

QED ACADEMY TRUST

Health and Safety Policy

Responsibility: Clerk to the Trust Board

Scope: All staff

Policy reviewed and ratified by QED Academy Trust Board	21st November 2022
Date of next review:	November 2023
Signature Chair J Greening	Director of Finance and Operations T Edwards

This policy will be subject to ongoing review and maybe amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.

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The Health and Safety at Work, etc. Act 1974, Workplace (Health, Safety and Welfare) Regulations 1992, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and the Management of Health and Safety at Work Regulations 1999 place an obligation on all employers and employees to do everything possible to prevent injury to themselves and others and to co-operate with the School in complying with health and safety regulations.

Board of Trustees Statement

As the employer of staff, the QED Academy Trust (QED) policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all of the employees of the Schools, our contractors, their sub-contractors, our students and other users of our buildings and site.

The overall responsibility for health and safety in QED lies with the Board of Trustees with delegated power to the Local Governing Body of each school in the Trust. The Board of Trustees recognises its role in guiding the strategy for health and safety and supporting all recognised efforts by its schools to meet the objectives and targets set. This will include any allocated resources for the delivery of this policy by providing finance, staff time and training opportunities.

Although overall accountability for health and safety lies within the Trust, The Headteacher of each school is the Key Manager in this respect and has the full responsibility for developing the day to day arrangements for delivering this policy and for setting objectives for improvement and delivery in line with the Scheme of Delegation.

Although under the Law it is the Trust Board that has the duty to provide for Health and Safety at the School, the Local Governing Body for each academy plays an important role in ensuring strategic direction and will work in close partnership with the Headteacher and the Senior Leadership Team of the Academy. Where the Local Governing Body has delegated to a named Health and Safety Governor, they will take the responsibility only for monitoring the implementation of policy and arrangements. Through the Health and Safety Governor the Local Board will monitor the implementation of this policy.

As a measure of the commitment of the Trust Board to this policy we require of staff that Health and Safety Matters be a primary consideration at all times, in particular:

- Taking reasonable care of their health and safety whilst at work and complying with all safety requirements,
- Co-operating with any action the Trust Board must take to comply with the Act
- Avoiding placing other people at risk, and
- Not misusing any items which have been provided in the interests of health and safety.

In order to improve the standard of health and safety we will review this policy and its implementation regularly, in particular as required by any changes in legislation or in the nature of operations. We will require the Local Governing Boards to review termly, and the Trust Board will review annually on the way the Health and safety policy has operated.

A copy of all documents relating to Health and Safety will be held in the Schools Health & Safety File kept in each of the School Offices together with guidance on obtaining further information regarding Health and Safety.

Signed:

Date:

Chair of the Trust Board

Signed:

Date:

Nigel McLaughlin CEO

1. Statement of Policy

1.1 Scope

This policy is specific to each school and is supported by policies of other relevant organisations such as approved contractors working on site.

The Health & Safety system is integrated with the daily management of the School and will be continuously developed, maintained and implemented by means of a comprehensive series of documents, which will include: -

- a) The Statement of Policy;
- b) Organisation
- c) Arrangements for Implementation
- d) Working Policy Documents; and
- e) Subject-specific guidance periodically issued by the Department for Education (DfE) and the Health & Safety Executive (HSE).

The policy recognises the legal duties and responsibilities owed to all users of the site and seeks to develop standards, which are required by law, as a means of contributing to the overall performance of the School by minimising accidents, injuries and ill health.

1.2 Aim

To provide the highest possible standard of Health & Safety, commensurate with the operation of an educational establishment

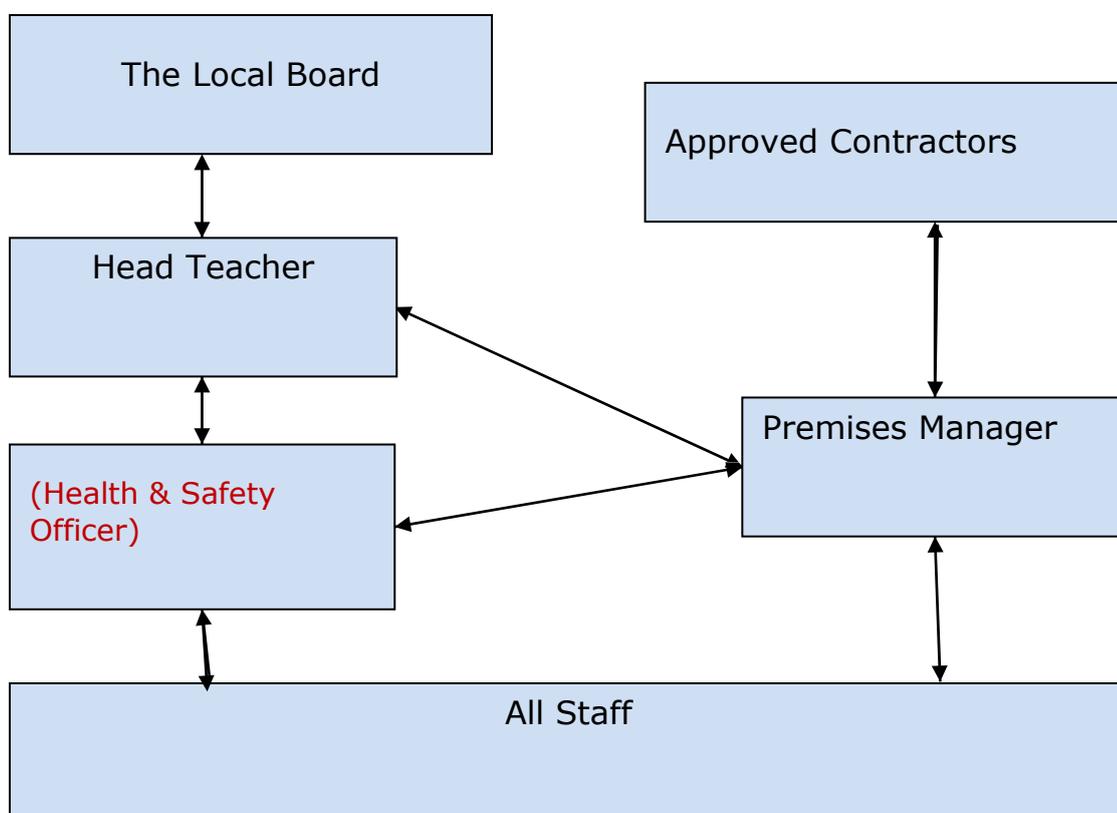
1.3 Objectives

It is the responsibility of the Trust Board through delegation to the Local Governing Board and Headteacher, to ensure that systems are in place, which will deliver a safe place of work for employees, students and visitors. Equally, it is the duty of all employees to co-operate with the employer on Health & Safety matters. The employer expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are to:

- Establish and maintain safe working procedures among staff and students
- Establish and maintain a safe and healthy environment throughout the School
- Make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own Health & Safety at work
- Maintain safe access, egress and separate movement of vehicles and people on site as far as is practicable
- Ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible
- Formulate procedures for application in case of fire and other emergencies including plans for the safe and effective evacuation of the School premises
- Lay down procedures to be followed in case of accident

- Provide and maintain suitable and sufficient welfare facilities
 - Develop a training plan to ensure that employees are trained to the appropriate level to fulfil their Health & Safety responsibilities
 - Monitor and review the effectiveness of Health & Safety systems with a view to continuous improvement; and
- Ensure that staff are aware of the importance attached to Health & Safety and that Management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy

Communication Chart for Health and Safety for Local Board



2. Organisation

The Management of Health & Safety in Schools requires the School staff, the Local Governing Body and approved Contractors to work together to achieve the required objectives.

2.1 The Local Governing Body

In particular the Local Governing Body is responsible for ensuring that:

- The Health & Safety Policy is implemented and monitored within the school and subject to annual review
- The School has considered its Health & Safety obligations and has made provision for meeting these obligations
- The School has a clear written and signed policy statement. The policy will ensure that the School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health & Safety. On a termly basis, Governors will satisfy themselves that the policy is appropriate and being implemented as agreed
- It receives Health & Safety information distributed by the DfE and HSE ensuring that proper

arrangements are made within the School for complying with any requirements necessary reporting to HSE takes place and that any resulting alterations to working practices and procedures are implemented

- That appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- That Health & Safety issues concerning the School are identified, decisions are taken and that effective action is carried through
- That all reasonable inspection facilities and information are provided on request to officers of Ofsted, Inspectors of the Health & Safety Executive (HSE) conformity to safety standards for goods purchased and equipment installed form part of the School's purchasing arrangements
- That procedures exist for checking that any items offered and parts of premises for use are safe
- School journeys are arranged and properly supervised; and suitable Health & Safety provision is made for students with special needs, in discussion with the staff involved
- Planning and setting standards, which include:
 - a) Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve Health & Safety objectives
 - b) Ensuring clear plans for coping with sudden emergencies are developed and maintained
 - c) Developing a positive Health & Safety culture
- Ensuring that a training plan is developed which: -
 - a) Enables appropriate training to be provided to employees so that they can fulfil their Health & Safety responsibilities; and
 - b) Provides induction training for new employees including temporary, part time and supply staff
- Ensuring the Health & Safety policy is applied and ensure the Trust's overall safety obligations are met
- Ensuring staff are consulted by the management on Health & Safety

2.2 Head Teacher's responsibilities

The overall, day-to-day responsibility for all School Health, Safety and Welfare organisation and activity rests with the Head Teacher, who, with assistance from the **Business Manager/Health and Safety Officer** will:

- Work in conjunction with the Governing Body to revise and update on a continuing basis the Health & Safety Policy
- Co-ordinate the implementation of the Health & Safety and Welfare procedures in the School
- Make clear any duties in respect of Health & Safety, which are delegated, to members of staff
- Ensure that problems in implementing Health & Safety Policy are reported to the Local Governing Body
- Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and also ensure that the Head Teacher is kept informed of accidents and hazardous situations
- Arrange annual review of the working documents and systems, which support the policy, such as: -
 - a. Emergency procedures;
 - b. Provision of first-aid in the School;
 - c. The risk assessments, Health & Safety Monitoring;
 - d. Educational visits;and make appropriate recommendations to the Local Governing Body;
- Put in place procedures to monitor the Health & Safety performance of the School
- Stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe,

until satisfied as to their safety

- Seek advice from HSE (or other agencies) on additions or improvements to plant, tools, equipment, machinery, etc. which present hazards
- Review regularly the dissemination of Health & Safety information to the school staff, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises
- Develop a Health & Safety training plan or matrix for all employees
- Maintain and keep up to date the master copy of the Health & Safety Policy together with all accompanying documentation
- Report to the Local Governing Body:
 1. Annually on the Health & Safety performance of the School
 2. To secure funding for any identified Health & Safety costs
 3. On any Health & Safety issues of concern; and
- Co-operate with Health & Safety Executive with regard to carrying out audits to check compliance

2.3 Business Manager/Health and Safety Officer Responsibilities (if applicable)

The responsibility for all School health, safety and welfare organisation and activity rests with the (**Business Manager/H & S Officer**) who will:

- Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice
- Liaise with and report directly to the Head Teacher on all matters relating to Health & Safety
- Ensure the day-to-day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Head Teacher for meeting the financial implications of identified control measures;
- Ensure that all certification and monitoring inspections are kept up to date
- To investigate accidents, dangerous occurrences and near misses. Where applicable, to notify the incident to the HSE under RIDDOR
- Issue updates as required to all holders of Health & Safety policy documents
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable him/her and any other employees and students to avoid hazards and contribute positively to their own Health & Safety, as part of the Schools Health & Safety training requirements; and
- Where appropriate, ensure relevant advice and guidance on Health & Safety matters is sought

2.4 Major Risk Areas

Catering Operations

- The Catering Manager is responsible for ensuring that the Health & Safety requirements are implemented on a daily basis and will ensure that all catering staff follows the relevant parts of the Policy, especially those relating to emergency procedures
- The Catering Manager will advise the (**Business Manager/H & S Officer**) of any Health & Safety concerns

Maintenance

- All Maintenance work will have its own Health & Safety aspects relating to the particular activities, which must be considered whilst working on site and in addition those who are working will familiarise themselves with the relevant policies of the School

- The persons carrying out grounds maintenance will be the responsibility of the Premises Manager named in Summary of Arrangements (Part 4)

Contractors

- Contractors will have their own Health & Safety procedures, and risk assessments relating to their activities, which must be followed on site, and in addition they must make themselves (and their employees) aware of relevant School rules, site hazards, emergency procedures and welfare facilities. They must let the School have their competence details; risk assessments and agree with School, the supervision arrangements

Sports Activities

- The sporting activities are carried out only after completing risk assessments. The teacher in conjunction with Head of PE will be involved in the preparation and review of such documentation and any important matters should be communicated to the students

2.5 Classroom Teachers' Obligations

The Health & Safety of students in classrooms is the responsibility of classroom teachers.

Classroom teachers are expected to:

- Check classroom area is safe
- Check equipment used is safe before use
- Ensure safe procedures are followed
- give clear instructions and warnings to pupils, based on a risk assessment(s) for the activities
- Report defects, in the first instance through the online Premises Helpdesk or failing which, to the Premises Manager
- Avoid introducing personal items of equipment (electrical or mechanical) into School
- Follow safe-working procedures and carry out the relevant risk assessments
- Carry out any special tasks as assigned in the Summary of Arrangements (Part 4)
- Ensure the room is left in a safe state at the end of lesson
- Ensure any relevant risk assessment forms are completed and carried out, students are briefed and all necessary control measures are applied

2.6 Obligations of all Employees under the Health & Safety at Work Act 1974

All employees are expected to:

- Know the Health & Safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied (e.g. Co-operate with employer, carry out/assist with risk assessments for activities and implement findings)
- Observe standards of dress consistent and appropriate with safety and/or hygiene; exercise good standards of housekeeping and cleanliness
- Know and to apply procedures in respect of fire, first aid and other emergencies
- Use and not willfully misuse, neglect or interfere with things provided for his/her own Health & Safety and/or the Health & Safety of others
- Co-operate with other employees in promoting improved Health & Safety arrangements in the School
- Co-operate with any Trades Union Health & Safety Representatives and the officers of the Health & Safety Executive
- Report all serious accidents, dangerous occurrences and near misses and safety concerns to the (Business Manager/H & S Officer)

2.7 Premises Manager's Responsibilities

- Have general responsibility for the application of the School's Health & Safety Policy to his/her own area of work (e.g. fire, water, asbestos, work equipment, risk assessments etc.) and is directly responsible to the (Headteacher/Business Manager)
- Forward planning – relevant actions from inspections, audits etc. tabulated and addressed. Also calls in contractors and engineers to attend to maintenance and statutory inspections
- Obtain and maintain statutory inspection records
- Carry out daily (recorded weekly) and monthly inspections. Complete the annual documentation check and termly inspections
- Manage contractors and understand the basics of Construction and Design and Management (CDM) regulations

2.8 The Student

- Students, in accordance with their age and aptitude, are expected:
- To exercise personal responsibility for their own safety and that of their fellow student
- To observe standards of dress consistent with safety and/or hygiene (this precludes unsuitable footwear, jewellery and other items considered potentially dangerous)
- To observe all safety rules at their local school and in particular the instructions of teaching staff given during both routine lessons and in an emergency
- To use and not wilfully misuse, neglect or interfere with things provided for their safety (eg. Notices, alarms, extinguishers, etc.)

3. Arrangements for Implementation

3.1 Distribution of Health and Safety Information

- The risks are managed using risk assessments and then discussing and communicating the contents with those involved in the activities
- The Master copy of the Health & Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the School's office and on the School IT network. Staff are encouraged to refer to these documents and seek advice whenever they are considering Health & Safety issues
- The Head Teacher and (School's Business Manager/H&S Officer) will issue updates, new guidance and approved revisions as soon as they become available
- All new staff including part time, temporary and supply staff will be given access to a copy of the Health & Safety Policy and will receive induction training, which will include relevant Health & Safety issues
- Copies of the Health & Safety Law poster are displayed in key locations throughout the School

3.2 Accidents, Dangerous Occurrences and Near Misses

- **Immediate First Aid:** Accidents involving injury or ill health effects will be notified immediately to nominated person or the nearest first aider (see Summary of Arrangements, Part 4) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff may decide to telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head Teacher

- **Completion of Accident Book – Minor Incidents:** Staff should ensure that all accidents involving minor incidents such as cuts and bruises are notified to relevant staff, to enable them to complete an Accident Book form
- **Internal Reporting and Investigation – Major incidents:** A member of staff who witnesses, or is first on the scene or the first to be informed of any major accident, dangerous occurrence or near miss will complete a report (an Accident Book entry must also be made, if applicable) as soon as possible after the incident and copy it to the **School's Business Manager**, who will carry out a formal investigation. Investigations involving consultation with appropriate Leadership Group link will focus on identifying the cause and implementing preventative strategies
- **Compliance with RIDDOR:** The **Business Manager/Health and Safety Officer** will determine which accidents occurrences are required to be notified to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). <http://www.hse.gov.uk/pubns/indg453.pdf>

3.3 Asbestos

- It is the policy of the employer that any staff employed at the School on any material, which contains or may contain asbestos, shall undertake no intrusive work of any kind as the release of fibre into the atmosphere must be avoided
- The Control of Asbestos Regulations 2012 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. A copy of the results of any survey will be kept by the Premises Manager. All contractors must check available information and sign the asbestos log to say they are aware of the location of asbestos- containing material before commencing work on site

3.4 Contractors

All Contractors will:

- Adhere to their own Health & Safety policies, risk assessments and procedures and will make these available to the School, as necessary. DBS presented, or supervision is required
- Report to the Premises Manager and sign in at Reception on arrival
- Comply with the general requirements of the School Health & Safety policy particularly in relation to emergency procedures
- Examine asbestos information and sign the Asbestos Log prior to commencing any work on site
- Comply with the requirements of the Construction (Design & Management) Regulations 2007 where required
- Report to the Premises Manager and sign out at reception when leaving
- Seek advice and assistance as needed
- Co-operate with the School on all Health & Safety matters

3.5 COSHH - Control of Substances Hazardous to Health Regulations 2002 (as amended)

- The School will carry out the Risk Assessments required under COSHH on all hazardous substances
- In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These

Regulations also require the supplier to provide a safety data sheet so that COSHH assessments may be facilitated

- COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations and substances produced in chemical processes
- Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health & Safety Information
- As a general principle, wherever possible, safer alternatives are to be considered when purchasing hazardous substances

3.6 Display Screen Equipment

- The Health & Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work
- Workstation risk assessments will be carried out by the user and those assessments will be analysed by their line Manager in conjunction with **Business Manager/H & S Officer** who will offer the relevant advice
- Eye tests will be paid for, by the School, for those staff falling within the regulations in accordance with the DSE guidance issued by the HSE and where special spectacles are needed
- Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc.

3.7 Electricity at Work

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger

- Fixed installations will be inspected and tested at 5 yearly intervals and in the event of a fault developing
- Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments"
- In addition to the safety checks detailed above all staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Premises Manager

3.8 Emergency Procedures

Evacuation

- Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety
- The emergency plan will identify major types of incident and state what actions to be taken
- In the event of a suspected fire and other emergencies, the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment
- In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in the School's Fire Evacuation policy
- The Head Teacher (or Deputies) will determine when it is safe to re-occupy the buildings

Fire

- All fire safety appliances (extinguishers, alarms, emergency lighting, call points) will be checked at the prescribed intervals by the Premises staff or specialist maintenance personnel, as appropriate
- All fire stop doors must be free swinging at all times so that they are normally closed, unless they are fitted with automatic closers. Fire exit doors must be unlocked and easily accessible and open-able from within the building
- The fire alarms will be tested on a weekly basis using a different call point each time and the results will be recorded in the log book
- Fire Drills will be held at least once per term, when the Incident Officer and Premises Manager will record the evacuation time and the general performance of the drill
- Appropriate members of staff will be trained how to use relevant fire extinguishers. The **Business Manager/H & S Officer** and Premises Manager will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process
- School will maintain up-to-date fire risk assessment and will manage risks on a daily basis

Bomb Threat

- In the event of a warning the Head Teacher and/or the Premises Manager will institute emergency evacuation procedures. Personal belongings should be taken out at the same time, if that can be achieved, without causing undue delay. This will facilitate the search process
- Any suspicious objects and packages should be reported to Line Managers or directly to the Premises Manager or the Head Teacher. Under **no** circumstances should the object be touched or moved. **Do not** use a mobile phone near the object/package

Chemical or Biological Incident

- In the event of an incident involving chemicals or biological material, which may affect the School, procedures will be implemented to close all windows and doors and to keep all personnel within the building until the emergency has passed
- Any chemical or biological incident within the School will be dealt with according to the scope and seriousness of the incident. Appropriate emergency measures will be applied by the Premises Manager in consultation with the Head Teacher and **Business Manager/H & S Officer**

First Aid

- First Aid boxes will be maintained at the sites specified in the Summary of Arrangements
- It is the policy of the School that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in the Summary of Arrangements
- Details of trained First Aiders, for the purposes of the First Aid at Work Regulations 1981, are contained within the Summary of Arrangements and they will ensure that first aid box contents are replenished and are in date
- A record of treatment given must be maintained by the qualified first aider and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if

further medical attention is required, or if legal action is considered by those involved in an accident

- The Contractors are expected to maintain their own first aid boxes and provide their own trained first aiders. They will be allowed to use the School first aid boxes either in an emergency or after negotiation with the School. If the first aid box is used, the appointed person must be notified, so that replenishment can be organised.

3.9 Glass and Glazing

- Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed
- Windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage

3.10 Infection Control

- PHE-published guidelines regarding infection prevention and control will be followed at all Sites. Schools will follow recommended PHE exclusion periods and controls for outbreaks of infectious diseases. Appropriate PPE will be available and used for spillages with a risk of infection. Pupils and staff will be given guidance on good prevention and control. Spill kits are available for body fluid spills. A risk assessment will be carried out for any task that may pose a risk, e.g., contact with animals. Clinical waste will be stored securely and separately from other waste streams and collected only by a clinical waste registered contractor.

3.11 Monitoring, Audit and Review of Performance

Monitoring

- Daily – Such inspections are carried out by the Premises Team, as part of their normal duties around the School
- Termly – These are carried out by the Premises Manager in conjunction with the **Business Manager/H & S Officer**
- Records Schedule (Documentation Check) – Carried out annually by the **Business Manager/H & S officer** and Premises Manager

Audit and Review of Performance

- The Head Teacher, **Business Manager/H & S Officer** will meet with the Local Governors' Body once per term so that any major issues and action taken may be reported upon
- The Head Teacher and Governors will monitor the School's performance on Health & Safety issues
- The Headteacher and Local Governing Body will provide a Report to the Trust Board on performance and any issues relating to Health & Safety.

3.12 Lifting Operations and Lifting Equipment

- Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Approved Code of Practice issued by the HSE, which will be complied with <https://www.hse.gov.uk/pubns/indg339.pdf>
- The Premises Manager will ensure that the statutory inspections take place when due (6 monthly)
- All staff using the equipment must be familiar with the Health & Safety requirements regarding its use. The activities are backed by risk assessments

3.13 Management of Health & Safety

- The Management of Health & Safety at Work Regulations 1999 and the Approved Code of Practice will form the basis of the School Health & Safety system
- Risk assessments and safe systems of work will be developed and implemented by each Head of Department with the assistance of the **Business Manager/H & S Officer**. These will be available to all employees. Training will be given where necessary
- The Head Teacher ensures that Health & Safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 and 8 of the Health & Safety at Work Act 1974

This section imposes duties on employees to take care of their own health, safety and Welfare and that of others who may be affected by their actions or omissions. In demonstrating that staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

3.14 Manual Handling

- It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE
- The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable
- Training will be a key part of reducing the risks for those staff involved in manual handling

3.15 New Plant, Machinery and Equipment

- The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use
- Items belonging to staff are not allowed to be used on site

3.16 Noise at Work

- The Noise at Work Regulations 2005 requires employers to assess and minimise the risks associated with exposure to high levels of noise
- In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment
- As a general rule the regulations will not apply where noise levels are below 80dB. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required measurements and assessment

3.17 Occupational Health

Access to Occupational Health Services

- The School has access to an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health

- Staff wishing to access this service should initially discuss the issues with their line manager or Departmental Head
- Where the health of an individual is causing concerns for the Health & Safety of themselves or others, management reserve the right to refer that person to the Occupational Health Service

Bullying

- Bullying of any employee will not be tolerated and will be regarded as a disciplinary issue

Drugs and Alcohol

- Where it is apparent that the behaviour and/or performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the Health & Safety of themselves and/or of others the matter will be dealt with in accordance with the Schools Disciplinary and Capability policies
- Managers have the option of involving occupational health services, following discussion with the individual concerned, in an attempt to provide constructive assistance. In serious cases managers may invoke disciplinary procedures

Health and Surveillance

- It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored

Health Promotion

- The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise
- Assistance will be given wherever practicable in relation to;
 - a. Smoking cessation courses. (In accordance with legislation, smoking is not allowed on the School site.)
 - b. Encouraging healthy diet (healthy options available in School dining facilities)
 - c. Free-of-charge access to Gym facility

Legionnaires Disease

- Legionnaires disease is caused by bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of the disease. It tends to proliferate in water within the temperature range of 20c to 45c.
- It is also common in showers, spray taps and virtually any water system capable of generating airborne droplets, which can be inhaled.
- Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each School term. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. They will be flushed and chlorinated annually. This will be undertaken by the Premises Manager in conjunction with a specialist contractor.

- The Premises Manager will organise regular, logged temperature-checking of water in hot and cold systems, to ensure it is within the recommended limits, being:
 - I. Stored hot water – above 60c
 - II. Distributed hot water – above 50c
 - III. Cold water – below 20c

New and Expectant Mothers

- The school's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'
- The school will follow guidance issued by its personnel providers and in accordance with Health & Safety legislation

Smoking Policy

- No smoking is allowed on School site

Stress at Work

- Individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Occupational Health Service

Violence at Work

- Violence to any employee or individual will be treated very seriously. The School's procedures detail what to do against violence and security related incidents

Wellbeing

- Effective arrangements are in place for staff to raise health and wellbeing concerns and are able communicate them to the nominated representative of the school

3.18 Off-site Educational Visits/Activities

- The School has a policy to cover such activities, which takes account of relevant legislation and best-practice advice from DfE and HSE
- Any teacher wishing to participate in an off-site visit must follow the School policy and must submit a request for permission together with a risk assessment carried out in conjunction with their line manager

3.19 Personal Protective Equipment (PPE)

- The requirements of the Personal Protective Equipment at Work Regulations 2018 will be followed
- The circumstances where these regulations apply are fairly limited within School premises e.g. Science & Technology, Catering Premises, Cleaning but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the School. Employees must then ensure that it is worn at appropriate times
- Abuse of any PPE supplied is a direct offence under Section 8 of the Health & Safety at Work Act 1974

3.20 Safety Representatives/Safety Committee/Consultation

- Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate Health & Safety issues
- The Health & Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees
- Employers also have obligations under the Health & Safety (Information for Employees) Regulations 1989
- The employer will fulfil these obligations through the Head Teacher who will involve all staff including representatives in the development of Health & Safety. This policy details the methods of involvement including accompanied inspections, development of risk assessments, disseminating information and assisting in developing training needs

3.21 Site, Building and Staff Security Safety

- The School will endeavour to securely fence the site. In addition, reasonably practicable, strategically placed CCTV cameras will provide a deterrent to unauthorised access. The School has in place an access-control system, in respect of vehicles and pedestrians, to operate during business hours
- Separation of Vehicular and Pedestrian movement
 - A. The Premises Manager will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians
 - B. The Premises Manager will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians
 - C. The Premises Manager will ensure, as far as practicable, that deliveries are not made during break or lunch times or 15 minutes prior to the opening and after the close of School in order to avoid peak student-movement times
 - D. Separate access will be delineated for pedestrian access, as far as reasonably practicable, to minimise the risk of contact with moving vehicles
- Staff and Governor
 - A. Where reasonably practicable, all staff and governors should wear personal badge identification, which includes a photograph
 - B. Staff working either in isolated parts of the building and/or out of normal hours should follow the School's procedures on "Lone Working"
 - C. Must sign in at reception and will be issued with a visitor's badge, which must be returned on leaving the site

3.22 Statutory Inspections and Examinations

- Statutory inspections and examinations (e.g. Boilers, Fire Equipment, Lifting Equipment, etc.) will be carried out by competent persons. The register of these will be held by the Premises Manager, who is also responsible for arranging the inspections, in accordance with the stipulated time-scales

3.23 Supervision of Students

- The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities
- The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunchtime
- All staff will share the responsibility for ensuring that students adhere to the School code of conduct in terms of their behaviour when moving between different parts of the building
- Staff supervising students in and around practical rooms i.e. in science laboratories, gym, technology rooms, etc will be responsible for ensuring that students behaviour is safe and in accordance with the School code of conduct

3.24 Training

- All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan
- The Training Plan will cover:-
 - A. Induction Training: Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy
 - B. Management Training: The School's Leadership Group recognises that all levels of Management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible
 - C. Specialist Training: The **Business Manager/H & S Officer** will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan
 - D. Fire Training: All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms

3.25 Visitors

- Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. Visitors are normally supervised or escorted whilst on site
- In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Fire Precautions: Code of Practice

3.26 Work Experience/Placements

- The Head Teacher will ensure that all young persons under the age of 18 who are either employed by the School or placed on work experience are not subjected to any risk of injury or harm. Under-18 employees will be covered by this policy, in the same way as all other staff

- All places of employment utilised for placements or experience will be assessed and approved by the School, or appointed agents. Parents will be provided with relevant information including Health & Safety prior to the person commencing work
- Where parents (or students) arrange their own work experience the employer should be reminded of his responsibilities under the Management of Health & Safety at Work Regulations 1999

3.27 Working at Height

- Working at heights risk assessments are completed for the school
- Appropriate record keeping and safe systems of work are kept
- All site/caretaking staff who under take working at heights have been on a training course
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders, kick stools etc.
 - Wear flat shoes whilst putting up displays
 - Not climb on furniture to put up displays

4. Summary of Arrangements – Competent Persons and Relevant Locations

4.1 Health & Safety Responsibilities

Responsibility	Name/role
The person(s) responsible for Health & Safety on the Local Governing Body is	Name
The Responsible Person The person with overall responsibility for Health & Safety on site	Name - Head Teacher Name and Role
The Safety Co-ordinator The person with day to day responsibility for ensuring that safety measures are followed	Name
Health & Safety Representatives	Name/s
Members of the Health and Safety	Names/s

Consultation Arrangements	Responsible person and students, parents or external representatives where appropriate.
Fire Safety Officer	Name

4.2 Accidents

All employees are responsible for writing accidents in an accident book and ensuring that the completed form is passed to the Welfare Office, for central recording **on a data-base**. Relevant incidents will be reported under RIDDOR, by the **Business Manager/H&S Officer**

Location of accident books	Add location
Person responsible for central recording of accidents and liaison with Incident Officer	Name
Person Responsible for RIDDOR reporting where necessary	Name

4.3 Contractors

Contractors working on site must work to the procedure entitled "Contractor Management."

The person(s) authorised to appoint contractors	Local Governing Body or Head Teacher
The person who will ensure that contractors are managed as per the School's procedures is	Names
The person who will ensure that contractors are handed a copy of the site rules and sign in is	Name
The person who will tell visiting contractors about the location of asbestos is	Premises Manager

4.4 Display Screen Equipment

For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with guidance on their use when and if required

The person who will ensure that their work station is assessed is	Line Manager in conjunction with Network Manager
The person responsible for ensuring that the risk assessment is implemented is	Line Manager

4.5 Electricity

All items of portable electrical equipment in school are inspected and checked annually

The person responsible for arranging the 5 year fixed wiring check is	Premises Manager
The person responsible for arranging portable appliance testing is	Premises Manager

4.6 Emergencies

Emergency arrangements are described within the [school emergency plan](#)

The person responsible for completing the emergency plan is	Name
The person(s) responsible for co-ordination in the event of an emergency is	Names Head Teacher Senior Deputy Head Deputy Head

4.7 Food

Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place. Staff must be satisfied that the tasks undertaken are appropriate for the students concerned. Close supervision will be appropriate for riskier parts of the cooking process.

The person responsible for registering the school to the local environmental health officer where there is catering on site is	Head Teacher
Where food is prepared on site a training matrix for food hygiene training has been prepared by	Catering Manager

4.8 First Aid

The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits. Portable first aid kits are taken on educational visits. If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

	Names	Location	Date Certificate Expires
Names of First Aiders that have been trained to First Aid at Work level	Names or where list is kept		See List

Location of first aid boxes around the school	List locations
Details of first aiders and appointed persons are clearly displayed in the following locations	List locations
The person responsible for checking that first aider qualifications are up to date is	Name

4.9 Gas

The person responsible for maintaining gas appliances regularly is	Name or role
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4.10 Hazard Reporting

See Risk Assessment 4.16 (edit as appropriate)

4.11 Hazardous Substances

An inventory of hazardous substances will be maintained and where relevant these substances will be risk assessed.

The following employees will be responsible for preparing such an inventory and ensuring that these substances are assessed.

Department	Names
Science	Science Technicians
Design & Technology (Materials)	DT Technician
Design & Technology (Food & Textiles)	Food & Textile Technicians
Art & Design	Art Technician
Caretaking & Cleaning	Premises Manager with Cleaning Supervisor
Catering	Catering Manager
Grounds Maintenance	Premises Manager
Copies of hazardous substances inventories and risk assessments are held in	Respective departments (including and not limited to DT, Science, PE, Food & Textiles)
The person who will ensure that local exhaust ventilation (Fume cupboards, dust extraction on woodworking machines etc) is examined annually is	Premises Manager
The person will ensure that the asbestos register is kept up to date is	Premises Manager
The person who will ensure that the asbestos plan is kept up to date is	Premises Manager
The person responsible for water monitoring as required by the water risk assessment is	Premises Manager

4.12 Insurance (school to add names/roles as appropriate)

The Local Governing Body is responsible, through delegation to **Headteacher** for arranging insurance. Which is currently through the *****

4.13 Medicines

The person responsible for dealing with the administration of medicines and drugs including keeping records of parental permission, keeping medicines secure, keeping records of administration and safely disposing of medicines no longer required	Welfare Officer
The person responsible for reviewing the healthcare plans of students with medical needs is:	Welfare Officer
The person responsible for the supervision and storage of asthma inhalers is	Welfare Officer

4.14 Monitoring & Review (school to add names/roles as appropriate)

Appointed safety representatives will be regularly consulted on the content of the Health and Safety statement. Periodic checks and routine inspections of the premises will be made to ensure that the stated arrangements are in force and are effective.

Daily Physical Check is completed by	Premises Team on behalf of Premises Manager
Monthly Physical Check is completed by	Premises Team on behalf of Premises Manager
Termly management check completed by	Premises Manager
Findings from checklists and risk assessments are summarised and reviewed by	Premises Manager in conjunction with Business Manager/H & S Officer

The person responsible for repairs or damage identified from the checklists or otherwise is	Premises Manager
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4.15 Personal Protective Equipment (PPE) (school to add names/roles as appropriate)

Suitable PPE will be provided free of charge where it is identified that it is necessary having undertaken a risk assessment. All employees will ensure that they inform their line manager as soon as they are aware that there is a need to repair or replace PPE.

The names of people with responsibilities for checking PPE and replacing it, as necessary, are as follows:

Dept	Name of Person that will check PPE
Science	Technicians
Design & Technology	Technicians
Art & Design	Technicians
Caretaking and Cleaning	Premises Manager, in conjunction with Cleaning Supervisor
Catering	Catering Manager
Grounds Maintenance	Premises Manager

4.16 Risk Assessment (school to add names/roles as appropriate)

All employees and governors are responsible for reporting hazards that they identify. Risk assessments will be logged using *****. The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds. Risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

The person responsible for keeping the risk assessment planner up to date is	Business Manager/H & S Officer
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The person responsible for checking that risk assessments are undertaken as per the risk assessment planner is	Business Manager/H & S Officer
The person responsible for summarising actions from the risk assessment and ensuring that they are followed through is	Business Manager/H & S Officer
The person to whom individual hazards should be reported is	Business Manager/H & S Officer

4.17 Security (school to add names/roles as appropriate)

The person responsible for unlocking and locking the buildings, arming and disarming the alarm is	Premises Manager Premises Team Cleaning supervisor
The person responsible for dealing with burglar alarm call outs is	Premises Manager
The person(s) responsible for ensuring that lone working arrangements are in place is	Governing Body through delegation to Head Teacher /Leadership Group
The person responsible for overseeing lettings of the building and for locking up after use is	Premises Manager
The person(s) responsible for risk assessing security on site is	Governing Body through via

4.18 Slips, Trips and Falls (school to add names/roles as appropriate)

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

A strategy is in place for identifying the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions. If it becomes impossible to keep these routes clear the Headteacher is informed immediately and this information contributes to any decision to close the school.

The person responsible for completing the generic risk assessment is	Premises Manager
The person responsible for gritting and for clearing snow and ice is	Premises Manager
Warning signs for when the floor is wet are located in/deployed by	Individual cleaning storage cupboards/Cleaners

4.19 Supervision (school to add names/roles as appropriate)

Sensible, safe behaviour will be promoted to students by all members of staff. Dangerous or risky behaviour displayed by students will be addressed and dealt within the school rules. Students will only be allowed into or stay in classrooms under adult supervision. Appropriate supervision of cloakrooms and toilet access will be in place at busy times

The person with overall responsibility for decisions relating to supervision is	Head Teacher or nominated Deputy Head
Arrangements for playground / school supervision during the school day is	Head Teacher or nominated Deputy Head
Arrangements for supervision before school starts is	Head Teacher or nominated Deputy Head
Arrangements for supervision at the end of school is	Head Teacher or nominated Deputy Head

4.20 Training & Information (school to add names/roles as appropriate)

Training will be provided to all employees commensurate with their responsibilities within the school.

The person responsible for completing the training matrix is	Name
The person responsible for ensuring that new staff are inducted is	Name

The person responsible for reviewing the effectiveness of health & safety training is	Name
The person responsible for keeping records of certification for hazardous machinery e.g. Woodworking Machines is	Premises Manager
Where employees feel that they have a health & safety training need they can contact	Line Manager
The person responsible for keeping training records is	Name
Health & Safety notice board is located	Location
The Health & Safety Law Poster is displayed	Locations

4.21 Vehicles (school to add names/roles as appropriate)

The Head Teacher is responsible in conjunction with the driver for ensuring that vehicles kept or hired by the school are operated in accordance with the law

The person responsible for ensuring that drivers meet the School's requirements is	Premises Manager
The person responsible for keeping a list of authorised drivers is	Premises Manager
The person responsible for ensuring that any owned or hired vehicles are properly insured, maintained and taxed is	Premises Manager
Rules concerning the use of vehicles on the school premises are as follows	5 miles per hour speed limit – only staff and visitors/delivery drivers allowed to park and only in designated areas

4.22 Visits (school to add names/roles as appropriate)

The person responsible for risk assessing outdoor visits is	Leadership Group
The person responsible for risk assessing visits that include an overnight stay is	Leadership Group
The person responsible for ensuring that risk assessments are undertaken when travelling abroad is	Leadership Group

4.23 Visitors (school to add names/roles as appropriate)

Visitors should report to	Reception
Visitors must sign in at	Reception
Visitors will be issued with	Visitors' Badge

4.24 Waste (school to add names/roles as appropriate)

Rubbish will not be left where it obstructs escape routes or could aid the production and spread of fire or smoke. Housekeeping standards will be maintained to the highest standards practicable and employees will remain responsible for their work rooms, offices, laboratories, workshops, art studios and all remaining areas within the school.

The person who should be contacted to arrange safe disposal of rubbish is	Premises Manager
The person responsible for dealing with hazardous substances or special waste is	Premises Manager
The person responsible for ensuring that waste is appropriately stored within secure containers and in a hygienic condition is	Premises Manager, with departmental Technicians
The person responsible for registering the site under the Hazardous Waste Regulations if the amount of hazardous waste becomes more than 200kg is	Premises Manager

4.25 Work Equipment (school to add names/roles as appropriate)

<p>Work Equipment on site includes</p>	<p>School to edit</p> <p>e.g.s Scaffold</p> <p>Ladders</p> <p>Step Ladders</p> <p>Lift</p> <p>Cleaning Equipment</p> <p>Catering Equipment</p> <p>Grounds Maintenance Equipment</p> <p>Laboratory Apparatus and Equipment Design and Technology Equipment Art and Design Equipment</p> <p>PE Equipment</p> <p>Outdoor play equipment Stage lighting equipment Mobile staging and seating Pianos and other musical items</p> <p>Portable Electrical appliances</p> <p>Manual Handling Equipment</p>
<p>The persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of this equipment are</p>	<p>Heads of department, with Technicians/Premises Manager, as appropriate</p>
<p>The person(s) who makes a decision on who is authorised to use this equipment are</p>	<p>Heads of department</p>
<p>Where equipment is used by students the persons responsible for ensuring that they are used safely, that students receive training and are supervised are</p>	<p>Heads of department</p>

4.26 Work Experience (if applicable)

The person responsible for ensuring that work is risk assessed is	Designated Leadership Group
The person responsible for visiting students on work experience is	Designated Leadership Group

5. Fire Precautions:

5.1 Forward

- This Code of Practice takes into account the requirements of the Regulatory Reform (Fire Safety) Order 2005
- The Code has been amended to take account of management and personnel changes
- The Code forms part of the School Health & Safety Policy

5.2 Fire Drills

- A fire drill is intended to ensure, by means of training and rehearsal, that in the event of a fire:
- The people who may be at risk remove themselves from the danger area in a calm and orderly manner
- Staff carry out their allotted duties to ensure the safety of all concerned
- The means of escape are used in accordance with a predetermined and practised plan
- If evacuation of the building is (or becomes) necessary, it is speedy and orderly

5.3 Staff Training

- Regular practical training in evacuating the building is essential to prepare staff to act without hesitation and according to the pre-determined plan
- All members of staff should be familiar with, and the Premises Managers staff and technicians should be trained in, how to operate the firefighting equipment
- “**Fire Precautions**” will be part of the induction procedures for newly appointed staff, both teaching and non-teaching
- A record of the training provided should be made in the Fire Register, see 5.14

5.4 Escape Routes

- **Escape routes** must be as short and direct as possible and must be clearly indicated by means of fire exit signs and the fire notice in each room. Staff must always direct children and others from the building by means of the nearest fire exit
- **Disability and Special needs:** It is important that, as far as reasonably practicable, all escape routes are suitable for any children with special needs and for staff with disabilities. Staff with disabilities may need some arrangements in place to make use of evacuation equipment or have assistance to help them in emergencies. These arrangements must be described and communicated to those involved in a **Personal Emergency Evacuation Plan**, also known as a **PEEP**

- **Inspection of routes:** All emergency escape routes will be monitored by the Premises Team on a weekly basis, to ensure that they are free from obstruction and in good condition. This applies particularly to external staircases
- **Fire Exit Doors** should be regularly examined to ensure that they close properly and are easily opened in an emergency. Where security is a problem, fire exit doors may be secured but only in such a manner as to be easy to open from the inside when the premises are in use

5.5 Emergency Plan

- **Purpose:** the aim of the Emergency Plan is to make sure that in the event of fire all staff are sufficiently familiar with the fire routine and fire safety arrangements to ensure that the necessary action is taken and the premises safely evacuated
- **The 'business hours' Emergency Plan** is detailed in **Annex C**. The **'out of hours' Emergency Plan** is set down in **Annex F**. A copy of both Emergency Plans should be provided to all members of staff, both teaching and non-teaching. A copy of each should be displayed in the Staff Room and in the School Office
- **(Deputy Head):** this person must act as the person to take overall responsibility for the evacuation. The Head Teacher will deputise for the Incident officer if he/she is absent from the site when the alarm is sounded
- **Staff duties:** in addition to knowing the escape routes thoroughly, staff must be instructed in any other duties and responsibilities they may have in case of fire. These duties and responsibilities must be very clearly understood in order to avoid the possibility of any confusion in the event of a real emergency. As referred to earlier, the main purpose of the Emergency Plan is to make sure that everybody knows exactly what they must do
- **Review of Plan:** the Emergency Plan must be revised as necessary to take into account any changes in organisational structure, circumstances, work methods, etc.

5.6 Sounding the Alarm

- The Fire Alarm system should be activated by the first member of staff to detect or to be informed of a fire or suspected fire. The location of the Fire Alarm points is shown on the Site Plan

5.7 The Fire Service

- **The Fire Service** must be called immediately the alarm has been raised. The Premises Manager has the duty of informing the Fire Service unless it is part of a drill
- **Liaison:** On the arrival of the Fire Service, the Premises Team, in conjunction with the **Business Manager/ H & S Officer** have a responsibility to give details of:
 - a) the location and extent of the fire:
 - b) whether anyone is trapped or missing
 - c) any known risks such as flammable liquids
 - d) the location of fire hydrants or other water supplies
- **Access for Emergency Vehicles:** Emergency Vehicles must be able to gain easy access to the site and buildings at all times and car parking must not be allowed in any area that would obstruct this access. If parking in the road outside the school is thought likely to make access to the site by a fire appliance difficult, the local fire station should be informed and asked to investigate. The normal route of entry will be through the Front Gate

5.8 Evacuating the Building

- **Fire Alarm:** the Emergency Plan requires that the entire building is evacuated immediately the fire alarm is sounded. Staff should **NOT** wait for confirmation that action is required
- **Staff Duties:** careful instructions will be given to all staff who have specified duties so that they will know what action to take as soon as the alarm is given
- **Fire Notices** are available from the Premises Team. The two notices should be fitted near the door of any room where people work. The first notice gives simple instructions on what to do in the event of a fire and the second details of the nearest exit. It is important that the fire notices can be clearly seen and are not obscured by other notices or display work
- **Re-admission:** staff, students and others who have left the building should not be allowed to re-enter it until the 'all-clear' has been given by the Fire Brigade
- **While evacuation** is taking place, staff should close all doors and windows before leaving and switch off machinery, as long as it is safe to do

5.9 Assembly Point

- **Location:** The **Assembly Point** for all students, members of staff and visitors to the site, is (school to add detail)
- **Roll call:** (school to include own procedures)

5.10 Members of the Public

- The training given to staff must include accepting responsibility for the safety of visitors and other members of the public in the event of fire, in particular by directing them to follow the emergency plan in so far as it affects them
- The Premises Assistants must inform hirers of the premises of the location of the fire exits, Fire Alarm points and firefighting equipment. The hirer must also be told how to contact the Premises Manager or his staff at any time during the letting. The Conditions of Hire state that hirers must familiarise themselves with the fire precautions in force at the premises and with the means of escape. Hirers are also instructed to keep fire and other exits clear

5.11 Fire Drill Practice

- The Emergency Plan needs practice in the form of fire drills. Drills should be held at least three times a year and are most effective when there is no prior warning except to senior staff
- The time taken to evacuate the building is a measure of the efficiency of the drill. It should not normally exceed three minutes.
- A record of each fire drill will be made in the Fire Register

5.13 Fire Fighting Equipment

- **Inspections:** all firefighting equipment will be visually inspected by the Premises Team on a regular basis to make sure that it is available and has no obvious defects. A record of such inspections and of any defects (which are to be addressed without delay) must be entered in the Fire Register
- **Training:** in addition to the training referred to in paragraph 2.1, members of staff must be encouraged to read and understand the instructions given on the firefighting equipment

provided within the premises. A record of training provided will be entered in the Fire Register

- **Inventory:** under the Regulatory Reform (Fire Safety) Order 2005, the Emergency Plan (see 5.5) for the School must include details of the means provided for fighting fire, i.e. the number, type and location of extinguishers, fire blankets, etc.

5.14 Fire Register

- It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 that a Fire Register is maintained
- The Fire Register will be kept in the (school to edit) and will be kept up to date by (school to edit).
- The Fire Register will be used to record the following:

- A. Weekly checks of: Fire Alarms
Fire Fighting Equipment
Escape Routes and Doors
Emergency Lighting.
- B. Fire Drills: Time – date - result.
- C. Staff Training: Fire Drills
Fire Fighting.

ANNEX A

FIRE EXIT DOORS

Fire Exit doors provide the final means of escape for the building in an emergency. The following points should be noted:

- Fire Exit doors will be **unlocked, and easily opened from inside while the building is in use**
- Fire Exits should open in the direction of escape and should be clearly identified by a sign stating "**FIRE EXIT**" displayed conspicuously above the exit.
- Fire Exit doors are often fitted with panic bolt or panic latch mechanisms, which must be maintained so that they are secure from the outside but can be opened easily from the inside. Fire Exit doors fitted with panic bolts or latches should be marked "**PUSH BAR TO OPEN**" just above the mechanism
- Fire Exit doors **must not be obstructed**, either from inside or outside
- Students, staff and visitors in the vicinity of the fire should be told to evacuate the building **immediately**. A responsible person/Form Tutor should quickly search the rooms to ensure that everyone has left. Cloakrooms, toilets and walk-in cupboards should also be searched
- The School's extinguishers and other appliances should be used to fight the fire if possible, **but the safe evacuation of people must take priority**

ANNEX B

BOMB THREATS

- 1 On receipt of the call, obtain as much information as possible (see below) Reception has a checklist to complete with all the details of the call.
- 2 Inform the Police.
3. Evacuate the building using the normal Fire Drill procedures, ask staff and pupils to take their belongings with them as this will assist in searching for a bomb.
- 4 Arrange for any callers to be warned at the School gates.
- 5 When the Police have attended and been consulted the decision to re-enter the building can be made. If requested, the Police will help with a search of the building but will require the decision to re-enter the building to be made by the Head Teacher.

When the call is received:

- 1 Note the time.
- 2 Record, as best you can, the exact language of the threat.
- 3 If there is an opportunity, ask:-
 - When is it set for?
 - Where is it?
 - What kind of bomb?
 - Why are you doing this?
 - Who are you?
- 4 Note the detail of the caller's voice:
 - Man, woman, child
 - Accent, speech impediment, drunk, rambling, etc.
- 5 Note any other sounds/background noises:
 - Operator, call box, pay tone, interruptions.
 - Anyone else, traffic, music, machines, aircraft, typing.

ANNEX C

Business Hours Emergency Plan

Arrangements in the event of a fire during normal 'business hours', Monday to Friday, 8.00am to 4.30pm.

(See **Annex F** for the **Out of Hours Emergency Plan**)

1. Discovery of Fire

If a fire is discovered anywhere in the School buildings the following procedure should be adopted: -

- Students or visitors discovering a fire **MUST** inform any member of staff immediately
- A member of staff should investigate the fire and then, if necessary, sound the alarm by breaking the glass switch cover at one of the Fire Alarm points
- On hearing the alarm, a member of the Premises Team should contact the Fire Service, giving them specific information about the location of the fire
- Students, staff and visitors in the vicinity of the fire should be told to evacuate the building immediately. A responsible person (or persons) should check the rooms to ensure that everyone has left. Cloakrooms, toilets and walk-in cupboards should also be searched
- The School's extinguishers and other appliances should be used to fight the fire if possible, **but the safe evacuation of people must take priority**

2 School Fire Officer

- The Fire Safety Officer is the **Deputy Head**: In their absence the **Head Teacher** will deputise
- In the event of a fire the **School Reception** will become the Control Point. In the event of the **School Reception** being out of action the Control Point will be the **Cloakroom/snack bar area**. The staff at the Control Point will:
 - a) Set off the Fire Alarm if this has not already been done.
 - b) Inform the Fire Officer.

3 Vacating the Building

- If the Fire Alarm sounds **EVERYONE** must treat it as a Fire Drill and **MUST** vacate the building immediately. Throughout the Drill each member of the School, whether staff or student, is responsible for promoting the safety and welfare of all others
- Staff should close all accessible windows and doors
- Students, staff and visitors are to leave the rooms in an orderly way and should **not** wait to pick up their possessions
- All persons must **WALK QUIETLY** and **DIRECTLY** to the Assembly Point on the main playground
- If an exit is blocked by fire it is the responsibility of members of staff to re-direct students and visitors to the nearest alternative exit

- Staff should close all doors as they exit the buildings

4 Supervising the Evacuation of the Public

- It is the responsibility of the Premises Manager to ensure that contractors on site are informed of fire procedures
- Any visitors on site should be directed to the Assembly Point by the member of staff concerned with their visit

5 Checking Procedure

- At the Assembly Point students should line up in register order opposite the wall in the main playground. Students must maintain silence while checks are made and Form Tutors are responsible for controlling their own Forms
- Form Tutors should check that every student in their Form is accounted for and should then report this fact to **Fire Officer** as they move down the line. The **administrators** will bring form registers to the Form Tutors but Form Tutors are advised to begin the checking procedure without waiting for the arrival of the registers
- The **Fire Officer** should check that all Form Tutors in the year are present, are in control of their Forms, and are carrying on the checking procedure. If a Form Tutor is not present at the Assembly Point, the Fire officer should take on the Form Tutor's responsibilities
- The **Deputy Head**: will check that Form Tutors are present with their Forms. Premises staff should report to the Premises Manager. Catering Staff should report to The Catering Manager. All other non-teaching staff should report to the designated **Admin Officer**
- Premises staff should report to the Premises Manager at the Assembly point
- No one should leave the Assembly Point until instructed to do so by the Head Teacher or Deputy Head:

6 Fighting the Fire

- The first person(s) to discover the fire may use the extinguishers and other appliances to fight the fire, if possible, but the safe evacuation of people must take priority. Anyone fighting the fire should not risk injury to do so
- The Premises Manager may use only his trained staff to tackle the fire but again, should not risk injury to do so
- The **Deputy Head: and/or the Premises Manager** will liaise with the Fire Service to direct them to the fire outbreak and to report action that has been taken thus far

7 Practice Fire Drills

- The **Business Manager/ H & S Officer** and Head Teacher are responsible for seeing that a fire drill is held at least three times a year
- The **Deputy Head**: will take charge at the Assembly Point
- The Head teacher or Deputy Head: will be responsible for dismissal once the drill has been completed

- The Fire Service will **not** be called for Fire Drills. The Deputy Head: will therefore liaise with the Head Teacher and **Business Manager/ H & S Officer** concerning the planned time for the practice

ANNEX D

Basic Fire Precautions

- Look for **Fire Hazards** whilst carrying out your normal activities and pay particular attention to possible hazards as part of any routine Health and Safety Inspection. Report any such hazards to the Premises Manager
- Remember to inform new members of staff (including supply teachers and teaching practice students) and contractors of the basic details of the Emergency Plan. This should include information about special precautions that may be necessary to your department
- Do not allow refuse, old furniture etc., to be stored near to the building
- Do not use stairwells to store furniture, paper or other inflammable items
- Consider the amount of combustible material in use and in storage (and where it is stored) Keep stocks to a minimum
- Ensure that all inflammable liquids are kept locked in a secure place, away from possible sources of ignition and check if any such liquids can be replaced by safer substitutes
- Do not use boiler houses or electrical intake/gas meter rooms for storage. They must be kept tidy and inspected regularly. Ensure that plant defects are reported as a matter of urgency
- Smoking is not allowed anywhere on the School site
- Do not allow Fire Doors or escape routes to be blocked or obstructed. Vehicles should not be parked just outside the exit doors
- Consider the activities of contractors and insist that particular precautions are taken if there is any risk of a fire being started
- Assess how the risk of wilful fire-raising can be reduced
- Review the arrangements for the maintenance of equipment, especially plant that needs to be left running without constant supervision
- Do not carry out any modifications to the structure of the buildings without first taking expert advice
- Consider all potential emergencies that might arise in your department and draw up procedures to deal with them
- Before locking up, check that all electrical equipment not required to be in use is switched off, and that all fire doors are shut
- Firefighting appliances should be kept in the positions provided as these have been chosen to give maximum cover for the building. Access to firefighting appliances should never be obstructed. The Premises Manager is responsible for seeing that all extinguishers are kept in good order

ANNEX E (school to edit as necessary)

Staff Duties at a Fire Evacuation during Business Hours

Staff listed below must be familiar with this code of practice and understand their role.

Head

Teacher

Deputy

Head:

Deputy Head:

Business Manager/ H & S Officer/Fire Officer

Premises Manager

Premises Assistant

Assistant Head's

Heads of Year

Assistant Head of Year

Form Tutors

Teaching staff

Support Staff

1 Form Tutors (at Assembly Point)

- Go straight to your Forms, control queuing, etc – **DO NOT** wait for the arrival of form lists; they will be brought to you
- Report your own presence Head of Year as they check down the line
- Report the result of your form check to the Head of Year as they move down the line
- Maintain silence in your Form

2 Head of Years

- Go straight to your year group and assist Form Tutors
- Check that all your Form Tutors are present and, if necessary, find substitutes
- Report your own presence to Deputy Head: when they check down the line

3 All other Teaching Staff

- Report immediately to Deputy Head: at the Assembly Point, then help Form Tutors to supervise students by going to the **BACK** of the lines of the year group for which you are reserve tutor. Teachers without forms should report the admin officer on duty

4 Support Staff

- Designate one person to operate switchboard and contact Fire Service **AFTER** checking with Premises Manager, to ensure it is **NOT** a false alarm or fire drill
- Designate one person to take staff checklists to:
 - (Named person/s)

5 Premises Manager

- Go immediately to the Fire Alarm Control Panel and ascertain the location of fire
- Check that Premises Staff are accounted for
- Liaise with the Deputy Head; and the Fire Service (upon arrival)

6 Catering Manager/Kitchen Staff

- Staff to report to the Catering Manager or deputy at the Assembly Point
- Carry out any further instructions given by the Head Teacher, Business Manager/ H & S/Fire Officer

7. All Other Non-Teaching Staff – Learning support assistants & Technicians

- Report to Admin Officer on duty:
- Carry out any further instructions given by the Head Teacher or Business Manager/ H & S /Fire Officer

8 Head Teacher

- In the absence of Business Manager/ H & S /Fire Officer, to undertake their tasks
- To deputise for, or organise deputies for, any other absent staff with specific, key responsibilities at the Assembly Point

9 Deputy Head:

- Take overall charge of students at the Assembly Point
- Ensure no students leave the Assembly Point until instructed to do so
- Report own presence to Head: when they check down the line

10 Leadership Group linked to year groups

- Check with Head of Years that staff and students are accounted for
- Check with Head of Years that all staff are accounted for by walking down the line
- Report to Deputy Head that all such staff are accounted for
- Report own presence to Deputy Head:
- Organise (in liaison with *****) a search of premises if anybody is not accounted for

11 Business Manager/H & S/ Fire Officer (if applicable)

- Check Non-Teaching Staff are accounted for. Admin to take register
- Ensure all trainee teachers are accounted for. Admin to take register
- Check all visitors are accounted for. Reception to take Register
- Report own presence to Head Teacher

ANNEX F

Out of Hours Emergency Plan

Arrangements in the event of a fire outside normal business hours

During these times there may be on the School site:-

- An indefinite number of students – some known to staff in charge of extra-curricular events, some not having left to go home
- An indefinite number of teaching and non-teaching staff
- A number of Premises and Cleaning Staff known to the Premises Manager
- A number of visitors known to their staff "hosts"
- A number of contractors' employees known to the Premises Manager
- A number of "**lettings**", known to the Premises Assistants (Community Use)

There can be no certainty that a member of the Senior Management will be on site at the time. In these circumstances the precise verification of the safe evacuation of the building in the same way as for a fire drill during the school day, is not practicable. **This and other aspects of the emergency procedures need to be adapted to meet the prevailing circumstances.**

1 Discovery of a Fire

If a fire is discovered anywhere in the School Buildings the following procedure should be adopted:-

- Students discovering a fire must inform any member of the teaching or non-teaching staff immediately
- Staff should investigate the fire and then, if necessary, sound the alarm by breaking the glass switch cover at one of the fire alarm points
- On hearing the alarm, a member of the Premises Team will contact the Fire Service, informing them that they will be met at the Front Gate and given further information concerning the location of the fire
- On hearing the alarm, students, staff and visitors should be told to evacuate the building immediately. A responsible person (or persons) should quickly check the rooms to ensure that everyone has left. Cloakrooms, toilets and walk-in cupboards should also be searched
- The School's extinguishers and other appliances should be used to fight the fire if possible, but the safe evacuation of people must take priority

2 Evacuation Control

- If the location of the fire is not obvious and there is an opportunity before the Fire Service arrives, a member of the Premises Team will go immediately to the Fire Alarm Control Point in the Finance Room, and locate the Alarm Point activated
- If there are two or more members of the Premises Team on duty, one will investigate the scene of the activated alarm and another meet the Fire Service **at *******
- If there is no fire (false alarm), a member of the Premises Team will cancel the alarm and reset it. The Premises Team members along with the Fire Service will go to the Assembly Point to inform the senior member of staff in control there that it is safe to re-enter the building. This person will also inform the Head Teacher or deputy of the occurrence as soon as possible
- If there is a fire a member of the Premises Team will liaise with the Fire Service on their arrival **at *******

3 Vacating the Building

- If the Fire Alarm sounds **EVERYONE** must treat it as a Fire Drill and **MUST** vacate the building immediately. Throughout the Drill each member of the School, whether staff or pupil, is responsible for promoting the safety and welfare of all others
- Staff should close all accessible windows
- Students, staff and visitors are to leave the rooms in an orderly way and should **not** wait to pick up their possessions
- All persons (apart from those engaged in duties set down in 2. above) must **WALK QUIETLY** and **DIRECTLY** to the Assembly Point on the main playground
- The route from each room to the Assembly Point should be followed so that congestion at exits is minimised. If an exit is blocked by fire it is the responsibility of members of staff to re-direct pupils or visitors to the nearest alternative exit
- Staff should close all doors and windows as they exit the buildings
- Staff supervising students **after 14:45. p.m.** are responsible for accompanying them to the Assembly Point, verifying their safe arrival and controlling them until the emergency is over.
- Staff concerned with visitors are responsible for accompanying them to the Assembly Point and verifying their safe arrival
- The Premises Team is responsible for directing any contractors on site to the Assembly Point
- No one is to leave the Assembly Point unless directed to do so by the senior member of staff at the Assembly Point who will only give such an instruction on the advice of the Fire Service
- A nominated cleaner will collect the Cleaners' register from the Premises Manager's office and take it to the Assembly Point

4 Fighting the Fire

- The first person(s) to discover the fire may use the extinguishers and other appliances to fight the fire **ONLY** if trained to do so, but the safe evacuation of people must take priority. Anyone fighting the fire should not risk injury to do so