

# Hartismere School



## HEALTH, SAFETY AND WELFARE POLICY

### Policy No 6



## **HARTISMERE SCHOOL**

### **STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY**

The Hartismere Family of Schools Academy Trust, as the employer will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and others not in their employment who may be affected by the Trust's operations.

The governors and headteachers acknowledge that they have both collective and individual responsibility for health, safety and welfare. They also have responsibilities to manage and support the published aims of the school in improving the overall health and safety performance of the school.

The governing body carries the main employer's duties for health, safety and welfare; the Headteachers delegated responsibilities will be determined by the Governor's policy documentation, though they are likely to be similar to those for county and voluntary controlled schools.

The headteachers, as Local Health, Safety and Welfare Coordinators have principal duty in the school for ensuring the local implementation of statute, industry guidance, codes of practice and other advice from the Government (HSE).

This policy document has been adopted by the whole governing body and is signed by the Chief Executive Officer on its behalf.

\_\_\_\_\_ (Chief Executive Officer)

The policy is also signed by the Headteachers as the Local Health and Safety Coordinator for the school.

\_\_\_\_\_ (Headteachers)

## **ORGANISATION**

The Headteachers have overall responsibility for Health, Safety and Welfare within the school. Day to day management of Health, Safety and Welfare issues has been delegated to the Health and Safety Officer.

All staff should have regard to their own H&S and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that any potential risks can be quickly rectified.

<b>Task</b>	<b>Name of person responsible</b>
H&S Policy review	Headteachers, Governors, H&S Officer.
Communication and Information management	Headteachers, H&S Officer.
Critical Incident Management	Headteachers.
H&S Induction Training	Headteachers, H&S Officer, Head of Department.
Routine updating training	Headteachers, H&S Officer, Head of Department.
Personal safety procedures	Headteachers, H&S Officer, Head of Department.
Schoolsafe training	Schoolsafe Facilitator.
Planned checks (procedures)	Headteachers, H&S Officer.
Planned checks (equipment)	H&S Officer, Head of Department.
Planned checks (premises)	Headteachers, H&S Officer.
Incident reporting/investigation	Headteachers, H&S Officer, Head of Department.
Coordination of risk assessment work	Headteachers, Site Manager (Contractors.)
Fire procedures	Headteachers, H&S Officer.
Locally organised building maintenance	H&S Officer. Site Team Staff.
First Aid (training and equipment)	Director of Teaching, H&S Officer (Training), First Aid Coordinator (Equipment.)
Vehicle control and pedestrian safety	Headteachers, H&S Officer.
Educational visits	Headteachers, Head of Department, H&S Officer & EVC Administrator
Wellbeing Co-ordinator	Headteachers. Wellbeing Coord.
School Minibus	H&S Officer, Head of Department.
Supporting pupils with medical needs	Headteachers, First Aid Coordinator, Curriculum Managers, Head of Department, SENCO.
Premises Security	Headteachers, H&S Officer, Site Team Staff.
Contractors on site	Headteachers, Site Team Staff.
Outside lettings	Lettings Officer.
Severe Weather Arrangements	Headteachers & Assistant Headteachers.

## **ARRANGEMENTS**

### **Health and Safety Policy Review.**

- The Health & Safety policy for Hartismere School shall be reviewed on an annual basis.
- The reviewed H&S policy shall be submitted to and adopted by the governors of the school and shall be signed by the Headteachers and the Chief Executive Officer to indicate that this has been done.
- The School Development Plan shall include the targets stated in this policy document.

### **Communication and Information Management.**

- The Headteachers shall present to the governing body an annual report in the recommended format for health and safety.
- Health & Safety will be managed by the Headteachers, the Health & Safety Officer and the H&S member of Governors.
- Those responsible for Health & Safety shall meet annually to discuss progress towards meeting the targets identified in the current edition of the School Development Plan.
- All Health & Safety communications from the Governors shall be forwarded to the school's Health & Safety Officer who will distribute to the staff and departments as appropriate and file for further reference. Heads of department must acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's Health & Safety Officer informed about new information and guidance received.
- Any information about or changes to anything which may affect the Health & Safety of staff shall be discussed with the nominated trade union H&S representative. The main points from these discussions shall be minuted.

All general Health & Safety information is displayed on the H&S notice board in the Staffroom and the school's website for staff to refer to at any time, this includes:

- The schools Health & Safety policy.
- A copy of the leaflet "Health and Safety Law.

### **Critical Incident Management**

The school shall have in place a Critical Incident Management Team (appendix A) whose responsibility it is to ensure that procedures are in place for dealing with any critical incidents which occur. These critical incidents shall include:

- Fire or Flood
- Bomb Scares or Terrorist Activity
- Death or Serious Accident
- Attack, Threat or Aggression

The procedures laid out in the school's publication Appendix B. "Critical Incident Procedures should be followed as far as practicable.

## **Health and Safety Induction Training**

All staff shall receive adequate induction training, including training which is matched to their specific work and responsibilities. This training must comprise the following items and be provided by the persons responsible for the respective areas, or their delegates. The persons responsible are identified also in the list.

- Overview of the school's H&S policy and organisational structure – **Health & Safety Officer**
- Tour of the premises – **Headteachers**
- Current H&S priorities for the school and policy targets – **Health & Safety Officer**
- Communication and relationships with other departments, schools – **Head of Department**
- General H&S advice, including the school's own guidance and that from the **Health & Safety Officer**
- Where appropriate, curriculum specific guidance and arrangements for working with subject advisers – **Head of Department**
- Introduction to recognised unions and the local representatives – **Trade Union Representative**
- Employee problems and concerns – **Trade Union Representative**
- Specific duties and responsibilities – **Head of Department**
- Grievance procedures – **Trade Union Representative**
- Information on hazards specific to the school, and established controls or precautions – **Health & Safety Officer**
- Use of equipment and/or tools – **Head of Department**
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and H&S data sheets – **Head of Department**
- Use and care of PPE (Personal Protective Equipment) – **Head of Department**
- Housekeeping procedures for policy documents and local rules – **Health & Safety Officer**
- Legal responsibilities and rights – **Trade Union Representative**
- Work permit systems (for example, arrangements for visits and trips) – **Educational Visits Co-ordinator**
- Physical examinations in pursuit of statutory maintenance requirements of equipment within departments e.g. Electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors – **Head of Department**
- Physical examinations in pursuit of statutory maintenance requirements of equipment outside the direct responsibility of departments e.g. Electrical equipment, lifts, hoists and lifting equipment – **Health & Safety Officer – Site Manager.**
- Trained first aid personnel and first-aid facilities **Health & Safety Officer**
- Fire evacuation and emergency procedures – **Headteachers & Health & Safety Officer**
- Fire extinguishers – location and use – **Health & Safety Officer**
- Access to well-being advice, counselling and other staff support schemes – **Headteachers.**

- Security – **Site Manager - Health & Safety Officer**
- Restricted areas and equipment – **Head of Department**
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students) – **Head of Department – Line Manager**
- Manual lifting and handling: general advice and risk assessment – **Head of Department (Advice may be obtained from the Health & Safety Officer) – Line Manager**
- Safe stacking of materials – **Head of Department – Line Manager**
- Defective or inappropriate tools – **Head of Department – Line Manager**
- Correct use of guards – **Head of Department – Line Manager**
- Safe procedures for machines, including design technology equipment – **Head of Department – Line Manager**
- General housekeeping and maintenance of access and egress – **Health & Safety Officer & Site Team**
- Smoking restrictions the school has a no smoking Policy– **Health & Safety Officer**
- Reporting of incidents, hazards, work-related injuries and illnesses – **Health & Safety Officer & Site Manager – Line Manager**
- What to do in an emergency – **Health & Safety Officer**

### **Routine Updating Training**

- The Health & Safety Officer shall ensure that all staff have access to First Aid and Fire Safety Training as required.
- The Health & Safety Officer shall maintain a record of those staff trained in First Aid & Fire Safety and as Fire Wardens.
- The Health & Safety Officer shall ensure that information regarding H&S procedures be disseminated when necessary.

### **Personal Safety procedures, Schoolsafe and control of violence**

- 'Schoolsafe' training or that of an equivalent, recognized standard has been undergone by the Schoolsafe Facilitator. All staff have undergone Schoolsafe training. This is ongoing as new staff join the school.
- Any incident where an adult has displayed aggressive behaviour of any kind, including verbal abuse, should be recorded on the schools Incident Report Form. The procedure to be followed should such an incident occur is detailed in Appendix B. All such incidents will be investigated.
- All visitors should be directed to Reception. All signage on the exterior of the buildings clearly indicates the direction to the reception area. Visitors using motor vehicles should park in the designated spaces adjacent to Reception.
- All visitors and other persons, including contractors, entering the building must be monitored. They should sign in at Reception and be issued with a lanyard. They should indicate on their entry in the log which member of staff they are visiting. Except in exceptional circumstances, they should not be permitted to wander around the premises unaccompanied.
- The official holders of keys to the external entrance doors are detailed in Appendix C. No other person shall be permitted to hold keys to external doors except in exceptional circumstances and where permission is sought in advance from the Headteachers. In such exceptional circumstances, the Site Team staff, the Site Manager and the Health & Safety Officer shall all be informed.

- No person shall be permitted to work alone for long periods on the premises except members of the caretaking staff. Site Team staff may work alone on the premises where adequate Risk Assessments have been made; Lone Working Policy must be followed. Other staff should work only when other members of staff, possibly caretaking staff, are present. Office staff may only work alone on the premises where adequate Risk Assessments have been made. All persons working on the premises beyond the working day, which includes after school, evening and weekend activity times, shall sign in at the reception giving their name and location, and sign out when they leave the premises.

### **Planned Safety Checks**

- **Procedures**
- **Equipment**
- **Premises**

The Site Manager shall be responsible for arranging for the annual maintenance of electrical equipment as detailed below:

- Large electrical equipment (cookers, washing machines, microwave ovens (including leakage tests etc.)
- Small Class I electrical equipment (portable electrical appliances, extension cables and other equipment requiring an Earth bond etc.)
- Small Class II electrical equipment (double insulated portable electrical appliances subjected to frequent movement etc.)
- Other equipment (fixed equipment, design technology machinery and equipment and ICT, drama and electrical cleaning equipment along with that owned by staff.)

The Site Manager shall be responsible for arranging the biennial maintenance of electrical equipment as detailed below:

- Small Class II electrical equipment (double insulated portable electrical appliances not subjected to frequent movement etc.)

Heads of Department shall be responsible for arranging formal visual inspections of the following:

- Condition of plugs, sockets and mains leads, as appropriate to their department.

The Site Manager shall be responsible for arranging the annual inspection of **all** relevant equipment (not otherwise covered under other headings) and ensuring that there is an appropriate, programmed and recorded maintenance schedule in regard to the following:

- All indoor and outdoor sports and play equipment.
- The schools water system(s)- hygiene, temperature and legionnaires disease checks.
- Mechanical equipment used in Design Technology.
- Fume cupboards and other dust/vapour extraction equipment.
- Catering equipment, including ventilators.
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches.

- Lifting gear, winches and hoists, lifts and stays.
- Printing and reprographics machines.
- Kilns, autoclaves

**NB recommended providers should be used where possible which meets the school's required standard of safety, competence, record keeping, quality assurance and insurance cover.**

#### PE/sports equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

#### Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

#### Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, Including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all staff who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products must be kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

#### Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained. All rooms with gas appliances are checked to ensure they have adequate ventilation

#### Legionella

Water risk assessments are conducted routinely and when significant changes have occurred to the water system and/or building footprint. The log of these is available from the Site Manager. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. The risks from legionella are mitigated by the following:

- temperature checks



- heating of water
- disinfection of showers
- regular running of taps/ water outlets which may not be in regular use, for example due to school holidays.

#### **Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site.

- The whole school will be inspected once a term by the school's Health & Safety Officer a delegated member of staff or a member of the governing body. The purpose of the inspection is to identify any areas requiring maintenance, upgrading or suffering significant deterioration which may affect H&S. Further, this inspection should provide the opportunity to update the relevant Risk Assessments for the premises.

#### **Incident Reporting/Investigation**

- The double sided 'Incident Report Form' shall be used to report any incident occurring in the school which is relevant to H&S.
- The school's ID (4 figure DfES code) number shall be recorded on every form used.

The Incident Report Form shall be used to record all occurrences of the following:

- Threat, attack, abuse (verbal or otherwise) or aggression
- Injury or death
- Any incidence of contact with any material or substance, or inhalation or ingestion of any substance
- Any incident requiring the attendance of a First Aider or an Appointed Person
- Any other incident which has led to or might have led to the injury, harm or death of any person on the school premises.
- All Incident Report Forms should be forwarded, when complete, to the Main Office and the Health & Safety Officer. The Health & Safety Officer will investigate any incident resulting in physical injury.
- Those responsible for the school's Health and Safety should, from time to time, review the incident history for the school and plan actions to reduce the likelihood of future incidents.
- All minor medical incidents should be recorded in the school's minor incident medical book situated in the main office and or the CDT workshops record books.

#### **Coordination of Risk Assessment Work**

- Foreseeable risks require a suitable and sufficient risk assessment and implementation of associated risk controls, this must take into account published guidance and approved codes of practice (INDG, ACOP.)

- Activities that pose an increased risk to site users, including but not limited to acute & chronic physical injury & disease, risk to wildlife and environmental contamination, may require more detailed safe systems or work.
- The inspection of the school premises, equipment and activities (see above) should be used to inform the general Risk Assessments and indicate the areas for more detailed Risk Assessment and control work.
- Whilst the Headteachers have the overall responsibility for the writing of Risk Assessments, the work may, from time to time, be delegated to other responsible persons. 'Other responsible persons' are highlighted in the following section.
- Risk Assessments should be written by (responsible person highlighted):
  - a) The limited space for pedestrian and vehicle access which creates a serious incident risk – **H&S Officer**
  - b) The use of the school grounds outside normal school hours – users may leave litter, bottles, or more dangerous articles such as needles and other paraphernalia - **H&S Officer**
  - c) Natural hazards such as thorny hedges or shrubs or water filled ditches – **Site Team / H&S Officer**
  - d) Damage caused by heavy usage or hard play or soft play areas or roadways and paths – **Site Team / H&S Officer**
  - e) First aid arrangements (numbers of trained staff, level of training and equipment) – **First Aid Coordinator / H&S Officer**
  - f) Lone working situations – **H&S / Officer Heads of Department**
  - g) Visits and trips – **Visit Leader / Office visit administrator.**
  - h) Tree maintenance – **Site Team / H&S Officer**
  - i) Display screen equipment/workstations – **ICT Manager**
  - j) Manual handling – **Site Team / H&S Officer**
  - k) New and expectant mothers – **H&S Officer / First Aid Coordinator**
  - l) Level of supervision in playgrounds – **Staff Duty Supervisor**
  - m) Play equipment – **H&S Officer / PE Head of Department**
  - n) Working at height – **Site Team / H&S Officer**
  - o) Clinical waste - **Site Team / H&S Officer**
  - p) Swimming pool supervision – Not Applicable unless part of an Educational Visit when the **Visit Leader** has the responsibility to ensure that a Risk Assessment is in place.
  - q) School fetes – **Fete organizer.**
  - r) Drama & Musical productions – **Producer / ICT Manager.**
  - s) Fireworks displays, etc. or other potentially hazardous events – **Event organiser.**

## **Fire / Emergency Evacuation Procedures**

- A Fire Risk Assessment shall be completed and updated annually or whenever there are any significant changes to the premises - buildings or grounds - or when there are significant changes to pupil or staff numbers or relevant legislation.

- The fire evacuation routes shall be clearly marked with conventional signage and a plan detailing all fire evacuation routes shall be displayed clearly in each workroom, classroom and office.
- A notice which details the fire evacuation procedure shall be affixed to each H&S notice board. There shall be at least one H&S notice board in each building and additional H&S notice boards situated in the Science Department and the Sports Centre.
- A minimum of one fire drill will be held during each term. This fire drill will be recorded in the fire logbook. Additionally, each instance of evacuation by false alarm will be recorded similarly.
- The fire alarm has been installed with a 90 second alarm delay with an instant pre-alarm warning for the Main Office. The office must be manned at all times to ensure that this pre-alarm warning is registered and acted upon.
- On the occurrence of a pre-alarm a member of the office staff will contact the Site Manager / Technician and H&S Officer to identify the alarmed area they will make every effort to check whether the alarm is a false one prior to the main alarm sounding. If the evidence is in favour of there being no fire, then the main alarm will be inhibited by a member of the office staff.
- All fire extinguishers shall be tested annually during an inspection for that purpose.
- All staff shall be instructed to follow the existing fire evacuation routes, clearly identified on plans displayed in each classroom or office.
- All staff shall be offered fire safety training on an annual basis. A practise fire evacuation will be carried out once a term.
- The Site Team will conduct a weekly alarm test, each time from a different fire point. These tests shall be recorded in a log for the purpose. Other tests (such as the emergency lighting checks and ABC system) are contracted out and recorded in the same log. The log is located outside the Finance Office.
- The Site Team shall make half-termly checks to ensure the correct operation of all fire exits, and daily all main entrance & exit doors.
- All commercial/large bins including skips shall be stored in positions away from buildings in order to reduce the likelihood of their being used to start a fire.
- The Fire Service has been consulted with regard to fire safety and, although not prepared to attend the site to view the arrangements, shall be sent a copy of the Risk Assessments made in respect of fire safety procedures.
- The Health & Safety Officer shall keep the records of who has received Fire Safety training.
- The Fire Exit Routes are detailed in Appendix F.

## **Locally Organised Building Repairs and Alterations**

- All work intended to be undertaken on the site shall be subject to the completion of Form 13.
- The Asbestos Report is located in the main entrance to the school / Site Team Office / Electronically and is available to all visitors and contractors. Any contractor undertaking work on the premises must complete the appropriate form indicating that they have read the Asbestos Report.

## **First Aid – Training and equipment**

- The First Aid kits are located at several First Aid Stations around the premises. The location of these First Aid Stations is detailed in Appendix D.
- The content of the First Aid kits is monitored by members of the First Aid Team and, in particular, the First Aid Co-ordinator, who also ensures that any shortages are reordered.
- The disposal of all incontinence and sanitary waste is contracted out to PHS.
- The Health & Safety Officer shall keep the records of who has received First Aid training.
- Emergency numbers are listed in Appendix E and are also displayed on the **H&S** notice board in the Staff Room.
- In the event of an incident occurring during office hours for which the ambulance service is required, the Main Office shall be contacted and one of the administrative staff shall make the telephone call. When a First Aider or other member of staff decides that contact with the local GP or surgery is required then the Main Office shall be contacted, and a member of the administrative staff shall make the telephone call.

First Aid provision for all Educational Visits must be in place:

- a) A First Aid Kit must be taken on all Educational Visits involving residential, foreign and hazardous activities.
- b) A First Aider or an Appointed Person must accompany all Educational Visits involving residential, foreign and hazardous activities.
- c) All Visit Leaders shall ensure that adequate First Aid provision and arrangements are available both during travel and at the destination(s).
- d) An Incident Report Form shall be completed for any incidents occurring on an Educational Visit.
- e) Educational visit coordinators will ensure that a first aid kit of relevant capacity is located within each minibus / mode of transport, this will generally be a large/basic first aid kit.

## **Vehicle Control and Pedestrian Safety**

- Adequate on-site parking is provided for all teaching and support staff. There is a parking bay for visitors with five spaces adjacent to the Main Office. There may be limited parking for all other persons.
- All vehicles are permitted on site when both of the main gates are open except those driven by Sixth Form Students, for whom adequate parking is not currently available.
- All bicycles shall be parked in the cycle racks in the area adjacent to the Silent Working.
- The main exit gate shall be closed between the hours of 8.15 and 9.15 and between 15.15 and 16.15 to reduce the traffic flow in the car park at the front of the school. No vehicles shall use the car park area adjacent to Castleton Way during these times for the delivery or collection of pupils.
- All buses and minibuses shall use the roadway loop for the delivery or collection of pupils.
- All taxis may use either the roadway loop or park in Castleton Way adjacent to the footpath immediately outside the school.
- Routine delivery vehicles should use delivery vehicle park bay adjacent to the Main Entrance of the school buildings.
- All pupils should enter and leave the premises by the personnel gates in front of the main building or the personnel gate at the East of the premises. Care should be taken in crossing the main roadway loop and leaving by the eastern personnel gate. A crossing is provided for this purpose. A member of staff shall be on duty at this point, during the period immediately following the end of school, to assist with the supervision of pupils crossing the roadway.
- Refuse collection vehicles shall attend the premises at a time which does not conflict with school transport, or other times when pupils may be present in the vicinity of the refuse bins.

### **Education Visits Coordinator (EVC)**

- All educational visits shall be organized following the DfE guidelines. No visit or sporting event shall take place outside the school without strict adherence to these.
- Risk Assessments shall be made for all Educational Visits, which include those associated with travel and pupil-related risks.
- Incident Report Forms shall be completed for all incidents occurring on Educational Visits.

### **Well-Being Procedures**

- A copy of the schools Health & Safety and Welfare Policy Statement will be made available to all members of staff in paper or electronic format.

- One of the headteachers holds the Senior Mental Health Lead qualification and Menopause training.
- All staff will be issued with a copy of the HSE document Health & Safety Law.
- Staff are advised of courses related to stress management and well-being as appropriate.
- When a member of staff informs the school that they are suffering from stress, then a stress risk assessment will be undertaken and, wherever possible, the school will aim to reduce the factors causing the problem and will provide an opportunity for counselling.
- Special risk assessments shall be made for all women during pregnancy.
- Periodical interviews at intervals of not less than one month shall be held with pregnant women.

### **School Minibus**

- The school's guidelines shall be followed with regard to the maintenance and use of the minibus.
- All staff that drive the minibus will have passed the schools approved driving test and assessment, including the checking of all relevant documents and licences.
- The Site Manager shall be responsible for the administration related to the maintenance and the booking of the minibus.

### **Supporting Pupils with Medical Needs**

- The most recent guidelines about Supporting Pupils with Medical Needs published by DfE shall be followed at all times.

### **Premises Security**

- Current school guidance is followed.
- All external doors to the school building shall be fitted with access control, except where the door is used solely for the purposes of an emergency exit and appropriate 'exit only' mechanisms are fitted.

### **Contractors on Site**

- All contractors shall report to Reception on arrival, where they will be issued with a 'visitors' badge. The only exception to this is where there are planned building

works, wholly contained within a fenced area approved by the school, and with an on-site manager.

- All contractors must follow the code Rules for Contractors which should be made available to them by the Site Manager.
- The agenda of site meetings with representatives from the school, and contractors shall include the dissemination of information regarding fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions and other items relevant to H&S.
- All contractors employed by the school and not covered by the previous paragraph shall be informed of fire procedures, smoking restrictions, local management arrangements, vehicle movements and other H&S items by the Site Manager.
- Contractors who make deliveries to the school shall be restricted to certain areas and certain times which are communicated to the contractor at a site meeting or by the Business officer, who may alter the arrangements from time to time to suit the school and the contractor.
- When there are areas of the premises which are subject to access restrictions for the duration of works or for other reasons, notification shall be published in the Staff Bulletin and the Site Team staff and Cleaner in Charge informed. Formal records of information given and when shall be maintained by the Site Manager.
- The Site Team in consultation with the Health & Safety Officer shall monitor the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This monitoring includes checking the contractor's site is adequately fenced, materials are stored safely and any previously communicated restrictions are being enforced by the on-site manager. This monitoring shall include ensuring that the contractor is behaving reasonably safely in respect of his/her own staff, i.e. following common sense safety precautions and not acting recklessly.

## **Outside Lettings**

- All teaching spaces shall be available for outside lettings with the exception of specialist areas which contain equipment or materials with a significant risk. These specialist areas include science laboratories and technology workshops.
- Locks shall be active throughout the site whilst there are any lettings outside the school day. Additional means of access/egress may be permitted at the discretion of the school when necessary to provide suitable and sufficient welfare facilities.
- A written agreement is made with lessees in respect of the use of the premises.

- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for. If some other arrangement is agreed with the school the agreement must be recorded in writing.
- All statutory requirements, including those relating to health and safety matters, must be observed. School specific requirements must also be complied with. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer (this applies in particular to animal and bird fairs, pottery work using high silica clays and more toxic glaze materials, etc).
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- The school will ensure that hirers are acquainted with the emergency and evacuation procedures (which should be on display), including the location of the fire alarms, extinguishers and emergency exits and muster points. This can be done during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a muster point and carrying out a check of users.
- Fire appliances must not be removed or tampered with other than for firefighting purposes.
- The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. Where a modern, electronic fire detection and warning system is not available in the school the hirer must provide the means for alerting the hirers of the need to evacuate. This is particularly important where the school's normal fire alarm system may not be suitable for those with special needs. For example, a fire alarm that provides an audible warning only may not be suitable for a deaf person and the hirer must make suitable compensating arrangements for all similar circumstances. The hirer is responsible for drawing up specific evacuation plans for any disabled people.
- The hirer must ensure that only that part of the building under hired is used and must observe any instructions given by the site supervisor/ member of school staff concerning the area available, this is inclusive of designated toilet/welfare facilities.



- Smoking and vaping are not allowed in any part of the school premises.
- Consumption of alcohol is not permitted in any part of the school premises.
- All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises declared in the hiring agreement. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting. Attendants and stewards should ideally wear badges identifying them as such.
- The hirer is asked to arrange for users to park in designated areas only. Grass or roadways may be used with the school's expressed permission. This information must be conveyed to any person who may attend an event/activity.
- All scenery, costumes and drapes used for stage performances, or the like should be of a fire-resistant material.
- The Headteachers reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes but should the school wish to make a land-line available to the hirer during lettings, the agreement should be included in the hiring contract. The hirer must contact a representative of the school as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school must provide a contact number for such emergencies.
- Should children be present, adults must directly supervise them at all times.
- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Where the hirer is providing a service endorsed by Suffolk County

Council then national competence standards and the Children and Young Peoples Services Directorate's supervision requirements must be met in all cases.

- If coaching children or vulnerable adults, requirements on Criminal Record Bureau checks must be followed.
- The hirer is responsible for ensuring that premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning that may be necessary in returning the premises to a satisfactory condition, shall be recharged to the hirer.
- When hiring the field or other outdoor services, the hirer should consider the need for changing facilities, toilets etc. and negotiate with the school about availability. Where practical, these will be made available.
- It is the responsibility of the **hirer** to effect suitable public liability and other relevant insurance cover. The school has taken up the option of purchasing the Hirers Liability Insurance Policy for non-commercial hirers and the cost of this is 10% of the lettings charge, unless evidence of a valid policy is submitted with the booking. This insurance indemnifies the hirer **not the school**.
- In the event of an incident, fire or near miss  
The school will ensure that **Incident Report** forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school should follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the hirer has produced a risk assessment, then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. The school is **NOT** responsible for undertaking risk assessments for hirer's activity(ies).
- In the event a fire  
The Hirer will call the Fire Service (if school staff are not present and supporting the activity)  
All users will evacuate the building via the nearest fire exit and muster at the designated point.  
Users must not re-enter the building until the "all clear" has been given. The Fire Service will give this.  
Fires must be reported using the Incident Report form.

### **Covid- 19**

The school has a separate Covid19 Risk Assessment. The school has Covid Compliant Certification.

## **APPENDIX A**

### **The Critical Incident team.**

Headteachers	Senior management team
Chair of Governors or delegated representative	Site Manager
Headteacher's PA	Senior First Aider
Clerical staff as required	Other delegates subject to need

## **APPENDIX B**

### **Critical Incident Procedures:**

#### **Fire or Flood**

- The person discovering the fire should sound the alarm from the nearest point.
- The Fire Service should be summoned.
- Close all the windows and doors if this does not put anyone in further danger.
- Proceed in an orderly manner along the designated fire exit routes.
- Muster in the allocated area unless impossible to do so.
- Course Leaders and persons responsible for other personnel should take a roll call.
- Missing persons should be reported immediately to the Headteachers, (or other responsible person: Site Team or Leadership). In any event the Headteachers should be informed as soon as practicable
- Await further instructions.
- At all times be vigilant and attentive to instructions given by the Fire Officer, Headteachers or other responsible person.

#### **Bomb Scares or Terrorist Activity**

- Suspicious packages must not be touched.
- The Alarm must be sounded.
- The Police and the Fire Service should be summoned.
- Proceed in an orderly manner along the designated fire exit routes.
- Muster in the allocated area unless impossible to do so.
- Course Leaders and persons responsible for other personnel should take a roll call.
- Missing persons should be reported immediately to the Headteacher, (or other responsible person: Site Team or Leadership.) In any event the Headteachers should be informed as soon as practicable
- Await further instructions.
- At all times be vigilant and attentive to instructions given by the Fire Officer, Headteachers or other responsible person.

#### **Death or Serious Incident (including those off-premises or on Educational Visits etc.)**

- The Headteachers should obtain and collate accurate information about the incident.
- HSE must be informed.
- Retrieve the existing contingency plan.
- Call together the Critical Incident Management Team (CIMT)
- Draw up an incident action plan.
- Establish a communications room and a dedicated telephone.
- Start the Incident Log
- Contact the families of the children or staff involved.
- Make arrangements to inform other parents.
- Inform all the teaching and support staff.
- Inform the pupils.
- Contact appropriate support services.

- Respond to and/or inform the media as appropriate.
- Inform associated schools.
- Ensure that the procedures detailed in the short-, medium- and long-term plans for Critical Incidents are followed.

### **Attack, Threat or Aggression (including unauthorized entry to a teaching space)**

- Remain calm at all times.
- If no attack or threat is likely, then ask the person to state who they are and upon what business they have come.
- Ask if they have reported to Reception.
- If they have not reported to Reception, then they should be requested to do so – if they are calm enough then accompany them. If they refuse and you have access to a telephone, then call Reception.
- If you have no telephone and it is possible to send a pupil to Reception, then do so as soon as it is practicable.
- Under no circumstances must you do anything which would put yourself or any pupil at further risk
- If unable to summon help, then remain calm until the end of the lesson or lecture when someone else may arrive to raise awareness of the incident.

If the incident involves attack or significant threat, then the following procedure should apply as soon as it has been notified:

- a) The Headteachers (for incidents occurring during sports sessions out of school hours) should obtain and collate accurate information about the incident.
- b) The LEA should be informed.
- c) Retrieve the existing contingency plan.
- d) Call together the Critical Incident Management Team (CIMT)
- e) Draw up an incident action plan.
- f) Establish a communications room and a dedicated telephone.
- g) Start the Incident Log
- h) Contact the families of the children or staff involved.
- i) Make arrangements to inform other parents.
- j) Inform all of the teaching and support staff.
- k) Inform the pupils.
- l) Contact appropriate support services.
- m) Respond to and/or inform the media as appropriate.
- n) Inform associated schools.
- o) Ensure that the procedures detailed in the short-, medium- and long-term plans for Critical Incidents are followed.

### **Unauthorized Removal of a Pupil from the Premises by Person or Persons Unknown**

- Remain calm at all times.
- If possible, and if no attack or threat is likely, then ask the person(s) to state who they are.
- Resist the removal of the pupil only if the situation is not likely to lead to injury or harm to any party.

- Under no circumstances must you do anything which would put yourself or any pupil at further risk
- Obtain a description of the person(s) and the registration number of any vehicle if possible.
- Call the police.

If the incident involves attack or significant threat, then the following procedure should apply as soon as it has been notified:

- a) The Headteachers (for incidents occurring during sports sessions out of school hours) should obtain and collate accurate information about the incident.
- b) The LEA should be informed.
- c) Retrieve the existing contingency plan.
- d) Call together the Critical Incident Management Team (CIMT)
- e) Draw up an incident action plan.
- f) Establish a communications room and a dedicated telephone.
- g) Start the Incident Log
- h) Contact the families of the children or staff involved.
- i) Make arrangements to inform other parents.
- j) Inform all of the teaching and support staff.
- k) Inform the pupils.
- l) Contact appropriate support services.
- m) Respond to and/or inform the media as appropriate.
- n) Inform associated schools.
- o) Ensure that the procedures detailed in the short-, medium- and long-term plans for Critical Incidents are followed.

**In all of the above cases an Incident Report Form must be completed.**

## **APPENDIX C**

Key holders to External Doors:

Headteachers	
Site Technician	
Site Manager	
Cleaning team	
Sports Centre Manager	
ICT Manager	

Emergency Contact Numbers for Key holders:

Geoff Luxton (Headteacher)	07593924333
Sarah Gray (Headteacher)	07910888807
Matthew Kenningham Site Manager	07979950810
Matthew Hodson Site Technician	07517857729

## **APPENDIX D**

Location of First Aid Stations:

A Block	A1
C Block	Medical Room
S8	Science Classroom
D Block	Sports Office, Main Kitchen
H Block (1)	English Office
H Block (2)	Humanities Office
R Block	Kitchen
S Block	Preparation Room
SF Block	Sports Office
T Block	T1&T2 Workshops
V Block	Office



## **APPENDIX E**

Emergency Contact Numbers:

Emergency Services - Internal Phones	(9) 999
Emergency Services – Direct Dial	999
School Reception	201, 202,203,213
6 <sup>th</sup> Form Office	240
H&S Officer	258

## APPENDIX F



## APPENDIX H

# First Aid Points



# APPENDIX I Fire Alarm Call Points



## APPENDIX J

### Emergency Evacuation / Fire Routes

