



# Rye College Policy

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## Context

The Aquinas Church of England Education Trust (the Trust) has delegated to the Head of College (the Headteacher) of Rye College (the Academy) the responsibility for managing health and safety on a day-to-day basis. The Headteacher is responsible for implementing the Trust Health & Safety policy and for all matters relating to health, safety and welfare within the Academy.

The Headteacher accepts that they have a duty to take such measures within the remit of the power delegated to them to ensure the Academy site is in a proper state of repair, safe and not hazardous to the health of students, staff, contractors and visitors.

The delegation to the Headteacher includes all matters relating to health and safety as detailed in the Trust Health & Safety Policy. The Headteacher will report to the Trust any matters of concern on a termly basis, if it is of a significant nature reporting will be immediate. Any matter of significance will be reported by the Headteacher to the Chief Executive Officer or the Director of Estates and Facilities (DEF).

The Headteacher is the key manager responsible at the Academy for ensuring colleagues, contractors, students and visitors follow the Health and Safety regulations and procedures. Health and safety are an integral part of every employer's and employee's role and responsibility. The Headteacher is supported in this role by the Academies Business Manager and Premises Manager as detailed below.

The Trust and the Headteacher will consult with colleagues, where appropriate, in relation to health and safety matters as provided in the Health & Safety (Consultation with Employees) Regulations.

The competent person for the Trust is the Director of Estates and Facilities (DEF). The DEF will provide guidance to the Headteacher in the performance of their responsibilities.

These procedures must be read in conjunction with:

### Trust Policies:

- Health and Safety Policy;
- Lone Worker.

### Academy Policies:

- Accessibility Plan;
- Administration of Medicine;
- Car Park;
- Driving;
- Fire Safety;
- First-aid;
- Health and Hygiene;
- Infection Control;
- Intimate Care;



- Premises Management Document;
- School Cleaning;
- School Security;
- Staff ICT and Electronic Devices;
- Trips and Visits;
- Whole School Food.

## Individuals

It is the responsibility of every employee to:

- Take reasonable care of the health and safety of themselves and others, who may be affected by their acts or omissions at work;
- Report hazardous situations to their line manager, Academies Business Manager/Premises Manager or Headteacher either by telephone or by email detailing their concerns.

It is the responsibility of all students to:

- Follow the Academy's Behaviour Management Policy to ensure their own and others health and safety whilst on the Academy's site.

## Responsibilities

### Headteacher

The Headteacher is responsible and accountable to the Trustees for implementing the Trust's Health & Safety policy, the Academy's health and safety procedures and for all matters relating to health, safety and welfare within the academy.

The Headteacher must ensure the agreed procedures for reporting all defects, hazards and problems regarding health and safety matters and functions operate efficiently and effectively. The Headteacher must also ensure that the Academy complies with all statutory regulations. The Headteacher will ensure that schemes of work, where appropriate, demonstrate that arrangements are in place regarding adequate information, guidance and supervision of health and safety matters.

The Headteacher will provide and maintain safe and healthy working conditions, equipment and systems of work for all staff at the Academy, and to provide such information, training and supervision as they need for this purpose. The Headteacher also accepts responsibility for the health and safety of students and other people who may be affected by the activities undertaken by the Academy. The Headteacher will investigate all injuries, accidents, near accidents and damage that may lead to the identification of a hazard and ensure that they are reported to the appropriate authority and action taken to eliminate or mitigate the hazard.

The Headteacher will be responsible for:

- Ensuring that all colleagues have read the Trust's Health and Safety Policy and the Academy's health and safety procedures and related policies as detailed in the procedures. Any amendments to the procedures will be notified to colleagues;
- The day to day management of health and safety matters;



- Ensuring that colleagues are briefed on all health and safety procedures, issues and the action required and it is a regular item at staff meetings;
- Ensuring good communications within the Academy with regard to health and safety matters;
- Monitoring health and safety procedures and ensuring that the systems are in place and working effectively for reporting and rectifying hazards;
- Liaising with the Premises Manager and appropriate colleagues to ensure safety procedures and policy are adhered to;
- Providing regular reports to the Trust of accidents, co-operating with all Trust health and safety audits and actioning all Trust health and safety recommendations;
- Keeping themselves and others briefed on health and safety legislation;
- Liaison with outside agencies;
- Ensuring the risk assessment procedures are in place in accordance with the Trust's Health and Safety Policy and legislation;
- Monitoring risk assessment procedures, arranging for termly hazard inspections to be carried out with appropriate follow-up action and reporting hazards to colleagues;
- Ensuring that there are adequate first-aid facilities at all times;
- Ensuring colleagues are adequately trained in the use of equipment at the Academy and the instructions for use of the equipment is readily available for consultation prior to use.

### *Premises Manager*

The Premises Manager is responsible to the Headteacher for health and safety issues, including:

- Co-ordinating all maintenance work carried out on site;
- Ensuring the security of all Academy buildings and site, and setting of alarms;
- Compiling and maintaining a school defects register and identifying known hazardous materials (e.g. flammable materials, chemicals etc.);
- Ensuring that all contractors are aware of the location of hazardous materials within the Academy;
- Ensuring that the Academy's catering, cleaning and premises colleagues are aware of the academy's health and safety procedures and how it affects their work (e.g. storage of chemicals, use of equipment) and monitoring this;
- Ensuring that all statutory safety notices and signs are displayed, appropriate to the workplace;
- Keeping themselves briefed on health and safety legislation;
- Carrying out fire alarm call point tests on a weekly basis using a rota system and maintaining records;
- Monitoring the cleaning and premises workforce;
- Ensuring that a copy of the Academy's fire drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.
- Undertaking the necessary risk assessments as directed by the Headteacher in accordance with the Trust's Health and Safety Policy.
- Undertaking all the checks as detailed in the Premises Inspection Schedule as found at **Appendix 1.**



## Colleagues

All colleagues are responsible and accountable to their line manager for the implementation of the Trust's Health and Safety Policy and the Academy's health and safety procedures in the performance of their duties. Each colleague must be familiar with this policy and its implications together with procedures and practices relating to the Academy.

Colleagues must conform to responsibilities as laid down in the safe working arrangements and have a legal responsibility under the Health and Safety at Work Act 1974 to report any possible hazard or defects. This should be to the Premises Manager or Headteacher for rectifying the matter.

Colleagues must ensure that, where particular conditions apply, all students or persons under their supervision must receive instruction or provided with on the job training to enable them to operate in a safe and efficient manner.

**All employees have the responsibility to co-operate with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, students and others.**

If any colleague identifies a hazard, as a first step they should take reasonable measures to prevent any accidents. It is their duty to report the fact to the Premises Manager, Academies Business Manager or Headteacher as soon as possible. If the hazard is of a nature that it may cause imminent actual harm then colleagues have a further duty to prevent any harm from occurring before reporting the matter.

The following areas are the delegated responsibility of the named persons:

Classrooms	Class teachers
Workshops/stores	Premises Manager
Administration Offices	Senior Administrator
Stairs, corridors, foyers	Premises Manager
Boiler room	Premises Manager
Toilets	Premises Manager
Kitchen and servery room	Premises Manager and cook
School hall	Premises Manager
Library	Librarian and Premises Manager
PE equipment	PE subject leader
Music rooms	Music leader
External play areas	Premises manager /teaching staff/ midday supervisors
Staffrooms	Premises Manager
Stockroom	Receptionist

## Abilities

It should be remembered that students vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a student may be asked to do is fully understood by them and within their capabilities. It is the responsibility of colleagues to be aware of any student with a medical condition that may be brought on or exacerbated by physical exercise.



Colleagues must ensure compliance with any known medical advice relating to particular students.

Colleagues should consult the relevant risk assessment and the Academy's SEN and disability register.

## **ACCIDENTS, ILLNESS AND FIRST-AID**

**In the event of an emergency, trained first-aiders can be called by contacting reception.**

Trained first-aiders are:

- Anita Mills
- Michelle Playford
- Mel Wright
- Jacky Richford
- Jest Carpenter
- Gwyn Williams

The first-aid boxes are located in:

- Medical room;
- Student Hub;
- Staff room kitchen;
- Studio kitchen;
- Corporate / management kitchen;
- Training room kitchen;
- PE (x2);
- Art classroom;
- Resistant materials classroom;
- Cookery classroom;
- Science Office.

The Assistant SENCo (Anita Mills) is responsible for the replenishment of the first-aid boxes.

If the first-aider believes that the injured person requires immediate medical treatment they will:

- Arrange in consultation with the Headteacher for the emergency services (999) to be called if necessary;
- Arrange for the next of kin to be informed;
- Arrange for the injured person to be transported to A&E by ambulance or by parents;
- Arrange for a suitable colleague to accompany the student should parents or carers be unavailable to do so; and
- Keep the Headteacher advised throughout the process.

A qualified first-aidер must hold a valid HSE approved certificate. Certificates are valid for 3 years from date of issue. It is the Headteacher's responsibility to ensure that all first-aiders hold the necessary certificates and colleagues attend refresher courses.



Students with potential life-threatening conditions should be identified and a list maintained with appropriate colleagues being advised of the student, the condition and the action to take. There should also be suitably trained colleagues to deal with specific medical conditions. Letters of authority should be obtained from the parent/carer authorising treatment in the event of life-threatening situations only.

When dealing with any incident of potential infection, attention of colleagues must be drawn to the guidelines on reducing cross infection at work. Education Code of Practice 3.03. This deals with procedures for clearing up of blood, blood-soaked materials, needles, vomit, faecal matter and other body fluids.

### **Student Accidents/ Illness**

If the accident/ illness is a non-emergency the student should report to the Student Hub to be assessed. If necessary, the student should be made as comfortable as possible in the first-aid room or another supervised office. Parents are to be contacted, to take the unwell student home.

Further details regarding the attendance of students at school whilst unwell is found in the Attendance Policy.

### **Colleague Accidents/ Illness**

If the accident/ illness is a non-emergency the colleague should report to reception to be assessed by the first-aider. The Headteacher should be informed and he will decide to advise the Trust's Human Resources department. If the colleague is a teacher, his/her class will need to be covered by another colleague. If necessary, a relative should be informed.

All accidents and any treatment administered whether occurring on or off site must be reported at the earliest opportunity and logged in the accident book kept in reception, after which it will be submitted to the Headteacher for investigation and signature. The Headteacher will check each form to see if it constitutes a report under RIDDOR. As appropriate a RIDDOR form will be completed and a copy must be sent to the DEF.

## **ADMINISTRATION OF MEDICINES**

Colleagues will only become involved in administering medicines under the following circumstances:

- Prescribed medicines only;
- All medicines to be kept in original container;
- Correct labelling, i.e. child's name, dose, frequency of administration, cautionary advice and expiry date;
- Signed parental consent for the administration for medicine and named child;
- Antibiotics that are prescribed to be administered 4 times daily.

Antibiotics prescribed to be administered 3 times per day should be managed at home:

- 1 dose in the morning;
- 1 dose after school;
- 1 dose before bedtime.



For residential visits colleagues will hold a small number of non-prescribed medicines to be administered in minor emergencies at the discretion of the member of colleagues and only with prior parental consent.

### *Long term medical needs*

The school must have sufficient information about the medical condition of any student with long term medical needs. This information must be with the school before the student starts.

For students who attend hospital appointments on a regular basis, special arrangements may be necessary. The school may have to draw up a written healthcare plan involving parents and healthcare professions.

### *Disposal of medicines*

**The school will not dispose of medicines.** Parents are asked to collect medicines at the end of each term and are responsible for the disposal of date-expired medicines.

### *School trips*

Where safety permits students with medical needs will be encouraged to participate in school trips. Colleagues supervising excursions will be made aware of any medical needs and relevant emergency procedures.

## **ANIMALS AND PLANTS**

The CLEAPPS Handbook is available on-line membership is renewed annually. Access is available to all specialist technicians and teachers.

The only incidence of animals being used in the Science department is woodlice. These are used for an environmental preference experiment. They are collected and temporarily homed in an environment following CLEAPPS protocol. They are then released back into the environment that they have been taken from.

The Science Department also has geranium plants, which are used for photosynthesis experiments. Also, pondweed which is used for photosynthesis experiments. These are non-native species, elodea and cabomba. These are used responsibly and replaced back into the tank after use in the classroom. The pondweed is stored, used and replaced according to CLEAPPS guidance.

All colleagues will be made aware of any potentially dangerous plants in the Academy grounds and action taken to remove them. Dogs are not permitted in the Academy grounds without permission from the Headteacher.

## **CONTRACTORS**

All contractors must report to reception to sign in before work commences. Out of hours, such work must be authorised by the Headteacher and contractors briefed. The Premises Manager will monitor all works on site and the contractors.

The Premises Manager will ensure that Hot Work Permits are issued and controlled for roofing works where gas is to be used

If staff feel that something is dangerous then the Headteacher, Business Manager or Premises Manager should be informed. Segregation of the work area must be maintained. No equipment is



to be left outside the segregated area and all equipment is to be secured at the end of the working day.

No vehicles should be manoeuvred to or from the site whilst students are in the area.

No grass mowing is to take place while students are on the fields.

When engaging a contractor to undertake work at the Academy, the Headteacher must consider the implications of the provisions in the Construction (Design and Management) Regulations in order to manage risks.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH POLICY**

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- Chemicals;
- Products containing chemicals;
- Fumes;
- Dusts;
- Vapours;
- Mists;
- Nanotechnology;
- Gases and asphyxiating gases;
- Biological agents (germs);
- If the packaging has any of the hazard symbols then it is classed as a hazardous substance;
- Germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

COSHH does not cover the following as they have their own specific regulations:

- Lead;
- Asbestos;
- Radioactive substances.

No hazardous substance is to be used unless a COSHH risk assessment is held for it. If a risk assessment cannot be found for a particular substance then the Headteacher must be contacted for further guidance.

The Headteacher and the SBM/ Premises Manager must regularly monitor compliance with COSHH by carrying out spot checks. Records must be kept of all spot checks in the Premises Inspection Schedule. Safety instructions must be written on all work schemes.

## **SPECIFIC STAFF RESPONSIBILITY**

### **Physical Education**

#### ***Conduct and Supervision***

All sports and activities are to be carried out in accordance with the following references:



- Safety in Physical Education (HMSO);
- Safety in Outdoor Pursuits (HMSO);
- Out of School Activities (LBB Education);
- Safety Practice in Physical Education and School Sport (BAALPE).

The Headteacher must ensure that all staff, volunteers and students on teaching practice have the appropriate level of qualification, experience and competence before being allowed to deliver an activity. The Headteacher is also responsible for ensuring risk assessments are carried out and for prioritising effort to reduce higher risks. The PE subject leader must monitor activities to ensure adherence to the published guidance. The PE subject leader is also responsible for undertaking the requisite risk assessments and for prioritising efforts to reduce the higher risks.

If any sport or activity, other than those mentioned in the above reference, is to be included in the curriculum then guidance from the national governing body of that sport/activity is to be obtained before any participation. No teacher is to take responsibility until they have received appropriate training.

It is the responsibility of all staff to be aware of any student with a medical condition that may be brought on or exacerbated by physical exercise.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair is to be tied back. No jewellery may be worn and personal effects must be removed before a lesson commences. Glasses are not permitted to be worn in contact sports.

For students with serious medical conditions such as asthma or epilepsy, medical clearance and the written permission of parents is essential before they can be allowed to take part in swimming activities. Where students are undertaking swimming lessons the following guidance must be complied with: "Safety in Swimming Pools" – HSC/Sports Council. Leisure Services Code of Practice No 17 "Operation of small pools, training manual for School Caretakers" – Local Government Training Board. An adult should be present at the poolside who is able to effect a rescue and carry out artificial resuscitation. The adult must have the appropriate safety qualifications as detailed in the "Safe Practice in Physical Education".

### **Equipment**

P.E. equipment must be subject to an annual check by a competent person and records kept of all such inspections in the Schedule of Premises Inspection. Any defect must be reported to the Headteacher and Premises Manager.

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. In setting up or dismantling apparatus, care must be taken to ensure that students do not attempt to move items that are too heavy or cumbersome. No student is to move equipment unsupervised. On completion of the lesson, all equipment is to be replaced securely and correctly. Attention is to be given to footwear, and in the event of performance in bare feet, regard must be given to the possibility of foot infection, and of the dangers of using a multi-purpose hall for P.E.



## Curriculum Generally

Teaching staff and those assisting them have the duty to ensure that health and safety procedures are followed and that they are familiar with these procedures. They are responsible for ensuring risk assessments are carried out and for prioritising efforts to reduce higher risks. Safety instructions must be written on all work schemes and protective clothing, including goggles, aprons, etc. must be worn for all activities where there is a risk of injury.

When undertaking the DT, Art or Science curriculum, staff will use their professional judgment when equipment is used. The responsibility for ensuring that the equipment used has had its annual safety check rests with the Headteacher and the School Business Manager / Premises Manager. However, staff have a shared responsibility to undertake a visual check of the equipment, to read the instructions for use and comply with these instructions.

## Driving

The Academy will seek to provide safe transportation for students to school events. Where such transport is to be provided by staff or volunteer parents the standards required when transporting students by car (or other vehicle) is as follows:

- Parents must have current full DBS clearance registered at the Academy;
- Staff and parents must drive in accordance with all applicable legislation;
- Staff and parents must hold a current U.K. driving licence;
- Staff and parents must be appropriately insured for driving the vehicle in which the students will be transported and for the purpose of travel intended. Staff should avoid travelling alone with students;
- The vehicle must be taxed and have a valid MOT;
- The vehicle must be fitted with fully operational seat belts for all passengers, which the driver will ensure are worn at all times. The law states that transport of children under the age of 12 who are also under the height of 135cm require a restraint (or booster seat) to be provided, which the driver must ensure is used (Ref: [www.lawontheweb.co.uk/seatbelts.htm](http://www.lawontheweb.co.uk/seatbelts.htm));
- The consumption of any alcohol during the day during which students are being transported is not permitted.

Further detail and a parental permission return can be found in the local procedure 'Private Car for Transport'.

## DISPLAY SCREEN EQUIPMENT (DSE)

Computer based equipment can be used in complete safety if a few common-sense measures are taken:

- Adjust furniture and equipment to suit your needs - do not adjust your posture to the workstation.
- Avoid static posture and prolonged DSE work without a change of activity.
- Always report problems with your furniture, equipment or eyesight as soon as these arise. An assessment of such users work areas will be needed and records kept by the Network Systems Manager.



(Display Screen Equipment Regulations 1992. LBB Guidance Note for Managers – Display Screen Equipment.)

It is unlikely that the majority of colleagues will be affected by this provision as they will not be considered a defined user. However, admin officers, typists, secretaries etc. will probably be defined as users and must consider the above and any risks associated with the use of DSE.

If a colleague is concerned about the DSE or their workstation, the Headteacher should be contacted in order to review the working conditions and undertake the necessary risk assessments.

## **EDUCATIONAL VISITS**

The visit leader is responsible for completing risk assessments and entering data onto the Local Authority EXEANT system. The Academy's educational visits coordinator (EVC) works with the visit leader to ensure that procedures have been followed correctly and to advise on planning and risk assessment. The EVC will give initial approval at each stage in the preparation for the activity.

The Headteacher is the approved signatory and as such must give final approval to all visits and trips.

Physical Education lessons and matches which take place outside the Academy grounds are subject to the same policy as for any other trips.

If accidents or illnesses occur when away from school, the following procedure will take place:

- One member of staff will care for the injured/ill party and make necessary arrangements, i.e. determine whether or not medical attention is required;
- The Headteacher will be contacted, and if it is deemed necessary the student's parents/carers will be informed.

If it is thought essential, arrangements will be made to get the unwell/injured party either home or to hospital.

Any incident that causes injury to a student or colleague whilst on a school trip must be reported as detailed above.

## **EQUIPMENT**

All records of equipment are to be kept and any defects reported to the Premises Manager. All hand tools and lifting machines and tackle are to be inspected regularly and a visual inspection must take place before use. Any defective item is to be removed until repaired and the Premises Manager advised of the defect.

Colleagues must ensure that any protective clothing supplied for use on a piece of equipment during a process and any fixed protective guarding on machinery is used in the correct manner during use of that process or equipment. The relevant teacher is responsible for equipment required for curriculum purposes. Curriculum DT is a shared staff responsibility, risk is low-level and colleagues will use their professional judgement when equipment is used.



## **Electrical Equipment**

The 'competent' person responsible for carrying out tests on portable electrical equipment is the Premises Manager or his supervised nominee who will undertake continuity and other technical tests.

Visual inspections of electrical equipment and continuity tests are to be carried out pre-termly and such inspections using a portable electrical tester are to be carried out annually. Results of all tests are to be recorded by the Premises Manager in the Premises Inspection Schedule. All appliances once tested will be marked with a sticker and dated. Any electrical items brought into the school for whatever reason must be reported to the Premises Manager who will arrange a test to be carried out before their use. This includes items on loan or as gifts.

The use of multi-adapters is to be avoided, as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.

All minor electrical work such as fitting plugs etc. is to be carried out by the Premises Manager. For major repairs contractors will be appointed by the Headteacher.

It is of the utmost importance that all colleagues ensure that electrical power is switched off immediately after use of apparatus. Any defect in electrical equipment or apparatus must be reported immediately, and any such items must not remain assembled in classrooms after school has ended.

**Note: The use of additional heaters is not permitted unless the Premises Manager is aware of their use. Colleagues must ensure that any heaters are switched off immediately after use. It is the responsibility of all colleagues to ensure that all electrical equipment (including heaters) are switched off before leaving the school building.**

## **EVACUATION IN THE EVENT OF AN EMERGENCY**

### **Fire**

Fire Precautions Act 1971 requires training to be given to all colleagues. All colleagues are to be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used. All colleagues must also be familiar with emergency drills, escape routes, muster points and bomb evacuation procedures.

Consequently, all colleagues must undertake fire awareness training every three years, this can be found at [flicklearning.com](http://flicklearning.com). Colleagues that are fire wardens must also complete the fire wardens training also found at the above link.

The Premises Manager is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. The Fire Log Book records this testing.

Any member of staff discovering fire must sound a fire alarm by breaking the glass on the nearest two fire call points. Colleagues should make themselves aware of their nearest fire alarm call points. On the sound of the alarm the whole building will be evacuated as quickly as possible, following the instructions that can be found in areas used by staff e.g. staff rooms and admin offices. All students,



colleagues and visitors must make their way to the netball courts. Individuals with mobility problems should be assisted to evacuate the premises.

Once the evacuation has taken place, class teachers are responsible for taking the register of their class and ensuring good order and silence is maintained. Staff and visitors are checked as present using the details from the signing in book at reception.

The Headteacher is responsible for updating the fire evacuation procedure and distributing it to all colleagues regularly.

During the school year fire drills will be carried out to:

1. Familiarise students and colleagues of fire escape routes, muster point and procedures;
2. Cover fire alarms at different times of the school day e.g. break times;
3. Give students and colleagues practise in dealing with obstructed exits.

Fire drills are carried out each term. The Premises Inspection Schedule records the tests.

Fire notices are only to be displayed in staffrooms, admin areas and site office. This is on the recommendation of the Fire Brigade.

### *Other Evacuation*

In the need to evacuate the building due to a bomb threat or other such threat the fire alarm will sound, and teachers will give the instruction to evacuate the building **taking out all personal bags**. Assembly will be on the playing field. **Otherwise, the procedure is the same as for evacuation in the event of fire.**

### *Lockdown Procedure*

Staff should familiarise themselves with the procedure found at **Appendix 2**.

In an incidence of full lockdown staff will be alerted to the activation of the procedure by sounding the emergency alarm, a long electronic buzz (distinct to the fire alarm sound) or telephone communication will be made to alert colleagues and students. The signal will be followed by an email to all colleagues providing details of the situation so that they can reassure their students.

## **IDENTIFYING POTENTIAL OR ACTUAL HAZARDS**

If a colleague identifies a hazard, as a first step they should take reasonable measures to prevent any accidents. It is their duty to report the fact to the Headteacher or Premises Manager as soon as possible. If the hazard is of a nature that it may cause imminent actual harm then colleagues have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once reported the Headteacher will implement steps to eliminate the hazard.

The Premises Manager must carry out the Lone Working assessment for himself as he often works alone, especially early mornings and late evenings. He is supplied with and carries a mobile phone for general use and emergencies. Emergency numbers are kept on his phone call register.



## MANUAL HANDLING

Simple common-sense measures can be taken to reduce the risk of injury through manual handling activities. The Premises Manager should undertake the Manual Handling course. He must ensure that risk assessments include any high-risk manual handling activity. Colleagues will be encouraged to undertake training in safe lifting techniques where appropriate. Colleagues must follow any control measure identified such as use of handling aids or safe systems at work. Colleagues must not take personal risks when manual handling. Colleagues should report any problems with working activity or equipment as soon as they occur.

## REMOVAL OF WASTE

Waste is removed via the designated ESCC waste contractor. Any contaminated waste, excess chemicals and flammables will be disposed of according to current regulations. It will then be the responsibility of the Premises Manager to ensure these procedures are carried out. Broken glass is disposed of by contacting the site team who will use a dust pan and brush to sweep up the glass, which will then be wrapped and double bagged before being marked as broken glass and placed in the waste. The area will then be vacuumed to removal any remaining shards.

## RISK ASSESSMENT

It is accepted that some activities may, unless properly controlled, create risks to members of staff, students or visitors. The academy will take all reasonably practicable measures to reduce these risks to an acceptable level.

The Headteacher will consider the likely hazards and injury/ ill health which may result in harm. Thereafter, risk assessments will be undertaken by the Premises Manager or the relevant colleague in order to eliminate or mitigate these risks.

The school's health and safety audit requirements are detailed in the Premises Management Policy.

The Trust's Health and Safety Policy will be followed in order to assess the risk and to ensure that it is always reviewed.

The HSE's 'Health and Safety Checklist for Classrooms' ([www.hse.gov.uk/risk/classroom-checklist.pdf](http://www.hse.gov.uk/risk/classroom-checklist.pdf)) is used annually (during the summer term) to risk assess classrooms and learning spaces. This task is undertaken by the classroom teacher and any other colleagues using the room and overseen by the Academies Business Manager. Issues identified are assessed and prioritised by the Premises Manager and built into a programme of work.

## SAFETY EDUCATION

The aim of Safety Education is to enable students, as they grow up, to become increasingly aware of the risks which surround them. They should thus be able to better assess degrees of risk and be better equipped to take such preventative measures as are necessary to avoid accidents to themselves and to others. The most effective lessons in safety that a school can give are probably those which are incidental, forming part of ordinary teaching. Students should, however, be made aware of safe behaviour:

### *In Classrooms:*

[www.hse.gov.uk/risk/classroom-checklist.pdf](http://www.hse.gov.uk/risk/classroom-checklist.pdf)



### ***In the playground***

- Acting sensibly and safely.

### ***Around school***

- Walking around school;
- Entering and leaving the school in a sensible and controlled manner.

### ***In the toilets***

- Acting sensibly and safely.

In this way students should learn to accept personal responsibility, to assess risks and to protect themselves and others by using their own knowledge and experience.

## **SECURITY**

The procedures for clearing the Academy and setting the alarms are the responsibility of the Premises Manager who follows a clear routine before setting the alarms this includes systematically checking all rooms, doors and windows, internally and externally before setting the alarms and locking the buildings.

The users of dangerous or high value items such as chemicals, laptops, ITC equipment, TVs and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to the reception as soon as they enter the premises. They should sign using the signing-in book. They should then wait for their escort/point of contact or proceed if authorised. All colleagues should be aware of unidentified people wandering around the school and be prepared to challenge them and report their presence to the Headteacher.

All students must enter the school through the Sports Centre gate or the main reception. The Sports Centre entrance will be locked at 9.00 am. Thereafter, students must enter the school site via the main reception and sign in at reception.

In the case of a letting, the Premises Manager will open the school prior to the letting. He will show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers, and fire exits to the area to be used. He should also acquaint that person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc. The hirer is fully aware of their responsibilities during the period of the letting and the Academy will follow the Academy's Letting Policy.

## **SMOKING ON SITE**

There should be no smoking on the school site at any time. Disciplinary procedures will be instigated for colleagues found smoking on site. Visitors should be challenged and asked to leave the site if necessary. This also applies to the use of e-cigarettes.

## **STRESS**

In some situations, the job content, working environment or the personal disposition of an employee can lead to the kind of psychological difficulties which are commonly referred to as stress and which may have physical as well as psychological symptoms.



Any colleague who feels under stress should discuss the situation with his/her line manager at the earliest possible opportunity to identify practical solutions to overcome the level of stress. If the issues cannot be dealt with then the Headteacher must be notified. If colleagues notice any signs of stress in students, this should be immediately reported to the Headteacher.

## **SUPERVISION AT THE START AND END OF THE DAY, AND DURING BREAK AND LUNCH TIME**

Students must arrive at school between 8.30 – 8.55 am at which time they will be supervised at breakfast club. **Please note the school playgrounds are not supervised during this time.** Students must be leave site promptly at 3.20 pm unless they are attending an activity on the school site organised by the school. There is a rota every week, detailing supervision duties for break and lunchtime and after school each day.

The school cannot be held liable for any accidents in the school playground before and after the designated school times.

## **TRAINING**

The Headteacher is responsible for the health and safety training of colleagues at the academy. This includes health and safety induction for new colleagues and updates for existing colleagues.



## Appendix 1: Premises Inspection Schedule

<b>RYE COLLEGE</b>	<b>Date Completed</b>	<b>Notes</b>
Air Con/heat pumps		
Asbestos Management documentation		
Asbestos Management Plan		
Asbestos Register		
Health & Safety Audit		
Catering Equipment (Gas/Pipework)		
CCTV		
COSHH		
DECs (Display Energy Cert)		
Deep Clean/Duct cleaning		
Display Screen Equipment		
Electrical Test Certificate		
Emergency Lighting Inspection Certificate		
Fall Arrest		Not applicable
Fire Alarm Inspection Certificate		
Fire Awareness Training		
Fire Extinguisher		
Fire Risk Assessment		
Fire Systems documentation		
Gas Safety documentation		
Gas Safety Test Report Main Boilers		
Gates (Powered)		
Gym Equipment		
Intruder Alarm		



Lifting Equipment (LOLER)		Not applicable
Lifts, Escalators and Lifting Equipment (LOLER) 29		
Lightning cert		
Non-passenger lift and hoist certificates		
PAT testing		
Premises Management Documents Policy		
Risk Assessment Register		
RPA Annual Risk Management Survey		
RPA Contractors		
Staff Induction H & S		
Statutory Inspection of Fume Cupboards/Lifts/lifting equipment/DT air extract etc.		
Training		
Tree Survey		Bi-annual cycle
Water Hygiene and Safety Report(s)		3 yearly cycle
TM44 Air con certification		



## Appendix 2: Lockdown Procedures

Lockdown is necessary when students and colleagues need to be **locked** within buildings for their own safety – i.e. in an emergency situation as detailed in the main body of this policy.

The CIT will take overall responsibility for co-ordinating the lockdown.

### Partial Lockdown

This may be because of a reported incident or civil disturbance in the local community, or because of a warning being received regarding the risk of air pollution etc. with the potential to harm colleagues or students in the academy.

Partial lockdown can also be a precautionary measure that puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of a prevailing threat.

#### Immediate Action:

1. Senior teachers and associates will visit all settings to alert colleagues and students.
2. The signal will be followed with an email to all colleagues providing details of the situation so that they can reassure their students;
3. All outside activity should cease immediately, and students and colleagues must return to the building;
4. Colleagues should notify the academy office immediately of any students not accounted for or on a planned school trip/visit;
5. All colleagues and students to remain in the building and external doors and windows locked as appropriate;
6. Free movement may be permitted within the building dependent upon circumstances;
7. The CIT will liaise with the Emergency Services and conduct an ongoing risk assessment based on advice from the Emergency Services and colleagues within the academy;
8. The Headteacher will advise the Trust Critical Incident Team.

### Full Lockdown

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown. Where possible the following procedure will be followed:

#### Immediate Action:

1. A long electronic buzz (distinct to the fire alarm sound) or telephone communication will be made to alert colleagues and students;
2. Simultaneously, the emergency services will be notified of the situation. Where possible this will be coordinated by the Critical Incident Team;
3. All students **MUST** go to the nearest manned classroom. Signed-in visitors will be directed to the nearest safe place/secure office or the Boardroom.
4. The CLOSE procedure:
  - Close all windows/blinds and doors;
  - Lock up and/or barricade entrance points – doors and windows;



- Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack);
  - Hide, sit on the floor under desks and away from windows;
  - Stay silent and avoid drawing attention;
  - Turn **ALL** mobile phones to silent;
  - Ensure that students, colleagues and visitors are aware of an exit point in case the intruder does manage to gain access;
  - If possible, check for missing/injured students, colleagues and visitors;
  - Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services;
  - Endure. Be aware you may be in lock down for some time.
5. Where it is safe to do so, colleagues should email the Attendance Officer the names of any students unaccounted for or on a planned school trip/visit;
  6. Colleagues and students should remain in lock down until it has been lifted by a member of the CIT or Emergency Services, **via a face-to-face instruction by a senior leader followed by email confirmation**;
  7. At any point during the lockdown, the field evacuation alarm may be activated which is a cue to evacuate the building;
  8. During the lockdown, colleagues will keep agreed lines of communication open to receive instruction via text or email;
  9. The Headteacher will advise the Trust Critical Incident Team.

If the media becomes involved, the **Executive Headteacher** will liaise with the Trust Critical Incident Team to ensure that clear and timely messages are released from the academy.

## Rooms most suitable for lockdown

The CIT will coordinate rooms to be used during lockdown.

## Communications

Wherever possible silent communications will be used and noise should be kept to a minimum especially if an intruder is close by.

The academy will make every effort to keep colleagues updated either via email, mobile phone, two-way radios, whiteboards etc.

## Alternative place of safety

The following venues will be used as alternative places of safety in the event that it is considered necessary to leave site:

- Rye Primary School
  - Contact name: Miss. K. Martin Head of School
  - Contact telephone number: 01797 228694

The primary school is accessible via both the back-date and gate by the technology block. Key college staff have access keys to enter the building.



- Freedom Leisure Centre
  - Contact name: Becky Guest
  - Contact telephone number: 01797 224747
  - **Normal open hours:** Mon-Fri 6.30am-9.30pm; Weekends 8.00am -5.30pm
  - **COVID open times:** Mon-Fri 9.00am-8.00pm; Weekends closed
  - **December open times:** 2<sup>nd</sup> – 18<sup>th</sup> Mon-Fri 9.00am – 1.00pm/4.00pm – 8.00pm; Weekends closed 21<sup>st</sup> – 31<sup>st</sup> Mon-Fri 9.00am – 1.00pm

## Staying safe

It is not possible to plan or provide procedures for all circumstances. Colleagues are therefore asked to apply the principles of this policy to any perilous situation, and to do whatever they can to keep themselves and their students safe and out of harm's way.



## Appendix 3: Risk Assessment

The following areas of risk must be assessed:

1. General - All risks to the health and safety of colleagues, students, contractors and visitors arising out of their work as provided in the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations and Workplace (Health, Safety and Welfare) Regulations;
2. Pregnancy - Risks to new or expectant mothers must be considered in the risk assessment (see regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999);
3. Under 18 Staff (if applicable) - Where employing staff under the age of 18, risk assessments must be carried out (see paragraph 5 regulations 3 of The Management of Health and Safety at Work Regulations 1999);
4. Asbestos risk assessment (see regulation 4 of The Control of Asbestos Regulations 2012 for details of what must be considered as a part of this process);
5. Legionella risk assessment (see the Control of Legionella Bacteria in Water Systems L8);
6. Substances Hazardous to Health - The risk from substances hazardous to health must be assessed (see regulation 6 of The Control of Substances Hazardous to Health Regulations 2002 which details the matters that must be considered);
7. Display Screen Equipment - The risk that display screen equipment poses to staff must be assessed (see regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992);
8. Fire - Suitable and sufficient assessment must be made of the risks to staff, students and visitors are exposed in order to identify the general fire precautions needed to be taken (see regulation 9 of The Regulatory Reform (Fire Safety) Order 2005);
9. Electricity – risk assessment in relation to the use of electricity as provided in the Electricity at Work Regulations;
10. Gas - risk assessment in relation to the use of gas as provided in the Gas Safety (Installation and Use) Regulations;
11. Manual Handling - Risk assessment of manual handling operations must be conducted where it is not possible to totally avoid potential injury as a result of the operation (see regulation 4 of The Manual Handling Operations Regulations 1992 and Schedule 1);
12. Lifting – Risk assessments must be undertaken as provided in the Lifting Operations and Lifting Equipment Regulations;
13. Working at Height - Risk assessments must be carried out in relation to working at heights in order to identify the measures needed to ensure that the work is carried out safely (see regulation 6 of The Working at Height Regulations 2005);
14. Pressured Equipment – risk assessments must be carried out as provided in the Pressure Equipment Regulations and Pressure Systems Safety Regulations;
15. Control of Lead - risk assessment in relation to the lead on the premises and its control as provided in the Control of Lead at Work Regulations;
16. Use of Equipment – risk assessment must be undertaken in accordance with the Provision and Use of Work Equipment Regulations;
17. The risk of children being drawn into terrorism must be assessed.



In addition, the Headteacher will consider the requirements of the Health and Safety (first-aid) Regulations and the Personal Protective Equipment Regulations.

The Headteacher shall ensure risk assessments are undertaken through the completion of a risk assessment form which will cover the areas detailed below:

**DATE:**

**UNDERTAKEN BY:**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to control this risk?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>



## DATA PROTECTION

*Rye College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*