

HEALING
SCHOOL



A Science Academy

Healing School – A Science Academy

Health & Safety Policy

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| Adopted by Governors | Autumn Term 2019 |
| Review Date | Autumn Term 2020 |

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Section One

Policy Statement

This is a statement of Organisation and Arrangements for Healing School – A Science Academy, and is for the benefit of teaching and non-teaching staff and pupils, parents, visitors, contractors and all those on the school site. Copies of these documents along with other Codes of Practice and information on health and safety matters will be found in the school's safety manuals.

This statement deals with those aspects delegated to the School Governing Body and over which the Principal has control; it also covers safety associated with the building structure, plant, fixed equipment and services; it describes how the Principal will discharge his/her responsibilities in respect of employees, pupils, visitors and others who are present on school premises. It also describes the internal organisation, management and discipline of the school in accordance with the school's Articles of Government.

School Health & Safety Policy Statement

The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective for the Governors, Principal and staff. It is therefore the school's policy, so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff and pupils and also of the public and visitors and in particular: -

- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and pupils;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transportation of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work;
- To ensure that all employees have access to suitable training and it is sufficient to ensure their safety and health at work.
- To maintain a safe and healthy place of work and safe access to it and egress from it;
- To create a culture where staff feel listened to and will feel able to raise concerns or give ideas to improve health and safety in their working environment;
- To ensure effective consultation with employees and Safety Representatives on health and safety issues where appropriate.
- To protect employees from actual or potential risk of violence
- To formulate effective procedures for use in the event of fire or any other emergencies which require evacuation of the school premises
- To lay down procedures to be followed in case of accident or injury;
- To provide and maintain adequate welfare facilities;
- To make special arrangements to ensure the health and safety of any disabled person using the school site.

Section Two

Organisation for Implementation of the Policy

The Role of the Governing Body

In the discharge of its duties the governing Finance, Health & Safety Committee in consultation with the Principal, will:

Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 2003; Any training or updates will be organised by the Premises Manager.

Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;

Periodically monitor the effectiveness of this policy and ensure that any necessary changes are made;

Make it self familiar with all risks relating to the premises and activities of the school;

Ensure that risk assessments are carried out to evaluate risk control measures and to select the most appropriate means of minimising risk to staff, pupils and others;

Require, regular reports from the Principal on the health and safety issues that arise in the school.

In particular, the governing body undertakes to provide: -

- A safe place for staff and pupils to work including safe means of entry and exit;
- Plant, equipment and systems of work which are safe;
- Safe arrangements for the handling, storage and transport of articles and substances;

Safe and healthy working conditions which take account of all appropriate: -

- statutory requirements;
- codes of practice and official guidance (whether statutory or advisory);
- corporate policies and guidance
- best practice

Supervision, training and instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated and repeated as necessary;

Action to be taken in the event of a fire
Necessary personal protective equipment together with any necessary information, instruction, training and supervision.

Adequate welfare facilities.

So far as is reasonably practicable the governing body, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on: -

This policy;

All other relevant health and safety matters;

The instruction and training that will be given to all employees to enable them to carry out their duties in a safe manner and without placing themselves or others at risk.

The Responsibilities of all Employees

All employees, regardless of their position or their duties, have a basic duty to take care of their own health and safety and that of others with whom they come into contact or who may be affected by their acts or omissions.

In particular, they must: -

Co-operate with their employer and their colleagues in the observance of safe working practices.

Carry out assigned tasks and duties in a safe manner in accordance with instructions, approved safe working practices and any relevant safety procedures or directives.

Consult their immediate senior officer if they become aware of unsafe conditions or practices, or if they are in doubt about the safety of any situation.

Only use the correct tools, plant, equipment and materials for the work in hand and reject any that are in an unsafe condition.

Use the guards, safety devices, safety equipment, protective clothing and other personal protective equipment provided for their use.

NOT interfere with or misuse anything provided in the interests of safety, health or welfare.

Report to their manager

- any accident resulting in personal injury
- any 'near miss' incident that could have implications for safety
- any hazard or fault that comes to their attention during the course of their work and
- any recommendations they may have for improving existing working practices.

Set a good example at all times.

N.B. The Governors and the Principal welcome suggestions or ideas from employees that may improve standards of health and safety in the school or in its various activities.

The Responsibilities of the Principal

Updated October 2019 GJW

Action to be taken in the event of a fire

The Principal is the "de facto" manager of the premises and is responsible for ensuring that this policy is carried out, will ensure the management of health and safety issues on a day to day basis, and in particular will

Implement all corporate policies relating to health and safety

Take overall responsibility for building and site management
Establish line management responsibility for health and safety issues.

Be the focal point for day to day references on health and safety and give advice or indicate sources of advice;

Ensure the carrying out and recording, by the Health & Safety Officer or competent person, of appropriate risk assessments

Co-ordinate the management of health and safety in respect of all school activities;

Ensure that appropriate formal and informal consultation takes place with employees and trade unions, on issues where the health or safety of employees may be affected.

Maintain contact with outside agencies able to offer specialist advice;

Implement appropriate remedial measures to deal with hazards and risks that are reported to them and to stop any work practices or the use of any plant, tools, equipment or machinery, etc. that they consider to be unsafe until satisfied as to their safety;

Identify to the Governing Body any area of non compliance with statutory requirements and make recommendations for improvement to premises, plant, tools, equipment, machinery, etc. which are considered to represent an actual or potential risk to health or safety;

Arrange for the audit and inspection of premises, places of work and working practices on a regular basis and for the implementation of appropriate measures to eliminate or control to an acceptable level, any risk to health or safety

Ensure that they are notified of accidents and hazardous situations as soon as practicable;

Review from time to time: -

- the arrangements for carrying out risk assessments;
- the arrangements for the vetting, appointment and monitoring of contractors;
- the provision of first aid;
- the evacuation procedure in the event of fire or other emergency including the evacuation of people with disabilities;
- procedures for the maintenance and inspection, where required, of work equipment;
the provision of personal protective equipment

Review regularly the provision and dissemination of health and safety information relevant to the activities of the school

Recommend necessary changes and improvements in welfare facilities

Inform the Governors from time to time of the health and safety issues arising at the school.

The Premises Manager/Health & Safety Officer Responsibilities

Reporting directly to the Governing Body and Principal, the prime function of the school Health & Safety Officer is to advise employees, employees' representatives, departmental management and elected members on all aspects of health, safety and welfare relevant to the activities or functions of Healing School.

The Officer will fulfil the role of competent person as envisaged by Regulation 7 of the Management of Health and Safety at Work Regulations 2003, and will:

Assist in the appraisal of safe working practices and the carrying out of risk assessments throughout the Service Areas of the school.

Assist individuals in the determination of their responsibilities under legislation and in respect of this and other Health and Safety Policies.

Monitor the operation of and compliance with the Health and Safety Policy and agreed Safety Procedures.

Advise on compliance with the requirements of current legislation.

Assess the implications of new or proposed legislation for the school and will advise the Governors, Principal and management accordingly.

Participate in the contract monitoring procedures as laid down in Standing Orders relating to contracts.

Attend meetings of the school Safety Committees as required.

Assist in the preparation of safety procedures and in the revision of the school Health and Safety Policy.

Assist in and monitor the notification of accidents and dangerous occurrences to the relevant enforcement authority and will collate and prepare information on accidents, statistical trends and methods of accident prevention as appropriate.

Make sure effective arrangements are in place, to ensure that any work performed by contractors on the school's behalf and procurement processes, are conducted in accordance with the Health and Safety at Work Act 1974 and associated legislation

In circumstances where there is imminent risk of serious personal injury the Governing Body and Principal authorises the Health Safety and Welfare Manager, to prevent dangerous or illegal practices by stopping all or part of any operation, including any carried out by contractors working for Healing School.

In the event of such sanctions being applied, the Governing Body and Principal shall be informed at the earliest opportunity.

Line Manager Responsibilities

Have a general responsibility for the application of this policy to their own area of work and are directly responsible to the Principal, Vice Principals or Head of Department as appropriate.

Action to be taken in the event of a fire

Have a duty to comply with reasonable instructions given by the Governors and the Principal

Shall, where necessary, establish and maintain safe working procedures in their area of work including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances

Shall make every effort to resolve any health and safety problem in their area of responsibility which any member of staff may refer to them and refer to the Principal any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;

Shall carry out a regular safety review of the activities for which they are responsible and, where necessary, submit a report to the Head of Department, Vice Principal / Principal (as appropriate) identifying areas of non-conformance with legal requirements or areas of concern which may involve significant risk to the health and safety of any person

Shall ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;

Shall, where appropriate, seek the advice and guidance from the Principal or Safety Officer of the school;

Shall report to the Head of Department, Vice Principal / Principal any requirements for safety equipment and any additions or improvements to plant, tools, equipment or machinery which are required to prevent risks to health or safety;

Shall ensure that materials and substances are used and stored safely in the area for which they are responsible.

Responsibilities of Class Teachers

The safety of pupils during lessons is the prime responsibility of the class teacher.

If for any reason, e.g. due to the condition or location of equipment, the condition or layout of the room or the separation of pupils for practical work, a teacher considers that he / she cannot accept this responsibility, then the matter must be raised with the Head of Department, Vice Principal / Principal before the lesson is allowed to commence.

Class teachers are required:

To exercise effective supervision of the pupils, to know and to implement the procedures in respect of summoning first aid assistance and evacuation of the building in the event of fire or bomb alert

To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied at all times

To give clear instructions and warning to pupils as often as is necessary;

To personally follow safe working procedures identified by risk assessments and to ensure that the pupils correctly utilise the protective clothing, guards, special safe working procedures, etc.

To make recommendations to their line manager for the improvement of safety in relation to working practices or use of equipment or materials

Updated October 2019 GJW

All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and pupils. This means that actions should not place anyone at risk and that a report should be made of any defect in buildings, equipment or procedures to the Principal.

FAILURE TO OBSERVE ANY DUTIES WITH REGARD TO HEALTH AND SAFETY MAY LEAD TO DISCIPLINARY ACTION BEING TAKEN AGAINST THE PERSON(S) CONCERNED.

Supervision at Playtimes

The mid session breaks are legally deemed as a part of the teaching day. The procedure and rota of supervision is designated on the staff notice board.

No children should be allowed to practice activities in any part of the building or grounds unless personally supervised by a teacher in addition to the duty teacher. It is not reasonable to expect a class of children to be kept in during wet weather in safety without supervision.

The Pupils

Pupils are required to exercise personal responsibility for the safety of themselves, their classmates, employees and visitors to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear or other items considered dangerous);

To be aware of and observe all the safety rules of the school and in particular the instructions of teaching and non-teaching staff given in emergency;

To be aware of and follow emergency evacuation procedures

To use and not wilfully misuse, neglect or interfere with materials and equipment provided for their safety.

N.B. All pupils and parents should be made aware of the contents of this section and of other rules/expectations.

Parents will be required to ensure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated and the parents asked to visit the school to collect them.

Monitoring of Health & Safety

THE GOVERNING BODY have the responsibility under the School Health and Safety Policy for monitoring compliance with legislation and school policies on health and safety issues. The Principal shall make provision for a pro-active monitoring and advisory service for all aspects of health and safety relevant to the functions and activities of the school

Section Three

Arrangements for Managing Health & Safety

Risk Management

Healing School is committed to the management of risk in its widest sense in the delivery of its services. The school endorses this holistic approach and undertakes to apply the principles of risk management to every aspect of the running of the school.

Management processes will consider any risk that may pose a significant threat to the school activities, buildings, infrastructure, assets, employees and pupils that may affect the continued and efficient running of the school, or that may expose the school to adverse publicity, legal sanction or financial loss. Such risks will be evaluated as part of the normal management processes and appropriate steps will be taken to avoid them wherever possible, or to introduce measures that reduce them to an acceptable level

Risk Assessment – the basis of health & safety management

Health and Safety legislation, notably the Management of Health and Safety at Work Regulations 1999 requires employers to carry out risk assessments of work activities. Written records must be kept of the findings of these assessments and of the measures that are required to minimise these risks or eliminate them entirely. A policy has been developed on risk assessment together with guidance on the process. The agreed format for the forms used in the recording of risk assessments is contained in these documents and should be used in school.

It is the duty of the Governing Finance, Health & Safety Committee to nominate a suitable person (i.e. Premises Manager) to ensure that a suitable risk assessment programme is drawn up and it is the duty of the Principal to ensure that this is developed and implemented in school by persons who have sufficient training, experience and knowledge of the areas of work to be assessed. The progress with the programme will be reported to the governing body.

The risk assessment programme for the School, developed with any necessary advice from the Health, Safety and Welfare team in Human Resources will prioritise the assessment of work activities and will result in a schedule of remedial measures that are required to eliminate or control risks in those activities.

Records of assessment must be kept for a minimum of five years. Documentation of the risk assessment programme will necessarily include completed assessment sheets, schedules of improvements and any reports, reviews and updates.

Remedial action required as a result of the risk assessments will be implemented as soon as is practicable. The Principal on behalf of the Governors will be responsible for ensuring that a prioritised programme is drawn up and followed and that any changes in working practice are introduced only after appropriate consultation with employees and trades unions.

Risk assessments will be required before new equipment or substances are brought into use in the school. Existing assessments will be reviewed by the Premises Manager every 12 months and listed on a spreadsheet and will be revised as necessary and when working activities or circumstances change and in the light of new information, legislation or guidance.

Aspects of Health & Safety Management

The following aspects of health and safety management are identified as being of relevance in the school - information is given as to the way in which the school will address these issues. Where more detail is contained in separate documents, such as guidance notes or policies, specific reference will be made to those documents and to their availability.

Accidents and Dangerous Occurrences Procedures for Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), certain Accidents that occur at, or as a result of, work activities and certain defined Dangerous Occurrences have to be reported to the Health and Safety Executive as the enforcing Authority.

A guidance note is attached at Appendix 1 which gives information as to what is notifiable and to whom. Responsibility for notification rests with The School Health & Welfare Assistant or the Premises Manager/Health & Safety Officer. All accidents, incidents or near misses, whether resulting in injury or not, will be recorded and kept for a minimum of three years. Incidents and near misses will be reported to the Premises manager and records kept for a minimum of 3 years, all staff will be made aware of the changes by signing for the H & S policy, pupils to be informed at tutor groups, etc.

The member of staff who is in charge of the situation at the time of any incident must ensure that an entry is made on the accident report form (done electronically in the Medical room office) and must obtain and fully complete the appropriate accident forms which are also kept there. Whilst the forms are straightforward to complete, staff should ensure that the information given is as accurate and as informative as possible.

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

If the accident is of a serious nature, deal with it as a first aid case and follow the procedures in this Section.

N.B. No medicines or analgesics are to be administered to the injured party – see the section on Medicines below.

In obviously serious cases or where there is uncertainty as to the extent of injuries, call an ambulance (999) and in the case of an injury to a pupil, attempt to contact the parent/emergency contact. A pupil must be accompanied to hospital by a parent or by a member of staff; if the latter, parents must be informed as soon as possible. If it is necessary for the pupil to be sent home, they must be accompanied home by a member of staff or must be collected by a parent / relative.

If the injury is to a member of staff their emergency contact should be informed of the injury and the likely outcome, i.e. removal to hospital, return home etc. A member of staff should accompany the injured person to hospital or home – an injured person should never be sent home alone particularly if they have been injured as a result of a violent incident.

If the injury is to a visitor, contact should be made with a relative to ensure as far as possible that the injured person receives appropriate care after the accident.

Action to be taken in the event of a fire

If the injury is to a contractor working at the school, their employer should be contacted as soon as possible to make the necessary after care arrangements

An accident report must be completed in line with the procedures in this Section.

Do not hesitate to call an ambulance if you are uncertain about the seriousness of the injury to visitors, pupils, adults or staff.

Accidents Not Involving Personal Injury

Where an accident or potentially dangerous situation occurs, it is essential that follow up action is identified and is taken to prevent possible recurrence. The action taken in the first instance should be to inform the Principal and Head of Department who will then take responsibility to follow the problem through to achieve effective action. On occasions, a dangerous situation may be highlighted during a routine risk assessment process. At other times, it may well be that an incident where personal injury was narrowly avoided (a near miss) will be the catalyst for some preventative action being introduced.

Accidents Involving Personal Injury

Any incident involving personal injury will be followed up by the procedures already established by Healing School. If the incident involves a child during a lesson it is the immediate duty of the supervising teacher to render the situation safe thereby avoiding the potential for further injury. To this end, it is vital that the teacher should be aware of the procedures to be followed. In specialised situations involving chemicals or equipment, a teacher not qualified to supervise work in such situations should not be expected to carry on with practical work in the absence of specialised staff. Classes should not be left unsupervised whilst an injured party is being dealt with. The member of staff in charge of the class should follow the school procedure for summoning assistance, including a First Aider and alerting the Principal if required.

Forms for completion

F2508 – report of 'Major injury' to member of staff or other person and an 'Over 3 day injury' to a member of staff. See appendix 1 for the details of notification under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)

Dangerous Occurrences

"Dangerous Occurrences" as defined in the Regulations (which may not involve an injury to anyone) must also be notified to HSE - the definition and reporting procedure is given in appendix 1.

Appendix 1

Incident Reporting for Schools (accidents, diseases and dangerous occurrences)

The Health and Safety Executive (HSE) have recently acknowledged that existing requirements regarding incident reporting at schools required further clarification (see below).

Scope

This briefing note is for community schools, community special schools and voluntary controlled schools, where North East Lincolnshire Council (NELC), is the 'employer' for health and safety purposes.

Who should report?

It is the responsibility of the Principal to ensure that all accidents are recorded.

Who do I report to?

All accidents, diseases and dangerous occurrences listed at Appendix A are to be reported to the Health and Safety Team. The Health and Safety Team will act as a single point of contact and will assess reports and where necessary investigate and report events to the HSE while ensuring that relevant Head Teachers and others are kept informed and receive copies of all correspondence. For accidents and incidents not listed at Appendix A the school must have a system in place to record and retain details of the incident.

You can report incidents to the Health and Safety Team by any of the following routes:

- Telephone 01472 324156;
- E-mail Form F2508 to health&safety@nelincs.gov.uk;
- Form F2508: by completing the relevant hard copy form and sending it to:
Health and Safety Team
Municipal Offices
Town Hall Square
Grimsby
North East Lincolnshire
DN31 1HU

What about pupils and other people who are not at work?

You need to report an accident that happens to someone who is not at work, e.g. a pupil or visitor, if:

- The person involved is killed or taken to hospital; and
- The accident arises out of in connection with the work activity.

Like fatal and major injuries to employees, you must notify these accidents immediately by following the procedures above.

How do I decide whether an accident 'arises out of or is in connection with work'?

An accident will be reportable to the Health and Safety Team if it is attributable to:

- Work organisation (e.g. the supervision of a field trip);
- Plant or substances (e.g. lifts, machinery, experiments, etc);
- The condition of the premises.

What about sports activities?

Action to be taken in the event of a fire
Accidents and incidents that happen in relation to curriculum sports activities and results in pupils being killed or taken to hospital for treatment are reportable to the Health and Safety Team.

Playground accidents

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- The condition of the premises or equipment;
- Inadequate supervision.

What records must be kept?

Schools must keep a record of any reportable death, injury, disease or dangerous occurrence for a minimum of three years after the date on which it happened. This must include the date, time and place of the event; personal details and those involved; and a brief description of the nature of the injury, event or disease.

Appendix “A”

Definition of Major Injury

- fracture other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable Dangerous Occurrences

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- explosion, collapse or bursting of any closed vessel or associated pipe work
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;

Action to be taken in the event of a fire

- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released;
- unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

Reportable Diseases

These include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including; occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as; leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other skin conditions such as; occupational cancer; certain musculoskeletal disorders; compression illness and hand-arm vibration syndrome.
- The full list of reportable diseases can be found in the detailed guide to the Regulations.

Animals in School

Schools contemplating keeping live animals should refer to the DES Administrative Memorandum 3/90 and 'Be Safe' from the Association for Science Education. Information about these documents can be obtained from the Corporate Health and Safety Team in Human Resources.

Asbestos

Asbestos material may be present in the school – it may be found in a variety of forms, ceiling tiles, wall cladding, insulation to pipes, etc. Where asbestos has been identified, warning labels will be affixed and these should not be removed or covered up. Under no circumstances should asbestos materials be cut, drilled or damaged. The Principal will be responsible for ensuring that asbestos containing materials are identified and labelled, and for ensuring that all staff are informed of the presence of these materials and the precautions that must be taken to avoid disturbance or damage to them.

Staff should report any material suspected of containing asbestos and any damage or disturbance to labelled materials to the Principal who will make the necessary arrangements for the issue to be dealt with in accordance with the corporate Asbestos Policy.

The school asbestos log book and surveys are located in the Premises Manager's office.

Any area that is in doubt must be treated as containing the worst type of asbestos and a specialist asbestos company brought in to remove or encapsulate.

Behavioural Units

Action to be taken in the event of a fire

The school recognises the potential health and safety problems that can be associated with the operation of behavioural units and undertakes to carry out risk assessments in order to implement systems of work that will, as far as practicable, protect the health and the safety of staff.

Building Management

The Premises Manager is designated as the buildings manager for the school and has responsibility for the maintenance and repair of the buildings and grounds. Staff should identify any concerns about defects or repair items directly to him / her in the first instance.

Defects in Building

A record of defects will be used to record all defects and monitor progress with remedial action and is held by the Premises Manager (See Building Management above). The importance of a safe environment for all those using the school premises cannot be over emphasised. Anyone discovering a significant defect in the school buildings should report the matter to the Premises Manager who will take immediate steps to render the area safe or out of bounds and make arrangements for the defect to be dealt with.

Construction Safety

The school recognises its responsibilities to ensure that construction work on the school premises is carried out safely and is in accordance with the requirements of the Construction (Health Safety and Welfare) Regulations 1996 and the Construction (Design and Management) Regulations 1994 and amendment Regulations 2000.

The vetting, appointment, control and monitoring of contractors involved in major construction work is the responsibility of the contract administrator and will be carried out in accordance with corporate guidance.

Community Use and Hiring the School

The Principal and Governors recognise the value of community use of the school premises and will ensure that risk assessments will be produced following consultation between the school and the users. Users of the premises will be made aware of the relevance of this safety policy and will be provided with risk assessments that are appropriate to the proposed use of the premises and facilities. Users will be required to submit risk assessments for the use of the premises, to identify any specific risks related to the activity and/or the particular group involved and details of what will be in place to control the risk before the use arrangements are confirmed.

The Principal is responsible for ensuring that all necessary permissions and licences are obtained where they are required by statute.

When the school premises are used for activities under the direct control of the School (whether during normal school hours or not), the Principal will have responsibility for ensuring the safety of staff, pupils, visitors, contractors and for conducting the activities in accordance with safe practice.

When the premises are used for purposes not under the direct control of the School, the Principal will ensure that the principal person in charge of the activities on the premises is made aware that they have responsibility for safe practices and will ensure that appropriate arrangements to ensure safety are made and implemented.

Action to be taken in the event of a fire

The Principal will ensure that hirers and others who use the school premises conduct themselves and carry out their operations in such a manner that statutory safety requirements are met at all times and that the activities during the hire period do not give rise to nuisance to neighbours through noise or other disturbance.

Appropriate documentation will be used to formalise the use or the hire of the School premises and the conditions under which such use or hire is approved and will contain appropriate information about any factors that may affect the safety of the activities proposed during any use or hire.

When the premises are hired to persons outside the employ of the governing body, it will be a condition of hire that the hirers make themselves aware of this policy, that they comply with all safety directives of the governing body and that they do not without the prior consent of the governing body: -

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

Contractors

It is the duty of the school to ensure that contractors employed to carry out work on its behalf, work in a safe manner and in compliance with legal requirements

The Principal will ensure, before contractors are appointed to work on the School premises that their policies, procedures, method statements and working practices are of an acceptable standard. The Principal is responsible for ensuring the monitoring of the work in progress, the protection of the School premises, the protection of the health and safety of employees, pupils, visitors and other contractors together with the practical management of the work.

Appropriate documentation will be used to formalise any work carried out on the School premises and the conditions under which such work is to be carried out and will contain appropriate information about any factors that may affect the safety of any of the work activities.

COSHH

Control of Substances Hazardous to Health Regulations 2002

In the different locations and activities within the school, many types of chemical substances are in use. Assessment must be made of the associated risks and must be undertaken: -

- before new products are brought into use for the first time, or
- before the work activity commences.

Staff responsible for purchase, storage and use of substances should ensure that appropriate assessments are made for any new material before it is brought into use and that persons/pupils using them are aware of any special precautions which need to be taken in their handling and use.

Action to be taken in the event of a fire
If work using substances controlled by the COSHH Regulations are used by external agencies or contractors, it is the responsibility of the commissioning officer to ensure that these procedures have still been followed.

Employees have a responsibility to:

Co-operate with directives under COSHH

Make full and proper use of any control measures such as ventilation and storage provision

Select, wear and store Personal Protective Equipment properly,

Practise good hygiene

Undertake training and follow proper methods of use, handling, storage and disposal of the hazardous substances

Know what to do in case of emergency

Report promptly any inadequacies or defects in control measures or protective equipment.

COSHH assessment records for the Technology and Science Faculties are kept in those areas.

Staff must make pupils aware of the precautions that are required in using any substance(s) that could cause harm, including the use of any protective equipment and must ensure that the precautions are implemented when the substance(s) are in use.

Display Screen Equipment

Requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 apply to the use of all types of Display Screen Equipment, together with associated workstations. Members of staff who are defined as a 'user' of display screen equipment are entitled to an eyesight test, the cost of which will be borne by the school, and a contribution to the costs of lenses/spectacles required for the use of display screen equipment, where appropriate. The corporate policy and guidance gives details of the legal rights under the Regulations.

A 'user' is defined as an employee who habitually uses display screen equipment for a significant part of their normal work.

The school undertakes to comply with the provisions of the corporate policy on Display Screen Equipment. The Principal is responsible for ensuring that the installation and use of any such equipment in the school is in compliance with the policy and the Regulations, that appropriate assessments of workstations are carried out and that employees' rights under the Regulations are assured.

Educational Visits

All educational visits organised by the school will be in strict accordance with the Educational Visits Policy issued by the Council. The Principal is responsible for ensuring that the provisions of the policy are complied with and that appropriate approvals are obtained. The Assistant Head - Curriculum should be seen for the appropriate forms and will give help in how they are to be completed.

Electrical Safety

The school is responsible for ensuring that electrical equipment in use in the school is tested in accordance with the recommendations of the Health and Safety Executive.

The Principal is responsible for ensuring that the necessary inspections and tests are completed in accordance with the appropriate guidance from the HSE and that any repairs required are carried out.

All staff should be aware of the requirement that all electrical equipment must carry a distinctive label indicating that it has been tested within the prescribed period and has been passed as being electrically safe. Any equipment not having such a label should be taken out of use and the matter should be reported to the Premises Manager who will arrange for the appropriate test(s) to be carried out.

Test Periods

Portable appliance testing is done annually –except computers which are tested every 4 years, and recorded. All new electrical appliances brought onto site are also tested before use, fixed electrical appliances are on maintenance contracts where applicable.

Mains Electrical Supply

The mains electrical supply system to the school premises will be tested every five years or after any additions or alterations to the system. The Principal is responsible for ensuring that the necessary tests are carried out and that appropriate records are kept.

Emergency Plan

The Principal will ensure that an emergency plan is prepared to cover all reasonably foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that all that is reasonably practicable is done to: -

- save life
- prevent injury
- minimise loss and
- restore normal working as soon as practicable

This sequence will determine the priorities of the emergency plan which will be approved by the Governing body. The emergency plan follows the same procedure as for the case of fire shown below. Depending upon the emergency pupils and staff may be asked to line up on the basketball court at the front of the school

As part of the induction programme, all staff will be trained in the emergency evacuation procedure and will regularly rehearse it with pupils. The result of such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

Fire Drill and Regulations

Healing School is responsible for ensuring that a fire risk assessment is carried out for the school premises and that a comprehensive emergency evacuation procedure is established and

Action to be taken in the event of a fire implemented. The Governors have delegated this task to the Principal who will ensure, that the fire risk assessment is carried out by competent persons and that an appropriate emergency evacuation procedure is developed and implemented.

Fire drills will be held at least once each term. It is in the nature of the drills that they will occur without warning to staff or pupils. This achieves the objective that a degree of realism is present in the exercise and this enables the drill to be assessed more accurately and for measures to be taken to improve future performance.

In the procedure for the emergency evacuation of the school, special consideration will be given for the evacuation of pupils, staff or visitors who may be disabled.

Staff and pupils will be instructed in their first week at the school and at regular intervals thereafter, as to the exact procedures to follow in the event of a drill or any other emergency evacuation. Staff should draw the attention of pupils to the fire drill notices displayed in each room in the school and where appropriate, the importance and seriousness of the fire drill must be stressed to pupils. The possible consequences of vandalism and the deliberate activating of alarms should be discussed with pupils.

All staff will receive training on the emergency evacuation procedure - existing staff will be trained at regular intervals, and new staff will be trained prior to the first evacuation practice in the school year. The training will be revised and repeated following significant changes to the procedure.

Responsibility for administration of the fire drills rests with the Premises Manager who has been appointed by the Principal to undertake this task. All members of staff will participate in fire drills and will report to the Office Supervisor for the purpose of checking pupils. A record will be maintained of every evacuation drill and an assessment will be made of the speed and efficiency of each evacuation. The target evacuation time to be achieved is 2½ - 3 minutes.

General Fire Safety

| | |
|---------------------------------------|---|
| Escape routes must be identified: | all designated final exit doors are to be unlocked when the premises are in use; all escape routes must be kept clear of obstruction that may impede escape from the building |
| Fire doors: | Must never be fastened open unless they are held open with automatic devices connected to the alarm system. Must never be obstructed by desks or other items which may impede exit. |
| Fire extinguishers to be serviced by: | HumberSide Fire Brigade, Peaks Lane, Grimsby, Tel: 01472 372500 |
| Fire drills: | The Premises Manager and the Deputy Head are responsible for activating the alarm for drills and for notifying the Fire Brigade, when appropriate. |
| Fire alarm system: | Manual system with break glass alarm switches in a series of zones. |
| Fire alarm tests: | The alarm system is tested weekly on a Tuesday at 11:00 am by a member of the office staff and the Premises Manager/ Caretaker. |
| Calling the fire brigade: | The Premises Manager is responsible for calling the Fire Brigade. |

Fire/Emergency Plan

1. ALARM

Anyone discovering a fire is to:

Inform the nearest member of staff who will then operate the fire alarm system.

2. ACTION

On being informed of the event of a fire the following action shall be taken:

- a. The **Premises Manager** shall ring 999 and inform the Fire Service of the occurrence of a fire at Healing School - A Specialist Science and Foundation College.
- b. The school buildings will be evacuated of personnel and a check will be made of each room to ensure the complete evacuation.
- c. The **Premises Manager** along with the **Vice Principal** will check where the fire is and go there immediately. The **Premises Manager** will stay at the scene and the **Vice Principal** will station himself outside the School building to direct the Fire Service to the source of the fire, giving first hand relevant information.
- d. The **Deputy Premises Manager** on hearing the fire alarm, will immediately open the gates between the main car park and the front playground, he will then station himself at the main car park gate and direct the Fire Service onto the site.
- e. The **Health & Welfare Assistant** on hearing the Fire Alarm will escort any pupils from the medical room to the Emergency Assembly Area, taking with her a medical box, and any pupil's medication that may be required (inhalers etc.).
- f. On hearing the fire alarm, the **person in the Pupil Reception Office, H.R. Office and SENDO Office** will print off all tutor group registers. Someone must stay and collect the registers – unless there is a problem with the printing. I.T. will send a PDF version to SLT @healing-school.co.uk so all SLT will have a copy – All members of SLT must have an I phone or I pad available with them at all times. A green Hi Vis vest that is hung up in the Admin off must be worn by whoever is collecting the data in the muster point
- g. These must then be taken out to the muster point, where that person must locate themselves at the midway point in front of the assembled tutor groups, so that they can be easily identified by the **Learning Coordinators**
- h. The **Learning Coordinators** will collect their respective set of tutor groups' registers and issue these in order to the tutor (or if the tutor has not arrived yet) to the first child in that tutor-group's queue. The Office Manager or deputy will collect the Staff register
- i. **Tutors** should not approach the **Learning Coordinators** for the register as this slows the process down and can lead to confusion.
- j. The **Pupil Reception administrator** Will pick up any visitors in the Reception area and drop them off at the Visitors point at the muster point and will then report to the **Office manager** to confirm their presence.

- k. When a tutor has accounted for all pupils in their group, they should wait at the front of their line, 3 paces away from the pupils so that they can be seen clearly facing their group and ensuring silence and order is maintained.
- l. Any tutor who cannot account for all pupils should bring this immediately to the attention of the Learning Coordinators.
- m. The Learning Coordinators will move along the tutor rows, collecting the register sheets back from tutors in order.

UNDER NO CIRCUMSTANCES MUST ANYONE RE-ENTER THE BUILDINGS UNTIL CLEARED TO DO SO

3. EVACUATION

The evacuation of the school buildings shall be carried out as follows:

a) East Block:

- i. The teacher in charge of each class shall ensure that **ALL WINDOWS ARE CLOSED** and after supervising the pupils' exit from the room that the **DOOR IS CLOSED**. There must be no running and all instructions must be given in a calm and orderly way.
- ii. Classes on the top floor should all turn towards the **North /Science Block** on leaving their rooms and should come down the four flights of stairs to leave the block by the fire exit at the ground floor cloakroom and exit right.
- iii. Classes on the first floor should all turn towards the **EAST HALL** on leaving their rooms and should come down the two flights of stairs to leave the block by the fire exit at the bottom of the "**DOWN**" stairs.
- iv. Classes on the ground floor should all turn towards the **EAST HALL** on leaving their rooms and should leave the block by the **Pupil Register access door** and move to the Fire Assembly point.
- v. Classes in **Maths 5 & 6** should all turn towards the new block and exit through the fire exit at the bottom of new block stairs (the stair lift must not be operated)
- vi. Class in **Maths 7** should go straight out of the door and exit down IT3/4 corridor.
- vii. Once outside the block all of the classes should move quickly, but in good order and in silence, under the direction of the class teacher, to the Emergency Assembly Area on the **TENNIS COURTS**
- viii. **Administrative staff** and all staff who are not teaching should vacate their offices in the **EAST Block** and leave by the nearest fire exit and move to the Emergency Assembly Area.
Staff who are upstairs in the **Admin Block** should exit down the stairs and through the side door and move to the Emergency Assembly Area.
- ix. Classes in the **East Hall & Annexe** should leave by the fire exit located at the rear of the hall or by the fire exit into and through the Hall Annexe and go directly to the Emergency Assembly Area.

- x. Classes in the **Music Rooms** should leave by the Fire exit near the Drama Room entrance and into the New Hall Annexe and through either of the Fire Doors and move to the Emergency Assembly Area.

b) North Block Laboratories & Classrooms IT3, IT4:

- i. Classes in **SC1, SC2** and **SC3** should turn right on leaving their rooms and leave the Science block by the normal entrance door and move to the Emergency Assembly Area.
- ii. Classes in **SC4** and **SC5** should turn left on leaving their rooms and leave the Science block by the normal exit door and move to the Emergency Assembly Area.
- iii. Classes in **SC6** should leave by the emergency exit and move to the Emergency Assembly Area.
- iv. Classes in **SC7** and **IT3** on leaving their classrooms should go into the corridor and then turn right out of the building via the fire exit door and proceed to the Emergency Assembly Area.
- v. Classes in **IT4** should turn left on leaving the classroom, exit the building via the fire exit door and proceed to the Emergency Assembly Area.

c) Mobile Classrooms – Drama:

- i. Classes in the mobile classrooms should move to the Emergency Assembly Area.

d) Gymnasium & Fitness Room:

- ii. Classes in the Gymnasium and Fitness Room should leave by the most convenient exit, as directed by staff, and move to the Emergency Assembly Area.

e) West Hall, Resources Area and Classrooms (Old Block):

- i. Classes in **W001** and **W002** should turn left on leaving their Rooms and leave the “Old Block” by the exit door near the Girls toilet, moving to the Emergency Assembly Area.
- ii. Classes in **DT1** and **DT2** rooms should turn right on leaving their rooms and exit the “Old Block” by the exit door near the Girls toilet, moving to the Emergency Assembly Area.
- iii. Classes in the **West Hall** should leave by the door leading to the Gym and move to the Emergency Assembly Area.
- iv. Classes in the **West Hall Annexe** should leave by the fire doors leading onto the playground and move to the Emergency Assembly Area.
- v. Classes in the **Pupil Services/IT2** should leave the building by the exit doors opposite and onto the inner playground and then through to the Emergency Assembly Area.

f) Art/Technology/IT1/Pupil Services

- i. Classes from the Technology Area **DT3/4/5** should leave the building by the Fire exit leading onto the car park, and move to the Emergency Assembly Area via the outside of the buildings.
- ii. **Art** room classes should turn left through to New Art room and exit through lobby fire exit, and move to the Emergency Assembly Area via the outside of the buildings.
- iii. **New Art** room classes should exit through the Art room lobby and move to the Emergency Assembly Area via the outside of the building.
- iv. **IT1** classes should turn Left on leaving the classroom and then right through the fire exit, and move to the Emergency Assembly Area via the outside of the buildings.
- v. **Pupil services** staff should escort any pupils through the Fire Exit in the Inclusion room and across the Old Block play area

g) New Block Mobiles

- i. **M.A.T. offices** should turn left on leaving the mobiles and move to the assembly area from around the new block bike compound and assemble at the entrance to tennis courts.
- ii. **E010 & E011** Classes should turn left on leaving the classroom and move to the assembly point from around the new block bike compound.
- iii. **Training room Extension** Staff and visitors should turn left on leaving the room and move to the assembly point from around the bike compound, a fire door is located at the rear of room and access to the assembly point is by turning right and going around the training room and past the bike compound.
- iv. **Training room** Everyone should leave through the fire exit and turn left and move to the assembly point from around the bike compound, If the front door is used, turn right and move to the assembly point.

h) South Block

- i. **S001, S002 & S003** Classes should leave by the Entrance doors and make your way to the Emergency Assembly Point.
- ii. **Learning Support Rooms** should exit through the Exit doors and make your way to the Emergency Assembly Point.
- iii. Classes on the middle floor should make their way down the upstairs and leave by the Entrance doors and make your way to the Emergency Assembly Point
- iv. Classes on the top floor should make their way to the down stairs and leave by the Exit doors and make your way to the Emergency Assembly Point

4. EMERGENCY ASSEMBLY AREA AND PROCEDURE:

- i. The Emergency Assembly Area is the **TENNIS COURTS**. Classes should line up in Tutor group order as shown on the accompanying plan.
- ii. Administrative Staff on leaving their offices and moving to the Emergency Assembly Area must collect the School Attendance Registers, Staff signing out book, Supply staff signing in book, pupils signing in book, visitors log and staff list.
- iii. It will be the responsibility of the **LEARNING COORDINATORS AND LEARNING DIRECTORS** to collect the registers from the office staff and distribute them to Form Tutors who will check their forms for any unexplained absences and report such absences to the **LEARNING COORDINATOR** together with all relevant information about the possible whereabouts of missing pupil(s). The registers must then be returned to the Administrative Staff.
- iv. It will be the responsibility of the **RELEVANT LEARNING DIRECTOR** to collect all names of absent pupils from their **LEARNING COORDINATOR** and inform the **PRINCIPAL** of the evacuation situation of pupils.
- v. It will be the responsibility of the **OFFICE SUPERVISOR** to collect a list of staff absences for that day, ensure that all supply/substitution staff are accounted for. The **OFFICE SUPERVISOR** will also check the staff signing out book and inform the **PRINCIPAL** of the evacuation situation of the teaching staff.
- vi. **Each member of staff must inform the OFFICE SUPERVISOR (in person) of their presence.** Their names will then be ticked on the staff list.
- vii. It will be the responsibility of the **VICE PRINCIPAL** to meet and liaise with the Fire Services on their arrival at school and direct them to the source of the fire.
- viii. It will be the responsibility of the **OFFICE SUPERVISOR** to check all non-teaching staff and inform the **PRINCIPAL** of the evacuation situation of all non-teaching staff.
- ix. It will be the responsibility of the **PRINCIPAL**, on receiving information from the **Senior Staff** about the evacuation state, to organise appropriate rescue parties in the absence of the Fire Services, and/or inform the Fire Services about the missing personnel.

IT IS THE RESPONSIBILITY OF ALL STAFF TO ACCOUNT FOR PUPILS AND VISITORS IF THE FIRE ALARM SOUNDS AND EVACUATION TAKES PLACE AFTER SCHOOL HOURS.

5. DISMISSAL:

The **Senior Fire Officer** will inform the **PRINCIPAL** of the end of the emergency, and dismissal may then take place.

Upon returning to their classes, teachers and those with responsibility for a group should account for all pupils to ensure all have returned safely.

Details of any pupils not accounted for within 5 minutes should be sent (via pupil or email) to Pupil Reception, who will then notify Pupil Services etc. as appropriate.

6. **BOMB SCARE**

In the event of a call stating we have a bomb on site, the fire alarm will be sounded and the Fire Evacuation Procedures detailed above will be followed.

When all staff and pupils are accounted for Premises staff will open the corner gates and everyone will file through onto the field and line up in tutor groups again

Tennis Courts

| |
|-----|
| 3B1 |
| 3B2 |
| 3B3 |
| 3B4 |
| 3B5 |
| 3G1 |
| 3G2 |
| 3G3 |
| 3G4 |
| 3G5 |
| 3R1 |
| 3R2 |
| 3R3 |
| 3R4 |
| 3R5 |
| 4B1 |
| 4B2 |
| 4B3 |
| 4B4 |
| 4B5 |
| 4B6 |
| 4B7 |
| 4G1 |
| 4G2 |
| 4G3 |
| 4G4 |
| 4G5 |
| 4G6 |
| 4G7 |
| 4R1 |
| 4R2 |
| 4R3 |
| 4R4 |

| | |
|---|---|
| 1 | Teaching Staff (floating tutors) & ITT Students |
| 2 | IT, PSM, Science Techs, Cover Supervisors |
| 3 | Admin & Finance |
| 4 | TA's, LM's & Health & Welfare Assistant |
| 5 | Kitchen Staff |
| 6 | Midday Supervisors & Cleaners |
| 7 | Visitors |
| 8 | Contractors |

| |
|-----|
| 4R7 |
| 4R6 |
| 4R5 |

First Aid

First aid provision will be in accordance with HSE Approved Code of Practice on the First Aid at Work Regulations 1981 and the DfEE guidance First Aid in Schools.

The Principal is responsible for ensuring that adequate First Aid provision is maintained for the school activities and that adequate First Aid supplies are provided for the use of First Aiders.

First Aid Provision

The Medical room is located in the New Admin Block.

The names of current First Aiders/Appointed Persons in the school are displayed on the medical room and reception office notice boards.

The school undertakes to provide appropriate First Aid facilities for staff and pupils. As a general rule First Aid boxes are kept in all Science Laboratories preparation rooms, First Aid boxes are also sited at reception, the Premises Manager's office, P.E. office, the cleaners hut , DT1 , DT3.and Sci 3.

. These boxes are stocked in accordance with the Approved Code of Practice.

Medical Room

The school Medical Room contains chairs and a sink, to be used as required; First Aid supplies are kept in this room for use by First Aiders.

A record book is kept in the Medical Room and any treatment given to pupils must be recorded in it, giving details of the name of the injured person, the date, the injury sustained and the treatment given. Each entry must be signed by the First Aider attending the incident.

School Trips and Field Courses, etc.

First aid provision will be in accordance with the Educational Visits policy

Emergency Services - telephone 999 (on extension telephones dial 9 first for an outside line).

Hospital Emergency telephone numbers are 01472 874111 and their operational hours are 24 hours.

Dynamic Lockdown Procedure

Rationale

The purpose of these procedures is to provide instructions for staff in the event of circumstances that compromises the safety of pupils and staff in the school. The circumstances could require the school to partially lockdown, preventing anybody leaving or accessing the site, or a full school lockdown with everybody secured in a room. These instructions should be read in conjunction with the school fire

Updated October 2019 GJW

evacuation instructions, the school safeguarding policy and the Disaster Management Plan.

SECTION A – FULL SCHOOL LOCKDOWN

Circumstances triggering a lockdown

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site.

Alerting the school community

The class change bell will ring 3 times- break-3 times- break-3 times to alert the school community to an attack. Ours is kept in the school office.

- Any member of staff who believes that the school is subject to an attack should inform reception staff straightaway, providing information about the situation
- Reception staff should inform the Principal and Premises Manager immediately (in the event of the Principal's absence. The acting Principal should be informed)
- The Principal should consult Emergency Services if appropriate. Principal should make a decision to impose lockdown
- If the decision is taken to impose a lockdown, the Principal will instruct
 - Premises Staff will sound alarm located in the school office
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Principal, in which case the Premises Manager should sound the alarm.

Response to lockdown alert

If the alert occurs during lesson time:

- All pupils inside the school should remain in their classrooms
- All staff and pupils around the school premises should seek refuge in the nearest classroom/office
- Teachers should remain at their doors for 2 minutes to allow all staff and pupils to seek refuge.
- Pupils on the school site but outside the buildings should be brought in immediately and go to the nearest rooms but only if it is safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high risk incident
- After 2 minutes the office/classroom door should be locked or secured, the blinds closed, lights switched off and pupils asked to hide and remain silent.

If the alert occurs before school, during break or lunchtime:

- Staff should follow the guidance in Appendix A. Where it is safe to do so, staff should insist that pupils accompany them to seek alternative exits to the school site.

Once the pupils are inside the buildings the following actions should be taken:

- Classroom doors should be locked or wedged shut
- Windows should be closed, locked if possible and blinds drawn
- Pupils sit quietly out of sight (e.g. under desk or around a corner from the door)
- Staff should encourage pupils to keep calm
- Staff should inform pupils that any phones must be on silent and to remain quiet!!
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Pupils on the school field will be notified (by radio – Premises Staff – Class Bell) and ALL STAFF AND PUPILS to evacuate the school field. Staff must decide whether to leave the school site (go to Healing Primary School) or enter North Block – Sci4 classroom via the outside fire door (Gates will be locked down at this stage)

- Staff should then await further instructions. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication
- Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services
- Under no circumstances are any members of staff or pupils to leave relative of safety the room they are in
- The Principal & Premises Manager will take advice from the emergency services
- When the site is safe the intermittent school bell will be rung continuously for 30 seconds

SECTION B – PARTIAL SCHOOL LOCKDOWN

Response to a Partial School Lockdown Alert

Circumstances triggering partial lockdown

These circumstances are unpredictable but it is expected to be in response to an incident taking place in the immediate local area. It is likely the school will be informed by the emergency services of such an event.

- The Principal (or acting Principal) and Premises Manager should be notified immediately
- If the alert has not come from the emergency services, but a member of the public, the Principal will contact the police immediately and act on advice
- The Principal will take the decision to impose partial lockdown
- The Premises Staff will lock the outer school gates and ensure the inner school gates remain closed. A sign will be placed on the outer gates explaining nobody is permitted to enter the school site.
- All pupils and staff out on the school field will be brought inside the buildings
- Pupils and staff can continue to move around the inner school site and engage in normal lessons
- Senior leaders and Premises staff will circulate the school, informing staff of the partial lockdown

- If the 'all clear' is given this will be communicated by email and the school gates unlocked
- If the school needs to go into full lockdown the alarm will be sounded and procedures followed in Section A.

If there is any doubt as to the risk to staff and pupils, a full lockdown should be triggered.

Training

- Staff informed about lockdown policy - Staff receive copy of the map of the school - with access points and alternative exits from the school highlighted
- Staff training on the run, hide and tell practice (Appendix A)
- Pupils informed about lockdown procedure
- Information to parents in Hotline that we have a lockdown policy (or by letter)
- Conduct a number of table top exercises with SLT to test the procedures against a variety of scenarios.

Health & Safety Training

Members of staff will be provided with health and safety training courses that are relevant to their work and responsibilities. In accordance with the legal requirements, they will be given training when they join the school staff, so that they are aware of the school policies and procedures. This induction training will take place within the first week of their employment.

Staff will be given further training if they are promoted or if they take on a post with additional or significantly different responsibilities.

Induction

All new members of staff must complete the Schools induction course at the earliest available opportunity. This will include familiarisation with the School Health and Safety Policy and any relevant risk assessments and procedures. They must be given the opportunity to meet other staff within the School and must be made familiar with the layout of the school buildings. They must be shown the location of the fire exits, extinguishers, first aid boxes, and welfare facilities.

Having completed the induction process, they must complete the necessary documentation to signify that they have done so. The declaration to this effect must be returned, within a week of starting, to the Principal. The school induction must all take place within the first week.

The Principal, in consultation with the Governing body, staff and their trade union representatives, are responsible for drawing up a staff health and safety training programme.

Infectious Diseases

Action to be taken in the event of a fire

The school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work etc. Act 1974 to protect all persons on the premises from the risk of contracting infectious diseases.

The school will adhere to all relevant policies and hygiene guidelines.

Reference should be made to the Notes of guidance to Schools on Infectious and Contagious Disease in schoolchildren, produced by the former Humberside County Council and subsequently adopted by North East Lincolnshire Council.

Staff must make themselves aware of these documents which are displayed in Appendix A.

Information on Health & Safety

Any new Welfare, Health and Safety Circulars issued by the H.S.E. will be brought to the attention of all staff by the Premises Manager/Health & Safety Officer. A complete file of the circulars, including those issued by the former N.E.L.C., is maintained for reference and is available for all staff in the Premises Manager's office.

Lifting Operations and Equipment

The Lifting Operations and Lifting Equipment Regulations 1998 prescribe responsibilities of specific duty holders (i.e. persons having duties under the Regulations) in connection with the use of lifting equipment during work activities. The School undertakes to comply with the provisions of the Regulations and the corporate policy on their implementation.

The person responsible for ensuring that the regulations are adhered to is the Premises Manager/Health & Safety Officer.

Lone Working

The school recognises that there may be unacceptable risks to the safety of staff who work alone both during normal school hours and before or after school hours. Appropriate risk assessments will be undertaken to identify staff who may be at risk and to formulate appropriate measures to eliminate or minimise the risk in accordance with the schools Lone Working Policy.

Manual Handling Operations

The school recognises that it is a requirement of the Manual Handling Operations Regulations 1992 that assessments of manual handling operations are carried out in order to ensure that members of staff are not injured as a result of their work and to identify any specific precautions that need to be taken. The Principal is responsible for ensuring compliance with the provisions of the corporate Manual Handling policy and the provisions of the Regulations.

The practical management of manual handling aims to eliminate or reduce manual handling risks by:

- the assessment of activities
- the identification of hazardous operations
- the introduction of appropriate measures to eliminate the risks or to reduce them to an acceptable level, and the provision of appropriate training and information

Action to be taken in the event of a fire
Managers and supervisors are responsible for the management of manual handling issues as part of their everyday management responsibilities. The Health and Safety Executive has produced an Approved Code of Practice and Guidance which provides information on how employers can comply with the law and gives examples of best practice.

Medication, Administration of

Administration to pupils of prescription medication ONLY must be undertaken by staff who have received the appropriate instruction or training, in accordance with the provisions of the Corporate Medication Policy and the accompanying guidance notes.

The Health and Welfare officer will organise staff training for the administration of medication and will ensure that appropriate records are maintained in accordance with the policy and guidance.

Mental Health

The school acknowledges its responsibilities under the law to safeguard the health of staff and accepts that this covers not only physical well-being but also mental health.

Through its risk assessment programme, the school will identify hazards and assess risks to mental health with the objective of eliminating or reducing them as far as is reasonably practicable.

In developing an integrated approach to the protection of individual's mental health the school will have regard to:

- possible work related stresses
- environmental and organisational factors
- training needs
- support provision
- rehabilitation of employees on return to work

A Corporate Stress Policy has been approved in order to address the specific issue of stress at work and the school has adopted the principles of this policy.

Corporate policies and guidance have been developed, in consultation with the trades unions, to address the issues of bullying, harassment and dignity at work.

Mobile Phones and Base Stations

The DfEE, in conjunction with the Chief Medical Officer, is to produce advice to Schools and LEA's on the health and safety aspects of mobile telephones and base stations.

A report produced by the Independent Expert Group on Mobile Phones (IEGMP) has recommended that the widespread use of mobile phones for non-essential calls by children, particularly those under 15 years of age, should be discouraged.

The group has also considered the risks to health from the siting of base stations on school premises. The report does not suggest that no new base stations should be erected at Schools, however it has recommended that base station operators should provide the school, on request, with information about where the 'beam of greatest intensity' from the base station's antenna falls to allow an informed decision on the siting to be taken.

Action to be taken in the event of a fire

Insert here the school's policy on the use of mobile phones in school and on the siting of base stations on school premises.

Monitoring and Review of this Policy

This document is not a once and for all document. It will be reviewed at least annually and will be revised as necessary in the light of changes in circumstances, new legislation or guidance and directives from the H.S.E. It cannot encompass every detail necessary to achieve safe working conditions and staff must be aware that they all have an important part to play in the achievement of a safe and healthy place of work.

The Principal will be responsible for ensuring that suitable monitoring, reviews and revisions are undertaken in consultation with staff / union representatives and will ensure that staff are informed of any changes or amendments.

New, and Expectant, Mothers

The school recognises its responsibilities to new and expectant mothers contained in the Management of Health and Safety at Work Regulations 1999 and the Employment Rights Act 1996.

The school will take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, and of their unborn children.

On receipt of written notice from any employee that she is pregnant, or that she has given birth within the previous six months, or that she is breastfeeding, the school undertakes to arrange appropriate risk assessments, by competent persons, of all risks to that employee that arise from her work activities and to take appropriate preventative or control measures.

The school undertakes to regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work in safety and without risk. All problems identified will be addressed as far as is reasonably practicable, all risks will be adequately controlled and safe systems of work will be established.

The school will also make arrangements for reasonable and appropriate health monitoring programmes for new and expectant mothers and will determine on medical advice whether it may be necessary to impose limitations on work activities or make special arrangements on medical grounds.

The school recognises that employment legislation imposes responsibilities on an employer in respect of the pregnancy of employees and undertakes to ensure that individuals legal rights are upheld. (See the corporate Family Friendly Policy for details)

Noise at Work

The school will take all reasonable steps that are necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum and undertakes to comply with the provisions of the Noise at Work Regulations 2005.

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The school also recognises that noise levels below those which cause hearing damage, can still cause disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels in workplaces as far as is practicable.

To meet compliance the school will carry out noise monitoring (especially in the music/drama area and the DT workshop areas) and all levels recorded.

The school will take all reasonable steps to minimise the disturbance caused by noise from its premises affecting people in the neighbourhood. The Principal is responsible for ensuring the adequate control of noise from the activities at the school including community use and use by hirers.

Employee Occupational Health

An Occupational Health Service is available from Human Resources to assist in:

- compliance with responsibilities under legislation
- monitoring and advising on the effect of work on health and the effects of health on work
- promoting the health of employees
- carrying out of health surveillance.

The Occupational Health Adviser is part of the Health, Safety and Welfare team and is responsible for advising the Council and the Education Department on all aspects of Occupational Health and for promoting initiatives to raise awareness of health issues.

The Council has appointed a Medical Advisor whose role is to deal with medical referrals from departments, to carry out statutory medical examinations and generally advise on medical issues that may affect employees. Referrals to the Medical Advisor will normally be through the Personnel section of the Education Department. Referral may be made if there is concern over the health of an employee. This may be prompted by a long term period of sickness absence or a poor sickness absence record.

The school has adopted the LEA/Schools Managing Sickness Absence Policy which gives guidance when dealing with this issue.

Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 requires the provision of suitable personal protective equipment to protect individuals against risks to their health or safety. The Guidance on the Regulations, issued by the HSE, gives advice on the selection of PPE and considers the different types of PPE available.

The provision of personal protective equipment will be determined by the appropriate person by reference to risk assessments and the guidance referred to above, and will be agreed with the Principal. Further guidance on the selection, use and maintenance of PPE may be obtained from the Health, Safety and Welfare team in Human Resources.

Plant and Equipment

Action to be taken in the event of a fire

The Provision and Use of Work Equipment Regulations 1998 contain requirements about the selection and use of equipment (defined as including machinery, appliances, apparatus, tools or installations) at work. Before any new equipment is purchased for use in the school, an assessment will be made to ensure that the item is suitable for the proposed use and that it can be used in safety. The Principal is responsible for ensuring that these assessments are carried out and for arranging advice and guidance as required.

Defects in Equipment

Any equipment with a significant defect must be taken out of use immediately and the Principal informed. The Principal will ensure that arrangements are made for the repair or replacement of the item.

The Principal will ensure that repaired equipment is certified as safe before being brought back into use.

See also: Policy on the Provision and Use of Work Equipment Regulations 1998

Use of School Equipment by Contactors

Members of staff who have charge of school equipment must not lend it to any contractor working on site. Contractors are expected to supply all equipment needed to complete any work that they have been employed to do in a safe manner and in accordance with current legislation.

Radioactive Sources

Schools using sealed sources of Ionising Radiation are required to conform to the guidelines set down in the DES Administrative Memorandum (AM 1/92). The National Radiological Protection Board is the appointed Radiation Protection Advisor for North East Lincolnshire and one of the Health and Safety Officers in the N.E.L.C. Health and Safety Team is the appointed Radiation Protection Supervisor. He can be contacted on 01472 324075. Each establishment using sealed sources will need to nominate an Authorised Member of Staff to liaise with the Radiation Protection Supervisor."

Safe Systems of Work

The school is committed to taking all reasonable precautions that are necessary to secure the health and safety of staff, pupils and visitors who may be involved in, or affected by, any of the school's activities.

Risk assessments will be carried out prior to commencement of any new work activity or the introduction of any new technology or product.

Specific **safe working procedures** will be devised for activities which pose a significant risk to health and safety.

These will be developed in consultation with appropriate Trade Union appointed Safety Representatives and with assistance and guidance from the Health, Safety and Welfare team. The Principal is responsible for ensuring that staff are aware of and apply relevant procedures and that they are appropriately trained and supervised.

Safety Representatives

The School recognises the value of consultation with Trades Unions and the legal responsibilities that it has.

The School endorses the right of recognised trades unions to appoint Safety Representatives to negotiate on behalf of members on matters of health and safety. Every reasonable encouragement will be given to those Representatives to carry out their functions within normal working hours; facilities will be made available for their use and their participation in the promotion of health and safety will be welcomed.

In order to fulfil their roles, Safety Representatives will be given appropriate opportunities: -

- to investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace.
- to investigate complaints by any employee that he/she represents relating to that employee's health, safety or welfare at work.
- to make representations to the employers on matters arising out of a. and b. above.
- to make representations to the employer on general matters affecting the health safety or welfare at work of the employees at the workplace.
- to carry out inspections in accordance with Regulations 5, 6 and 7 of the Safety Representatives and Safety Committees Regulations 1977.
- to represent the employees, he / she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and or any other enforcing Authority.
- to receive information from inspectors in accordance with Section 28 (8) of the Health and Safety at Work etc. Act 1974; and
- to attend meetings of safety committees where he / she attends in his / her capacity as a safety representative in connection with any of the above functions.
- to undertake such training in aspects of their functions as may be reasonable in the circumstances.

In accordance with the provisions of the Safety Representatives and Safety Committees Regulations 1977 and guidance issued thereon.

The School undertakes to consult with safety representatives over issues related to health, safety and welfare, and to provide the information that safety representatives require in order to carry out their functions.

Safety representatives are required to give the School reasonable notice of their intentions to carry out inspections, to provide written reports following such inspections and to follow the School's agreed procedures when disputes over health and safety issues arise.

Safety Representatives will not suffer loss of wages or salary during training or the carrying out of their official functions.

The constitution and terms of reference of this consultation forum will be agreed as part of the consultation process.

The School also recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 in respect of consultation with those employees outside the scope of the Safety Representatives and Safety Committees Regulations 1977. Consultation procedures

Action to be taken in the event of a fire will be developed to consult either with employees individually or with representatives for employee safety as provided by the Regulations.

Security

The maintenance of a good standard of security around the school premises is a crucial factor in protecting the health and safety of staff, pupils and visitors and protecting the assets of the school.

Staff must be alert to security issues at all times and should report any concerns that they may have to the Principal or the Premises Manager.

Smoking

Healing School has a Non Smoking Policy.

Temporary, Part-Time and Casual Staff

The school is committed to affording temporary, part-time and casual employees the same degree of protection as permanent and full time employees: under Health and Safety legislation they have the same status and, therefore, cannot be treated differently. Assessments, policies and procedures will reflect this.

Violence and Challenging Behaviour

The school is aware of the problems of violence and challenging behaviour that its staff may face in their work and is committed to preventing or minimising the risks.

The school recognises that injuries suffered by employees as a result of violence at work may be reportable under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (see the section on Accident and Incident notification above). The school will ensure that risk assessments to identify actual or potential risks to staff safety are carried out and will implement procedures to ensure compliance with corporate policies.

See also: Assaults on School Staff Policy, Corporate Lone Working Policy and The Care, Control and Restraint Guidelines

Visitors

All visitors should report to and sign in at the front office and they should sign out prior to departure from the premises; attention should be drawn to the appropriate signs which will be displayed to ensure that this rule is implemented.

Visitors and other users of the premises will be required to observe the safety rules of the school and will be made aware of the health and safety arrangements applicable to them.

Staff should follow the emergency procedure relating to trespassers on school premises in dealing with anyone refusing to leave the premises or causing a nuisance or damage.

Voluntary Workers

The school accepts that individuals who become involved in school activities on a voluntary basis are afforded the same rights and that they are owed the same level of protection as members of

Action to be taken in the event of a fire staff: the assessments, policies and procedures that are introduced into the school in order to implement this policy will reflect this.

Work Experience

The health and safety requirements relating to the organisation of work experience, either in the school itself or for pupils in other employers' premises, require adequate consideration of the risks inherent in the work activities with appropriate risk assessments being carried out and recorded.

A corporate Work Experience Placements Policy has been developed with accompanying guidelines to support those organising, managing and taking part in work experience. Work experience placements organised within, or for, the school will comply with this policy.

Working Time Regulations

The Working Time Regulations 1998 introduce a range of significant new rights and entitlements for workers which will impact on the delivery of School Services. Guidance on the application of the Regulations in School is available from our H.R. provider.

The Department of Trade and Industry has issued guidance on the Regulations, but this does not have the status of a Code of Practice.

Workplace Health, Safety and Welfare

The school recognises the requirements of the Workplace Health, Safety and Welfare Regulations 1992 and the Education (School Premises) Regulations 1999 and the corporate policies on them as they apply to the provision and maintenance of facilities and matters relating to health, safety and welfare.

The Governors and the Principal are responsible for ensuring compliance with the Regulations and with the policies thereon. Advice and guidance on compliance is available from the Premise Manager/Health & Safety Officer and the H.S.E.

Young Workers and Trainees

Requirements under the Management of Health and Safety at Work Regulations 1999 concerned with the protection of young persons at work impose responsibilities on the school to carry out specific risk assessments and to implement safe systems of work which take into account the young persons' lack of experience, lack of awareness of existing risks and their immaturity.

Policies and procedures that are introduced into the school will comply with the Regulations and the corporate policy on them.

General Information and Advice

Advice on health and safety issues can be obtained from: -

Health and Safety Executive,
Edgar Allen House
241 Glossop Road

