

## STATEMENT OF HEALTH AND SAFETY and WELFARE POLICY

### Hartismere School

The governors and headteacher acknowledge that the Suffolk County Council has the prime responsibility for health and safety and that the governing body and headteacher have specific responsibilities to manage health and safety at the school level. They also have responsibilities to support the published aims of the LEA in improving the overall health and safety performance of schools.

**NB:** in **Voluntary Aided Schools** the governing body carries the main employer's duties for health and safety, the head teacher's responsibilities will be determined by the Governor's policy documentation, though they are likely to be similar to those for county and voluntary controlled schools.

The headteacher, as Local Health and Safety Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council. I understand that this duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

... do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This policy document has been adopted by the whole governing body and is signed by the chair of governors on its behalf.

\_\_\_\_\_ (chair of governors)

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

\_\_\_\_\_ (head teacher)

EDITION NUMBER

GS0004/07

DATE POLICY WAS ADOPTED BY  
THE GOVERNING BODY

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## ORGANISATION

The head teacher has the overall responsibility in the school. Day to day management of health and safety (**H&S**) issues has been delegated to the Business Manager

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

Task	Name of person responsible
H&S Policy review	H&S Officer & Headteacher
Communication and Information management	H&S Officer
Critical Incident Management	Headteacher
H&S Induction Training	Deputy Headteacher, CPD Manager & H&S Officer
Routine updating training	Deputy Headteacher, CPD Manager & H&S Officer
Personal safety procedures (also Schoolsafe)	H&S Officer & Headteacher
Planned checks (procedures)	H&S Officer & Headteacher
Planned checks (equipment)	Business Manager
Planned checks (premises)	Business Manager
Incident reporting/investigation	H&S Officer & Headteacher
Coordination of risk assessment work	H&S Officer, Headteacher & Business Manager (Contractors)
Fire procedures	H&S Officer
Locally organised building repairs and alterations	Business Manager
First Aid (training and equipment)	Deputy Headteacher, CPD Manager & H&S Officer (Training); First Aid Co-ordinator & Business Manager (Equipment)
Vehicle control and pedestrian safety	H&S Officer & Headteacher Business Manager (Materials)
Educational visits coordinator (EVC)	H&S Officer & Headteacher
Wellbeing Co-ordinator	Person Appointed for the Purpose
School Minibus	Business Manager
Supporting pupils with medical needs	H&S Officer, Headteacher, Business Manager (Equipment), Curriculum Manager, SENCO
Premises Security	Business Manager
Contractors on site	Business Manager
Outside lettings	Community Education Officer
Severe Weather Arrangements	Headteacher & Deputy

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	Headteacher
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## **ARRANGEMENTS**

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

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

### **Communication and Information Management:**

- The Head Teacher shall present to the governing body a termly report in the recommended format for health and safety.
- There shall be a Health & Safety committee comprising members from the governors, the staff, the nominated trade union representatives and any staff with specific Health & Safety duties. The current members of the Health & Safety committee are identified in Appendix A.
- The Health & Safety committee shall meet termly to discuss progress towards meeting the targets identified in the current edition of the School Development Plan.
- The proceedings of the above meetings shall be formally recorded and action points brought forward for review at the next meeting.
- All Health & Safety communications from Suffolk CC shall be forwarded to the school's Health & Safety Officer prior to distribution and filing. The Health & Safety Officer shall inform the appropriate member of the secretarial staff as to whom shall be included in the circulation of any particular document. This member of the secretarial staff shall record the distribution on a form specifically for that purpose. Records about where curriculum subject specific information is kept should be stored for future use. Heads of department must acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's health and safety committee or local health and safety coordinator informed about new information and guidance received.
- There is a notice board which is situated in the Staff Room upon which all general Health & Safety information is placed and to which any member of staff may refer at any time.

The following items shall be displayed on this notice board:

- The schools Health & Safety policy
- A copy of the "Health and Safety Law – What you should know" leaflet which, additionally, should be issued to all staff
- Notes from the school's Health & Safety committee meetings

- Other relevant Health & Safety information including emergency procedures
- The responsibility for updating the Suffolk County Council manual “Education Health and Safety – Local Management of Schools” shall be the responsibility of the Health & Safety Officer.
- Any information about or changes to anything which may affect the Health & Safety of staff shall be discussed with the nominated trade union **H&S** representative. The main points from these discussions shall be minuted.

### **Critical Incident Management**

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

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

The procedures laid out in the publication “Managing Critical Incidents in Schools” by Suffolk County Council Education Department shall be followed as far as practicable.

A summary of the procedures pertaining to Critical Incidents can be found in Appendix B.

### **Health and Safety Induction Training**

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

- Overview of the school’s **H&S** policy and organisational structure – **Health & Safety Officer**
- Tour of the premises – **Head of Department**
- Current **H&S** priorities for the school and policy targets – **Health & Safety Officer**
- Communication and relationships with other departments, schools and Suffolk County Council (the LEA) – **Head of Department**
- General **H&S** advice, including the schools own guidance and that from the LEA – **Trade Union Representative**
- Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisers – **Head of Department**

- Introduction to recognised unions and the local representatives – **Trade Union Representative**
- Employee problems and concerns – **Trade Union Representative**
- Specific duties and responsibilities – **Head of Department**
- Grievance procedures – **Trade Union Representative**
- Information on hazards specific to the school, and established controls or precautions – **Health & Safety Officer**
- Use of equipment and/or tools – **Head of Department**
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and **H&S** data sheets – **Head of Department**
- Use and care of PPE (Personal Protective Equipment) – **Head of Department**
- Housekeeping procedures for policy documents and local rules – **Health & Safety Officer**
- Legal responsibilities and rights – **Trade Union Representative**
- Work permit systems (for example, arrangements for visits and trips) – **Educational Visits Co-ordinator**
- Physical examinations in pursuit of statutory maintenance requirements of equipment within departments eg. Electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors – **Head of Department**
- Physical examinations in pursuit of statutory maintenance requirements of equipment outside the direct responsibility of departments eg. Electrical equipment, lifts, hoists and lifting equipment – **Health & Safety Officer**
- Trained first aid personnel and first-aid facilities – **First-Aider Co-ordinator**
- Fire evacuation and emergency procedures – **Health & Safety Officer**
- Fire extinguishers – location and use – **Health & Safety Officer**
- Access to well being advice, counselling and other staff support schemes – **Deputy Headteacher**
- Security – **Health & Safety Officer**
- Restricted areas and equipment – **Head of Department**
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students) – **Head of Department**
- Manual lifting and handling: general advice and risk assessment – **Head of Department (Advice may be obtained from the Health & Safety Officer)**
- Safe stacking of materials – **Head of Department**
- Defective or inappropriate tools – **Head of Department**
- Correct use of guards – **Head of Department**
- Safe procedures for machines, including design technology equipment – **Head of Department**
- General housekeeping and maintenance of access and egress – **Health Safety Officer**
- Smoking restrictions – **Health & Safety Officer**

- Reporting of incidents, hazards, work-related injuries and illnesses – **Health & Safety Officer & Business Manager**
  - What to do in an emergency – **Health & Safety Officer**
- N.B. The Caretaker(s) also have a duty to check the above items where relevant to their duties.**

#### **Routine Updating Training**

- The Health & Safety Officer shall ensure that all staff have access to First Aid and Fire Safety Training on an annual basis.
- The Health & Safety Officer shall maintain a record of those staff who have completed such training.
- The Health & Safety Officer shall ensure that information regarding **H&S** procedures be disseminated annually.

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

- 'Schoolsafe' training or that of an equivalent, recognized standard has been undergone by the Schoolsafe Facilitator. Some staff have undergone Schoolsafe training. (All staff need to be trained)
- Any incident where an adult has displayed aggressive behaviour of any kind, including verbal abuse, should be recorded on the LEA Incident Report Form. The procedure to be followed should such an incident occur is detailed in Appendix B. All such incidents should be followed-up using the Incident Follow-Up Form.
- All visitors should be directed to Reception. All signage on the exterior of the building clearly indicate the direction to the reception area. Visitors using motor vehicles should park in the designated spaces adjacent to Reception.
- All visitors and other persons, including contractors, entering the building must be monitored. They should sign in at Reception and be issued with a badge or label. They should indicate on their written entry in the log which member of staff they are visiting and their vehicle registration number. Except in exceptional circumstances, they should not be permitted to wander around the premises unaccompanied.
- The official holders of keys to the external entrance doors are detailed in Appendix C. No other person shall be permitted to hold keys to external doors except in exceptional circumstances and where permission is sought in advance from the headteacher. In such exceptional circumstances, the caretaking staff, the Business Manager and the Health & Safety Officer shall all be informed.
- No person shall be permitted to work alone for long periods on the premises except members of the caretaking staff. The caretaking staff may work alone on the premises where adequate Risk Assessments have been made. Other staff should work only when other members of staff, possibly caretaking staff, are present. Office staff may only work alone on

the premises where adequate Risk Assessments have been made. All persons working on the premises beyond the working day, which includes after school, evening and weekend activity times, shall sign in at the Reception and display their name and location on the notice board in the foyer at the main entrance to the school.

### **Planned Safety Checks**

#### **Procedures Equipment Premises**

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

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

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

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

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

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

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

- All indoor and outdoor sports and play equipment
- The schools water system(s)- hygiene, temperature and legionnaires disease checks
- Mechanical equipment used in Design Technology
- Fume cupboards and other dust/vapour extraction equipment
- Catering equipment, including ventilators
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Lifting gear, winches and hoists, lifts and stays
- Printing and reprographics machines
- Kilns, autoclaves, compressors

**NB County contractors or recommended providers should be used where possible. If county contractors are not used then arrangements must be made to ensure the same standard of safety, competence, record keeping, quality assurance and insurance cover.**

- The whole school shall be inspected once a term by a member of the school's management team – usually the Health & Safety Officer - or a delegated member of staff or a member of the governing body in addition to the Business Manager or other delegated member of staff. The purpose of the inspection is to identify any areas requiring maintenance, upgrading or suffering significant deterioration which may affect **H&S**. Further, this inspection should provide the opportunity to update the relevant Risk Assessments for the premises.<sup>a</sup>

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

- The double sided 'Incident Report Form' shall be used to report any incident occurring in the school which is relevant to **H&S**.
- The school's ID (4 figure DfES code) number shall be recorded on every form used.
- The Incident Report Form shall be used to record each and every occurrence of the following:
  - a) Threat, attack, abuse (verbal or otherwise) or aggression
  - b) Injury or death
  - c) Any incidence of contact with any material or substance, or inhalation or ingestion of any substance
  - d) Any incident requiring the attendance of a First Aider or an Appointed Person
  - e) Any other incident which has led to or might have led to the injury, harm or death of any person on the school premises.
- All Incident Report Forms should be forwarded, when complete, to the Main Office and thence to the Health & Safety Officer. The Health & Safety Officer shall determine who should investigate the incident or whether the incident has already been investigated.
- The school's health and safety committee should, from time to time, review the incident history for the school and plan actions to reduce the likelihood of future incidents.

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

- Risk Assessments may be required under many circumstances, but in general they will only need to be completed when published guidance or

recommended practice is not followed, is not completely relevant to the activity considered, or does not exist.

- The inspection of the school premises (see above <sup>a</sup>) should be used to inform the general Risk Assessments and indicate the areas for more detailed Risk Assessment and control work.
- All activities which take place on the premises, or by pupils, staff or others off the premises, are subject to Risk Assessment. Where written guidance does not exist then formal, written Risk Assessments must be made.
- Whilst the Headteacher has the overall responsibility for the writing of Risk Assessments, the work may, from time to time, be delegated to other responsible persons. 'Other responsible persons' are highlighted in the following section.
- Risk Assessments should be written for (responsible person highlighted):
  - a) The limited space for pedestrian and vehicle access which creates a serious incident risk – **Person i/c Premises Management**
  - b) The use of the school grounds outside normal school hours – users may leave litter, bottles, or more dangerous articles such as needles and other paraphernalia – **Community Tutor**
  - c) Natural hazards such as thorny hedges or shrubs or water filled ditches – **Person i/c Premises Management**
  - d) The playground when used as a car park or waiting area by parents and/or buses – **Person i/c Premises Management**
  - e) Damage caused by heavy usage or hard play or soft play areas or roadways and paths – **Person i/c Premises Management**
  - f) First aid arrangements (numbers of trained staff, level of training and equipment) – **Health & Safety Officer**
  - g) Lone working situations – **Health & Safety Officer**
  - h) Hinge protectors for doors – **Person i/c Premises Management**
  - i) Visits and trips – **Visit Leader**
  - j) Tree maintenance – **Person i/c Premises Management**
  - k) Display screen equipment/workstations – **ICT Manager**
  - l) Manual handling – **Health & Safety Officer**
  - m) New and expectant mothers – **Health & Safety Officer**
  - n) Level of supervision in playgrounds – **Staff Duty Supervisor**
  - o) Play equipment – **Person i/c Premises Management**
  - p) Working at height – **Health & Safety Officer**
  - q) Clinical waste – **Health & Safety Officer**
  - r) Swimming pool supervision – Not Applicable unless part of an Educational Visit when the **Visit Leader** has the responsibility to ensure that a Risk Assessment is in place
  - s) School fetes – **Fete organizer**
  - t) Drama & Musical productions - **Producer**
  - u) Fireworks displays, etc. or other potentially hazardous events – **Event organizer**

## **Fire Procedures**

- A Fire Risk Assessment shall be completed and updated whenever there are any significant changes to the premises - buildings or grounds - or when there are significant changes to pupil or staff numbers or relevant legislation.
- The fire evacuation routes shall be clearly marked with conventional signage and a plan detailing all fire evacuation routes shall be displayed clearly in each workroom, classroom and office.
- A notice which details the fire evacuation procedure shall be affixed to each **H&S** notice board. There shall be at least one **H&S** notice board in each building and additional **H&S** notice boards situated in the Science Department and the Sports Centre.
- A minimum of one fire drill shall be held during each term. This fire drill shall be recorded in a log book for the purpose. Additionally, each instance of evacuation by false alarm shall be recorded similarly.
- The fire alarm has been installed with a 90 second alarm delay with an instant pre-alarm warning for the Main Office. The office must be manned at all times to ensure that this pre-alarm warning is registered and acted upon.
- On the occurrence of a pre-alarm a member of the office staff shall identify the alarm area and make every effort to check whether or not the alarm is a false one prior to the main alarm sounding. If the evidence is in favour of there being no fire then the main alarm will be inhibited by a member of the office staff.
- All fire extinguishers shall be tested annually during an inspection for that purpose.
- All staff shall be instructed to follow the existing fire evacuation routes, clearly identified on plans displayed in each classroom or office.
- All staff shall be offered fire safety training on an annual basis.
- The Caretaker shall conduct a weekly alarm test, each time from a different fire point. These tests shall be recorded in a log for the purpose. Other tests (such as the emergency lighting checks and ABC system) are contracted out and recorded in the same log. The log is located in the Main Office.
- The Caretaker shall make half-termly checks to ensure the correct operation of all fire exits.

- All 'wheelie' refuse bins shall be locked in position away from buildings in order to reduce the likelihood of their being used to start a fire.
- The Fire Service has been consulted with regard to fire safety and, although not prepared to attend the site to view the arrangements, shall be sent a copy of the Risk Assessments made in respect of fire safety procedures.
- The Health & Safety Officer shall keep the records of who has received Fire Safety training.
- The Fire Exit Routes are detailed in Appendix F.

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

- All work intended to be undertaken on the site shall be subject to the completion of Form 13.
- The Asbestos Report shall be located in such a position adjacent to the main entrance to the school that it is visible to all visitors and contractors. Any contractor undertaking work on the premises must complete the appropriate form indicating that they have read the Asbestos Report.
- The Business Manager shall record and then inform the County Council Property Adviser of any alterations which affect the asbestos survey report.

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

- The First Aid kits are located at several First Aid Stations around the premises. The location of these First Aid Stations is detailed in Appendix D but includes such critical areas as Science and Sports areas.
- The content of the First Aid kits is monitored by members of the First Aid Team and, in particular, the First Aid Co-ordinator, who also ensures that any shortages are reported to the Business Manager for replenishment and re-ordering.
- The disposal of all incontinence and sanitary waste is contracted out to PHS.
- The Health & Safety Officer shall keep the records of who has received First Aid training.
- Any injuries sustained by any person on the premises shall be recorded on an Incident Report Form. The form shall be completed by the person immediately responsible for the area in which the injury was sustained. The Incident Report Form shall be signed by the injured person and passed to the Main Office for administration. When complete, all Incident

Report Forms shall be passed to the Health & Safety Officer who shall ensure that any action required is reported to the appropriate person.

- A list of all staff is maintained by the Business Manager.
- Emergency numbers are listed in Appendix E and are also displayed on the **H&S** notice board in the Staff Room.
- In the event of an incident occurring during office hours for which the ambulance service is required, the Main Office shall be contacted and one of the administrative staff shall make the telephone call. When a First Aider or other member of staff decides that contact with the local GP or surgery is required then the Main Office shall be contacted and a member of the administrative staff shall make the telephone call.
- First Aid provision for all Educational Visits must be in place:
  - a) A First Aid Kit shall be taken on all Educational Visits involving travel where the estimated duration is greater than one hour.
  - b) A First Aid Kit shall be taken on all Educational Visits involving residential, foreign and hazardous activities.
  - c) A First Aider or an Appointed Person must accompany all Educational Visits involving residential, foreign and hazardous activities.
  - d) All Visit Leaders shall ensure that adequate First Aid arrangements are available both during travel and at the destination(s).
  - e) A First Aider or an Appointed Person must accompany all Educational Visits where the estimated travel time is in excess of one hour.
  - f) An Incident Report Form shall be completed for any incidents occurring on an Educational Visit.

### **Vehicle Control and Pedestrian Safety**

- Adequate on-site parking is provided for all teaching and support staff. There is a parking bay for visitors with five spaces adjacent to the Main Office. There may be limited parking for all other persons.
- All vehicles are permitted on site when both of the main gates are open except those driven by Sixth Form Students, for whom adequate parking is not currently available.
- All pupils' motorcycles should be parked in the cycle parking area at the western end of the premises.
- All bicycles shall be parked in the cycle racks in the area adjacent to the Pupil Support Suite.
- The main exit gate shall be closed between the hours of 8.15 and 9.15 and between 15.15 and 16.15 to reduce the traffic flow in the car park at the front of the school. No vehicles shall use the car park area adjacent to Castleton Way during these times for the delivery of collection of pupils.

- All buses and minibuses shall use the roadway loop for the delivery or collection of pupils.
- All taxis may use either the roadway loop or park in Castleton Way adjacent to the footpath immediately outside the school.
- Routine delivery vehicles shall park adjacent to the Main Entrance of the school buildings and as near to Reception as possible.
- All pupils should enter and leave the premises by the personnel gates in front of the main building or the personnel gate at the East of the premises. Care should be taken in crossing the main roadway loop and leaving by the eastern personnel gate. A crossing is provided for this purpose. A member of staff shall be on duty at this point, during the period immediately following the end of school, to assist with the supervision of pupils crossing the roadway.
- Refuse collection vehicles shall attend the premises at a time which does not conflict with school transport, or other times when pupils may be present in the vicinity of the refuse bins.

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

- All educational visits shall be organized following the procedures laid down in the Educational Visits Resource Pack, available from the Educational Visits Co-ordinator. No visit or sporting event shall take place outside the school without strict adherence to these procedures.
- Risk Assessments shall be made of all Educational Visits, which include those associated with travel and pupil-related risks.
- Incident Report Forms shall be completed for all incidents occurring on Educational Visits.
- Reference materials and Suffolk County Council Guidance relating to Educational Visits are available from the Staff Room.

#### **Well-Being Procedures**

- A Well-Being Co-ordinator shall be appointed by the Headteacher.
- Staff are advised of courses related to stress management and well-being as they become available.
- When a member of staff informs the school that they are suffering from stress, then a risk assessment will be undertaken and, wherever possible, the school will aim to reduce the factors causing the problem and will provide an opportunity for counselling.

- All incidents of stress shall be recorded shall be recorded in a record maintained by the Business Manager, who shall inform the Headteacher and **H&S** Officer.
- Special risk assessments shall be made for all women during pregnancy.
- Periodical interviews at intervals of not less than one month shall be held with all pregnant women.

### **School Minibus**

- County guidelines shall be followed with regard to the maintenance and use of the minibus.
- All staff who drive the minibus shall have passed a Suffolk County Council approved assessment, including the checking of all relevant documents and licences.
- The Business Manager shall be responsible for the administration related to the maintenance and the booking of the minibus.

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

- The most recent guidelines about Supporting Pupils with Medical Needs published by Suffolk County Council and DfES shall be followed at all times.

### **Premises Security**

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

### **Contractors on Site**

- All contractors shall report to Reception on arrival, where they will be issued with a 'visitors' badge. The only exception to this is where there are planned building works, wholly contained within a fenced area approved by Suffolk County Council, and with an on-site manager.
- All contractors must follow the code Rules for Contractors which should be made available to them by the Business Manager.
- The agenda of site meetings with representatives from the School, Suffolk County Council and contractors shall include the dissemination of information regarding fire procedures, smoking restrictions, local

management arrangements, vehicle movement restrictions and other items relevant to **H&S**.

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

### **Outside Lettings**

- All teaching spaces shall be available for outside lettings with the exception of specialist areas which contain equipment or materials with a significant risk. These specialist areas include science laboratories and technology workshops.
- Exactly the same evacuation procedures shall be used for all lettings as used during the normal school session times. All hirers shall be provided with emergency evacuation details.
- All digital locks shall be active throughout the site whilst there are any lettings outside the school day. The digital lock at the entrance to the Sports Centre shall be inactive during these periods to enable hirers to gain access to the facilities. All other buildings may only be accessed by reporting to the Custodian.
- All relevant **H&S** information shall be provided to people who have booked the premises. The **H&S** information must include faults with, or

hazards evident in, buildings and with equipment. All specialist activities shall be lead by qualified coaches.

- No written agreements are made with lessees in respect of the use of the premises.
- The Custodian shall inform the Business Manager of any shortages of First-Aid materials or equipment used for external lettings. The **H&S** Co-ordinator shall make regular checks of all First-Aid cabinets to ensure adequate stock levels.
- A public payphone is available in the Sports Centre in case of emergencies. A further telephone is situated in the Custodian's office for use when the office is attended.
- All lessees shall be informed of the location of the First-Aid materials and equipment and the telephones in case of emergency.

**APPENDIX A**

The Health &amp; Safety Committee:

Staff with Health & Safety Responsibility	H&S Officer & Headteacher
Governor Representative	Chairman of Governors or delegated representative
Nominated Trade Union Representative	Staff H&S representative
Premises Management	Business Manager
Other Members	First Aid Co-ordinator

## **APPENDIX B**

### **Critical Incident Procedures:**

#### Fire or Flood

- The person discovering the fire should sound the alarm from the nearest point
- The Fire Brigade should be summoned
- Close all of the windows and doors if this does not put anyone in further danger
- Proceed in an orderly manner along the designated fire exit route
- Muster in the allocated area unless impossible to do so
- Course Leaders and persons responsible for other personnel should take a roll call
- Missing persons should be reported immediately to the Head Teacher, (or other responsible person: Community Tutor (where present during adult education classes), Caretaker or Sports Centre Custodian). In any event the Head Teacher should be informed as soon as practicable
- Await further instructions
- At all times be vigilant and attentive to instructions given by the Fire Officer, Head Teacher or other responsible person

#### Bomb Scares or Terrorist Activity

- Suspicious packages must not be touched
- The Alarm must be sounded
- The Police and the Fire Brigade should be summoned
- Proceed in an orderly manner along the designated fire exit route
- Muster in the allocated area unless impossible to do so
- Course Leaders and persons responsible for other personnel should take a roll call
- Missing persons should be reported immediately to the Head Teacher, (or other responsible person: Community Tutor (where present during adult education classes), Caretaker or Sports Centre Custodian). In any event the Head Teacher should be informed as soon as practicable
- Await further instructions
- At all times be vigilant and attentive to instructions given by the Fire Officer, Head Teacher or other responsible person

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

- The Head Teacher, Deputy Head Teacher or Community Tutor (for incidents occurring during sports sessions out of school hours) should obtain and collate accurate information about the incident
- The LEA should be informed
- Retrieve the existing contingency plan
- Call together the Critical Incident Management Team (CIMT)
- Draw up an incident action plan
- Establish a communications room and a dedicated telephone

- Start the Incident Log
- Contact the families of the children or staff involved
- Make arrangements to inform other parents
- Inform all of the teaching and support staff
- Inform the pupils
- Contact appropriate support services
- Respond to and/or inform the media as appropriate
- Inform associated schools
- Ensure that the procedures detailed in the short, medium and long term plans for Critical Incidents are followed

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

- Remain calm at all times
- If no attack or threat is likely then ask the person to state who they are and upon what business they have come
- Ask if they have reported to Reception
- If they have not reported to Reception then they should be requested to do so – if they are calm enough then accompany them. If they refuse and you have access to a telephone then call Reception
- If you have no telephone and it is possible to send a pupil to Reception then do so as soon as it is practicable
- Under no circumstances must you do anything which would put yourself or any pupil at further risk
- If unable to summon help then remain calm until the end of the lesson or lecture when someone else may arrive to raise awareness of the incident
- If the incident involves attack or significant threat then the following procedure should apply as soon as it has been notified:
  - a) The Head Teacher, Deputy Head Teacher or Community Tutor (for incidents occurring during sports sessions out of school hours) should obtain and collate accurate information about the incident
  - b) The LEA should be informed
  - c) Retrieve the existing contingency plan
  - d) Call together the Critical Incident Management Team (CIMT)
  - e) Draw up an incident action plan
  - f) Establish a communications room and a dedicated telephone
  - g) Start the Incident Log
  - h) Contact the families of the children or staff involved
  - i) Make arrangements to inform other parents
  - j) Inform all of the teaching and support staff
  - k) Inform the pupils
  - l) Contact appropriate support services
  - m) Respond to and/or inform the media as appropriate
  - n) Inform associated schools
  - o) Ensure that the procedures detailed in the short, medium and long term plans for Critical Incidents are followed

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

- Remain calm at all times
- If possible, and if no attack or threat is likely, then ask the person(s) to state who they are
- Resist the removal of the pupil only if the situation is not likely to lead to injury or harm to any party
- Under no circumstances must you do anything which would put yourself or any pupil at further risk
- Obtain a description of the person(s) and the registration number of any vehicle if possible
- Call the police
- If the incident involves attack or significant threat then the following procedure should apply as soon as it has been notified:
  - a) The Head Teacher, Deputy Head Teacher or Community Tutor (for incidents occurring during sports sessions out of school hours) should obtain and collate accurate information about the incident
  - b) The LEA should be informed
  - c) Retrieve the existing contingency plan
  - d) Call together the Critical Incident Management Team (CIMT)
  - e) Draw up an incident action plan
  - f) Establish a communications room and a dedicated telephone
  - g) Start the Incident Log
  - h) Contact the families of the children or staff involved
  - i) Make arrangements to inform other parents
  - j) Inform all of the teaching and support staff
  - k) Inform the pupils
  - l) Contact appropriate support services
  - m) Respond to and/or inform the media as appropriate
  - n) Inform associated schools
  - o) Ensure that the procedures detailed in the short, medium and long term plans for Critical Incidents are followed

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

#### **Short Term Procedures:**

Refer to the document "Managing Critical Incidents in Schools" by Suffolk County Council – Education.

#### **Longer Term Procedures:**

Refer to the document "Managing Critical Incidents in Schools" by Suffolk County Council – Education.

**APPENDIX C**

Keyholders to External Doors:

Headteacher	
Deputy Headteacher	
Health & Safety Officer	
Business Manager	
Caretakers	
Sports Centre Manager	
Community Education Manager	

Emergency Contact Numbers for Keyholders:

Jim McAtear (Headteacher)	01263 734600
John Brown (Deputy Headteacher)	07803 906463
Graham Sessions (Environment Manager)	01379 642481 07885 475943
Linda Wenham (Business Manager)	01379 651665
David Burridge (Caretaker)	07960 439382 01379 871062
Tim Mowle (Caretaker)	
Peter Auckland (Sports Centre Manager)	01379 740325

**APPENDIX D**

Location of First Aid Stations:

A Block	A1
C Block	Medical Room
D Block	Sports Office Kitchen
H Block (1)	English Office
H Block (2)	Humanities Office
S Block	Preparation Room
T Block	T1 T2
V Block	Office

**APPENDIX E**

Emergency Contact Numbers:

Emergency Services - Internal Phones	(9) 999
Emergency Services – Direct Dial	999
School Reception	201 or 202 or 203

**APPENDIX F**

**Fire Exit Routes**

**APPENDIX G**

**Fire Extinguisher Stations**

**APPENDIX H**

**First Aid Points**

23 04 2007

## **APPENDIX I**

23 04 2007

**APPENDIX J**