



HEALTH & SAFETY POLICY AND PROCEDURES

June 2021

CONTENTS

Section		Page No.
1	Policy Statement	3
2	Organisation, Responsibilities & Duties in Safety Matters	5
	2.1 Organisation	
	2.2 The Governing Body	
	2.3 The Head Teacher	
	2.4 Facilities Manager	
	2.5 Health & Safety Representation	
	2.6 Reporting	
	2.7 Monitoring Arrangements	
	2.8 All Employees	
	2.9 Class Teachers	
	2.10 Visitors/Volunteers/Hirers	
	2.11 Students	
	2.12 Risk Assessment	
	2.13 COSHH	
	2.14 Location of the policy	
3	Supervision of Students	14
	3.1 Duty of care	
	3.2 Commencement/end of school day	
	3.3 Break times and lunch hours	
	3.4 Contract transport (the provision of supervision)	
	3.5 The movement of students around the school	
	3.6 The action of students in practical areas	
	3.7 Car/motor cycle arrangements and road safety	
	3.8 Road safety	
	3.9 The presence on site of contractors	
	3.10 Students taking medicines as part of a course of treatment	
4	Emergency Procedures	19
	4.1 Casualties	
	4.2 Accidents during Lesson Time	
	4.3 Accidents during Breaks or Lunch Time	
	4.4 Illness during Lesson Time	
	4.5 Illness during Breaks or Lunch Time	
	4.6 Fire and Emergency procedures	
	4.7 Bomb Alerts	
	4.8 Lockdown Procedure	
5	Other Matters	22
	5.1 Procedures for reporting defects in the environment	
	5.2 Inspections of the school site	
	5.3 Information about health and safety	
	5.4 Infectious diseases	
	5.5 Electrical safety	
	5.6 Violence	
	5.7 Lone working	
	5.8 Stress	
	5.9 New Staff	
6	Concluding Statement	27
	Appendices	28
	Appendix 1 Routine Checklist - Fire Precautions	
	Appendix 2 Evacuation Procedure	
	Appendix 3 Dissemination Procedure	
	Appendix 4 Management Chain	
	Appendix 5 Lockdown Procedure	

HEALTH & SAFETY

1 Policy Statement

This policy covers staff, students, visitors and other users of the premises. It aims to show how the Governing Body and Head Teacher discharge their duties under the Health and Safety at Work etc. Act 1974.

This policy has due regard to statutory legislation including, but not limited to, the following; Workplace (Health, Safety and Welfare) Regulations 1992, Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 2002, Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013.

The policy also has due regard to National Guidance including, but not limited to, the following; DfE 'Health and Safety: advice on legal duties and powers' 2014, DfE 'Health and Safety for school children' 2015, DfE 'Keeping children safe in education' 2016, HSE 'Sensible health and safety management in schools' 2014

It should also be used in conjunction with the following School Policies; First Aid Policy, Supporting Students with Medical Conditions Policy and subject Policies, in particular Science, PE and DT

Through all levels of management, the School is committed to ensure, so far as is reasonably practicable, that:

1. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
2. Students and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
3. No work is carried out by the school or a contractor that is liable to expose employees, students or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Head teacher is responsible for implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Governing Body.

The school's objectives are:

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students.
5. To ensure that the health, safety and welfare of all employees, students, and members of the public are under continuous review by management at all levels.
6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
7. To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and students are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
4. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine

STAFF CONSULTATION

The school will hold regular departmental meetings with Health and Safety as an agenda item, any points raised will be duly minuted, reported to the Governors Personnel, Health and Welfare Committee, and actioned accordingly.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed: **Mr M Oldridge**..... Dated.....**2021**
(Chair of Governors)

Mr A Perry..... Dated**2021**
(Head Teacher)

The policy was ratified by the FP&E Committee 05.10.21

Review date: October 2022

SECTION 2 Organisation, Responsibilities and Duties in Safety Matters

2.1 Organisation

- 2.1.1 The Directors/Governing Body of Myton School Trust are responsible for ensuring that this health and safety policy is implemented.
- 2.1.2 The Head Teacher is responsible for advising any contractors, tenants, visitors and employees on the adequacy of facilities and equipment provided for their safety whilst on the premises. The Head Teacher is also responsible for communicating the school's rules and guidelines on health and safety to staff.
- 2.1.3 The Head Teacher must ensure that all school staff are trained to the appropriate level of competence, having regard to the general risk assessments carried out, and that all equipment used is safe and where necessary certified as such.

The Head Teacher is also responsible for monitoring the results of the health and safety policy, reviewing its contents on an annual basis and making recommendations to the board of governors.

- 2.1.4 The Facilities Manager with the assistance of WES Safety and Premises are responsible for the implementation of training programmes throughout the school and for keeping them under constant review. They are to be updated to meet changes in legal requirements and, where necessary, improvements made to meet operational needs.
- 2.1.5 The Facilities Manager also has responsibility for advising on and monitoring the practical implementation of the Health and Safety Policy. As and when the Commission for Health and Safety determine new regulations, he/she will ensure that the relevant instructions are passed to staff at all levels.
- 2.1.6 The Facilities Manager is also responsible for monitoring the results of the health and safety policy and, where necessary in consultation with WES Safety and Premises, reviewing its contents on a regular basis and making recommendations to the Head Teacher.
- 2.1.7 The Facilities Manager is responsible for the practical implementation and monitoring of records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards.
- 2.1.8 Warwickshire County Council Safety and Premises Department have been appointed as our health and safety advisers, and the school also follows Warwickshire LA guidance.

2.2 Responsibilities of the Governing Body

The Governing Body will:

- 2.2.1 Ensure that all resourcing decisions take into account health and safety matters.
- 2.2.2 Delegate to the Head Teacher a contingency budget to cover health and safety matters as appropriate to the school's scheme of internal delegation.
- 2.2.3 Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.

- 2.2.4 Together with the Head Teacher and named responsible persons, ensure that students and their staff have suitable health and safety provision.
- 2.2.5 Ensure that safety standards for purchased goods and equipment are met.
- 2.2.6 Ensure that procedures exist for checking that items offered for sale by the school are safe.
- 2.2.7 Together with the Head Teacher ensure that approved school journeys are arranged to comply with Health and Safety guidelines.
- 2.2.8 Ensure that the school has appropriate monitoring systems.
- 2.2.9 Ensure that Health and Safety is an agenda item for all regular departmental meetings.

2.3 **Responsibilities of the Head Teacher**

The Head Teacher shall: -

- 2.3.1 Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- 2.3.2 Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- 2.3.3 Ensure staff and students comply with agreed procedures.
- 2.3.4 Advise the Governing Body on the resources and action required to meet statutory requirements.
- 2.3.5 Liaise termly with the Governing Body on health and safety matters in the school.
- 2.3.6 Encourage and promote a positive health and safety culture in the school.
- 2.3.7 The following responsibilities of the Head Teacher have been delegated to the Facilities Manager who shall:
 - 2.3.7.1 Be the focal point for day to day references on safety and give advice or indicate sources of advice.
 - 2.3.7.2 Co-ordinate the implementation of the approved safety procedures in the school.
 - 2.3.7.3 Have established and maintained a suitable health and safety programme to eliminate accident potential so far as is reasonably practicable.
 - 2.3.7.4 Receive health and safety guidance and establish procedures to disseminate safety information concerning the school to all employees including temporary/supply staff. Review these procedures annually.
 - 2.3.7.5 Ensure that, before introducing any change which may affect the health and safety of employees at work, there is adequate consultation with the Governing Body, appropriate specialist support staff and employees' Safety Representatives.

- 2.3.7.6 Ensure that Safety Representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- 2.3.7.7 Ensure that accidents/near misses are:
- recorded
 - reported to the specialist school staff
 - followed by remedial action where appropriate.
- 2.3.7.8 Ensure that the advice of appropriate specialist school staff is sought to assist or clarify any health and safety matter.
- 2.3.7.9 Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- 2.3.7.10 Ensure that:
- i) recommendations or reports presented to the establishment by specialist support staff and other external organisations, e.g. the Health and Safety Executive, are communicated to the school's management structure and to the relevant Safety Representatives.
 - ii) such reports are followed up so that the required action or policy decisions are taken.
- 2.3.7.11 Ensure that proper concern is shown for the health and safety of everyone at the school who is not an employee, including students, students, visitors, contractors etc.
- 2.3.7.12 Ensure that:
- i) all fire-fighting and fire prevention equipment and facilities are maintained to the required standard, that appropriate records are kept, and that appropriate employees are familiar with the operation of such equipment;
 - ii) regular evacuation drills are conducted at least once every six months, fire alarms are tested weekly and all employees and persons using the school are made aware of the emergency procedures;
 - iii) all fire escape doors, alarm call points, and escape routes are kept clear of obstructions at all times and that escape doors can be readily opened from the inside.
- 2.3.7.13 Ensure adequate first aid cover is provided.
- 2.3.7.14 Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know their location.
- 2.3.7.15 Review annually and make recommendations for improving procedures on:
- i) providing first aid in the school
 - ii) the emergency procedures
 - iii) all safety procedures.
- 2.3.7.16 Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe until he/she is satisfied they are safe.

- 2.3.7.17 Maintain contact with, and seek advice from, appropriate agencies.
- 2.3.7.18 Ensure all statutory registers are maintained.
- 2.3.7.19 Ensure the maintenance of safe access to and from the site.

2.4 Responsibilities of the Facilities Manager

The Facilities Manager shall:

- 2.4.1 Ensure that accidents/incidents/near misses and hazards are:
 - recorded
 - reported to the governors and Health & Safety Executive (if RIDDOR)
 - reported to the specialist school staff
 - followed by remedial action where appropriate.
- 2.4.2 Ensure that workers at the school and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no one is put at risk.
- 2.4.3 Take appropriate action when any hazard is reported to him and stop any practices or the use of any plant, tools, equipment, machinery etc. he considers to be unsafe until he is satisfied they are safe.
- 2.4.4 Ensure all statutory registers and records are maintained.
- 2.4.5 Ensure that, so far as it is reasonably practicable, no plant equipment or process under the school's control pollutes the atmosphere.
- 2.4.6 Maintain contact with, and seek advice from, appropriate agencies.

2.5 Health & Safety Representatives

Safety representatives are nominated/appointed by the Trades Unions/Teachers' Associations.

- 2.5.1 The functions of safety representatives (where appointed) are to:-
 - i) investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and examine the cause of accidents at the workplace.
 - ii) investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work.
 - iii) make representations to the employer on matters arising out of i) and ii) above.
 - iv) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
 - v) carry out inspections.
 - vi) represent the employees he/she is appointed to represent in consultations at the workplace with the employer and with Inspectors of the HSE and any other enforcing authority.
 - vii) receive information from Inspectors in accordance with Section 28(8) of the Health and Safety at Work Act 1974.

- viii) attend departmental meetings in the capacity of safety representative and in connection with any of the above functions.
- ix) bring to the notice of the Facilities Manager or Premises Staff any unsafe or unhealthy working conditions.

2.5.2 Legal Responsibilities:

Safety Representatives have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

2.6 Reporting

2.6.1 The Governing Body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

2.6.2 The Head Teacher and Governing Body will provide a defect reporting procedure. (See Section 5)

2.7 Monitoring Arrangements

2.7.1 The Governing Body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:-

- i) The Governing Body will call for termly reports on:
 - accident/incidents
 - results of internal or external health and safety inspections
 - maintenance reports
 - complaints, hazards and defects reports
 - any safety committee reports/minutes
 - reviews of any procedures carried out by the Head Teacher.
- ii) The Head Teacher shall provide such reports as required by the Governing Body as part of his management of the school.
- iii) A termly visual inspection of the school shall be carried out on behalf of the Governing Body and any issues which arise shall be reported to the Head Teacher.
- iv) Safety Representatives shall be allowed time to inspect/monitor the school and report any issues to the Head Teacher

2.7.2 To help this process, the Governing Body will ensure that:

- i) appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- ii) all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive and any other *bona fide* health and safety officials.

2.8 Responsibilities of all Employees

2.8.1 The Health and Safety at Work etc. Act (1974) states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of herself/himself and any other persons who may be affected by her/his acts or omissions at work, and
- with regard to any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with.'

2.8.2 The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

To observe the laws and carry out the responsibilities to students and other visitors to the school, all employees are expected to:

- i) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- ii) Observe standards of dress consistent with safety and/or hygiene.
- iii) Keep good standards of hygiene and cleanliness.
- iv) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- v) Not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- vi) Co-operate with other employees in promoting improved health and safety measures.
- vii) Co-operate with the appointed safety representative and the enforcement officer of the LA, the Health and Safety Executive or the Public Health Authority.
- viii) Report any hazard or malfunction to their line manager or supervisor and, where necessary, to the accredited Health and Safety Representative.
- ix) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- x) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- xi) Use the provided safety equipment and/or protective clothing.
- xii) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- xiii) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect to his/her line manager or supervisor.
- xiv) Attend training courses to further the needs of health and safety as required.
- xv) Report all accidents, assaults and "near misses" whether injury is sustained or not, to his/her line manager or supervisor.
- xvi) Inform his/her line manager or supervisor of any medical condition that may impact on their safety at work, e.g. pregnancy or prescription drugs.

2.8.3 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good Health & Safety. The following conditions are to be adhered to at all times:

- Plant Rooms shall be kept clear of unnecessary materials and tools and accessible to authorised personnel only
- All corridors and passageways are kept free from obstruction

- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc.

2.9 Responsibilities of Teaching Staff

The class teacher is responsible for the safety of students in classrooms, laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Head Teacher/Head of Department before allowing work to take place.

Class teachers are expected to:

- 2.9.1 Set a good example by adopting good health and safety practices, and procedures.
- 2.9.2 Conduct an annual Classroom Risk Assessment identifying any hazards, risks and necessary remedial action, these are sent to the Facilities Manager for evaluation and action.
- 2.9.3 Supervise the students and ensure that they know the emergency procedures in respect of fire, bomb scare, lock down and first aid including any special safety measures for the teaching area/activity.
- 2.9.4 Give clear instructions and warning as often as necessary (notices, hand-outs, etc., are not enough).
- 2.9.5 Ensure that students' bags, coats, etc., are safely stowed away during lessons.
- 2.9.6 Include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- 2.9.7 Request/obtain protective clothing, guards, special safe working procedures, etc., where necessary and ensure their use.
- 2.9.8 Make parents/volunteers aware of safety procedures in the classroom/work area.
- 2.9.9 Recommend to the Head Teacher/Head of Department, improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.

2.10 Responsibilities of Visitors/Volunteers/Hirers/Contractors

Regular visitors and other users of the premises will be required to observe the safety rules of the school. The Facilities Manager will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping in school will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who regularly hire the premises will be made aware of safety arrangements through the issuing of a written statement from the Lettings Co-ordinator.

2.11 Responsibilities of Students

The students are expected to:

- 2.11.1 Be personally responsible for their safety and the safety of others.
- 2.11.2 Observe standards of dress consistent with safety and/or hygiene (this precludes unsuitable footwear and other items considered dangerous).
- 2.11.3 Observe all the safety rules of the school and in particular the instructions staff give in an emergency.
- 2.11.4 Not wilfully misuse, neglect or interfere with equipment provided for their safety.

School procedures and information will make all students and parents aware of the contents of this section.

2.12 Risk Assessment

The School recognises that procedures are necessary in order to comply with the Management of Health and Safety at Work Regulations 1999 and in particular the requirement to assess all risks to staff and others on the school premises, including fire safety, young persons and pregnancy.

- 2.12.1 Risk assessments identify things which may cause harm to employees and others, consider the chance of harm occurring and the possible consequences of that harm, and ensure that there are plans and procedures in place to remove or adequately control the risks at all times.
- 2.12.2 Many of the School's existing procedures ensure that risks to staff, students and visitors are minimised. General risk assessments have been written to cover all routine activities (see Appendices). Safe systems of work are in operation in areas where there are particular risks, e.g. Driving the minibus, and additional risk assessments are carried out for non-routine activities, e.g. school journeys and visits, or for those activities with possible high levels of risk, e.g. experimental work in science lessons. For teaching activities, risk assessments and safe systems of work should be incorporated into schemes of work and departmental procedures.

2.13 COSHH Regulations (Control of Substances Hazardous to Health)

All areas of the school must adopt practices in line with the COSHH Regulations. Regulations require that employees are fully briefed about any risks involved in the use of a hazardous substance and the measures necessary to counter these.

Employees are required to make full and proper use of any protective equipment provided to protect their health and to report immediately any defects to their employer. It is an

offence for any substance defined as 'hazardous to health' to be used at a place of work without a formal assessment having been made.

COSHH affects the following areas in particular:

Science
Design and Technology
Art
Reprographics
Premises and Cleaning
Catering.

It is the responsibility of the Head of Department or person in charge of these areas to ensure that the COSHH regulations are known and implemented. This should form part of the department's written safety policy.

2.14 **Location of the Policy**

The school's policy and procedures will be available to all staff on line, hard copies will be kept in Upper/Lower School reception, HR and the Head Teacher. Individual copies will be available on request.

SECTION 3 Supervision of Students

- 3.1 All Teaching Staff owe a 'Duty of Care' to students under their jurisdiction which requires them to seek to protect students from harm, as groups and individuals, to the same extent that a natural caring parent would. The duty of care is owed when it has been accepted. It arises not only while the teacher is working in the course of his/her employment but also during extra-curricular activities undertaken outside school hours.

In addition to this general 'Duty of Care' staff will be expected to exercise particular supervision of students as follows:

3.2 Commencement/End of School Day and Break-times:

Supervision of students takes place for fifteen minutes before the commencement of the school day and for fifteen minutes after the formal end of lessons. Supervision also takes place for the whole of the break-time period.

- 3.2.1 All teachers are responsible for the supervision of students during the timetabled school day.
- 3.2.2 Duty teams are responsible for the supervision of students before and after school and at break times, i.e. from;
- | | | |
|--|----|--------|
| 8.30am | to | 8.45am |
| 30 minutes during period 2 (10-11.30)- Break | | |
| 30 minutes during period 4 (12.30-2.00)- Lunch | | |
| 3.00pm | to | 3.30pm |
- 3.2.3 Duty team leaders are responsible for ensuring that duty teams are organised and monitored effectively. (See Staff Duties in the Staff Handbook.)
- 3.2.4 Members of staff are responsible for ensuring that their duty is performed diligently and effectively by:-
- patrolling throughout the entire time of the duty
 - being vigilant throughout the time of the duty
 - informing the Duty Team Leader of known absences in advance.
- 3.2.5 The overall organisation of the above duties is carried out by the Assistant Head Teacher responsible who must ensure that Duty Team Leaders understand their responsibilities as indicated above. (See Staff Duties in the Staff Handbook.)
- 3.2.6 Students should only be on site before or after the end of the school day if they are under the direct supervision of a member of staff, e.g. taking part in an organised activity, or in detention. In these instances they are the responsibility of the teacher organising the activity or the detention. (See Section 3.1)

3.3 Lunch Periods

- 3.3.1 Supervision of the students during their lunch period of 40 minutes is the responsibility of paid midday supervisors and duty staff.
- 3.3.2 Teachers will be asked if they would like to volunteer for this paid supervision, but no pressure will be put upon anyone to do so.

- 3.3.3 Support Staff with recent employment contracts are contracted to perform lunch-time duties as scheduled by the Assistant Head Teacher for the overall organisation of lunch duties.
- 3.3.4 All those who accept employment as paid midday supervisors or who are scheduled duty staff have a full duty of care.
- 3.3.5 It is the responsibility of the Head Teacher to ensure that adequate arrangements have been made for the lunch period and that all supervisory staff are instructed in procedures.
- 3.3.6 Parents must state in the students' Planners whether they are to go home or stay on site during the lunch period. Those students who elect to stay on site must not leave the school premises.
- 3.3.7 Students taking part in organised lunchtime activities are the responsibility of the member of staff organising the activity.

3.4 Contract Transport

- 3.4.1 Transport for students travelling to and from school is contracted by the LEA. No supervision is provided on transport travelling to and from school.
- 3.4.2. For buses/coaches which set down and pick up in the school bus park supervision is provided from 8.35-8.50 am and from 3.15-3.30 pm.(2.55pm – 3.05pm Wednesdays)
Staff are instructed to ensure that students alight from and board buses in an orderly manner.
- 3.4.3 Students are instructed that a member of the Leadership Team will always be in school to deal with students who miss buses, a bus which is late, or one which does not turn up at all. All reasonable attempts will be made to resolve the situation.
- 3.4.4 The Leadership Team will make every reasonable effort to deal with incidents of indiscipline on buses which are reported to them.

3.5 The Movement of Students around the School

- 3.5.1 Supervision of students moving around the school during the school day is the responsibility of all members of staff.
- 3.5.2 Movement should be in a quiet and sensible manner keeping to the left in corridors and on stairs, observing any one-way systems and notices restricting access.

3.6 Students in Practical Rooms

All Practical Areas

Students must not enter a practical area without a member of staff being present, and should wait in corridors in a single line in an orderly manner.

Science, Design and Technology (including Food and Textile areas)

- 3.6.1 Students must not enter a practical room without a member of staff being present.
- 3.6.2 Students must not eat or drink in practical rooms without express permission.
- 3.6.3 Students must not run in practical rooms.

- 3.6.4 Students must act and move about the practical rooms in a sensible manner.
- 3.6.5 Students must follow instructions and safety procedures for practical activities, including wearing eye protection and protective clothing when required.
- 3.6.6 Students must maintain rooms in a safe, neat and tidy condition.
- 3.6.7 Students must leave stools when not in use, under benches so as to keep gangways free from obstruction.
- 3.6.8 Students must leave bags and coats in the designated areas as instructed.

Physical Education, students must;

- 3.6.9 not enter the gymnasias or go into sports areas without a member of staff being present.
- 3.6.10 not get out or use gymnastic equipment (including trampolines) unless a qualified member of staff is supervising.

NB Only staff who are qualified PE specialists or who hold a specific coaching award, e.g. BTF coach, may supervise students using gymnastic equipment.

- 3.6.11 observe all safety rules when handling equipment or supporting other students.
- 3.6.12 observe the particular safety rules of all physical activities.
- 3.6.13 remove all jewellery and tie back long hair before participation in any sport.
- 3.6.14 not eat food or chew gum.
- 3.6.15 provide a note written by a parent or guardian if they wish to be excused from physical education. A doctor's note is required for periods exceeding two weeks.

Swimming

- 3.6.16 Only staff with an up-to-date lifesaving award may teach or supervise swimming when a qualified lifeguard is not present.
- 3.6.17 Students may not go onto the pool-side until instructed to do so.
- 3.6.18 Students must obey all of the rules listed on the pool-side.

3.7 Motor Cycle & Motor Car Arrangements

- 3.7.1 The responsibility for giving a student permission to drive a motor car or motor cycle into school lies with the Director Post 16 Learning & Achievement. Permits, which should be displayed in the vehicle, are issued when permission is granted.
- 3.7.2 If at any time the student behaves in an inappropriate way with regard to the vehicle arrangements, the privilege of bringing the vehicle into school may be withdrawn.

3.8 Road Safety

Road safety is of paramount importance. The procedures taken to ensure that access to the school is organised in such a way as to minimise the risk of accidents are as follows:

- 3.8.1 All speed limits must be observed on the school premises and drivers are reminded of the need to drive with extreme caution.
- 3.8.2 Vehicles should not normally enter or leave the site between 8.35 am and 8.45 am and 3.10 pm and 3.20 pm. (2.55pm – 3.05pm on Wednesdays)
- 3.8.3 Cycles and motor cycles may not be ridden on the school site (except as shown on the use of motor cycle document). Students coming onto the site should dismount at the red line at the end of the school drive. Students leaving the site should mount at the red line.
- 3.8.4 Pedestrians should use the footpath provided and cross the road and the drive using the crossings provided.
- 3.8.5 Parents dropping-off or collecting students should not normally bring vehicles onto the site, and are requested to park well away from the school entrance. Special arrangements can be made on request for injured or disabled students.

3.9 The Presence on Site of Contractors

The following duties of the Head Teacher are delegated to the Facilities Manager.

- 3.9.1 Contractors who from time to time may be working on site have a responsibility under the Health and Safety at Work etc.(1974) Act to work safely, both for their own benefit and the benefit of the school.
- 3.9.2 The LA or the Governors, as appropriate, also have a legal obligation for safety and when authorising contractors to work on-site are expected to anticipate hazards to which students and staff might be exposed as a result of the work. They are, therefore, expected to instruct the contractor before work begins and to monitor the work while in progress.
- 3.9.3 Responsibility for ensuring that on their arrival the contractors are reminded of the nature of the site and the fact that it contains students below the age of legal responsibility. They may also need to be given specific instructions regarding the area of the school in which they are working. In cases of minor works this may be delegated to a member of the Premises staff.
- 3.9.4 Responsibility for monitoring the work while in progress and for ensuring that students or staff are placed in no danger as a result of it.
- 3.9.5 When a member of staff is concerned about the safety of the work being done it is his/her responsibility to inform the Facilities Manager immediately.
- 3.9.6 Where such an eventuality has been reported to the Facilities Manager, or where he himself is dissatisfied, it is his responsibility to ensure that the situation is rectified, by dealing directly with the contractors or by informing the LA or Governors. If the second course of action is chosen, it may be necessary to cease the work while the situation is resolved.
- 3.9.7 It is the responsibility of the Facilities Manager to ensure that staff and students are informed about work in progress and about any new dangers that might exist.
- 3.9.8 It is the responsibility of the Facilities Manager to arrange for cordoning off certain areas and placing of warning notices, where appropriate, in most cases this will be delegated to the Contractor.
- 3.9.9 All teachers are responsible for exercising due care and attention for the students' safety and teachers working or on duty in the effective areas should be as observant and vigilant as possible.

3.10 **Students Taking Medicines as Part of a Course of Treatment**

3.10.1 Students must not bring non-prescription medication, e.g. aspirin, paracetamol, etc., to school, and staff must not administer any form of medication to students.

3.10.2 Students who are required to take prescribed medication as part of a course of treatment, except in the case of inhalers for asthma, must:-

- i) bring a letter from home containing details of the medicine involved, frequency of administration and dosage.
- ii) provide the medicine in question in a suitable container clearly labelled with the child's name and directions for administration.

3.10.3 The medicine should be handed to Student Support, who will keep it under lock and key and be responsible for the supervision of administering doses.

3.11 **School Visits**

Teachers who organise school visits must make adequate safety arrangements and ensure that they comply with all procedures as outlined in the 'School Journeys' document available online by following the link, [T:\Staff Resources\Staff Trips, Visits & Activities Resources \(Tg\)\MYTON SCHOOL visit guidelines.doc](T:\Staff Resources\Staff Trips, Visits & Activities Resources (Tg)\MYTON SCHOOL visit guidelines.doc) or a copy may be obtained from the Assistant Head Teacher in charge of school visits.

SECTION 4 EMERGENCY PROCEDURES

4.1 **Casualties/Illness in School - Procedure to be Adopted by Staff**

Our general responsibilities in this respect are summed up by the phrase '*in loco parentis*' which is interpreted as meaning that members of staff act in any given instance in a way in which any reasonable parent would act towards their own child.

Quite obviously, therefore, we all have a responsibility to act in a positive way in any case which comes to our attention.

In order that co-ordinated action can be taken which is fully understood by all staff, the procedures outlined below should be adopted.

4.2 **Accidents During Lesson Time**

4.2.1 First aid for minor injuries should be rendered promptly, wherever possible, by the teacher in charge of the class. This particularly applies to cases of accidents arising in laboratories, workshops, other practical rooms, and gymnasiums, which often require very prompt action. First aid kits have been distributed in practical rooms and other places, as shown in the Staff Handbook.

For more serious accidents follow these procedures:

4.2.2 If possible, the student should be sent to Student Support, accompanied by a member of staff or another student, as appropriate. Student Support will administer first aid themselves or if necessary contact another first aider if necessary.

4.2.3 Accidents involving injury to the head or neck should be referred to Student Support who will either arrange for the casualty to be taken to A & E or advise parent/carer to take them to A & E. A green accident slip should be completed and given to the student which they should take with them either to hospital or into lessons and shown to the teacher if they return to school.

4.2.4 In a serious emergency, e.g. child unconscious, fracture of leg, severe bleeding or shock, **dial 999 without delay** and then inform Student Support or Upper School Reception, who will contact the member of the Leadership Team on call.

Accident report forms (available on the shared drive) must be completed as soon as possible by the member of staff in charge of the class at the time and sent to the Facilities Manager [..\\H & S\Accident-Incident form 2011.docx](#)

4.3 **Illness During Lesson Time**

Where a student is unwell in class the following procedure should be adopted:

4.3.1. Students should only be permitted to leave a lesson if suffering from a serious ailment, and is unable to continue with the lesson, e.g. imminent vomiting. Minor pains and headaches should be referred to Student Support at the end of a lesson.

4.3.2 Students must not report to Student Support without permission from the class teacher.

4.3.3 Student Support staff will contact a First Aider (if necessary), Head of House, Head Teacher, Deputy Head, as appropriate. Senior Staff will then take any action deemed necessary.

4.3.4. Any cases where removal to hospital is considered desirable should be referred to a member of the Leadership Team.

4.4 **Accidents During Morning/ Lunch Break**

Casualties during Morning or Lunch breaks should be dealt with promptly by the nearest member of the Duty Staff.

4.4.1 Minor injuries, e.g. cuts, abrasions, etc., should be sent to Student Support.

4.4.2 For possible major injuries, the procedures in 4.2 above should be followed.

Accident Report forms must be completed by Duty Staff.

4.5 **Illness During Breaks or Lunch Hours**

4.5.1 Cases of illness should be reported to the nearest member of the Duty Staff who should send the student to Student Support accompanied by another student. If the student is too ill to move, follow the procedure for accidents.

On no account should staff deviate from these procedures, otherwise the overall 'lines of communication' will cease to operate.

Arrangements for students to be sent home or to hospital must be sanctioned by the appropriate Head of House or a member of the Leadership Team.

First Aid Boxes

Heads of Department should ensure that all First Aid facilities are adequate within their own Department. A nominated first aider is in overall charge of first aid provisions and should be notified of any deficiencies in First Aid Kits.

Location of First Aid Kits: - see Staff Handbook.

First Aiders - current list in Staff Handbook and refer to 'Myton School First Aid Policy'

4.6 **Fire and Emergency Procedures**

Fire Precautions

4.6.1 The school is fitted with a manual/automatic alarm system which is tested weekly by the Premises Staff. Any defect in this system must be reported at once to the Facilities Manager and repairs implemented immediately.

4.6.2 Evacuation drills are carried out at the beginning of each academic year (for the benefit of the new intake of year 7 students) and at 6 monthly intervals. A record of all evacuations is kept in Reception and by the Facilities Manager.

4.6.3 Escape Routes. Details of escape routes are displayed in all teaching areas and it is the responsibility of the Form Tutor to ensure that these are maintained. Replacements may be obtained from the Facilities Manager. For rooms which are not used as form bases this is the responsibility of the Head of Department for that teaching area.

4.6.4 Fire-fighting equipment. It is the responsibility of the Premises Staff to ensure that this equipment is maintained in good order and that a record is kept of annual maintenance checks.

4.6.5 An inspection of fire prevention equipment is carried out annually.

The following routine checks must also be carried out and it is the responsibility of all teaching and non-teaching staff to ensure that:

- i) all electrical equipment not in use is either disconnected or switched off.
- ii) exits and exit routes are kept clear of obstructions.

It is the responsibility of the Premises Staff to ensure that the procedures on the checklist (**Appendix 1**) are complied with.

Raising the Alarm & Evacuation of the Building: see EVACUATION PROCEDURE (**Appendix 2**)

4.7 **Bomb Alerts**

The school should be evacuated in accordance with the fire procedure

NB Cars may be a risk and students should be assembled well away from all cars as well as at a suitable distance from the buildings.

On receipt of a warning about a bomb the Head Teacher should be informed immediately. He will inform the police and arrange for the school to be evacuated by ringing the fire alarm.

If it is necessary to search the school this should be undertaken by the police in consultation with the Head Teacher.

4.8 **Lockdown Procedure**

The school has a Lock-down procedure (**Appendix 5**) to be implemented in response to emergency situations which have the potential to pose a threat to the safety of students, staff and visitors, e.g.

- When there is a threat from any form of violence
- When emergency services are engaged in an operation nearby
- A national disaster has been declared

The procedure covers; raising the alarm, communication, movement to safe places, means of protecting yourselves and stand down.

During the Lock-down itself, DMT (Disaster Management Team) will meet, manage the situation, communicate with staff where possible and upon conclusion of the lockdown will alert staff to move into normal fire drill procedures. Any communications necessary with emergency services, parents and media will be handled by the DMT.

The Head Teacher will debrief staff following a Lock-down.

SECTION 5 Other Matters

5.1 Procedures for reporting defects in fabric of building and furniture

All staff have a responsibility to ensure that a safe working environment is maintained. If damage occurs then the following procedures must be followed:

- 5.1.1 Major damage i.e. items presenting an immediate hazard should be notified verbally or in writing at once to the premises staff on duty or the Facilities Manager. Staff at the scene should take action to protect other people from risk, e.g. closing or isolating the area. Premises staff should immediately attend and take any necessary steps to isolate or make the area safe. Damaged items should be removed to a safe storage area where possible.
- 5.1.2 Minor damage should be reported to the Facilities Manager who will arrange for repairs to be carried out at the earliest opportunity.
- 5.1.3 Cleaning staff must report immediately to the Caretaking Staff any damage discovered as part of routine cleaning duties.
- 5.1.4 The school site is inspected regularly to ensure that repair work is carried out to a satisfactory standard and to look for structural damage.

5.2 Inspections

Inspections of the school site will be undertaken by Safety Representatives, Governors, the Finance Director and the Facilities Manager. In addition, it remains the responsibility of each member of staff to check for hazards as they go about their work and to report immediately any matters which give concern. Heads of department, particularly of specialist practical areas, must conduct their own inspections to ensure that all required safety procedures are being complied with.

Plant and equipment should be subject to periodic inspection as laid down in manufacturers' LA guidelines. It is the responsibility of the person in charge of the area in which equipment is situated to ensure that such inspections are carried out and that formal records are kept of all such inspections.

These include:-

- fume cupboards, dust collection facilities and mechanical ventilation systems provided to protect persons using hazardous substances
- electrical supply installation
- Portable electrical equipment
- gas supply pipe work, controls and appliances
- fixed PE apparatus
- eyebolts provided to safeguard persons cleaning windows
- boilers
- lifts
- Mansafe system for Sports Hall
- Lightning conductors

5.4 Infectious Diseases and Health Matters

To minimise the spread of infectious diseases it is necessary for sensible hygiene precautions to be maintained.

5.4.1 **General Hygiene Practice**

Good personal hygiene is essential. Failure of individuals to wash their hands after using the toilet provides the means by which many infections are spread. Soap and hand-drying facilities must be available in sanitary accommodation, and students must be encouraged to use them.

- 5.4.2 Common-sense precautions taken by employees when dealing with bleeding and other spillages of body fluids will avoid any possibility of infections being transmitted. Many carriers of infections will be unaware of their condition and the only sensible approach to hygiene is to take adequate precautions in all cases.
- 5.4.3 All staff should always ensure that cuts or abrasions are covered with waterproof or other suitable dressings while at work. Such dressings are available from first aiders or first aid boxes.
- 5.4.4 Spillages of blood, vomit, urine and excreta should be cleaned up as quickly as possible by the premises staff. Other persons should be kept away from the contamination until it is effectively dealt with.
- 5.4.5 Disposable plastic gloves should be worn when dealing with such spillages. Titan Sanitizer SU357 should be used in accordance with manufacturers' directions
- 5.4.6 Infected waste should be placed in plastic bags, sealed and disposed of by placing in the school refuse containers.
- 5.4.7 When such work is completed wash and dry your hands.
- 5.4.8 Clothing of either the patient or the first-aider may become contaminated with blood. If a very small area is affected it should be sponged with hot water, then laundered separately in a hot wash. If there is cross contamination, clothing should be removed, placed in a sealed plastic bag and advice sought from the County Environmental Health Department.
- 5.4.9 General advice on disposal of infected waste and hygiene precautions may be obtained be obtained from the Local Authority's Environmental Health Service.

5.4.10 **First Aid**

The advice of the St John Ambulance Brigade and the British Red Cross is that precautions which have proved to provide protection against any blood borne infection being transmitted when giving first aid have been long incorporated into their first aid training. Before and after giving first aid, first-aiders should wash their hands. Any cuts, wounds, etc., on their hands should be covered with a waterproof plaster. If they have skin damage on their hands which cannot be adequately covered with a plaster, disposable gloves should be worn. If gloves are worn, after administering first aid the gloved hands should be washed with soap and water, the gloves discarded (in dustbin with lid, sanitary bin) and the hands washed again.

Any splashes of blood on the skin, eyes or mouth from another person should be washed off immediately with copious amounts of water, or soap and water if available. For more information see School's First Aid Policy

- 5.4.11 Any first aider who wishes to do so may wear disposable gloves, even when the above advice does not strictly recommend it.
- 5.4.12 All contaminated cotton wool, plasters, etc. should be disposed of in a clinical waste bag which will be collected by the Hygiene Company responsible for the washroom service.
- 5.4.13 **Notification and Exclusions**
Certain infectious diseases must be notified to the Consultant Paediatrician Community Child Health Care who will specify what special measures need to be taken. These may include:

- a) exclusion of sufferers
- b) exclusion of contacts
- c) decontamination of certain areas

Staff who suspect that a student or colleague may be suffering from a notifiable disease should:

- a) take steps to isolate the sufferer in the Medical Room
- b) inform the Head of House or Head Teacher, providing detailed reasons for your concern.

Head of House/Head Teacher should seek advice from School Nurse, if available, or from the Consultant Paediatrician.

If it is necessary to exclude the student from school parents should be informed immediately and arrangements made to ensure the sufferer's safe return home or to hospital as advised by CP. The Assistant Head – should be informed to ensure that all further safety measures are implemented.

Written details of all exclusions to be forwarded to the Assistant Head

5.4.14 **Rubella (German Measles)**

All cases of contact with Rubella to be notified to the HR Department so that any pregnant member of staff may be safeguarded.

5.4.15 **Head Lice**

These are not a health risk but all suspected cases of infestation should be reported to the Head of House who will notify parents.

5.4.16 **COVID 19**

Confirmed cases must be fully documented and reported staff and parents will be notified and any affected areas of the school will be decontaminated and disinfected.

5.5 **Electrical Safety**

5.5.1 **Fixed wiring and fixed electrical appliances** are the responsibility of the Governing Body.

5.5.2 **Portable Electrical Appliances**

There are two classes of portable electrical equipment.

Class 1 portable electrical equipment has an earth wire connected to the plug and is required to have a regular PAT test. This includes extension leads.

Class 2 equipment has two core flex and no earth wire.

All portable electrical equipment should be checked visually before each use.

The oversight of the checking and testing of Class 1 portable electrical appliances has been delegated via Warwickshire County Council Technical Services on a Sub-contract basis and this is carried out every Summer Shutdown.

They are responsible for:

- a) checking that all portable electrical equipment meets BSI safety standards;
- b) checking that all new portable equipment is correctly wired and fused;
- c) carrying out periodic testing, labelling and recording of portable appliances authorised to be used in the premises;
- d) ensuring that equipment which does not meet the required standards is taken out of service until repairs have been satisfactorily completed and checked.

Where this is not possible, equipment should be checked by an authorised contractor, by arrangement with the Facilities Manager.

5.5.3 Hirers of the school facilities bringing their own Portable Electrical Equipment on to the site must ensure that it has been tested in accordance with current standards

5.5.4 Heads of Department are responsible for ensuring that:

- i) fixed items of equipment are regularly checked and any which do not meet required standards are withdrawn from use until modified or repaired;
- ii) a register of all portable electrical equipment is established and maintained in such a way that defective equipment is recorded and withdrawn from use;
- iii) before use, new equipment is inspected, and tested by the technician or other contracted person; this includes the wiring of plugs;
- iv) before use, equipment designed and made by individuals is inspected and tested by the technician in charge of electrical safety;
- v) all portable equipment is presented for annual checking by the technician in charge of electrical equipment.

5.5.5 All personnel are responsible for:

- i) visually checking that plugs and socket outlets are not cracked, that cable grips are effective and that equipment is not used if it is possible to see the coloured inner conductors of the cable.
- ii) ensuring that faulty equipment is withdrawn from use until adequate repairs have been effected and checked by the technician in charge of electrical safety.

NB Under no circumstances should anyone other than designated technicians be involved in electrical repairs or the wiring of plugs. Students are strictly forbidden to undertake any such activities.

5.5.6 Any privately owned electrical equipment, especially guitar amplifiers and electric guitars, must be checked by a technician or competent person and certified as safe before its use is permitted and if kept on site, to be included in the next round of PA Testing.

5.6 Violence, Bullying and Harassment

The school recognises that incidents of violence, including bullying and harassment, can impair the safe performance of individuals at work. See Myton School Policies on Harassment and Bullying, and Disciplinary procedures. The school is fully committed to measures for combating violence or harassment to its employees or students.

All reports will be treated in confidence, unless otherwise directed by the individual concerned, and will be investigated by a senior member of staff. Cases of physical violence against staff or students may be reported to the police.

5.7 Lone Working

The school accepts its duty to organise and ensure the safety of solitary workers. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in the discharge of their legal obligations. There is no general prohibition on working alone, but some specific legislation stipulates that at least two people must be involved in the work and specifies safe systems of work to be followed. The law also stipulates the standard of supervision to be provided in certain circumstances, e.g. for young people undergoing training, and limits the extent to which people may work on their own. Any specific legal requirements applying to the activities of the school are detailed in the relevant departmental documents. Where there is no specific legal prohibition on working alone, a senior member of staff will carry out a risk assessment and safe systems of work will be implemented to ensure that the risks are eliminated or adequately controlled. Solitary workers should be capable of responding correctly within the emergency procedures established within the school to any emergency situation that arises, and have access to first aid facilities.

5.8 Stress

The school recognises that work related stress can impair the safety of individuals whilst at work. The school is fully committed to introducing measures that combat work related stress of its employees whilst engaged on school business. The school will act sensitively in supporting staff suffering from work related stress, and will encourage support by staff at all levels for those in real need.

5.9 New Staff (including Supply Staff)

New staff will be made aware of their responsibilities by the member of staff responsible for induction and will be expected to familiarise themselves with the school health & safety policy and procedures. Distribution of detailed information concerning departmental health & safety practices will be the responsibility of the head of department or person in charge.

SECTION 6 Concluding Statement

All Students and Staff should be familiar with Health & Safety arrangements

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as it reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued in pursuance of the safety policy should immediately report the circumstances to the Head Teacher via the delegated member of staff in charge. The Head Teacher should then initiate appropriate remedial action. If no action is seen to be taken the Head Teacher should be consulted again, and if still no action is taken the member of staff should report the circumstances to the safety representative at the school.

Hazardous situations should be reported immediately and the same procedure followed.

If an improvement or prohibition notice is served by an enforcement officer (e.g. HSE Inspector or Environmental Health Inspector) the Head Teacher should immediately advise the Chairman of Governors. If a prohibition notice is issued with immediate effect the activity specified should cease at once.

Suggestions by any member of staff or student to improve standards of health and safety are welcomed by the Head Teacher.

ROUTINE CHECKLIST- FIRE PRECAUTIONS

Checklist

This checklist will help responsible persons assess that the main factors relating to fire safety within their building are being adequately dealt with and that the fire protection equipment is being regularly tested at the frequencies recommended by British Standards.

* Indicates that an entry is required in the “Fire Precautions Log”.

Daily

(On Arrival)

Ensure that all exits and exit routes are maintained unobstructed.

Ensure all exit doors are unlocked during the time the building is in use.

Inspect main fire alarm panel, to ensure that the alarm is functioning correctly.

(Last thing at night):-

Check entire building.

Is all electrical equipment not in use either disconnected or switched off?

Are all exits and windows adequately secured to ensure that they cannot be entered from the outside?

Are all fire doors closed?

Ensure that there is no accumulation of rubbish and that flammable materials are correctly stored in a secure place.

Weekly

* Test the fire alarm system using different call points for each test.

Record in the log.

Check the integrity of escape routes.

Check that all fire doors are efficiently self-closing.

Check that all exit, fire routine procedure and other fire safety signs are in order.

Monthly

* Is staff training up to date and recorded (including arrangements for new starters?)

Check that extinguishers and hose reels are available for use and in their correct positions.

Six Monthly

* Has the routine test of all emergency lighting been carried out by the ENGINEER and recorded in the log?

Annually

* Has the annual inspection, service and maintenance of fire extinguishers and hose reels been carried out by the ENGINEER and recorded in the log?

* Has the annual inspection and test of fire alarm system been carried out and recorded in the log at Section Two?

EVACUATION PROCEDURE

Appendix 2

TO ALL STAFF

FOR DISPLAY IN FORM ROOMS

IN THE EVENT OF FIRE & EVACUATION PROCEDURE ASSEMBLY POINTS

RAISING THE ALARM

On the outbreak of a fire, however small, the person discovering the fire should immediately:

- Depress the nearest fire-alarm button
- Where possible, contact Main Reception (dial '0') and provide full information about the fire.
- Evacuate the area and alert other staff in the area

Reception Office staff are responsible for summoning the Fire Service, and for informing the Head Teacher and Senior Staff immediately of the location and extent of the fire

EVACUATION OF THE BUILDING

THIS WILL COMMENCE IMMEDIATELY THE FIRE ALARM SOUNDS (Continuous ringing of the bells.)
Instructions have been placed in every room, showing the assembly points)

1. **REGISTERS** will be taken to the Assembly Point by Student Support, who will hand them to Heads of House for distribution to Form Tutors. The Senior Evacuation Officer or his nominated deputy (identifiable by a Hi-Vis Tabard) should take out the Fire Drill Procedures clip board, Reception staff will take the late book, the signing out books for students and staff, the visitors' book and the cover list and report to the assembly point

2. STAFF TEACHING

- Tell the class to stand
- Tell the class to ensure all cash and valuables are secure
- Ensure all doors and windows are closed
- Instruct the class to go **in silence** to their assembly point **via the nearest exit from the buildings**, emphasising that once outside, nobody should re-enter any part of the buildings
- Make sure that the room has been fully evacuated
- At the assembly point disperse the class into forms to await the arrival of their Form Tutor
- Form Tutors, or substitute Form Tutors on the cover list, take charge of their own forms
- Teachers who are not Form Tutors, including supply teachers, should then report to their assembly point near the Central Control Point
- Teaching Assistants in charge of students with a disability, will allow all able-bodied students to evacuate the area first before leaving the building themselves, if on the first floor await instructions from a member of the Premises Team regarding the alarm status before following the agreed evacuation procedure

3. STAFF NOT TEACHING

- Form Tutors, or staff covering for Form Tutors, should go to the assembly point for their form
- Teachers who are not Form Tutors should report to their assembly point near Central Control

4. ALL OTHER STAFF AND VISITORS

Report to assembly points as detailed below

ASSEMBLY POINTS

6 th Form	Upper School Playground
Beauchamp	Lower school Playground (B)
Greville	Lower school Playground (G)
Leycester	Lower school Playground (L)
Montgomery	Lower school Playground (M)
Oken	Lower school Playground (O)

All other personnel, including Visitors and Contractors to the Central Control Point Lower School playground between the Science Block and Drama Studio

A member of the Reception Office Staff wearing a Hi-vis Tabard will go to the front of Upper School to direct emergency vehicles/ ensure security of the main building during the drill

ROLL CALL

a) STUDENTS

Heads of House and the **Leadership Team** are responsible for lining up the students in their Years and in Form order at the assembly points shown on the plan

Form Tutors must ensure that students stand in two single lines in a quiet and orderly manner, in register order. They will then carry out a complete roll-call and report to their **Heads of House**, either that their Form is fully accounted for, or provide a list of students who are missing. The register should be returned at this time

Form Tutors must then remain with and supervise their form throughout the drill.

Heads of House will then report to the Senior Evacuation Officer at the Central Control Point. Should the Head of House be absent a deputy will take their role/

The reporting chain is: **Students → Form Tutor → Head of House → Central Control**

b) STAFF

Roll calls of staff will be taken as follows, and a situation report made to the Senior Evacuation Officer at the Central Control point. Copies of staff lists and Evacuation procedures are on the clipboard kept in the Main Reception Office

- | | | | |
|------|-----------------------------|----|---|
| i) | Teaching Staff: | | |
| | Heads of House | -} | Director of Care Guidance and Support |
| | Part-time | -} | Deputy Head |
| | Supply Staff | -} | Operations Manager |
| | 6 th Form Staff | -} | Director of 6 th Form |
| ii) | Admin/Clerical Staff | | |
| | Laboratory Technicians | -} | by the Head's P.A./Business Manager |
| | Teaching assistants | -} | |
| iii) | Premises Staff | | |
| | Cleaners | -} | by the Caretaker on duty |
| | Outside Contractors | -} | |
| iv) | Catering Staff | -} | by the Catering Manager |
| v) | Visitors | -} | by a member of the Reception Office Staff |

A member of the Reception Office Staff will check the Visitors Register and the Staff signing-out book. They will inform visitors that they have been registered, and report the names of people off-site to the Senior Evacuation Officer. Student Support staff will check the signing out books for students and report the names of any who have left site to the Senior Evacuation Officer

CENTRAL CONTROL POINT

The Central Control Point will be situated between the Science Block and Drama Studio, Lower School playground. The Senior Evacuation Officer, or a member of the Leadership Group, (identifiable by a Hi-Vis Tabard) will take charge of the Central Control Point and is responsible for ensuring that clear directions are given to the Fire Brigade on their arrival. If at any time during the evacuation it is considered unsafe to use the designated assembly point, instructions will be given to relocate to the rear of the Sports Hall.

In the event of absence of any named staff with key roles, the person in charge of Central Control will organise a substitute from the teachers who are not form tutors.

ACTION IN THE EVENT OF AN EVACUATION DURING LUNCHTIME

In the event of an alarm during the lunch period, all students and staff must proceed promptly to their Assembly Points. Staff on duty should ensure that the buildings are cleared

- All staff on the premises should help to escort and supervise students
- Procedures for the roll call should be carried out as far as is reasonably possible
- Form Tutors should supervise their own forms and those of absent colleagues in the same year
- Lunchtime supervisors will assist as necessary
- The member of the Leadership Team on lunchtime duty will take overall charge of the drill

ACTION IN THE EVENT OF DISCOVERING A FIRE

**Raise the alarm by pressing the nearest available
fire alarm call button**

**Alert all staff in the area and if possible, send a message to Main
Reception with details of the fire**

ACTION ON HEARING THE ALARM (Continuous bell)

Follow the instructions of your teacher.

Secure all cash and valuables.

Close all windows and doors.

Switch off all gas and electricity.

Leave the room in single file in silence.

Walk quickly, never run.

Leave the building by the nearest available exit door.

Go to the assembly point on the playgrounds at the rear of the school

Assembly points

All Houses

6th Form

Form Tutors/Associate Tutors

All other staff and visitors

Lower School Playground

Upper School Playground

with their Forms

Central Control Point

DO NOT

- **attempt to fight the fire unless it is very small and you have been trained in the use of the correct appliance.**
 - **stop to collect personal belongings.**
- **enter or return to any part of the school buildings until authorised.**

HEALTH & SAFETY DISSEMINATION PROCEDURE

Information and instructions on health and safety matters are given to teaching and non-teaching staff, students and visitors as follows:

1. **Staff**

- a) All departments are issued with a copy of the policy at each major revision. Procedures are contained in the Staff Handbook and Departmental Handbooks. New staff receive this information on appointment. Staff sign a form annually to indicate that they have received and read those documents which relate to themselves and their work.
- b) Additional documentation is kept in school health and safety folders which are located in the Facilities Manager's office, in files on the School's administration system, and available on-line from the LA Safety and Premises Department

Some information is kept in relevant departments. In this case staff involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files.

- c) New documentation arriving at the school will be held on file and the copies circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the school's health and safety folders referred to in b) above. The circulation form will be kept on file with the document.
- d) The Facilities Manager will determine the circulation of each document and ensure that all named staff have signed the circulation form.

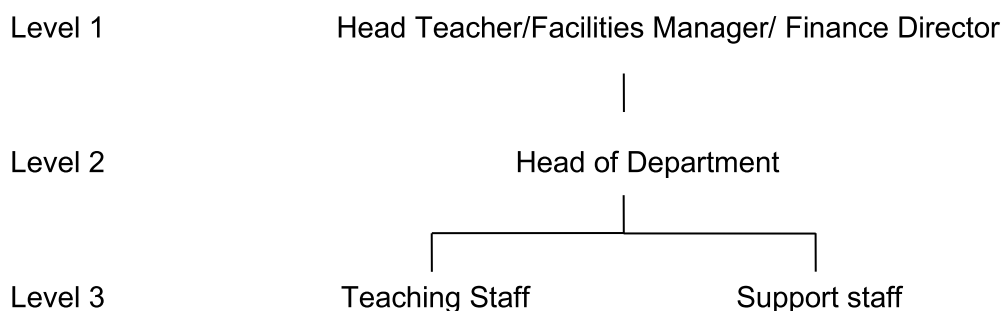
2. **Students**

It will be the responsibility of teaching staff to ensure that students are made aware of existing and new health and safety information. This responsibility will be split between the form teacher, (general health and safety arrangements), and specialist teaching staff (curriculum determined arrangements).

3. **Visitors**

The Facilities Manager shall ensure that arrangements are in place so that visitors are informed of any health and safety arrangements which may affect them during their visit.

THE MANAGEMENT CHAIN



DELEGATION OF FUNCTIONS

Level 1

- Take day to day responsibility for all health and safety matters in the school
- Liaise with Governors on policy issues
- Attend Governors' Premises, Health and Safety Committees

Level 2

- Draw up departmental procedures
- Arrange for staff to be informed/trained
- Check procedures are followed in department

Level 3

- Check classroom/work area is safe
- Check equipment used is safe
- Ensure safe procedures are followed
- Ensure Personal Protective Equipment is used
- Report defects
- Carry out special tasks (e.g. First Aid)
- Complete online training package

LOCK-DOWN PROCEDURE

(For display in all Rooms)

Action on discovering an immediate threat

- Evacuate the area if an immediate to threat to students, staff and others
- Raise the alarm by notifying: Staff, Reception/Student Support, Leadership Team
- Alert other staff in the area
- If appropriate Leadership Team will announce “Lock-down”

Signal for Lock-down

- **Intermittent short bursts on School Bell**

Where this is not possible other communication will be one of the following:

- Verbally by LT
- Megaphone announcing ‘Lock-down’
- Email message to staff

On Hearing the Lock-down Signal

During Lesson Time

- If no immediate threat stay in classrooms
- If not in a room go to the nearest occupied safe room

During break or lunchtime

Leadership Team will direct staff and students to the following assembly areas:

Beauchamp/Montgomery	Sports Hall
Oken	Girls Gymnasium
Greville	Lower School Hall
Leycester	Upper School Hall
Y12 & Tutors of 6 B,G,L	ILR
Y13 & Tutors of 6 M,O	GLR
All other staff	Sports Hall

Take action to reduce risk of attack:

- Lock Windows, External & Classroom doors
- Block access points (e.g. move furniture to obstruct doorways)
- Draw curtains / blinds
- Switch off lights
- Sit on the floor, under tables or against a wall
- Stay away from windows and doors
- Ensure that students, staff and visitors are aware of an emergency exit point
- Keep out of sight
- **STAY QUIET, REMAIN CALM**

Register students

Where safe to do so

- Take a register
- Check for missing / injured students, staff and visitors.

If possible, inform Leadership Team through Reception/Student Support

Do not make unnecessary calls to reception as this could delay more important communication.

Stand down from Lock-down

Students and staff to remain in lock down until it has been lifted either

- Verbally by a senior member of staff/emergency services, or
- By the fire alarm

Following a Lock-down all students, staff and others must evacuate the building and follow normal Evacuation Drill procedures