measures.
- Employees, students, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risk from fire hazards.

Arrangements

- Assessments will be recorded on standard County Assessment documentation.
- Records of the assessments will be held in the school office, including a copy of departmental assessments which will also be held in the area to which they apply. Assessment records will be made available to staff for information and be available for Health and Safety audits.

Fire Alarms

These are tested on a weekly basis from different call points by the Site Manager and these checks are recorded. Any problems will be reported to the School Safety Officer to implement rectification.

Fire Appliances (Extinguishers)

Extinguishers are regularly inspected visually and the Fire Service are contracted to service them annually or carry out refills/repairs as a consequence of a visual check identifying a defect annually.

Procedures for the Evacuation Chair

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- The chair is located on the top corridor outside the lift.
- Only qualified personnel can operate this chair. They must have completed the training course.
- Regular practice will take place between the personnel trained.
- Only one person is to be evacuated on the chair at any one time.
- The occupier will be asked how they transfer their own weight from the wheelchair to the evacuation chair normally.

Fire Prevention

This is basic housekeeping and would include; not allowing rubbish to accumulate, keeping stairways clear, combustible materials stored away from heat, flammable liquids stored in closed containers that are clearly labelled and fire doors kept closed.

Fire Risk Assessment

This is organised by the LA who contract to a competent assessor on behalf of the Academy Representatives.

The Risk Assessment file for non-curriculum areas is kept by the school safety officer. The half termly inspections of the whole school site, hazards and potential hazards are identified and dealt with.

SMOKING POLICY

Smoking is the single most preventable cause of premature death and ill health. Passive smoking is also potentially harmful and even fatal and everyone has the right to breathe clear air. Smoking is therefore a health and safety issue for all who use the school. The school has a major role to play in promoting non-smoking. All school premises are therefore designated a smoke-free environment.

Smoking is not allowed on the school premises at any time. This therefore includes:

- buildings and grounds
- all activities within and outside normal school time
- all activities within and outside the normal school curriculum
- 'lettings'

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First Aid Procedures

Staff qualified to administer first aid are; Mrs R Wintle, Mr A Walton, Mr Russell, Mrs Saenger, Mrs J Bush, Mrs V Worrall, Mrs R Osborne, Mr I Hatton and Mrs J Fry, Mrs A Ambrose. One of these must be on site whilst the school is in session.

The First Aider will ensure the co-ordinator is informed to arrange for their training.

First Aid kits are located in the; Technology Block, Medical Room, Year Five Annexe, Administration Office, Bungalow, Music room, interior Changing Rooms, exterior Changing Rooms and there is one in each of the two Minibuses.

Defibrillator is in the school reception.

Action

All accidents, however minor, that result in any individual being sent to the Medical Room or requiring First Aid elsewhere on the premises must be recorded in the Accident Record Folder and this needs to be signed and dated by the first aider who dealt with it. Any pupil or adult who is injured as a result of a fight or other act of violence must be checked by a fully qualified First Aider and the incident and injury appropriately recorded. All accident books are to be kept for a minimum of 15 years.

If the accident requires treatment, the treatment administered needs to be recorded. In the event of a relatively serious accident that requires the intervention of an outside party (eg. an ambulance needs to be called), then a more detailed Accident Report Form must be completed. These are available in the Administration Office from Mrs J Hardcastle. It is imperative that gloves are worn whenever blood or other body fluids are involved.

Any accident/injuries requiring external medical intervention, are to be brought to future Committee meetings. These are recorded.

With regard to children being sent home due to illness or injury before the end of the morning or afternoon sessions. They will report to the Reception and thumb print out, so the list will be correct for any emergency, indicating who is on site.

In all cases of pupil injury or illness, the parents need to be informed via; an injury slip signed by the first aider or by a telephone call may also be appropriate.

Good Housekeeping

All walkways and work areas are to be kept clear of clutter. Leads to electrical equipment are arranged safely to prevent accidents.

Hazardous Chemicals

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Any substances that are used or stored at St Bede's are governed by COSHH Regulations. They are stored safely and the responsible person would have undertaken a risk assessment of these substances and completed the appropriate assessment form. (This responsible person would normally be; the Caretaker, Head of Science or Head of Technology.)

Information / Publications

There is always a copy of the Health and Safety Policy in Staff Share and other safety information will be circulated to those people who need to see it – this is kept in the staff room.

Journeys and Visits/Risk Assessments

These must comply with the LA guidelines for 'Off-site Visits, Field Studies and Outdoor Education'. A risk assessment must be completed. These are obtained from the School Safety Officer. If a residential or more than 50 miles from school then an OS5 must be filled in. A pack is provided for the Trip Leader who also has a copy of the Critical Procedures Plan.

Lettings

The organisation and management of Lettings complies with LA guidelines and involves the Caretaker and members of the Leadership Team.

Medicines

The administration of medicines is to be found in the St Bede's Medical Policy.

Monitoring

The safety performance and safety policy are monitored annually by the Premises Committee.

Near Misses

'Near misses are to be reported to the School Safety Officer to be centrally recorded and any appropriate remedial action taken

Portable Electrical Appliance Testing –

There is a termly visual inspection by the user or Technical Support Officer. There is an annual test by a competent person for all equipment used by pupils and staff.

Public Performances

The School Safety Officer arranges for the Hall and Stage lighting to be tested annually and the boilers to be checked and serviced in order to obtain the relevant Public Entertainment Licence from the Local Borough. Fire Exits are checked before the event.

Reporting on Health and Safety to the Academy Representatives

The Principal and School Safety Officer will make a health and safety report to the Governors' Premises Committee as a fixed item of the agenda. This should include any notable incidents that have happened since the Committee last met (eg. serious accidents) and the conclusions from the

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March and October LA safety audits. The Chair of the Premises Committee would include such matters in his/her report to the Full Academy Representatives.

Safety Inspections -

St Bede's complies with the LA's October and March Safety Audits. All sections are completed and a copy of the conclusions can be forwarded to the LA Safety Officer, Mrs C Birch. The sections where our responses are not positive are built into future plans.

Security

All visitors who come into the school for any reason are required to sign in at the Reception. If visitors are going to be on site for a period of time, they will be issued with a badge of authorisation or visitor's pass. The Reception is manned at all times in the school day. School staff can enter the building by using a keycode, all others need to call for entry. At present, the school site is checked by Security Patrols at least twice a day outside school hours.

Training - Specific.

Arrangements for providing staff with specific training needs, eg. Chemical and Manual Handling training for caretakers, Manual Handling training for TAs supporting physically handicapped children are organised by Mrs S Vale, Professional Development Coordinator for St Bede's.

Vehicles

Minibuses – All drivers have to hold a valid Worcestershire Driver's Permit in order to drive a minibus carrying our children. On school site, the designated speed is 5 mph for ALL vehicles. Before starting, all passengers and the driver must be fastened in by their seatbelts. They must keep within speed limits.

Coaches - St Bede's is served by two coaches. All coaches pick up from the purpose-built lay-by at bottom of the school field. These coaches take pupils to Bromsgrove. None of the coaches manoeuvre on the school site. Each pupil must occupy their own seat and there must be no 'Three for Two'.

Minibuses have 3 monthly safety inspections. See Minibus Policy.

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**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
ASSESSMENT FORM**

Name of School / Department: _____

Form Number: _____

Product Name: Use:	COSHH Class: (Tick)	Harmful Irritant Corrosive Toxic Very Toxic Flammable Oxidising	
Alternative Name(s):	Supplier:		
Hazardous Constituent(s):	MEL*	OES*	Exposure \$*
Storage:	Method of Use		Precautions
Protective Equipment etc.			
Comments:			
PREPARED _____		BY: DATE: _____	
* MEL	=	Maximum Exposure Level – This level must not be exceeded and exposure should be as low as possible.	
* OES	=	Occupational Exposure Standard – This level should not be exceeded but if it is exceeded work can continue if the reason is known and steps are being taken to reduce the level.	
* Exposure	=	Estimated level of exposure. Those figures marked \$ are actual measurements, where available.	

Emergency Action

Action in the Event of a Spillage:

Action in the Event of a Fire:

First Aid:

Eye contact:

Skin contact:

Ingestion:

Inhalation:



POLICY FOR MISUSE OF DRUGS, ALCOHOL OR OTHER SUBSTANCES

- The School acknowledges the importance of its pastoral role in the welfare of young people and the centrality of our mission as a Catholic school to create a caring community.
- The School is committed to the health and safety of its members and will take action to safeguard their well-being.
- The School does not condone the misuse of drugs and alcohol by its members, nor the illegal supply of these substances.

Aims of the Drugs and Substances Education in the School

- To help young people develop positive attitudes towards living healthy lives;
- To educate young people to the risks of substance misuse;
- To give young people the means to make informed choices;
- To give young people the skills to resist drug-taking;
- To help staff recognise and respond appropriately to substance-related incidents

Context

Education can play a key role in ensuring that young people know the risks of drug-taking and have the knowledge and skills to resist.

The school works in partnership with parents, health and social services, the police, specialist drug prevention workers in delivering drugs education and responding to any substance-related incidents.

Although for the most part, the focus of this policy is on illegal drugs, it should also be used as a guideline for dealing with other substances such as alcohol, tobacco and solvents.

Key Stage 2 – Drugs Education Guidelines

From Section 3: Developing a healthy, safer lifestyle

- 3d) which commonly available substances and drugs are legal and illegal, their effects and risks.
- 3e) to recognize the different risks in different situations and then decide how to behave responsibly, including sensible road use, and judging what kind of physical contact is acceptable or unacceptable.
- 3f) that pressure to behave in an unacceptable or risky way can come from a variety of sources, including people they know, and how to ask for help and use basic techniques for resisting pressure to do wrong.
- 3g) school rules about health and safety, basic emergency aid procedures and where to get help.

HEALTH AND SAFETY POLICY

Key Stage 3 – Drugs Education Guidelines

From Section 2: Developing a healthy, safer lifestyle

- 2d) basic facts and laws, including school rules, about alcohol and tobacco, illegal substances and the risks of misusing prescribed drugs.
- 2f) to recognize and manage risk and make safer choices about healthy lifestyles, different environments and travel.
- 2g) to recognize when pressure from others threatens their personal safety and well being, and to develop effective ways of resisting pressures, including knowing when and where to get help.

The approach taken is a combination of active, drama based lessons and written notes. This is so that different learning styles are catered for. Pupils also then get the opportunity to practice scenarios to deal effectively with drug pressure within the safe confines of the classroom.

Drugs and substance misuse is unlikely to have a lasting effect if taught in isolation or as a one-off lesson. It is important that a credible and consistent message is given by all staff within the school.

Content of Programmes

- What is/is not a drug
- Drugs as medicines
- How to recognize danger and risk in drugs situations and how to react appropriately
- Legal issues concerning drug misuse and the legal status of drugs
- The physiological and psychological effects of drugs
- Implications for the individual, families and the wider community
- Assertiveness and skills training to recognize and resist peer-pressure
- Where to go for help (both in and out of school)
- A wide range of factual and educational resources is available and many of these are already in school.
- Children with Special Educational Needs may need additional help in building self-esteem and confidence to resist pressure to experiment and in understanding what sort of behaviour is acceptable.

Dealing with Incidents (Appendix 6: Practical Guidelines for Dealing with Drug Related Incidents)

- Teachers and support staff should be alert to those warning signs which may indicate that a student is misusing drugs.
- In the event that a student appears to be suffering from acute intoxication or physical collapse, staff should call for a first-aider and medical help should be sought. The Principal must always be notified of any drugs related incident. Students under the influence of alcohol or drugs must be removed from the premises by their parents. A written report must be made of any incident and placed on file.

HEALTH AND SAFETY POLICY

Parents/carers will be issued with a hard copy of this Policy on request. This Policy will also be made available to parents/carers via the School's website.