**  
Health and Safety Policy**

# 1. Introduction

The Year 10 Summer School is committed to providing a safe and healthy environment for all pupils, staff, and visitors. This policy outlines our approach to managing health and safety in line with relevant legislation.

# 2. Responsibilities

Roger Reeves (Course Director/Supervisor) has overall responsibility for health and safety at the summer school.

All staff are responsible for taking reasonable care of their own health and safety and for reporting any concerns to the Supervisor.

# 3. Premises

The summer school operates from two classrooms at North Herts College, Stevenage Campus. Classrooms will be inspected daily for hazards. Any issues will be reported to the site manager (Stephen Francis) of North Herts College immediately.

# 4. First Aid

A first aid kit will be available in each classroom. At least one member of staff on site will be first aid trained. All incidents will be recorded and reported to the Supervisor.

# 5. Fire Safety

Fire evacuation procedures will be shared with staff and pupils on the first day.

Fire exits must remain unobstructed at all times.

A register will be taken daily and used during fire evacuations.

# 6. Risk Assessments

Risk assessments will be carried out for all on-site activities and any off-site trips (e.g. karting reward day). Staff will follow appropriate control measures. **Please see Risk Assessments Docs.**

# 7. Policy Review

This policy will be reviewed before each summer school programme begins or following any significant incident.