



**Green Spring  
Academy**  
SHOREDITCH

# Health and Safety Policy

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| <b>Recommending Body</b>    | Audit, Finance and Risk Committee |
| <b>Approval Body:</b>       | Trust Board                       |
| <b>Approval Date:</b>       | 9 May 2018                        |
| <b>Implementation Date:</b> | 10 May 2018                       |
| <b>Review Date:</b>         | Spring 2020                       |
| <b>Status:</b>              | Approved                          |
| <b>Policy Version:</b>      | 2                                 |



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## STATEMENT OF INTENT

The Green Spring Education Trust and the Head teacher of Green Spring Academy Shoreditch believe that ensuring the Health and Safety (H&S) of staff, students and visitors is essential to the success of the Academy.

We are committed to the highest safety standards for our school premises and lessons on and off site. We are equally committed to fully preparing our students for later life teaching them about personal safety and health issues.

We strive to improve our safety standards each and every year. To achieve this, we develop an annual Safety Improvement Plan with the overall aim of improving our:

- a. Provision of a safe and healthy learning and working environment
- b. Accident rate to students, staff and contractors
- c. Compliance with statutory requirements as a minimum
- d. System for risk assessment for curriculum and non-curriculum work activities
- e. Safe working methods and providing safe working equipment
- f. Provision of information, instruction and training on H&S issues to students, staff and contractors
- g. Consultation with Employees and their representatives on health and safety matters
- h. Monitoring and review of our systems and prevention measures to ensure they are effective
- i. Ability to continuously improvement
- j. Provision and maintenance of excellent adequate welfare facilities across the school, including security and safeguarding controls
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System will be maintained to ensure the above commitments can be met. The Head teacher is responsible for allocating staff and resources appropriately to meet the aims of the school, the annual improvement plan targets and legal safety standards as a minimum.

All staff are expected to be involved in improving safety standards and play their part in its implementation.

As the Head teacher, I take responsibility for safety at the school, I endorse the policy statement, authorise and sign off the management system and the annual improvement plan to ensure that all staff and stakeholders are aware of my, and our commitment to the health, safety and welfare of all those affected by the Academy's work, both now, and in the future.

Signed

.....  
Head teacher

Date: May 2018

To be reviewed no later than Spring term 2021.

## **ORGANISATION INTRODUCTION**

- 1.1 To achieve compliance with the Statement of Intent Green Spring Education Trust and the Green Spring Academy Shoreditch Management will have additional responsibilities assigned to them as detailed in this part of the Policy.
- 1.2 This Policy applies to Green Spring Education Trust (GSET) and Green Spring Academy Shoreditch (GSAS) as indicated.

## **GREEN SPRING EDUCATION TRUST**

- 2.1 The Trust has the responsibility to ensure that:
  - a) A clear written policy statement is created which promotes the correct attitude towards safety in staff, students and visitors.
  - b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities and undertake appropriate training.
  - c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
  - d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
  - e) Sufficient funds are set aside with which to operate safe systems of work.
  - f) Health and Safety performance is measured both actively and reactively.
  - g) The effectiveness of the Health and Safety Policy is reviewed annually.

## **THE HEAD TEACHER**

- 3.1 In their capacity as the key person responsible for the effective management of Health and Safety, the Head teacher will ensure that:
  - a) This Policy is communicated to all relevant persons.
  - b) The resources made available by GSET are allocated according to the risks presented by the school's operations and aims and objectives for the coming year.
  - c) Health and safety in general and the Academy's safety policies and procedures are not to be used as an excuse for curtailing or preventing adventurous, unusual or activities that are essential safe and normal life risks if proper planning and organization can make them acceptably safe.
  - d) Appropriate information on significant risks is given to visitors and contractors.
  - e) Appropriate consultation arrangements are in place for Staff and their Representatives.
  - f) All staff are provided with information, instructions and training on Health and Safety.
  - g) Risk assessments of the premises and working practices are undertaken.

- h) Safe systems of work are in place as identified from risk assessments.
- i) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, training etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to the Governing Body on the Health and Safety performance at the Academy is completed termly.

## **TEACHING AND NON-TEACHING STAFF HOLDING POSTS OR POSITIONS OF SPECIAL RESPONSIBILITY**

4.1 This includes the Deputy Principals, Vice Principals, Directors of Learning, School Business Manager, Premises and Contracts Monitoring Manager and Office Manager.

These individuals must:

- a) Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Head teacher for the implementation of the Health and Safety procedures and arrangements.
- b) Develop Health and Safety practices and procedures in accordance with the Health and Safety Policy that identify the key risks in their areas of responsibility and ensure that the organisation and arrangements for managing those risks are in place and are effective.
- c) Carry out regular Health and Safety risk assessments of the activities for which they are responsible.
- d) Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work.
- e) Resolve Health and Safety and welfare problems that members of staff or students refer to them, or refer to the Head teacher any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular checks of their areas of responsibility to ensure that equipment, furniture, supplies and activities are safe and record these checks where required.
- g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to

avoid hazards and contribute positively to their own Health and Safety.

- h) Ensure all accidents are investigated appropriately.
- i) Include Health and Safety, as appropriate, in any report for the Head teacher

## **SPECIAL OBLIGATIONS OF ALL TEACHING STAFF**

5.1 All teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient student to adult ratio occurring in classrooms or other supervised areas at any time.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment, clothing and guards where necessary.
- e) Make recommendations to their Deputy or Vice Principal on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that no personal items of equipment, electrical or mechanical, or proprietary substances are brought into the Academy without authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Premises and Contracts Monitoring Manager.
- i) Report all accidents, defects and dangerous occurrences, including near misses, to their Deputy or Vice Principal or the Premises and Contracts Compliance Manager.

## **OBLIGATIONS OF ALL EMPLOYEES**

6.1 Apart from any specific responsibilities that may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the Health and Safety and the well being of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Head teacher or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- c) Act in accordance with any specific Health and Safety training received.
- d) Report all accidents and near misses in accordance with procedures, including any appended to this Policy.

- e) Co-operate with other persons to enable them to carry out their Health and Safety responsibilities, including notifying them of any personal or medical issues that can affect their safety and wellbeing.
- f) Inform their Line Manager of all potential hazards to Health and Safety, and report to the Head teacher immediately those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the Health and Safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) All employees who authorise work to be undertaken or authorise the purchase of equipment and supplies must ensure that the Health and Safety implications of such work or purchases are considered.

## STUDENTS

8.1 Students, in accordance with their age and aptitude, are required to:

- a) Exercise personal responsibility for the Health and Safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the Health and Safety rules of the Academy and in particular the instructions of staff given in an emergency.
- d) Use and not willfully misuse, neglect or interfere with equipment and fittings provided for their Health and Safety.

## VISITORS HEALTH & SAFETY

- a) All visitors are required to report to Reception, sign in and wear a badge at all times on the Academy Premises.
- b) For reasons of safety for students and staff, unknown visitors should on no account be allowed to move unaccompanied through the Academy premises.
- c) Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the Academy they intend to visit.
- d) Visitors are expected to obey all displayed warning notices and verbal instructions.
- e) Contractors who arrive to carry out work must inform the Premises and Contracts Monitoring Manager of any potential hazard that may arise due to their work.
- f) All visitors are to be made aware of the emergency procedures; including action to be taken during an emergency, which is printed on the back of the visitor's badge.
- g) The Reception staff will be asked to take the visitor to the particular area or member of staff or to arrange for the visitor to be collected.

## PROCEDURES AND ARRANGEMENTS

### INTRODUCTION

The following procedures and arrangements have been established at Green Spring Academy Shoreditch to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements:

These procedures and arrangements are separated into the following sections for each of use:

- Management arrangements – the procedures which drive improvement and check performance
- Safety During lessons – Procedures directly related to the students lessons
- Risk Controls – Procedures which deal with the risks from the activities conducted in the School
- Critical Events – Procedures to deal with high risk situations and emergencies

## MANAGEMENT ARRANGEMENTS

### POLICY AND TARGET SETTING

Each year the head Teacher and the Senior management team will review the results of the previous years health and safety improvement plan, update the schools safety policy and set a new safety improvement plan.

The Head teacher will arrange for a budget to be made available for this plan to be achieved. Heads of department will communicate the plan to their staff and include the relevant actions to achieve the plan into staff job arrangements/ Personal targets, as applicable to the plan and the individual concerned.

Attainment of the safety improvement plan will constitute a main component of the monitoring regime for the coming year.

### STAFF TRAINING AND DEVELOPMENT

- a) The Head teacher is responsible for annually assessing the Health and Safety training needs of all staff and for arranging any identified training.
- b) Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the Academy's Health and Safety procedures e.g. Action to be taken in the event of a fire, the location of Fire Exits and first aid arrangements.
- c) Training must also be given to all key staff and staff with special responsibilities, such as the Premises and Contracts Monitoring Manager, First Aid staff and Staff taking students on trips.
- d) The Academy will keep a record of all staff who have been trained and the expiry dates of any certificates.
- e) All safety training will be provided to staff free of charge and within working time.

## COMPETENT ADVICE

Competent health and safety advice will be gained from a number of sources as required. The facilities manager will be the primary focus for arranging answers to any immediate technical questions. The Facilities manager will use RoSPA, the RoSPA infocentre, the local authority or a technical specialist e.g. the electrical contractor to answer the question.

Green Spring Academy Shoreditch are RoSPA members and as such we receive a regular update of legal cases, best practice and changes to statutory and stakeholder obligations via newsletters and the Safety Education publication. As part of the RoSPA membership, Green Spring Academy Shoreditch has access to the RoSPA infocentre helpline and library.

## RISK ASSESSMENT

- a) It is the Head teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant areas of risk in the Academy.
- b) Each department head will generate and keep up to date a list of all activities that require a risk assessment, this includes lessons and out of school activities such as day visits or residential trips. This applies to all department, including support staff, for example, HR will conduct the School Stress risk assessment using the HSE 'stress management standards indicator tool' or other equivalent system at least once every three years.
- c) Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such risk assessment surveys will be reported to the Academy Trust and the Governing Body so issues can be prioritised and resources assigned to undertake remedial control measures where required.

## HEALTH AND SAFETY GROUP

The Head teacher will establish a health and safety group to review performance and to identify the actions that need to be taken to drive performance, meet statutory obligations and communicate effectively to staff and teachers. This group will meet at least once every six months. The group will be agreed by the Senior management team. Attendance will be mandatory and a set agenda will be used. The agenda will include, as a minimum:

| Date meeting  | Attendees |
|---|-----------|
| Matters arising from last meeting   |           |
| Accident Investigations   |           |
| <ul style="list-style-type: none"> <li>• Results of accident reports</li> <li>• Incident report reviews</li> <li>• Emergency situation/ evacuation reports</li> </ul>   |           |
| Targets and objectives review   |           |
| Risk assessments;   |           |
| <ul style="list-style-type: none"> <li>• Risk assessments due for completion against plan</li> <li>• Corrective actions implemented</li> <li>• Risk assessments required to be carried out.</li> <li>• Number of recommendations completed</li> </ul> |           |
| Actions of the next quarter to meet the targets   |           |
| <ul style="list-style-type: none"> <li>• Contractor inspections/ audits</li> </ul>  |           |

- Monitoring checks to be completed
- Procedures Implementation update  
Training issues  
Inspections and Audits actions review  
Communications from external bodies, enforcement agencies and industry standards  
Safety Representatives reports  
New and revised legal standards update  
New and planned changes to operations affecting safety  
Effects of recent legal cases  
Any other Business  
Date of Next meetings

- a) Health and Safety should be a standing item on the agenda of all meetings including those of the Governing Body.
- b) In addition, the Resources Committee monitors HASAW (Health and Safety at Work Act 1974) issues and advises and reports regularly to the Governing Body. The Governing Body's Resources Committee is the key forum at which Health and Safety issues are addressed and policies determined.

## ACCIDENT AND INCIDENT REPORTING.

All accidents, incidents and near misses and, or dangerous occurrences, must be reported as promptly as possible on the Academy Accident Report Form and handed to the nominated Health and Safety Officers who will be responsible for informing the Head Teacher if the accident is a fatal or a major injury as listed by the Health and Safety Executive.

Significant accidents as defined in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) using the form F2508.

Such accidents are:

- a) a Student or visitor is sent to hospital due to a work related accident.
- b) an employee is off work for more than seven days due to an accident.
- c) in the case of a fatal accident or major injuries (as listed in the RIDDOR regulations).

### **Action to be taken by a person nominated by the most senior member of staff on site at the time of the accident.**

- a) Inform the Directors of the Trust, the Head Teacher and the HSE as soon as possible by the quickest means, usually telephone if the accident is a fatal or major injury; as listed by the Health and Safety Executive.
- b) Complete RIDDOR form 2508 on line at [www.hse.gov.uk](http://www.hse.gov.uk).
- c) Complete RIDDOR form 2508 and send off to the Academy Trust's Solicitors and Insurers as soon as possible. Gain advice and assistance from RoSPA as required.

## HAZARD REPORTING

- a) An effective hazard reporting system is essential.
- b) Any employee, student, contractor or visitor are expected ~~encouraged~~ to report any sub-standard condition or practice.
- c) The reporting of hazards, in the main, should be done verbally to the Premises & Contracts Monitoring Manager and line manager as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the General Office/from the Premises & Contracts Monitoring Manager to report any problem.
- d) In addition to this procedure, reports of hazards may be received via the Academy's Health and Safety Group, Departmental meetings and minutes or via risk assessment procedures and reported to the Resources Committee.

## ACCIDENT AND ILL HEALTH INVESTIGATION

All accidents, however small, should be investigated and the findings recorded.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;

- a) simple investigation (minor accident) 1 hour
- b) standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment should be carried out or the existing risk assessment amended to avoid reoccurrence of the accident.

## ILL HEALTH EVALUATION

A member of the Senior Staff will review all sickness reports and any incidences of sickness or ill health that are reported by staff while at work. This can include suspected incidences of stress related illness, pregnancy, self harm or drug and alcohol abuse.

Where sickness or ill health are either:

- Work related, or
- May have an effect on the work of the individual, or
- May have an effect on the safety or health of colleagues or students,

The senior staff member will refer, via email to both parties, the individual to the Human Resources Manager, before the person returns to the workplace.

Upon receipt of the notification, the Human Resources Manager will arrange for a 'back to work' interview and an occupational health review as required, of the implications of the individuals condition(s) and their suitability to return to work.

The output of the back to work interview and the occupational health review is to establish what reasonable adaptations may be required, if any, to assist the person back to work, to ensure that the individual has any required personal support to cope with their condition and the generate information which can be used to conduct any necessary investigations and update any relevant risk assessments.

The site Facilities Manager will usually be requested to undertake the updated risk assessments for individuals, in assistance with the HR Manager and the Department Head. They will use the results of the back to work interview and any OH review conducted.

HR will conduct the School Stress risk assessment using the HSE 'stress management standards indicator tool' or other equivalent system at least once every three years (duplication of example in risk assessment standard above, for clarity).

## ACTIVE MONITORING SYSTEMS

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at Green Spring Academy

- Shoreditch are; Continual visual checks by teachers and staff.
- Daily opening –up and locking-up inspections
- The monthly documented classroom check of each classroom using the classroom checksheets
- The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Head teacher & Premises and Contracts Monitoring Manager.
- The annual examination and review of the safety documents to check the standards are effective and accurate.
- Environmental monitoring via the BMS
- Health surveillance to check the effectiveness of health control measures for specific staff.
- Documented Safety tours conducted by the head teacher, as time allows.
- Annual audits of the health and safety system as part of the SchoolSafe programme
- Other measures include external inspections and surveys by contractors and service providers, Environmental Health visits and OFSTED.

## CATERING

The Catering Contractor is responsible for the safe operation of the catering facilities.

The Contractor must:

- a) Be familiar with the Academy Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Premises and Contracts Monitoring Manager or the head teacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the Academy is concerned.

Academy staff must not use the catering facilities and equipment without the prior agreement of the Head teacher and written permission of the Catering Contractor.

## **CLEANING & MAINTENANCE**

The Premises and Contracts Monitoring Manager is responsible for ensuring the safe, routine maintenance and cleaning of the Academy premises and grounds.

## **CONTRACTORS**

The person who needs the work conducting will send out the contractor evaluation pack to each potential contractor prior to signing a contract. The contractor evaluation pack is available from the Facilities manager.

All contractors must return the pack for evaluation. All contractors working on site must submit a risk assessment, method statement competence and insurance for the work they intend to do.

All contractors who work on the Academy premises are required to identify and control any risks arising from their activities and inform the Head teacher and Premises and Contracts Monitoring Manager of any risks that may affect the staff, students and visitors.

All contractors follow the Academy's Health and Safety Policy and emergency procedures and comply with these at all times.

The Facilities Manager will evaluate submissions using the contractor evaluation form and will, from time to time check that contractors are following the controls identified in the method statements and risk assessments.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher or his representative will take such actions as are necessary to protect the safety of staff, students and visitors.

## SAFETY DURING LESSONS

### INCLUSION

- a) The Head teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.
- b) A school access assessment has been conducted and will be updated periodically as per students and staff needs and no less than once every three years to ensure that up to date controls are implemented.
- c) All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- d) The SENCO and Deputy Principals and Vice-Principals must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of Health and Safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Head teacher.

### CURRICULUM SAFETY

- including out of Academy learning activities.

The Deputy Principals and Vice Principals are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential for a **Significant and unusual risk** to staff and students.

The deputy principals will draw up a list of the required generic lesson assessments and activities which are agreed to require a specific risk assessment conducted. A specific reference number will be given to each of these assessments.

The risk assessments and control measures identified will be the responsibility of the Department Head. Assessments will be conducted by a nominated and trained teacher, in consultation with any other teachers affected and conducting the lessons. Other support staff will be involved as necessary.

Guidance from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), the Association for Physical Education (afPE), NSPCC, RoSPA and other lead bodies will be used by the teachers to develop generic lesson assessments for teaching activities.

Specific lesson risk assessments will be conducted where a teacher develops a novel activity where there is no existing guidance and there is a significant and unusual risk to staff and students.

All teachers will then include the relevant reference number of the generic and activity specific assessment onto their lesson plans. This will include reference to the relevant CLEAPSS hazard cards for lessons as appropriate.

The results of the assessments will be made known (via a familiarization session each term) to all teaching and support staff, as well as students if appropriate at the start of each lesson, and reviewed regularly. Teachers will provide information to the Deputy Principals or Vice principals so that they can arrange for assessments to be updated, or add assessments conducted to the register for future use.

## **EDUCATIONAL DAY VISITS AND RESIDENTIAL JOURNEYS**

The Head teacher and the Educational Visits coordinator are responsible for ensuring that all Academy trips, whether day visits or residential journeys are managed in accordance with the Academy's Policy for Educational Visits and Residential Journeys and ensuring that a thorough risk assessment has been carried out. All members of the teaching staff must familiarise themselves with this policy.

## **BEHAVIOUR MANAGEMENT**

All staff must be familiar with the Academy's policies for Behaviour Management and Bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

## **WORK EXPERIENCE PLACEMENTS**

- a) In the event of an incident or situation that puts students at risk whilst on Work Experience, the Work Experience Co-ordinator will contact the work placements. The purpose of the call is to ensure that the employer makes arrangements for the students' safety and their safe return home.
- b) In the absence of the Work Experience Co-ordinator, the appropriate Deputy Principal or Vice Principal ensure contact is made with Work Experience Students and, or providers, to ensure their safety.
- c) For safety reasons, students must contact the Academy if they do not attend a placement.
- d) If a student cannot be contacted, the Work Experience Co-ordinator will make initial contact with the parents. In the absence of the Work Experience Co-ordinator, contact will be made by the appropriate Deputy Principal or Vice Principal.
- e) The Academy will maintain student mobile phone numbers, where possible, on the database for Work Experience.

## **RISK CONTROLS**

### **DISPLAY SCREEN EQUIPMENT**

The Office Manager is responsible for ensuring that DSE (Display Screen Equipment) assessments are completed for all administrative staff and teaching staff that regularly use laptops or desktop computers. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms or other unsuitable surfaces.

### **ELECTRICAL EQUIPMENT**

- a) The Premises and Contracts Monitoring Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.
- b) Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.
- c) Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Premises and Contracts Monitoring Manager who will arrange repair or replacement.
- d) The Head teacher must ensure that all electrical equipment brought onto Academy premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is visually inspected in accordance with electrical safety management guidelines.
- e) Staff are reminded that they must not bring electrical equipment into the Academy without the permission of the Head teacher.

## GLAZING SAFETY

The Academy buildings include a lot of glazing inside. Glazed walls and windows onto corridors, shared areas and exit and entrance areas must remain clear at all times and must not have anything affixed to them.

All glazing is strengthened safety glass and will provide protection on fire routes.

## HAZARDOUS SUBSTANCES

- a) The Premises and Contracts Monitoring Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- b) Teaching staff are responsible for ensuring that risk assessment covers activities and situations where materials and substances are used in such a way that they could cause ill health to students or staff. If the risk is assessed as significant, a specific hazardous substance/ COSHH assessments will be conducted. For example this could be an allergic reaction from an unusual foodstuff, excessive dust created from long periods of grinding or the by-product from a particular process or experiment.
- c) Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- d) Each head of department will maintain a list of the hazardous chemicals and substances purchased, if any. These can be clearly identified by the hazard symbol on the packaging. No staff are authorised to use any hazardous substances without the permission of the head of department.
- e) Substances used in the practical curriculum will be stored and used in accordance with CLEAPSS Hazcards.
- f) All chemical items will only be stored in their supplied containers or a clearly marked suitable container prepared by the Science technicians. No more than 50ltrs of flammable products will be stored in any one place within the building.
- g) Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff, or students under supervision. These will include such items as:
  - Spirit based marker pens
  - Corrective fluid
  - Aerosol paints

All the above should be used in a well ventilated area.

- h) Dust and fumes in the practical curriculum are controlled by LEV (Local Exhaust Ventilation Workplace Fume and Dust Extraction) Regulations which must be adhered to at all times.
- i) No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

## LONE WORKING

Lone workers can be defined as, anyone who works by themselves without close or direct supervision.

Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms or offices after normal Academy hours or during holiday times.

Lone workers should not undertake any activities that present a significant risk of injury.

If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If it is necessary to work alone and you are required to work early in the morning or after normal working hours at night:

- a. give prior notice to Premises staff if you intend working late and indicate you will be in the building;
- b. make sure your colleagues know;
- c. check where your colleagues are likely to be in the building;
- d. make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
- e. if possible, take a telephone into the room in which you are working;
- f. if you are alone, consider locking yourself in;
- g. report your departure when you leave the premises.

## MANAGING MEDICINES AND DRUGS

- a) No student is allowed to take medication on the Academy premises without a letter of consent from his or her parent or carer.
- b) All members of staff have a duty to notify the Head teacher if they believe a student to be carrying any unauthorised medicines or drugs.
- c) The Academy Policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

## MAINTENANCE AND REPAIR OF EQUIPMENT

- a) The detailed arrangements for the maintenance and inspection of equipment will be described in the Site Maintenance Procedures Manual under the control of the Premises and Contracts Monitoring Manager.
- b) All faulty equipment must be clearly marked as “do not use”, taken out of use and this must be reported to the Premises and Contracts Monitoring Manager.
- c) Staff must not attempt to repair equipment themselves.

## MANUAL HANDLING

- a) The Head teacher and the Premises and Contracts Monitoring Manager are responsible for ensuring any significant manual handling tasks are risk assessed and these tasks eliminated where possible.
- b) No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises and Contracts Monitoring Manager for assistance.
- c) Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- d) Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- a) The need for PPE will have been identified in Risk Assessments. It is the Head teacher's responsibility to ensure adequate supplies of PPE.
- b) Where the need for PPE has been identified any staff member or student must wear it who might be at risk of injury or harm to health.
- c) Any staff member or student who refuses to use the PPE will be subject to disciplinary action.
- d) PPE must be kept clean and stored in designated areas.
- e) Staff must report any lost or damaged PPE to their line manager

## SEVERE WEATHER CONDITIONS

In the event of severe weather conditions, it is the responsibility of the Head teacher in liaison with the Chair of Governors to make a decision on closure on grounds of Health and Safety. In the event of a decision to close on these grounds, all governors will be informed.

The maintenance team will prepare a simple gritting and snow and ice treatment plan for prevention and maintenance of the building and access routes in preparation for periods of bad weather.

The maintenance manager will ensure that suitable resources are available on site for gritting and treatment in line with the maintenance plan, for no less than 5 days duration.

## SMOKING

- a) The Academy Trust and Head teacher have adopted a No Smoking policy throughout Academy premises.
- b) No smoking signs are to be on display at all the main entrances to the Academy buildings.

## STRESS MANAGEMENT

- a) HR will conduct the School Stress risk assessment using the HSE 'stress management standards indicator tool' or other equivalent system at least once every three years (duplication of example in risk assessment standard above, for clarity).
- b) If you consider you may be suffering from stress for reasons connected with your workload, you should approach the Personnel Manager or a trusted manager, who will deal with the issue promptly and in the strictest confidence.
- c) Formal stress counselling may be arranged through the Academy doctor, where appropriate.
- d) On return to work for any period of stress-related illness, the Academy will conduct a return to work interview and take account of medical advice and the needs of the Academy when determining which duties are most appropriate.

## TRANSPORT

- a) The Senior Finance Officer is responsible for arranging the annual maintenance and MOT of the minibus.
- b) The Premises and Contracts Monitoring Manager is responsible for ensuring that the bus is clean and in good condition at all times.
- c) Only members of staff who have passed the appropriate test and hold a valid licence are authorised to drive the minibus.
- d) All drivers must complete the driver checklist before any trip. See Appendix 5.
- e) All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the students throughout the journey. The driver must not be responsible for supervision whilst driving.
- f) All staff are responsible for reporting any damage to the minibus, or if it is in an unsafe condition, to the Senior Finance Officer immediately.

## GENERAL PRECAUTIONS

- a) Any members of staff going off site must ensure that they sign out at Reception. On their return they must be sure to sign back in again.
- b) All visitors to the Academy must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time. All unsupervised visitors are expected to submit their DBS card to reception before they will be allowed access.
- c) Any events, which use the premises out of working hours, especially where visitors to the Academy are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the Premises and Contracts Monitoring Manager.
- d) There are separate procedures for the Sports and Arts Centre. Sports and Arts Centre staff are expected to ensure the security glass partition into the school is kept closed.

## WORKING AT HEIGHT

- a) The Premises and Contracts Monitoring Manager is responsible for the purchase and maintenance of all ladders in the Academy.
- b) All ladders must conform to BS/EN standards as appropriate.
- c) The Premises and Contracts Monitoring Manager is also responsible for assisting heads of department and other staff to complete risk assessments for all working at height tasks in the Academy.
- d) Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.
- e) If you need to hang decorations or displays then a step stool or small step ladder must be used.
- f) STANDING ON DESKS, CHAIRS OR OTHER FURNITURE IS NOT PERMITTED.
- g) Do not work at height when you are alone.
- h) If you are planning to use a step ladder ask the Premises and Contracts Monitoring Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
- i) Your knees should be no higher than the top platform of the ladder.
- j) Never overreach. Try always to keep one hand free on the ladder to steady yourself.
- k) Specific assessments will be undertaken for using towers, mewps, fixed scaffolding or ropework, usually by contactors, in line with the contractors policy.

## CRITICAL EVENTS

### CRISIS POLICY

The Trust has a separate policy for managing a Crisis, which should be followed in the event of :

- a) People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
- b) Premises issues – Fire, explosions, floods, subsidence
- c) Technological – Computer related issues

### SECURITY

- a) CCTV systems are installed throughout the Academy and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.
- b) Cash is kept in a safe and monies are banked regularly.
- c) Counting of accumulated cash must occur at an appropriate location on the Academy's premises. Any member of staff responsible for carrying monies on behalf of the Academy should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.
- d) All staff are responsible for their own personal belongings and should not leave valuables unattended at any time.
- e) The Academy Trust accepts no responsibility for items left unattended.
- f) In the event of a theft in the Academy, the incident may be reported to the police and members of staff will be expected to assist the Police in their investigations, with the use of CCTV recordings and any other evidence.
- g) It is the responsibility of all members of staff to take appropriate measures to maintain the security of any Academy equipment being used.
- h) If equipment is found to be missing or believed stolen it is important that this is reported immediately to the Senior Member of Staff on duty.
- i) When using portable and desirable equipment such as notebook computers staff will be required to take precautions to ensure their security.

### INTRUDERS

- a) All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on the Academy premises.
- b) Always aim to be welcoming and polite to all our visitors.

- c) If you see anyone that you think should not be on the Academy premises, do not approach them directly on your own but inform the Front Reception Desk immediately and ask for the Senior Member of Staff on Duty to be called.
- d) It may be possible to keep them on site by telephoning the Front Reception Desk or by sending a note with a student, rather than by reporting in person.
- e) When you have identified the intruder(s) to the Senior Member of Staff on duty, please remain present whilst the Duty Principal asks them in a friendly way their reasons for being on site.
- f) The Senior Member of Staff should guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance.
- g) If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.
- h) To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk in the front foyer and obtain a visitor's identity tag should be displayed at all Academy entrances.
- i) If the person is unable to offer an acceptable reason for remaining, the Senior Member of Staff should politely ask them to leave in a clear and firm way.
- j) NEVER touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions.
- k) If they refuse to leave, the Senior Member of Staff should not attempt to force them to leave but dial 999 to call the Police.
- l) In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.
- m) If the Police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.
- n) Take a note of the description of any intruders and any conversation that you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive.
- o) In the unfortunate event of any injuries being sustained, a separate report should be made on the normal Accident and Injury Form.
- p) Some "Intruders" are ex-students, merely making a social call. Help them to obtain an official Visitor's Pass, available from Reception.
- q) REMEMBER, the Academy Trust and the Governors will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

## **TROUBLEMAKERS**

- a) The DfE has published guidance, "Academy Security: Dealing with Troublemakers", to all Academies in England. The guidance sets out the powers of the police and the criminal justice system to deal with troublemakers in and around Academies.
- b) The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding penknives, with a three-inch or smaller blade. However, the Academy Trust has banned all knives, regardless of the length of the blade.

- c) The Academy Trust has authorised the Head teacher or his Deputy, in exercising day-to-day management of the Academy, to determine who should have access to the premises. The Academy Trust have determined that nobody, including governors, staff, students or parents, has an unrestricted right of access to the Academy premises except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk.
- d) Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Premises and Contracts Monitoring Manager or his deputy.
- e) The Academy Trust buildings and their grounds are private places and anyone entering without authority, including students, ex-students and parents, is trespassing and may be asked to leave by the Senior Member of Staff on Duty.
- f) Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off Academy premises, could be an offence. The Head teacher or Senior Member of Staff on duty will exercise professional judgement in deciding whether to involve police in incidents of this nature.
- g) Whether the Principal or his Deputy has determined that an individual is trespassing, the Academy Trust have authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500.
- h) When deemed necessary, a “troublemaker” will be informed in writing by a standard form letter, of the limitations both in terms of time and place as to their permission to enter the premises.

### **FIRE EVACUATION PROCEDURE:**

- a) Fire Drills are held for the whole school every term in accordance with the evacuation procedure below.
- b) All staff, students and visitors must participate in the fire drill and follow the correct procedures.
- c) In the event of an evacuation no member of staff, student or visitor should re-enter the building without the permission of the Senior Member of Staff on duty.
- d) All staff, on entering any area of the Academy, should check that everything is in order. If it is not, the Senior Member of Staff on duty and the Premises Officer on duty should be informed immediately.
- e) If there is a potential hazard, the room should be vacated and the Senior Member of Staff on duty and the Premises Officer on duty should be informed immediately

### **BOMB THREAT PROCEDURE**

All staff with a public facing role or a direct line telephone will be provided with a copy of the Bomb threat procedure as part of their induction. The procedure will be tested at least once every twelve months.

A copy of the initial action taken shall be posted somewhere prominent behind reception (but not the evacuation procedure)

The site Chief Financial Officer will make a hoax bomb threat once every year. This will be unannounced to all but the headmaster. An agreed codeword will be used which will be agreed between the Chief Financial Officer and the headmaster prior to the event. The results of this check will be used to improve the response available.

***Action to be taken on receipt of a bomb threat or suspicious package(s)***

If a member of staff receives a telephone call the caller should be asked the following questions, irrespective of whether the call is from the Police or a direct call from someone else.

- Where is it ?
- In which building and on which floor?
- What time will it go off?
- What does it look like and what colour is it?
- What type of bomb is it and the type of explosive?
- Who are you?
- Why are you doing this and do you have a codeword?
- Note the time of the call.

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Head teacher or in his absence a Deputy or Vice Principal. The Head teacher, Deputy or Vice Principal should be informed of the answer to the questions above immediately, should initiate the evacuation plan as required and should immediately alert the Police .

**The Head teacher will decide whether to evacuate the building.**

**Evacuation:**

Inform all Senior Staff of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the Academy as per fire drill, **except to instruct them to:**

- a) Leave doors and windows open (except the area that contains the bomb or suspicious package which should be sealed with windows and doors closed).
- b) Ask staff and students to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
- c) Ask staff and students to make their way to assembly areas (avoiding the area of the bomb or suspicious package) as directed by the Head teacher.

Stage 1 – Assembly at the normal fire drill areas

Stage 2 – Move to an alternative area, once the Police or Fire Brigade has checked the area.

**Security during an evacuation**

The security of the building during an incident is the responsibility of the Premises and Contracts

Monitoring Manager and should be carried out from a safe distance, out of the line of sight of any bomb or suspicious package(s). The Premises Staff are to be positioned at all gates leading into the Academy, which are to be locked once the premises have been evacuated, and the Premises Staff will remain there until otherwise advised by the Police, Fire Brigade or Head teacher.

#### **ON THE ALARM SOUNDING**

- f) The Office Manager on duty must check the alarm status at the alarm panel and direct the Premises Team to where the Panel is showing the problem. The Premises Team should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.
- g) All persons in the Academy buildings are to evacuate the buildings on the alarm sounding.
- h) The priority is to evacuate all students, staff and visitors from out of the Academy buildings.
- i) The Premises Officer on duty will decide whether to call the Fire Brigade or not based on the investigation of the alarm point.
- j) Alternatively, the Premises Officer on duty will pass on the all clear to the Senior Member of Staff on duty and the alarm will be silenced.

#### **VACATING THE BUILDING**

- k) Teaching Staff must vacate the building with the students they are teaching and supervise those students at all times, ensuring they progress speedily to the appropriate assembly point.
- l) Students are to line up by tutor or class group at their assembly point.
- m) The assembly point area is designated as shown on the plan in Appendix 1.
- n) Once at the assembly point, teaching staff must register the students.
- o) Teaching Staff not responsible for registering students assist as required with the supervision of students in accordance with the roles and responsibilities set out in Appendix 2.
- p) Teaching Staff are responsible for checking attendance at the start of each lesson.
- q) The responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- r) The Office Manager should bring out the support staff, teaching staff and cover staff registers or cover list to allow the attendance of all staff to be checked against those present in the assembly area.
- s) Reception staff should evacuate any visitors from the Reception area and bring the visitors signing in/out book to assembly point for checking the evacuation of visitors.
- t) Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.
- u) Everyone is to remain at the assembly point, until the 'all clear' instruction is given.
- v) The Senior Member of Staff on duty will decide when students and staff can re-enter to the Academy buildings.
- w) In the event of a fire, the Fire Brigade will take overall responsibility.
- x) If the alarm sounds during a break or lunch time, the same principles apply.

## **BACK UP ALARM**

If the normal Fire Alarm system is not working for any reason whatsoever the **'Fire Alarm Breakdown'** procedure will be followed. If the length of time the normal fire alarm system is likely to be out of operation is 24 hours or longer, then the local Fire Brigade and the LBTH Civil Protection Team must be notified.

### **Fire Alarm Breakdown Procedure**

#### **Fire Wardens**

Fire Wardens will be put in place at either end of each floor level, if there is a need to implement the Fire Alarm Breakdown Procedure. The reason for this could be due to the power failure or a fault with the fire alarm or any other reason.

All Fire Wardens will be issued with a compressed air horn and all DOL's issued with a whistle.

#### **General Responsibilities**

All teaching and all working areas will have a SILENT ALARM – FIRE ALARM BREAKDOWN PROCEDURE notice displayed in a prominent position. All public and communal areas will also have a SILENT ALARM - FIRE ALARM BREAKDOWN PROCEDURE notice displayed in prominent positions. The SILENT ALARM – FIRE ALARM BREAKDOWN PROCEDURE provides detailed instructions on what to do in an emergency.

Members of staff should notify the Display Technician if they discover any place on the premises that does not have a notice clearly displayed.

All new members of staff and all agency and supply staff have an immediate duty to familiarise themselves with the emergency procedures set out in the SILENT ALARM – FIRE ALARM BREAKDOWN procedures and notices.

#### **On hearing the air horns or whistles**

On hearing the air horn or whistle or being asked by A Fire Warden to evacuate the building, all students with a disability must be escorted to the evacuation areas with a buddy. All buddies must help with the opening of fire doors and help to keep the student safe in crowded areas.

On hearing the air horn or whistle or being asked by A Fire Warden to evacuate the building, all staff have a duty to escort safely any visitors who may be in school to the evacuation areas

On hearing the air horn or whistle or being asked by A Fire Warden to evacuate the building, any Disabled persons using the viewing gallery in the Sports Hall must be evacuated using the Evac Chair situated in the viewing gallery area and escorted to the evacuation area. Staff fully trained in using the Evac Chair must evacuate any wheel chair user.

#### **What to do – all staff**

If you witness or smell a fire or smell gas, REPORT the matter to the nearest DOL or Fire Warden. A Fire Warden or DOL will ask you to evacuate the building as you would if the normal fire alarm system had sounded, it could be a fire drill or false alarm but must be taken seriously.

#### **On hearing the air horns or whistles or being asked by A Fire Warden to evacuate the building**

Members of staff must lead their classes via the nearest safe exit in an orderly fashion to the playground, where students line up in form groups in register order.

Whenever possible and safe to do so, windows must be closed and the last person out of a room must close the door.

The Academy's pips system must be switched off and the public address system must not be used.

### **What to do – Office and Premises staff**

#### **On hearing the air horns or whistles or being asked by A Fire Warden to evacuate the building**

The office staff must immediately check with the Safety Team what the situation is and follow the procedures as they would for a normal fire alarm

Premises staff must immediately check the area concerned and confirm to the office staff whether emergency services are required.

If the emergency services are required, then a 999 call must be made immediately stating the name and address of the Academy and the situation.

The LBTH Civil Protection team must also be notified of the situation. Any advice given by the Civil Protection team must be noted and actioned.

In the event of an evacuation, Fire Wardens must carry out a sweep search and brief inspection of all buildings in a thorough and systematic way so as to cover all rooms, offices, stores, toilets, etc.

A member of the office staff must remain outside the front entrance to prevent any person of any description from entering the premises and to provide directions and information to the emergency services upon arrival, if required.

## **FIRE PRECAUTIONS**

The Premises and Contracts Monitoring Manager is responsible for:

- a) Arranging for a specialist to conduct a Fire risk assessment for the site and for updating this when the premises are changed or a problem is identified. The formal maintenance and regular testing of the fire alarm system and emergency lighting system.
- b) The maintenance and inspection of the fire fighting equipment.
- c) The maintenance of exit and escape routes and signage.
- d) Supervision of contractors undertaking hot work.

All staff must be familiar with the Academy's Fire safety risk assessment, the Academy's Emergency Plan and evacuation procedures.

## **FIRST AID AND SUPPORTING STUDENTS' MEDICAL NEEDS**

The Academy will maintain a First Aid Risk assessment to ensure ample provision of trained personnel and First Aid supplies.

There is a separate policy for students' medical needs.

The following staff are trained First Aiders (Appendix 4).

First Aid boxes are located in the Well Being area, Science Technician's office and in the Technology Technician's office. They are marked with standard green First aid signage.

The Premises & Contracts Monitoring Manager is the Responsible Officer in terms of ensuring all First Aid supplies are replenished.

All First aid incidents are expected to be reported by the injured party at the earliest opportunity. All reported First Aid incidents will be recorded. The Following information will be recorded as a minimum:

The record must include:

- The date, time and place of the event;
- Personal details of those involved;
- A brief description of the nature of the injury, event , or disease; and
- If the event was reportable, the date and method of reporting.