

HEALTH & SAFETY POLICY and PROCEDURES



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General Policy Statement

The Headteacher and governors of Ratton School 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 David Linsell, 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 is 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 acting 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, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, 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 those 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.

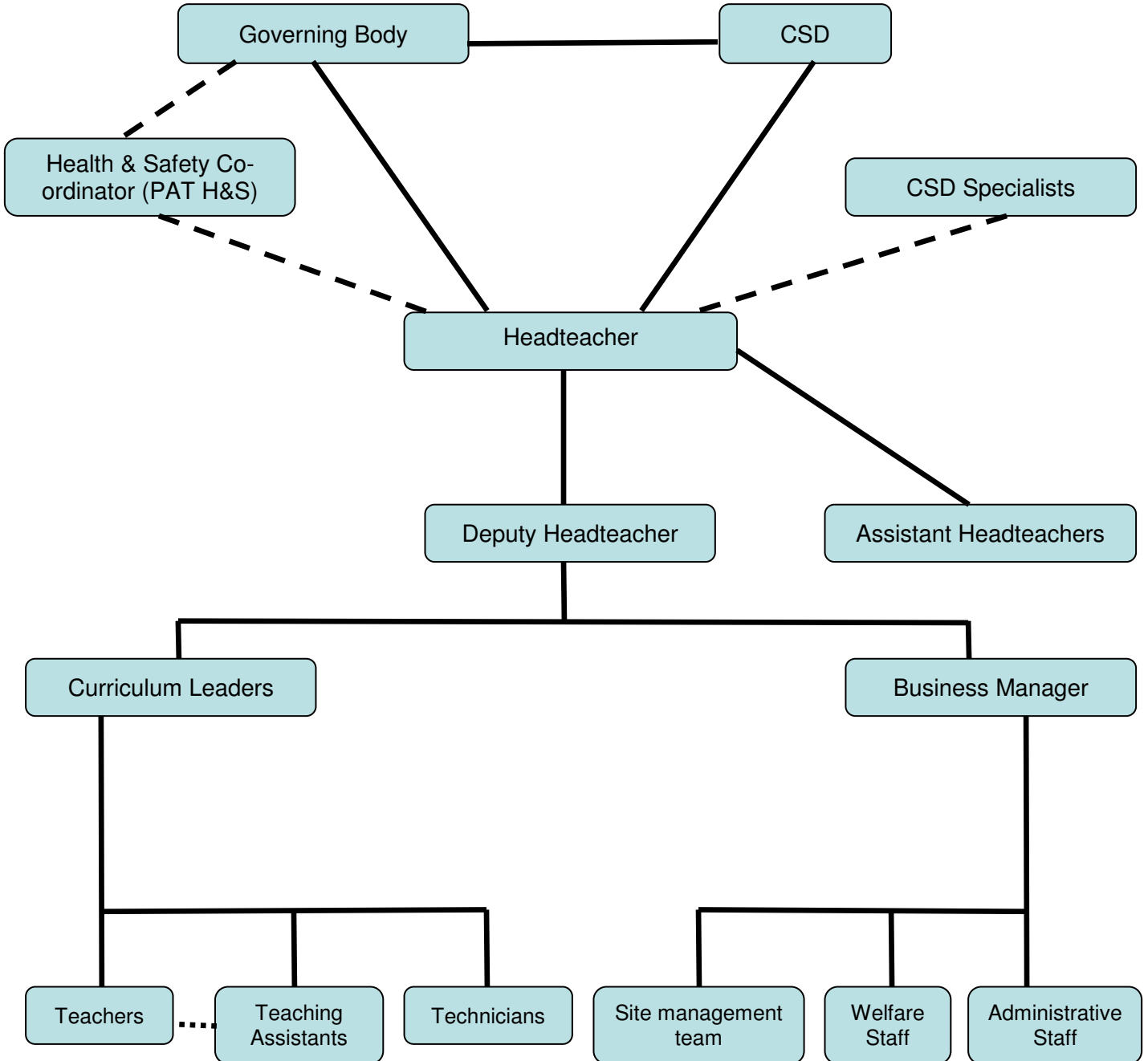
Signed Headteacher Date

This policy was endorsed by the Board of Governors at their meeting on 15th March 2011

Signed Chair of Premises Health & Safety Committee Date

2. Organisation within the School 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 controller of premises 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 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 Health and Safety Co-ordinator/Health and Safety Governor/sub 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:

- a. provide liaison with the Inspectors: Local Authority, Department for Children, Schools and Families (DCFS) (previously DfES) and HSE 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. Health and Safety Co-ordinator, Premises Co-ordinator, throughout the school;
- f. will nominate a governor to undertake to chair the Premises Health and Safety Committee with member of the senior management team present;
- g. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- h. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- i. ensure health and safety issues associated with major building projects are

complied with;

- j. ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents 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. make an annual report on health and safety matters including buildings and safety management to the Governing Body;
- 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 Heads of Department, that health and safety is considered as an integral part of course syllabi both in the preparation of new course submissions and in their reviews;
- 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;
- v. 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;
- w. to monitor student health records prior to entry and to report/advise Mrs L Morgan of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- x. 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.

The Deputy Headteacher 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 Business Manager and Assistant Headteacher (CPD)

The BM and AHT are responsible for staff training throughout the school and in particular are responsible, in consultation with the Headteacher and Health and Safety Co-ordinator, for the identification of and the organisation of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular she will ensure

- a. 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 an introduction to the Safety Policy outlining restricted tasks and activities;
- b. 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.
- c. staff receive appropriate training so that they may carry out their work in a safe manner;
- d. sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.

3.4 The Business Manager

The Business manager in conjunction with the Site Manager 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 3.18 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.

3.5 The Health & Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the School.

Additionally, the Health and Safety Co-ordinator will:

- a. make an annual report, in conjunction with Tracy Comfort, Business Manager and assisted by the Curriculum Leaders, on safety matters to the Headteacher and the Governing Body;
- 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 to Tracy Comfort, Business Manager/Site Manager for matters requiring immediate attention, e.g. safety reports;
- h. make recommendations to the Headteacher/Business Manager 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. Occupational Health and Safety team at County Hall;
- k. monitor accidents to identify trends and introduce methods of reducing accidents.

3.6 Educational Visits Co-ordinator

- a. to 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. to 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 and either approve proposal or submit proposal to the Outdoor Education Adviser (OEA) at County Hall;
- d. ensure that the schools educational visits meet the Children's Services requirements;
- e. to 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, this to include accompanying staff and volunteers.

3.7 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 to:

- a. prepare safety checklists (twice a year) on safety matters for the meeting of the Governing Body and Health and Safety Co-ordinator;
- b. nominate, in conjunction with his/her manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- c. notify Business Manager 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 Health and Safety Co-ordinator;
 - l. budget for safety equipment for his/her designated areas;
 - m. circulate publicity relating to safety matters to staff within their control.

3.8 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.

3.9 Technician/Teaching Assistant

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

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.

3.10 First Aiders and First Aid Co-ordinator

The First Aid Co-ordinator, when on duty is responsible for supporting health and welfare issues within the School and in particular:

- a. to be responsible for attending to and monitoring student or visitor

- illness/injury and to refer students to their own doctor or hospital as appropriate;
- b. to maintain the school medical room and equipment;
- c. to monitor student health records prior to entry and to report/advise the Medicines Administrator of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- d. to assist in the monitoring of first aid equipment and boxes on School site;
- e. to assist in the development and health promotion activities at the School;
- f. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders (see appendix B);
- g. to ensure the necessary records are maintained relating to accidents associated with the work of the school.

3.11 Learning Resources Centre Manager

The School LRC Manager is responsible for discharge of the safety policy and for the general oversight of organisation and arrangements in 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.

3.12 Work Experience Co-ordinator

The Work Experience 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 ensure that:

- a. all work placement providers are assessed prior to use for the first time;
- b. arrangements are in place to ensure that the guidelines issued by Vosper Thorneycroft (VT) 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.

3.13 Learning Directors

The learning director has similar responsibilities to those of the teacher and in addition the learning director 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. ensure that each student receives a copy of, and understands the implications of the 'Students' Safety Policy' at the outset of his/her course;
- g. 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;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.14 Managers of Associate staff

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

- a. attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Co-ordinator;
- 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.
- i. G.M Monks LTD (PAT testing) is responsible for the testing of portable electrical appliances throughout the school. (See appendix H re: electrical equipment)

3.15 Site Management Team

The Site Management 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 Health and Safety Co-ordinator;
- 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;

ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

3.16 Catering Manager

The Catering manager will ensure:

- a. Routine maintenance checks and inspections required by legislation for

food hygiene in relation to cleanliness; layout and design; washing facilities; lighting and ventilation; changing facilities; transport; equipment; removal of wastes; pest prevention and control; water supply; training; and the temperature at which food must be kept are undertaken.

b. The proprietor of any food business must operate a procedure based on Hazard Analysis and Critical Control Point. This is a procedure for identifying specific hazards and measures for their control to ensure the safety of food. It operates on the same principles as risk assessments.

c. Supervising food handlers, instructing and training in food hygiene matters which are appropriate to their work.

d. Conducting risk assessments and adopting Health and Safety procedures, and monitoring the effectiveness.

e. Liaise with Site Manager and Health and Safety co-ordinator.

f. Auditing the servicing of Kitchen appliances and services.

g. Food safety audits are undertaken and routine cleaning.

3.17 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.

3.18 Staff Liaising with Contractors

(see appendix C)

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 Business Manager for her to rectify or, failing that, reporting to Site 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 County Council Policy on Asbestos and the Management of Contractors.

3.19 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, safe or welfare in pursuance of any of the relevant statutory provisions,'

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.

3.20 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. Premises and Health and Safety Governors Committee

The Committee represents the various groups within the School comprised of -

Headteacher

At least 4 members of the Governing Body

Assistant Headteachers

Health and Safety Co-ordinator (advisory role)

Union Safety Representatives (1 representative from each of the recognised staff unions) if invited

Business Manager

Two students, who must normally be officers of the Student Leadership Team (if appropriate)

4.1 Overall Function and Objective: To provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly 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 purview of the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- 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.

- To develop 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.
- Chair of this committee attends the Site Walk-about at least once a year.

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 Headteachers
Leadership (Business Manager and Assistant Headteachers)
Health and Safety Co-ordinator
Site manager

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 General Office reception/Main reception.

The Receptionist will also contact:

A member of the **Senior Management Team**: for information

Deputy Headteacher: if students are involved

Business Manager/Site Manager: if building access is required or if it is necessary to isolate electrical supplies etc.

Out of school hours, please contact emergency services by dialing 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, and appendices D & E and SOP Emergency Evacuation Procedures)

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 swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

Assembly Points: South Playground
North Playground

The nominated staff (see appendix E SOP) must take the registers and visitors book. Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

Teacher's 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 that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer helpers or other visitors to their classrooms in an emergency.

All Staff 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 yearly.

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

The Business Manager will organise fire drills as appropriate, but at least three times/year, and ideally before the end of the first week of each term. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Health and Safety Co-ordinator who in turn reports to leadership team.

The Health and Safety Co-ordinator 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 Health and Safety Co-ordinator 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 pupil 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 Health and Safety Co-ordinator, if the class teacher or SENCO identify a particular problem.

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

Security Measures and Location of Security Cameras (see appendices F & G)

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, pupils, 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 in their absence.

9. First Aid Procedure (see also Policy Provision of First Aid and appendix B)

There will be at least 25 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 daily bulletin during the year and on the notice board outside the Medical Room.

First aid boxes are kept with the first aider and in the medical room. The First Aid Co-ordinator 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.

All injuries which come to staff attention, no matter how slight, should be recorded in the Minor Injuries book and/or County Council Incident/Accident Report Book.

In case of doubt as to whether a child's parent should be immediately alerted or not, contact Welfare staff or in their absence Care and Guidance. 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 pupil to hospital. In these cases the pupil 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 (see also Policy on Accident Reporting and Investigation)

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. A member of staff will accompany the student to A and E and wait until parent/guardian arrives.

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 return to school.

All staff must report any accident (or near misses) involving themselves, visitors or volunteer helpers by recording the details in the County Council's Incident/Accident Report Book. Pupil accidents, depending on the severity will be reported either on the Minor Injuries Form and/ or County Council's Incident/Accident Report Book.

The Health and Safety Co-ordinator will ensure that these forms are forwarded to the Occupational Health and Safety team at County Hall, Lewes. As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that Judith Barnett is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. Judith Barnett will monitor the accidents to identify trends. The Governors sub committee will also receive information on accidents at each meeting.

11. Health Issues

11.1 Smoking (see also the Policy on No 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)

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 abuse, 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 based at County Hall 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 the Management of Stress)

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.

11.4 Expectant Mothers (see also Policy on New and 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.

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 Line Manager 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 Health and Safety Co-ordinator 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. – (see also Policy on Risk Assessment)

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 Health and Safety Co-ordinator and on the schools' ICT network.

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

- Premises Site Management
- Curriculum Curriculum Leaders
- Off-site Visits Trip Group Leader
- Individual/specific Health and Safety Co-ordinator in conjunction with relevant staff

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 Children, Schools and Families (DCFS) (previously DfES) 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 lodged with the Deputy Head.

Copies of the Departmental Health and Safety Policy will be lodged in addition with the Co-ordinator for Health and Safety.

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 (see also Policy on Display Screen Equipment)

All staff that use PCs must complete the Workstation Self Assessment Checklist to be returned to Judith Barnett

The nominated DSE Assessor is Irene Pidgely 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 (see also Policy on Electricity)

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 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 pupil.

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. (see also Policy on Work Equipment)

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 Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

13.4 Moving and Handling (see also Policy on Manual Handling)

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. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is

appropriate at all times.

The Health and Safety Co-ordinator will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. 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.

13.5 Housekeeping (see also Policy on the Workplace Regulations)

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 is 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 Business Manager. 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 Team/Business 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)

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 to the Occupational Health and Safety team at County Hall on the Incident/Accident Report Book.

13.7 Off-site Visits (see also Visits Guidance and Regulations)

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 (see also Policy on Work Experience)

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 (see also Policy on Hazardous Substances)

Responsibility for implementation of the COSHH Regulations, annual review and (where necessary) updating has been delegated to Heads of Departments where technical considerations so require. The Heads of Departments concerned are those for Design Technology, Art, Science, Reprographics and the Site Manager.

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 Health and Safety Co-ordinator. 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 the COSHH Regulations may consult the Health & Safety Co-ordinator.

13.10 Radiation

The Science Department holds a selection of radioactive substances. A Radiation Protection Office has been nominated (Mr Tony Dunn) within the school along with a Radiation Protection Adviser for Children's Services. The role of the Radiation Protection 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 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 health and Safety Co-ordinator and must be consulted prior to any inspection

13.12 Noise at Work (see also Policy on Noise at Work)

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 Premises Co-ordinator/Business 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:

- 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.

Drivers of vehicles on the School campus 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 Policy on the Administration of Medicines)

Mrs L Morgan and Mrs J Carter will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils 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.

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

Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school.

16. ICT

The policies for use of computer equipment can be found on the school network under Staff Shared/Whole School documents/ICT policies. Staff and student codes of conduct and the e-safety policy are available.

17. Training and Information (see also the Health and Safety Training Policy)

A training needs analysis will be 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.

The school has developed a supply teacher's pack and this will be issued to all supply

staff that includes health and safety information.

18. 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:

- 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 health and safety co-ordinator 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.

18.1 Inspections

To maintain and improve standards throughout the school a bi-termly premises safety inspection will take place and records kept. The school will be inspected by Ms Karen Terry (ESCC Health and Safety adviser)

18.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Occupational 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.

19. Visitors

The Headteacher and governors must 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.

The Office Manager and Business Manager will ensure that volunteers have the necessary safety information.

20. 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.

21. 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 a bi-annual basis seeking endorsement from the Governing Body.

Appendix A

List of Useful Contacts in School

Health and Safety Co-ordinator	Judith Barnett
Health and Safety Governor	Ken Mengham
Educational Visits Co-ordinator	Tracy Comfort
First Aiders	See attached list
Person responsible for reporting Accidents/incidents	Judith Barnett
Business Manager	Tracy Comfort
Work Experience Co-ordinator	Jackie Begin
Trade Union Safety Representatives	Paul Bartholomew David Brinson Richard Harborne
Radiation Protection Officer	Tony Dunn

Appendix B

First aid, Accidents & Incidents

X No	Name	Location	Qualification Dates
201/200	Carol Clarke	Reception	11.02.09 - 10.02.12
203	Gill Court	Office Manager	27.01.10 - 26.01.13
200	Judith Barnett	H & S Co-ordinator	EFAW 22.11.10 - 22.11.13
	Cathy Dean	MFL teacher	EFAW 22.11.10 - 22.11.13
207	Paul Bartholomew	Technology	12.11.09 - 11.11.12
121	Theresa Chambers	Student Welfare Office	00.11.08 - 00.11.11
255	Simon Thomas	ICT support	22.10.10 - 21.10.13
	Gill Manger	Food Technology	00.09.09 - 00.09.12
221	Mandy Da Silva	PA to Learning Support	12.09.09 - 11.09.12
221	Christine Vermeulen	Cover Supervisor Maths	00.06.10 - 00.06.13
	Mick Foster	Assistant Site Manager	13.10.10 - 12.10.13
	Carol Peddlesden	Maths teacher	12.11.09 - 11.11.12
119	Julie Plummer	Student Welfare Officer	21.11.10 - 20.11.13
226	Mark Jones	Student Welfare Officer	22.10.10 - 21.10.13
122	Teresa Spiers	Student Welfare Officer	21.11.10 - 20.11.13
120	Fiona Jenner	Student Welfare Officer	Appointed person 27.01.11 - 26.01.14
244	Liz Gilbert	KS3 Learning Support	EFAW 26.04.10 - 25.04.13
	Debbie Griffiths	Learning Support	11.06.09 - 10.06.12
256	Karen Johnson	Kitchen	23.04.09 - 22.04.12
209	Jay Chaundy	PE	11.06.09 - 10.06.12
209	Naomi Polytello	PE	11.06.09 - 10.06.12
209	Jane Upton	PE	11.06.09 - 10.06.12
	Guy Kingham	PE	11.06.09 - 10.06.12
213	Louise Pout	Cover Supervisor	11.06.09 - 10.06.12
221	Michelle Allen	Learning support	11.06.09 - 10.06.12
221	Wendy Spicer	Learning Support	11.06.09 - 10.06.12
221	Sally Gale	Learning Support	11.06.09 - 10.06.12
242	Maria Wells	Performing Arts	29.09.10 - 28.09.13
	Sandra White	Performing Arts	01.07.10 - 30.06.13

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.
- If the accident is more serious then a first aider should be called or the student sent to the Medical room/Welfare Office.
- **Any person administering first aid is responsible for seeing that the necessary accident/incident report form is completed.** A copy of these forms are kept in the General office cupboard and Welfare and overseen by the Health & Safety Officer.
- The first aid kits will be checked and replenished on a regular basis. 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.
- 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 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 Health & Safety Officer 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
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 assistant head's office.
 - c) Direct line in learning managers' office.
5. Recording-checklists and Health and Safety Officers report.
6. Testing-"G.M Monks", quarterly including emergency lighting.

Appendix E ASSEMBLY POINT IN THE EVENT OF A FIRE ALARM

Word Community: Lyceum			North playground - facing tennis courts					Leadership staff: Mr J Chaundy Learning Leader: Mrs C Rampley			
Tutor Group	NZi	LCu	MWo	CRn	KWd	VBr/ESt	LWe	LCa	CDe	PLe	
Assembly Point	0	10	11	12	13	14	15	16	17	18	19

Performing Arts Community: Lyric			North playground - facing the field					Leadership staff: Mr M Adams Learning Leader: Mrs S Lock			
Tutor Group	DPo	VKi	WBr	DCH	ADu	KWo	JSu	CBi	GMi	NSt	
Assembly Point	20	21	22	23	24	25	26	27	28	29	

Physical Community: Apollo			North playground - facing the field					Leadership staff: Mr J Welsh Learning Leader: Mr G Kingham			
Tutor Group	ADe	TDu/KRe	RGo	LHi	JFe	CPn/KBu	TDr	RCl	RFe	KWe	
Assembly Point	30	31	32	33	34	35	36	37	38	39	

Number community: Adelphi			South playground					Leadership staff: Mr S Agnihotri Learning Leader: Ms C Sugden			
Tutor Group	TCa	ALi	KBu	CVe	CCo	NAv	RPr	MRO	CPE	SBI	
Assembly Point	40	41	42	43	44	45	46	47	48	49	50

Humanities Community: Globe			South playground					Leadership staff: Mr J Taylor Learning Leader: Ms N Smith			
Tutor Group	CMp	SCe	JPi/LPo	SBu/SOx	RVi	EGr	LPo	WLa	GBr	SBa	
Assembly Point	51	52	53	54	55	56	57	58	59	60	

Students:

- Must leave the building by the nearest exit
- Must not re-enter building
- Must walk silently to fire assembly point

Staff:

South playground Yrs 8-11 IAn
North playground Yr7 DBn

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.

Scope

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		CCL GCo
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	CCL
1c	Distribution of registers to lines of tutor groups in S. playground	Adelphi Apollo Globe Lyceum Lyric		TSp TCh MJo FJe JPl
2	Megaphones in General office	Take to Assembly areas		GCo/LMo give to EFi/IAN
3	Visitors assemble at meeting point in South playground			Visitors
4	Check Visitors in South Playground, with clip-board from CCL/ARu	If visitors are not with department visited		CCL
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 and Teaching Assistants and office staff without identified roles
6	On sound of bell go to: Maths door Blue room door (nr hall) Crush area door (nr canteen)	"Man" these entrances/exits.	Until students have evacuated or returned to building	SWh/RHa/LMCA/JBu JBe/JCa/IPi/CET VEd/JBa/LPo/AGd/LGi
7	Check building fully evacuated	PerformingArtsCorridor (No entry to) Maths Corridor MFL and English Areas Science 226 & 227 137 129 Technology ICT/Humanities Canteen area SIMS office/135 & 136 Admin block Art Corridor between HT & Technology/Toilets Learning Support Area "Turn-around" Unit Kitchen Maths PE changing/gyms		DPo/MAs/ADu/KWo SGa/MHu/JPe/LBa/MRo (from room 120) LCa/VBr/KWd/MWo/CRn/NZi/PLe/CDe CBe/ZHo/JWe/EWe/ADe/RWe KRe/LHi TDr DBn GMa/PBa/RGo/RCl/CWi IPi/MBw/TCa/CCo/NAv/CMp/SCe/GBr LGi JLi/JJi/ADa/TDu/KRe/JFe TCo/CET/AGd/JBa & any site team LSc/JSu/GMi LBa/DT techs/SGa MDa/JBo/DBn DBn/SGe CWh/assistants: GDr/KO'N/KJo/TJo ELo/PSa/DSe/LWe/EWi JPe/CSu/SAG/ALi/SBl/GEd/CPe Teacher/staff present when alarm sounds

No	What	How	When	Who
8	Unlock Gates	Near Mathematics rooms Near tennis Courts		STh (exit tho library fire escape) PBa/GMa/EWe
9	Prevent vehicles from entering site	Front driveway gates Back driveway gates		SBe/AGr PBa/GMa/EWe
10	Oversight of Assembly Areas	Lyceum) Adelphi) LFi North Apollo) Lyric) SLs South Globe)		J Chaundy/CRm/WSp J Peters/CSu/CVe/TSp J Welsh/GKi/SJo/VSh/MDa M Adams/SLo/JPe/LFe J Taylor/MJo/MHu/MRe
11	Decision to return to building	Consultation with site team Health & Safety evac checklist	When alarm turned off Ongoing completion	HT/DHT/TCO TCO (S playground)/JBa (N playground)
12	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.		Learning Leaders

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 without tutor responsibilities to be on door duty for re-entry of building e.g. Crush area, Blue room, and Maths door.

Audit

After each evacuation; report by Health and Safety Officer

Review

After each fire practice.

Author

Headteacher

Date

September 2010

Appendix F

Security Measures

CCTV

The CCTV cameras are monitored from reception and various offices around the school. There are now 31 colour cameras installed. See appendix G 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.

Fire exits.

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

Registration of Visitors.

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.

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 finger print identification. Visitors to the school are given access by an internal push button and intercom.

Appendix G

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 (out of action)	16. Student entrance	

Appendix H

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, eg; 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 I

COSHH - The Control of Substances Hazardous to Health

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.

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.

In the school hazardous substances are found in the following places:

- Laboratories
- Workshops
- Cleaners' stores
- Reprographics rooms

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.

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.

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.

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.

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

Appendix J

Current Personnel

Senior Management Team (Core)

Headteacher:	D. Linsell
Deputy Headteachers:	E. Fitzpatrick A. Wardle
Senior Assistant Headteacher: (Years 8 - 11)	I. Anderson
Senior Assistant Headteacher: (Induction, Inclusion & Intervention)	D. Brown
Business Manager:	T. Comfort

Learning Directorate:

J. Chaundy (acting)
S. Agnihotri
J. Welsh
M. Adams
J. Taylor

Assistant Headteachers Learning Leaders:

G. Kingham
C. Rampley, Chris Sugden
N. Smith
S. Lock
J. Peters

Curriculum Leaders:

Art & Design	J. Sula
Performing Arts	N. Stocker
English	P. Lennon
Geography	S. Bax
History	R. Vinson
R.E	G. Bryden
I.C.T	M. Bristow
Languages	C. Dean/M. Woods
Learning Support	L. Gomm
Mathematics	G. Edwards/S. Blyth
Music	K. Wood
P.E	J. Upton
Opening Minds	V. Kirwan
Science	K. Wells
Design Technology	R. Goddard/R. Clemerson
COPE	M. Adams

Health & Safety Officer: J. Barnett

Site Manager: S. Comfort

Catering Manager: C. Wheeler
Head cook: E. Lemon