

**RATTON SCHOOL**  
AN ACADEMY TRUST SCHOOL

**POLICY**  
**Health and Safety**

Date of Review	April 2017
Date of next Review	April 2018
Status	Statutory

All our policies support our vision and are based on our core virtues

- |  |  |   |
|--|--|---|
| <p>Developing caring, confident and creative students who achieve excellence</p> | <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> | <p>Compassion<br/>Respect<br/>Creativity<br/>Teamwork<br/>Effort<br/>Responsibility</p> |
|--|--|---|

**Contents**

**1. General Policy Statement.....3**

**2. Safety organisation .....4**

<b>3. Safety Responsibilities .....</b>	<b>5</b>
<b>4. Resources and Health &amp; Safety Committee .....</b>	<b>14</b>
<b>5. Crisis Management .....</b>	<b>15</b>
<b>6. General Emergency Procedures .....</b>	<b>16</b>
<b>7. Fire Procedures .....</b>	<b>16</b>
<b>8. Bomb Incident Management .....</b>	<b>17</b>
<b>9. First Aid Procedure .....</b>	<b>17</b>
<b>10. Accident Recording and Reporting .....</b>	<b>18</b>
<b>11. Health Issues.....</b>	<b>19</b>
<b>12. Risk Assessments and Guidance Notes/School Codes of Practice .....</b>	<b>20</b>
<b>13. Specific Hazards .....</b>	<b>21</b>
<b>14. Use of Minibuses and Other Vehicles .....</b>	<b>25</b>
<b>15. Administration of Medicines.....</b>	<b>25</b>
<b>16. Training and Information .....</b>	<b>26</b>
<b>18. Visitors.....</b>	<b>27</b>
<b>19. Trade Union Safety Representatives.....</b>	<b>27</b>
<b>20. Health and Safety Policy Review &amp; Appendices .....</b>	<b>27- 44</b>

# 1. General Policy Statement

The Headteacher and governors of Ratton School Academy Trust believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision are provided to ensure that staff can carry out their work safely.

The Headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the Headteacher and governors will undertake to ensure compliance with policy and guidance produced by the Children's Services Department.

The Headteacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, students and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the headteacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Signed..... Headteacher                      Date .....

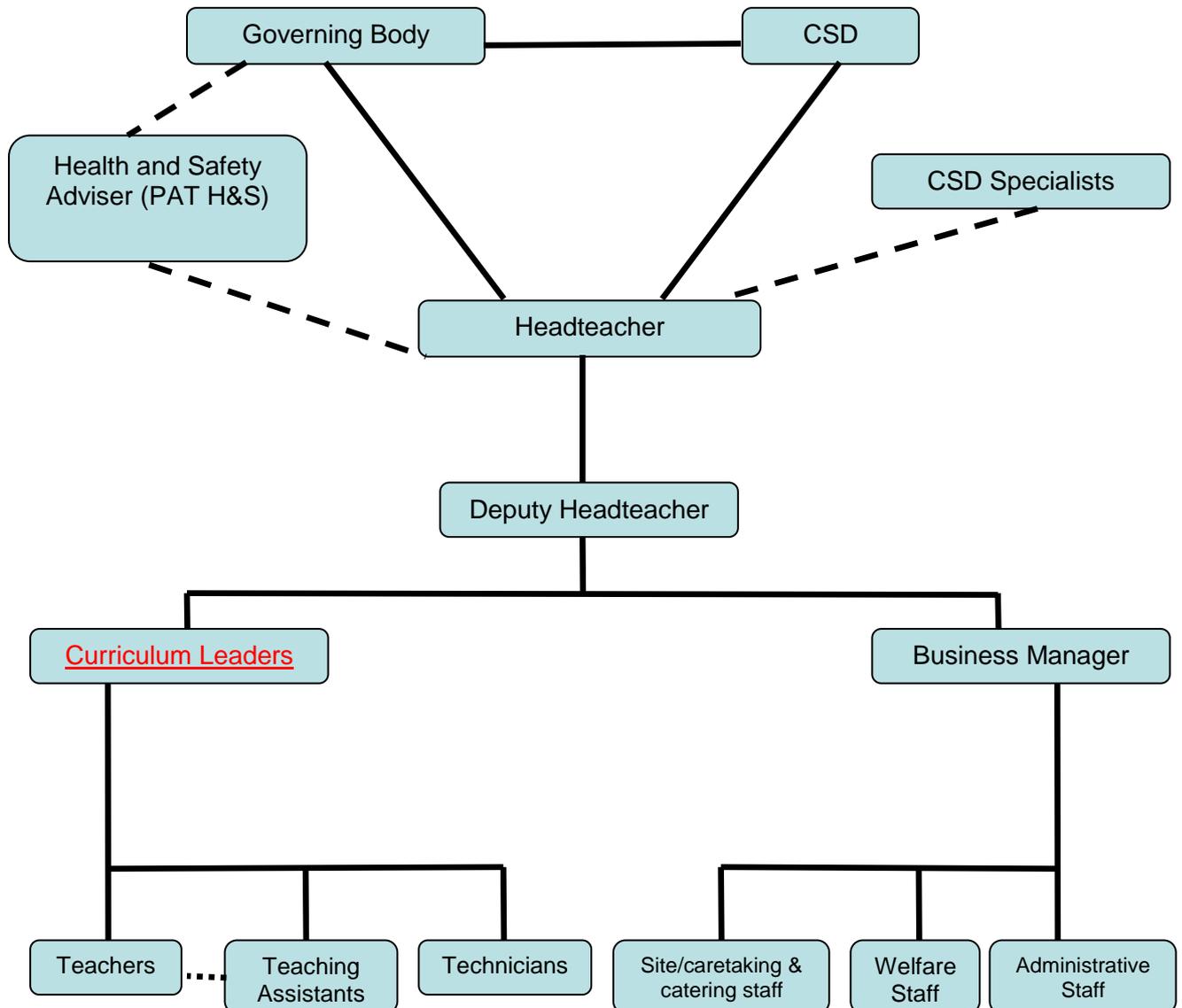
This policy was endorsed by the governors at their meeting on ..... 2017

Signed.....Vice Chair of Governors/Chair of Resources Committee

Date .....

## 2. School organisation to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



## 3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:

### 3.1 The Governing Body

The Governing Body in its role as employer of the Academy will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Resources Committee on behalf of the Governing Body will:

- a. ensure that the Children's Services Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School;
- c. ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- d. receive updates on the school development plan for health and safety at each meeting from the **Senior Administrator**/Health and Safety Governor Resources Committee in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- e. to consider information, statistics and reports relating to health, safety and welfare matters;
- f. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

### 3.2 Headteacher

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will delegate responsibility for the following, where appropriate:

- a. provide liaison with the Inspectors: Local Authority, Department for Education and the Health and Safety Executive with regard to safety aspects;
- b. budget for safety and health matters;
- c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school;
- d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;

- e. nominate specific staff with designated safety roles, e.g. Resources Health and Safety Co-ordinator, Premises Co-ordinator, throughout the school;
- f. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- g. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- h. ensure health and safety issues associated with major building projects are complied with;
- i. ensure that incidents, near misses and dangerous occurrences are reported via the County Council's on-line incident reporting system, minor injuries form or hazard reporting system, as appropriate;
- j. to monitor incident trends to identify methods of reducing accidents;
- k. to ensure the necessary records are maintained relating to accidents associated with the work of the school;
- l. the **Senior Administrator** makes a regular report on health and safety matters including buildings and safety management to the Resources Committee;
- m. safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control;
- n. ensure, in conjunction with the Curriculum Leaders, that health and safety is considered as an integral part of the curriculum and lesson planning;
- o. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
- p. ensure that health and safety is considered as an integral part of teaching;
- q. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- r. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
- s. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;
- t. ensure that emergency procedures and fire evacuation practices are in place within the school;
- u. investigate and advise on hazards and precautions;
- v. have a general oversight of health and first aid matters;
- w. monitor the general safety programme;
- x. publicise safety matters;
- z. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;

a.a. to monitor student health records prior to entry and to report/advise Welfare of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);

a.b. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:

- First aid;
- Fire and emergency evacuation;
- Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

a.c. to ensure health and safety training is undertaken by all relevant school staff.

Liz Fitzpatrick (deputy head) will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **3.3 Senior Administrator (responsible for co-ordination of H&S)**

The **Senior Administrator** is responsible for the co-ordination of health and safety management on behalf of the headteacher throughout the school and in particular, will

- a. make an annual report, in conjunction with The Business Manager and assisted by the Curriculum Leaders, on safety matters to the Headteacher and the **Resources Committee**;
- b. assist with inspections and safety audits;
- c. investigate and advise on hazards and precautions;
- d. develop and establish emergency procedures, and organise fire evacuation practices within the school;
- e. have a general oversight of health and first aid matters;
- f. monitor the general safety programme;
- g. make recommendations initially to the Business Manager and then to the Governors for matters requiring immediate attention, e.g. safety reports;
- h. make recommendations to the headteacher on matters of safety policy in compliance with new and modified legislation;
- i. publicise safety matters;
- j. liaise with outside bodies concerned with safety and health e.g. Health and Safety team at County Hall;
- k. monitor accidents to identify trends and introduce methods of reducing accidents.
- l. be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
- m. maintain the school medical room and equipment;
- n. monitor student health records prior to entry and to report/advise Welfare staff of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);

- o. assist in the monitoring of first aid equipment and boxes on School site;
- p. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;
- q. ensure the necessary records are maintained relating to accidents associated with the work of the school.

### **3.4 The Educational Visits Co-ordinator will:**

- a. be involved in educational visit management in order to ensure that the Children's Services Offsite Activities and Educational Visits, Regulations and Guidelines are followed;
- b. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- c. after discussion with the Headteacher and Governing Body, either approve proposal or submit proposal to the Schools Resilience Officer (Off-site Visits) at County Hall;
- d. ensure that all educational visits meet the Children's Services requirements;
- e. confirm that adequate risk assessments have been carried out;
- f. support the Headteacher in the management of and evaluation of educational visits;
- g. confirm the leadership of the group is appropriate, including the accompanying staff and volunteers.

### **3.5 The Catering Supervisor – Refresh will:**

The Catering Supervisor is responsible to the Business Manager/Line Manager

- a. Follow safe working procedures personally
- b. Be familiar with the general and particular safety rules that apply to his/her area of work
- c. Ensure that Refresh and the kitchen area are kept tidy and good housekeeping procedures are followed
- d. Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis
- e. Ensure there is a system of reporting defects to the line manager.
- f. Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with school policy.
- g. Notify **Senior Administrator** of any proposed or impending changes affecting safety, health and welfare in room allocation and usage.
- h. Ensure safety inspections are carried out and to ensure hazards identified from those inspections are carried out
- i. Instigate and ensure that safety procedures are developed and adhered to
- j. Ensure all equipment, including personal protection equipment, is maintained and in a safe condition and that substances hazardous to health are stored in a safe place
- k. Identify staff training and development requirements with reference to Health & Safety.

### 3.5 Curriculum Leaders

Each Curriculum Leader is responsible to his or her manager for the provision of safe working conditions for staff and students and in particular will:

- a. prepare reports on safety matters for the meeting of the Resources Committee.
- b. nominate, in conjunction with his/her manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- c. notify the **Senior Administrator** of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- d. ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
- e. instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by Children's Services Department e.g. Science, Design Technology, PE, etc;
- f. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
- g. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- h. ensure all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
- i. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- j. identify staff training and development requirements with reference to health and safety;
- k. attend to defect reports and recommendations from the Headteacher, Staff, Safety Representatives and the **Senior Administrator**;
- l. budget for safety equipment for his/her designated areas;
- m. circulate publicity relating to safety matters to staff within their control.

### 3.6 Teachers

Teachers are responsible to their Head of Department for the immediate safety of the students in his/her classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;

- c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their line manager where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.7 Technician/Teaching Assistant**

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise his/her line manager is SENCO or Curriculum Leader.

Additionally, the technician/ teaching assistants will:

- a. follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.8 Learning Resources Centre Supervisor**

The School Learning Resources Centre **Supervisor** is responsible for the implementation of the safety policy and for the general oversight of organisation and arrangements within the library areas of the School.

Additionally, the LRC Manager will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the library and other areas under their control are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### 3.9 Work Related Learning Co-ordinator

The Work **Related Learning** Co-ordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

- a. ensure that all work placement providers are assessed prior to use for the first time;
- b. ensure arrangements are in place to comply with the guidelines issued by East Sussex Work Experience team (or other external provider) are implemented and monitored;
- c. assist in the assessment of placements where there are particular causes of concern;
- d. ensure risk assessments are carried out for young people employed by or on work experience placement with the school and communicated to parents;
- e. ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available.

### 3.10 Course Leaders/Tutors

The course leader has similar responsibilities to those of the teacher and in addition the course leader will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the classroom, workshop or other areas under their control are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. include within the teaching programme of full-time and part-time courses, specific safety modules as appropriate to their area of study, e.g. DSE Workstation Set-up, Electricity at Work, Storage and Handling of Substances;
- g. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### 3.11 Managers within Support Departments

Each manager is responsible to his/her line manager for the provision of safe conditions for staff, students and visitors and will:

- a. attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and **Senior Administrator**;
- b. conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections;
- c. budget for safety equipment for his/her area of responsibility;

- d. instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
- e. ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out;
- f. ensure all portable electrical equipment is tested on a regular basis;
- g. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.12 The Premises Co-ordinator will ensure that:**

- a. reports on health and safety matters with respect to the school buildings and grounds are prepared;
- b. safety procedures are developed and adhered to for operations carried out within the school by his/her staff and by outside contractors under his/her control. In particular he/she must ensure work complies with the Construction (Design and Management) Regulations;
- c. keep records of hazards identified on site by staff and the remedial action taken and when;
- d. when liaising with contractors, assume the duties as outlined in 3.15 below;
- e. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- f. the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- g. ensure all accidents within the area of responsibility are recorded in line with the school policy.

### **3.13 The Site Team will:**

- a. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b. ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- c. attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and **Senior Administrator**;
- d. ensure that all portable electrical equipment is tested on an annual basis;
- e. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- f. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.14 Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- d. receive information from Enforcement Inspectors;
- e. attend meetings of safety committees to which he/she is elected;
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

### **3.15 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises Co-ordinator for him/her to rectify or, failing that, reporting to Business Manager.

Staff must ensure that contractors arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the Policy on Asbestos and the Management of Contractors.

### **3.16 Members of Staff Generally**

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

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

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at*

- work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'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,'*

### **3.17 Students**

Each student is responsible for his/her personal safety and that of his/her colleagues by proper observation of school rules and procedures.

In particular, each student will:

- a. observe standards of dress and behaviour appropriate to the working situation.
- b. heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- c. not wilfully misuse, neglect or damage things provided for safety.
- d. observe rules highlighted in the Students' Safety Policy.

## **4. Resources Committee**

Comprises:

- Headteacher
- Members of the Governing Body including a staff governor
- Business manager covering the budget, health & safety and premises by invitation

### **4.1 Overall Function and Objective:**

Part of the Resources Committee responsibility is to ensure the Health & Safety policy is maintained and developed.

### **4.2 Specific Functions:**

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the scope of the Committee generally and to make recommendations/observations to the Governing Body if appropriate.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/ safety representative level.

*Note: The Resources Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have*

*been taken to resolve the problem at departmental/ section level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through his/her staff representative.*

- To develop the policy to improve and maintain health and safety issues for staff and students.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

## **5. Crisis Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

### **5.1 Crisis Management Team:**

- The Headteacher;
- Deputy Headteacher;
- Health and Safety Co-ordinator;
- Business Manager;
- Site Manager;
- Chair and Vice Chairs of Governors
- Governor responsible for Health and Safety,
- Senior Assistant Headteachers.
- IT technician

### **5.2 Function of the Crisis Management Team:**

- To act as the decision-making authority for the management of an incident.
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel,

facilities or assets.

- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## 6. General Emergency Procedures

The summoning of emergency services is via the office administrator and the Headteacher.

Out of school hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team must be alerted.

## 7. Fire Procedures (See also Policy on Fire Safety)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk silently and swiftly – not run – and take no belongings with them.

When outside the building assemble the students at the assembly point (see appendix D,E & F). Check that all students/visitors/volunteers, etc. are accounted for.

**The Attendance Officers** and nominated staff must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their students/visitors/volunteers, etc. are safely out of the building.

**Teachers** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to the escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

**Lunchtime Supervisors** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Headteacher who will ensure that there is a lunchtime practice at least annually.

Duty staff will check the toilets. The Site team will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

The **Senior Administrator** will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Headteacher.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the **Senior Administrator** for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any student with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the **Senior Administrator**, if the class teacher or SENCO identify a particular problem. The **Senior Administrator** would contact the fire brigade to make specific arrangements for anybody in a wheelchair.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## **8. Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Children's Services Department, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management if the Headteacher is not present.

## **9. First Aid Procedure**

There will be at least 20 people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix B at the end of this document and also published in school on the notice board outside the medical room.

First aid boxes are kept with First Aiders and in “Medical Room”. The ~~Senior Administrator provides first aid support and~~ maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed ~~on the staff room notice board~~.

All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and/or County Council’s on-line incident reporting system.

In case of doubt as to whether or not a child’s parent should be immediately alerted, contact Community Welfare Officer or in their absence a member of combined leadership. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a student to hospital. In these cases the student will be accompanied by a member of staff.

~~A summary of the arrangements for first aid and accident reporting is included in the school prospectus.~~

## **10. Accident Recording and Reporting**

**In the event of an accident the following procedure must be followed:**

- render any equipment inoperative
- summon assistance
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians
- if the injured is mobile then he/she should be taken for emergency treatment to the hospital. Welfare staff are responsible for arranging for a member of staff to transport the student/staff to hospital.

No student may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and then return to school.

All staff must report any accident (or near misses) involving themselves or visitors/volunteers by recording the details on the County Council’s on-line incident reporting system. Student accidents, depending on the severity will be reported either on the minor injuries form and/or County Council’s on-line incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by the Health and Safety team.

All accidents will be investigated to prevent re-occurrence. The **Senior Administrator** will monitor the accidents to identify trends. The Governors committee will also receive information on accidents annually, and the Headteacher, **H&S Governor and Chair** of Resources each month.

## **11. Health Issues**

### **11.1 Smoking**

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy.

### **11.2 Alcohol and Drug Abuse (see also the Policy on Drugs and Alcohol Misuse, available on request)**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug misuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact **The Staff Counselling Service**, advertised on notice boards in the staff room provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

### **11.3 Staff Wellbeing (see also the Policy on Stress Management, available in “Staff Handbook” folder)**

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

Absence management procedures are in place, staff counselling, Benenden Health Care are available where school subsidises costs, eye tests, line management meetings and recognised Union representatives.

Staff can access the counselling service offered by HM Assist.

## 11.4 Expectant Mothers

Pregnancy should not be equated with ill-health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. See policy on H & S pages on Czone entitled "new and expectant mothers"

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

### Procedure

- Staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.
- The **Senior Administrator** will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The **Senior Administrator** is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## 12. Risk Assessments and Guidance Notes/School Codes of Practice

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by **Senior Administrator**.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Site Manager and **Senior Administrator**
- Curriculum Curriculum Leaders/Teaching staff
- Off-site Visits Group Leader
- Individual/specific Line Manager

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by East Sussex County Councils Children's Services Department and the Department for Education are available either in school or by accessing on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

The Children's Services Department has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

## **12.1 Departmental Health and Safety Policies**

All Heads of Department are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the school policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and held by the Deputy Head and **Senior Administrator**.

## **13. Specific Hazards**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

### **13.1 Display screen equipment (Policy available on H & S pages on Czone entitled "Display screen equipment" on request)**

All staff that use PCs must complete the Workstation Self Assessment Checklist to be returned to **Senior Administrator**.

The nominated DSE Assessor is Mrs I Pidgley and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. DSE 'users' are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to their line manager after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

### **13.2 Electrical Equipment (Policy available on H & S pages on Czone entitled "Electricity at work" on request)**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Business Manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Site Manager immediately.

The headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a student. The headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

### **13.3 Machinery and Equipment (Policy available on H & S Pages on Czone entitled: "Workplace equipment" on request)**

There is a list of all equipment owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturers' instructions are not available the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the **Senior Administrator** to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

### **13.4 Moving and Handling (see also Policy on Manual Handling available on request)**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. Close supervision is appropriate at all times.

**Senior Administrator** and relevant staff will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by students. Training will be offered to those staff who are expected to lift objects. **As well as physical manual handling course, we also offer an e-learning course to staff.** If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for pupils be moved, the headteacher will arrange for a Back Care Adviser to undertake an individual moving and handling assessment supplemented by training for specific staff.

### **13.5 Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The site team will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The site team will report all hazards, obstructions, defects or maintenance requirements to the **Senior Administrator**. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

### **13.6 Violence at Work (see also Policy on Violence at Work available on request)**

All staff must report to their line manager/headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the County Council's on-line incident reporting system.

### **13.7 Off-site Visits (see also Off-site activities guidance on Czone – available on request)**

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and Children's Services policy on Off-site Visits.

### **13.8 Work Experience Placements (Policy on H & S Pages on Czone entitled "Work Experience" available on request)**

The school has a separate policy on the arranging of work experience placements. As specific legislation applies to young workers including students on work experience, it is essential that the school's work experience policy is followed.

### **13.9 Hazardous Substances (Policy on Hazardous Substances available on request)**

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Heads of Departments. The main departments that use these types of substances are Design Technology, Art, Science, Reprographics and the Site team.

The legislation requires that any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the **Senior Administrator**. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the **Senior Administrator**.

### **13.10 Radiation**

The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the school along with a Radiation Protection Officer for Children's Services. The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the school and local authority. The role of the Radiation Protection Supervisor and Officer is to ensure that the school complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

### **13.11 Pressure Systems**

All pressure vessel systems in the school will be listed on the inventories of the departments concerned.

All pressure vessel systems in the school will be subject to annual inspection by an **County Council Academy** appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the **Senior Administrator** and must be consulted prior to any inspection

### **13.12 Noise at Work (Policy on H & S Pages on Czone entitled “Noise at Work”available on request)**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to Site Manager.

### **13.13 Lettings**

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

## **14. Use of Minibuses**

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on school business.

**Eligibility to Drive – All drivers must:**

- be aged 25 and under 65 and have held a full current driving licence for at least three years without claim or conviction - this minimum age is reduced to 23 for teachers appointed to teach physical education;
- be authorised by their line manager to drive a minibus;
- have passed the ESCC Minibus Driver Training and Assessment.
- Have D1 minibus entitlement on their driving licence

Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Business Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

## **15. Administration of Medicines (see also Medicines Policy)**

The school has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

**The Finance Office staff** or a responsible adult will administer medicines/witness administration (**witness signature required for administration of controlled drugs**) and keep a record that they have been given. We must stress that students should not be at school if they are unwell and if at all possible, students should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

**Pupils are allowed to carry their own medication (if non-prescription) and a signed consent form should be completed by the parent. Pupils must not share medicine with another pupil under any circumstances.**

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the student's name and dosage instructions.

## **16. Training and Information (Policy on H & S Pages on Czone entitled “Health and Safety Training” available on request)**

A training needs analysis has been undertaken by the Headteacher, in conjunction with the Heads of Department to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the Children's Services Health and Safety Training Policy and the Headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of the Children's Services Policy on Health and Safety and will be shown how to access the document via Czone. If any member of staff feels the need for training they must alert the senior management team.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

## 17. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the headteacher will conduct an annual premises inspection with **Senior Administrator** and trade union safety representative (where appointed);
- the governors' agenda and headteacher's report to the governors will both have health and safety as standing agenda items.

### 17.1 Inspections

To maintain and improve standards throughout the school a formal premises inspection will be undertaken three times per year and records kept. The school will be inspected by Site Manager (Mr S Comfort) and the Governor responsible for Health & Safety.

### 17.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Health and Safety team will complete a health and safety audit at least every 4 years. The action points identified through the audit will form part of the school development plan.

## 18. Visitors

The Headteacher and governors accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Reception staff will ensure that visitors have the necessary safety information.

## 19. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the headteacher on any relevant health and safety matters.

## 20. Health and Safety Policy Review

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Resources Policy Group.

## Appendix A

### List of Useful Contacts in School

Health and Safety Governor	Mr C. Brenchley
Senior Administrator	Mrs L. Hylands
Site Manager	Mr S. Comfort
Trade Union Safety Representatives	Mr N. Avard (NUT) Mr P. Bartholomew (Unison) Ms C. Dean (ATL)
Resources Committee	Mrs C. Bradbrook Mr J. Voice Mr C. Brenchley Mrs A. Wardle Mrs T. Comfort Dr R. Godfrey Mr N Morris (Staff Gov)
Educational Visits Co-ordinator	Mrs T. Comfort
Work Related Learning Co-ordinator	Mrs L. Hylands
Radiation Protection Supervisor	Mr O. Froom
First Aid Co-ordinator	Mrs L. Hylands
Refresh Catering Supervisor	Mrs E. Lemon
First Aiders	see appendix B below

## Appendix B: First aid, Accidents & Incidents

X No	Name	Location	Qualification Dates	Qualification
228	Paul Bartholomew	Technology	Feb 16 - Feb 19	Level 3
218	Christine Vermeulen	Cover Supervisor	June 16 - June 19	Level 3
119	Julie Plummer	Student Welfare Officer	Nov 16 - Nov 19	Level 3
122	Mark Jones	Student Welfare Officer	Nov 16 - Nov 19	Level 3 (NEED CPR)
121	Stuart Reynolds	Student Teacher - History	April 16 - April 19	Level 3
244	Debbie Griffiths	Learning Support	June 15 - June 18	Level 3
209	Jay Chaundy	PE	Mar 16 - Mar 19	Level 3
209	Guy Kingham	PE	Sept 15 - Sept 18	Level 3
209	Jamie Bunn	PE	Mar 16 - Mar 19	Level 3
209	Will Brooke	PE	Nov 15 - Nov 18	Level 3
209	Chloe Papagna	PE	July 16 - July 19	Level 3
225	Jane Upton	PE	Sept 16 - Sept 19	
209	Steph Lock	PE	Nov 16 - Nov 19	
244	Michelle Allen	Learning support	June 15 - June 18	Level 3
244	Wendy Spicer	Learning Support	Sept 15 - Sept 18	Level 3
Radio	Alan Grimes	Site team	July 14 - July 17	Level 3
124/125	Heike Rohmer	TAC	Sept 14 - Sept 17	Level 3
124/125	Tracy Moakes	TAC	Nov 14 - Nov 17	Level 3
	Vicky Griffiths	Teaching Assistant	Mar 14 - Mar 17	Level 2 EFAW
215	Nick Morris	Geography/Gardening	Dec 14 - Dec 17	Level 2 EFAW
207	Rachael Manger	Art/Textiles technician	Jan - 15 - Jan 18	Level 3
	Lisa Weller	Teaching assistant	Jan 15 - Jan 18	Level 3
217	Janine Peters	Maths teacher	May 15 - May 18	Level 2 EFAW
	Karrie Agnew	Teaching assistant	July 15 - July 18	Level 2 EFAW
	Cath Roberts	Ethics Teacher	Oct 15 - Oct 18	Level 2 EFAW
	Nigel French	Site Team	Jan 16 - Jan 19	Level 2 EFAW
	Carly Springett	INA	Dec 16	One day
	Coranne Campbell	Product Design Teacher	Dec 16	One day
	Sasha Hyland	Cover Supervisor	Nov 16 - Nov 19	Level 3
216	Kelly Elliott	Finance Assistant	Feb 16 - Feb 19	Level 3

The above members of staff have their own first-aid kits located at their workstations.

- If only minor treatment is required such as a plaster for a small cut, this can be given at the site of the incident.
- **Any person administering first aid is responsible for seeing that the necessary minor injuries report form is completed.** A copy of this form (bound as a booklet) is kept in Welfare/Medical room and overseen by the Senior Administrator.
- If the accident is more serious then a first aider should be called or the student sent to the Medical room/Welfare Office via the “on-call” system.
- **If a student goes to hospital the incident must be reported, following the link on the school staff website: <https://eastscs.info-exchange.com/SchoolIncidents>**
- The first aid kits will be checked and replenished on a regular basis by the Senior Administrator. If supplies are needed at any other time they may be obtained from Medical Room.
- First Aid ‘Trip-kits’ can be collected from Finance, and should be taken on all educational visits. A mobile phone should also be collected from the Business Manager.
- Any incident of abuse or violence either physical or non-physical should be reported to the Deputy Head/Care and Guidance and here <https://eastscs.info-exchange.com/SchoolIncidents>
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be complied with.

## APPENDIX C

### Contractors working on site

All contractors, sub-contractors and workers on the school premises carrying out maintenance, refurbishment or new building works will be required to work in a safe manner and see that care is taken to ensure the health and safety of staff, students and visitors at all times.

Contractors and/or their representatives will be required to pay particular attention to the use of substances which could cause damage to the health and safety of staff, students or visitors and consider the implications of the COSHH regulations before proceeding with the work, in consultation with the Business Manager or Site Manager.

All contractors will be required to discuss the safety implications and agree necessary safety arrangements with the Site Manager or Business Manager before starting any work.

It is expected that all site workers will be familiar with the regulations which apply to construction, structural alteration, repair, maintenance, redecoration, external cleaning and site preparation and will not put staff, students, or visitors at risk in any way. Hazards must be clearly marked and dangerous areas cordoned off. All building materials must be safely stored. Machinery must be fitted with the necessary safeguards and workers must ensure that it is not accessible to unauthorised persons. Warnings must be clearly visible and kept free from obstructions at all times

Contractors using equipment that requires an electrical supply must comply with the existing legislation regarding the use of electrical equipment and ensure that no unauthorised person has access to it. When the items are not in use they must be securely stored. If contractors need to use the school's facilities to operate their equipment they must advise the Site Manager and satisfy the school that the equipment is safe to use whilst it is on the school site.

Any vehicle used by a contractor must be driven at walking pace when on the school site. Wherever possible vehicle movements should be supervised. All vehicles must be kept secure and ignition keys removed when on site. Students must not, under any circumstances, get in or onto a contractors vehicle. Any such incident must be reported to the Site Manager who will inform the Business Manager and the Head teacher.

Contractors must not allow unauthorised staff, students or visitors into prohibited areas.

All tools and equipment must be safely stored when not in use or rendered inoperative when left unattended. Areas of work must be left safe and secure whenever the site is unoccupied. All scaffolding/ladders must be made secure by suitable means at all times. It is expected that those erecting/using scaffolding or ladders will be familiar with safety regulations and ensure that a competent

person regularly inspects them. If left unattended, it should not be possible for students to gain access.

All contractors and their representatives will ensure the health and safety of students, staff and visitors in accordance with the Health & Safety at work Act 1974 and abide by all codes and practice regulations. Copies of risk assessments will be provided to the school.

Contractors will also provide information regarding any hazardous substances to be used, dusts and noise to be produced.

Contractors will be made aware of the school's Health & Safety Policy and will ensure that the school is advised of their emergency procedures.

In the event of an emergency the contractor or their representative will contact the Business Manager or the **Senior Administrator** so that the appropriate procedure can be implemented.

The Business Manager will liaise with the contractors and monitor the safety standards of workers on the school premises.

## APPENDIX D

Fire, Evacuation and other emergency procedures:

1. Fire Bell-a continuous ring.  
Fire drill at least 3 times a year, in addition to false alarms.
2. Standard operating procedures for evacuation of the buildings (see below).
3. Equipment-enclosed certificate for Fire Extinguishers and PAT testing log book cover (located in finance office).
4. Emergency telephones:
  - a) Reception has an emergency stand-alone phone.
  - b) Direct line in finance office and senior assistant head's office (by refresh).
  - c) Direct line in Refresh office in kitchen & SIMS office.
5. Recording-checklists and Health and Safety Officers report.
6. GM Monks test all electrical supplies and equipment including emergency lighting quarterly. And Southern Alarms to test fire alarms, call points and panels.
7. Lift tested by "Pickerings Lifts" - quarterly checks.

## Appendix E

### Ratton School Standard Operating Procedure

#### Emergency Evacuation Procedures

Ref EEP

#### Objective(s)

- To ensure the speedy, safe and orderly evacuation of the building in the event of an emergency or practice.

#### Emergency evacuation and fire drills

N°	What	How	When	Who
	To Alert location of fire	Radio contact		Site Team/TCO
1a	Call Fire brigade	Instruction from HT/DHT or caretaker		EFO JBr
1b	Take A.M signing out sheet and visitors clipboard.	From reception take to outside boys changing room in S. playground.	On hearing the alarm	EFO
1c	Distribution of registers to lines of tutor groups in S. playground	Adelphi Globe Apollo Lyceum Lyric		MJo  TCh  JPl
2	Megaphones in General office	Take to Assembly areas		JBr/KEL give to DBn/IAN
3	Visitors assemble at meeting point in South playground			Visitors
4	Check Visitors in South Playground, with clip-board from EFO	If visitors are not with department visited		JBr
5	Student registers taken	Stand with their tutor groups. Those who line up at an odd numbers to stand at the rear of the tutor group.		Teaching Staff, Cover supervisors, Teaching Assistants and office staff without identified roles
6	On sound of bell go to:  Lyceum door to playground  Blue room door (nr HALL)  Crush area door (nr REFRESH)	"Man" these entrances/exits	Until students have evacuated or returned to building	LCm/KMc/ARo/NEl/RSu  IPi/SHy/DTa/SGy/APi  VEd/LHy/JLi/JJi/SSe/KAg/ADa
7	Check building fully evacuated	Performing Arts Corridor	On hearing the alarm	ADu/CPn/RKe/NGr

		<p>Maths Corridor</p> <p><b>MFL and English Areas</b></p> <p>Science 226 &amp; 227 137 129</p> <p>Technology</p> <p>ICT/Humanities</p> <p>LRC</p> <p>The Haven (off Refresh) SIMS office/135 &amp; 136</p> <p>Admin block Art</p> <p>Corridor between HT &amp; Technology Learning Support Area</p> <p>“Turn-around” Unit</p> <p>Kitchen</p> <p>Maths corridor</p> <p>PE changing rooms/gym</p>	No entry to	<p>SGa/MHu/JPe/LBa/TCh/GWa/CVe</p> <p>CDe/ADv/JSk/PLe/JWo/ERo/AGe/JSk/LCh/JKr/ICI TBr/SRi/EWe/AJe/DNe/CBn JAp/KCI TTe Teacher in 129</p> <p>DSe/PBa/RGo/CCa/VCh/EFh/CWi/HMa/NWe</p> <p>PHa/PJo/PPa/NAV/CRo/GBr/IJe/RVi/EGr/GBr/NMo/LBe/VWi IPi (SBd) JSk</p> <p>All/any teaching assistants in room JLi/JJi/ADa/HNe/OFr/JFe/MAI</p> <p>TCo/LHy/JBr/KEL/SGy (&amp; any site team)</p> <p>EHu/FDo/RMa/NWe/CWi/FLd</p> <p>LBa/DT techs/SGa</p> <p>LGo/MVe/JNe/SVa</p> <p>T.A.C TAs: TMo/LWi/Jar/KMc</p> <p>ELe/TJo and assistants: SDr/RTy/KPr/CJe/KOn/KJo/EWi/CWk</p> <p>SMa/SCh/SSt/WSt/GWa/CSu/GEd/JPs/MHa Teachers present if bell activated</p>
<b>No</b>	<b>What</b>	<b>How</b>	<b>When</b>	<b>Who</b>
8	<p>COSHH inventory of DT, Art, Science and Site team chemicals to be taken outside to assembly area.</p> <p>Crisis management and Business Continuity folders taken outside to assembly area.</p>	<p>Paper records</p> <p>Blue folder and blue box file</p>	<p>On Hearing alarm</p>	<p>Department technicians</p> <p>Senior administrator(LHy)</p>
9	Unlock Gates	<p>Near English rooms</p> <p>Near tennis courts</p>		<p>DTa/MSi (exit library fire escape)</p> <p>PBa/EWe/TBr/CDu/DSe</p>
10	Prevent vehicles from entering site	<p>Front driveway gates</p> <p>Back driveway gates</p>		<p>ARo/KMc</p> <p>PBa/Ewe/DSe</p>
11	Oversight of Assembly Areas	<p>Lyric) Adelphi) DBn/EFi North Apollo)</p> <p>Lyceum) IAn South Globe)</p>		<p>J Chaundy/NMo/JPe/JPL/WSp M Hatton/LMa/CVe J Welsh/GKi/RWe/TCh</p> <p>S Byroo/JUp/SJo J Taylor/NGr/SBd/MJo/MHu</p>
12	Decision to return to building	<p>Consultation with site team</p> <p>Health &amp; Safety evac checklist</p>	<p>When alarm turned off</p> <p>On-going to</p>	<p>HT/DHT/TCo</p> <p>TCo (S playground)/LHy (N playground)</p>

			completion	
13	Direct Dismissal	One tutor group at a time, led into building by tutor. Students should enter the building from the playground they are in, not moving to the other playground, except those going to PE.		Head of Community

Other Useful Information

There should be a known fire practice three times a year  
 Assembly points in the event of a fire alarm (Staff handbook) displayed in every room  
 Evacuation Procedures (notice board in all rooms)  
 Evacuation Checklist

**Any TA's who don't have stated responsibility to help with Tutor groups lining up Associate staff, all other staff without tutor responsibilities to be on door duty for re-entry of building e.g. Crush area, Blue room, and English/MFL door.**

DGr/CSp and other assigned TAs to assist with less able students (see personal evacuation plans)

Jane Keane - cleaner, hard of hearing, is texted on sound of fire alarm.

Audit

After each evacuation; report by Health and Safety Officer

Review

After each fire practice.

Author

Date

Headteacher

March 2017

## Appendix F

### ASSEMBLY POINT IN THE EVENT OF A FIRE ALARM

Number Community: Adelphi			NORTH PLAYGROUND FACING TENNIS COURTS					Learning Director: Mr M Hatton Head of Community: Mrs L Marriott			
Tutor Group	SSt	GWa	PJo	SMa	PPa	NAv/ CVe	LBe	CRn	WSt/CSu	SCh	
Assembly Point	0	10	11	12	13	14	15	16	17	18	19

Performing Arts Community: Lyric			NORTH PLAYGROUND - FACING THE FIELD					Learning Director: Mr J Chaundy Head of Community: Mr N Morris			
Tutor Group	VPn/ RMu	JBu	WBr	CPn/ MAs	ADu/ MAs	RKe	EHu	HMa/EFh	JWo/FDo	NSt	
Assembly Point	20	21	22	23	24	25	26	27	28	29	

Physical Community: Apollo			NORTH PLAYGROUND - FACING THE FIELD					Learning Director: Mr J Welsh Head of Community: Mr G Kingham			
Tutor Group	DNe	AJe	RGo	JAp	JFe	CCa	KCl/CBn	VCh	OFr	NWe/CWi	
Assembly Point	30	31	32	33	34	35	36	37	38	39	

Word Community: Lyceum			SOUTH PLAYGROUND					Learning Director: Mrs S Byroo Head of Community: Mrs J Upton			
Tutor Group	JKr	AGe	Adv	HFr	DHo/ICI	JSk	LWe	LCh/PLe	CDe	ERo	
Assembly Point	40	41	42	43	44	45	46	47	48	49	

Humanities Community: Globe			SOUTH PLAYGROUND					Learning Director: Mr J Taylor Head of Community: Mrs N Grover			
Tutor Group	CWs	CRo	JPi/ VWi	IJe	RVi	EGr	PHa	LHu	GBr	SLo/DBr	

<b>Assembly Point</b>	<b>51</b>	<b>52</b>	<b>53</b>	<b>54</b>	<b>55</b>	<b>56</b>	<b>57</b>	<b>58</b>	<b>59</b>	<b>60</b>	
-----------------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	--

**STUDENTS:**

**STAFF:**

- **MUST LEAVE THE BUILDING BY THE NEAREST EXIT**  
PLAYGROUND Lyceum and Globe - IAn
- **MUST NOT RE-ENTER BUILDING**  
PLAYGROUND Adelphi, Lyric & Apollo - DBn
- **MUST WALK SILENTLY TO FIRE ASSEMBLY POINT**

**SOUTH**

**NORTH**

### CCTV

The CCTV cameras are monitored from reception and various offices around the school. There are now 31 colour cameras installed. See appendix H for list of location.

### Panic button

There is a panic button in the reception area for use in an emergency. This rings in the general office area.

### Fire exits

Fire exits are fitted with 'break glass' opening systems.

### Registration of Visitors

During school hours all visitors, contractors, members of the public and others are required to register at Reception on arrival and to sign out when leaving. They will be issued with a badge, which should be worn at all times while on the premises.

### Secure Doors.

Magnetic-lock doors are fitted in the following areas

- By the library
- Blue doors to the right of the main reception doors
- Back gate at the rear of the Japanese garden.
- Doors to maths corridor from reception
- Doors towards hall from reception

These doors are linked to the fire alarm which on activation releases the magnets and the doors open.

### Main entrance

The main school entrance/front door is secured, and access for staff is by presentation of a personalised magnetic key-fob. Visitors to the school are given access by an internal push button.

## Appendix H

## Location of security cameras

<u>Server 1</u>	<u>Server 2</u>	<u>Server 3</u>
1. Main entrance	1. Learning managers	1. Library stairs
2. N. Playground	2. Heads office	2. Humanities corridor
3. Service Entrance	3. General Office	3. Blue Stairs
4. Tennis Courts	4. Top ICT corridor	4. Music corridor
5. Picnic Area	5. Bottom ICT corridor	5. Music corridor
6. KS2 Area	6. Year 7/8 toilets	6. 219 corridor
7. Year 11 toilets	7. Maths corridor	7. Reception
8. Outside hall	8. 204 stairs	8. DT corridor
9. Back of the gym	9. English corridor	9. Room 109
10. South playground gate	10. Yr 9 M toilets	10. Room 110A
11. Staff Car-park	11. Yr 9 F toilets	11. Room 110B
12. Second Car-park	12. Year 10 toilets	12. Room 111
13. PTZ entrance	13. Blue room	13. "Turn around" unit
14. Bike Shed	14. Canteen	
15. South Playground ICT	15. DT area	
16. Rear of Gym	16. Student entrance	

## Appendix I            The use of electrical equipment

All electrical equipment is professionally tested once a year but all staff should be aware of the following on a regular basis:

- a. If a plug appears loose, cracked or damaged in any way the equipment must not be used.
- b. If the cable entering the plug is damaged, e.g.; not properly covered with insulation, the equipment must not be used.
- c. If a piece of equipment fails to work or breaks down during operation, the equipment must not be used.

In the event of a, b, or c above, staff should advise their Head of Department, Line Manager, the Business Manager or the Health and Safety Officer. The piece of equipment concerned must be taken out of use, marked “DO NOT USE” and stored securely. It must be then repaired and checked by a qualified person before it is used again.

- d. Extension leads must be used with care so that they do not cause a hazard such as tripping. When an extension lead is used, it should have its own fuse and be fully unwound.
- e. Cables must not be joined without a proper cable connector and a designated competent person must fit this.
- f. All electrical equipment should be switched off when not in use.
- g. All electrical equipment should be switched off when the fire alarm rings.
- h. Electrical equipment should not be used with wet hands or in contact with water.
- i. Electrical equipment should not be connected to lighting circuits.

It is the responsibility of the Business Manager to ensure that all electrical installations are checked periodically and that qualified electricians carry out major repairs and new electrical services. A record of all tests and inspections will be held in the Finance Office.

Simple electrical repairs, the setting up of lighting, sound equipment, etc. for school productions should only be carried out by staff authorised to do so.

Electrical equipment should not be brought into school without permission.

If an unsafe situation is identified, the electrical system must be switched off.

In the case of an accident, a qualified First Aider see appendix B must carry out the emergency procedure for electric shock.

## APPENDIX J COSHH - The Control of Substances Hazardous to Health

**A7.1** The principal requirement of the regulations is that an assessment should be made of the use at work of substances that are hazardous to health. The regulations apply to all toxic, corrosive or irritant substances and will mean broadly that in every case consideration has to be given to their storage and use and appropriate precautions taken.

**A7.2** To comply with the regulations the COSHH Representative will implement the COSHH regulations and ensure that the control measures are implemented, monitored and maintained. A register of all such substances will be kept.

**A7.3** In the school hazardous substances are found in the following places:

Laboratories  
Workshops  
Cleaners' stores  
Reprographics rooms

**A7.4** Substances hazardous to health may also be created by practical work. Substances other than those used in laboratories or workshops will be identified and any risk involved in their use or storage assessed.

**A7.5** Substances, particularly new and untried ones, should be assessed by the COSHH Representative and details entered in the COSHH Register together with any precautions to be taken when using them.

**A7.6** Guidance and information on all substances must be obtained before use in order that a risk assessment can be carried out. This procedure will apply when any new substance is purchased that is recommended for use on school premises.

**A7.7** Staff will be encouraged to attend suitable training courses to enable them to confidently assess potentially hazardous substances for use in their area of work.

**A7.8** Wherever possible, safer alternatives will be substituted for hazardous substances.

## APPENDIX K

## Current Personnel

<u>Senior Management Team (Core)</u> Headteacher:		H. Knox Macaulay
Deputy Headteacher:		E. Fitzpatrick
Senior Assistant Headteachers (Achievement)		I. Anderson
	(Standards)	J. Chaundy
	(Curriculum)	J. Welsh
	(Training & Development)	S. Byroo
	(Induction, Inclusion & Intervention)	D. Brown
Business Manager:		T. Comfort
<u>Learning Directorate:</u>		M. Hatton
		J. Taylor
		J. Chaundy
		J. Welsh
		S. Byroo
<u>Head of Communities:</u>		G. Kingham
		J. Upton
		N. Grover
		<b>N Morris</b>
		L. Marriott
<u>Curriculum Leaders:</u>	Art & Design	<b>E Hulstrom</b>
	Drama	V. Potten
	English	A. Devine/H. Fry
	Geography	P. Hatherly
	History	R. Vinson
	Ethics	C. Roberts
	I.C.T	P. Jones
	Languages	C. Dean/L. Weblin
	Learning Support	L. Gomm/ M. Veale
	Mathematics	G. Edwards/S. Standen
	Music	R. Kearsey
	P.E	W. Brooke
	Science	T. Tennant/C. Scott-Smith
	Design Technology	R. Goddard
<b>Senior Administrator (Responsible for Health &amp; Safety Coordination):</b>		<b>L Hylands</b>
Site Manager:		S. Comfort
Catering Supervisor:		E. Lemon