



SHERFIELD SCHOOL

Nursery • Pre-prep • Prep • Senior • 6th Form

School Health and Safety Policy To include EYFS

(Including First Aid and Medical Treatment, Site Security, Risk Assessment, School Visits and Journeys, Transport, Emergency Procedures and Disaster Recovery.)

This policy reflects GEMS current guidelines and practice. GEMS is not liable for any error in print or otherwise.



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Health and Safety Policy

Rationale: The Health and Safety Offences Act 2009, gives courts greater powers of sentencing and increase fines for those who breach health and safety legislation. The Act widens the range of offences for which an individual can be imprisoned and increases the maximum penalties that can be imposed for health and safety regulation breaches, from £5,000 to £20,000 in the lower courts. Sentences can now more easily be set at a level that will deter businesses that do not take their health and safety management responsibilities seriously and further encourage employers and others to comply with the law.

The school's health and safety policy is included in the staff handbook, reviewed annually and presented to staff at the beginning of the academic year. New staff are made aware of the policy as part of their induction. Visitors, those hiring the premises and pupils are made aware of their responsibilities and the health and safety procedures that affect them. Notices are displayed indicating evacuation procedures

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the school to the headteacher.

The school's operations are conducted in such a manner as to ensure as far as reasonably practicable, the health, safety and welfare of all the school's employees and any other persons who may be affected by its acts or omissions, including pupils, contractors, visitors and members of the public.

Adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training is given. Full use is made of any guidance and/or training available either in-house or through the trade associations, professional bodies, manufacturers and suppliers of equipment and others as appropriate.

Where and when necessary, appropriate protective clothing and equipment must be provided by the school and used by all employees and pupils.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the school shall manage a full risk assessment to ascertain the action required to minimise the risk. The findings of this risk assessment may lead to the exclusion of that pupil from further participation in that area to which the risk assessment applies.

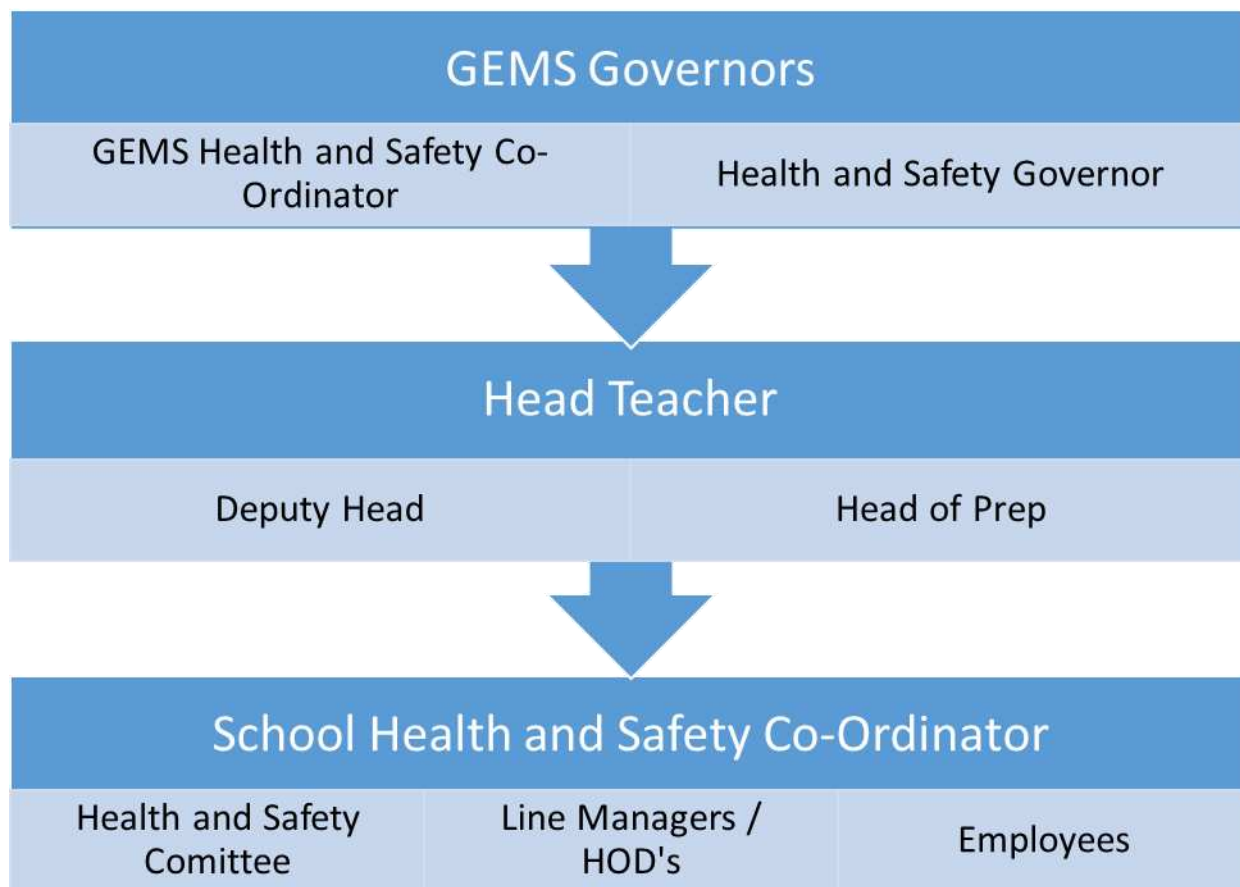
Linked policies and cross-references: DfE Statutory Regulations: GEMS Values; Behaviour for Learning Policy; Child Safeguarding and Welfare Policy; DfE Guidance on Health and Safety of Pupils on Educational Visits; DfE Guidance-Health and Safety Responsibility and Powers; Regulation 3 of the Management of Health and Safety at Work Regulations 1999; Health & Safety Offences at Work Act 2008; The Regulatory Reform (Fire Safety) Order 2005.

Point of reference: GEMS Regional Director of Education; Health & Safety Adviser, GEMS UK, based at Webber Independent School); Welfare & Safeguarding Committee.

Aims

- To provide and maintain a safe and healthy environment throughout the school site and safe means of access and egress from it.
- To establish and maintain safe working practice and procedures amongst staff, pupils, volunteers, those hiring the premises and all those on the school site.
- To ensure safe measures of using, handling, storing and transporting articles and substances.
- To provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control.
- To provide information and training to enable everyone to contribute positively to their own safety and that of others.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures in case of accidents and medical treatments.
- To provide guidance on the use of school and company vehicles.

Organisational Context



Responsibilities of the Governors

The Governors of Sherfield School:

- Accept full responsibility for health and safety within the School.
- Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.
- Requires that each Governor accepts their individual role in providing health and safety leadership within the Organisation.
- Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.
- Recognise their role in engaging the active participation of employees in improving health and safety.
- Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.

- Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- Will ensure that any changes in this Policy will be brought to the attention of all employees.
- Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.
- Will appoint one of its number to be the 'Chair of the Health & Safety Committee' but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

Responsibilities of the Headteacher

To:

- bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy and the arrangements and procedures contained herein. This includes regular audits, inspections and safety tours to include the site manager, health and safety representative and union representatives;
- ensure that there is a school health and safety committee responsible for monitoring the H&S Policy, procedures, risk assessment and actions. Minutes of these meetings must be kept with actions recorded;
- ensure that accidents and injuries are recorded in the accident book;
- carry a mobile phone and ensure that office staff know the whereabouts of the headteacher/person in charge of the school/SMT at all times;
- ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing and brought to the attention of all appropriate employees. A person must be trained to carry out the assessment to ensure that they are suitable and sufficient;
- ensure that there is at least a termly fire drill and a record kept of the date, time and length of time taken to evacuate the building and account for all persons;
- ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school;
- appoint responsible persons to co-ordinate the actions of staff and pupils in case of fire;
- ensure that there is an emergency plan and that suitable arrangements are in force and adequate equipment made available for dealing with emergencies. S/he will also ensure that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils;
- identify and make arrangements for training all staff. This includes induction of new employees and where necessary, retraining of existing staff;
- consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and procedures contained herein. Rights have been given to recognised trade unions to appoint safety representatives these rights are embodied in the *Safety Representatives and Safety Committees Regulations 1977*. Similar rights exist for volunteer or management appointed safety representatives under the *Health and Safety (Consultation with Employees) Regulations 1996*;
- investigate and report all accidents, injuries and near misses via the headteachers' report, copy to GEMS Health and Safety Co-ordinator (based at Webber Independent School);
- ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users, and persons exposed to the hazard;
- designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein. The legal requirement is one First Aider per 20 employees.

Responsibilities of Key Health and Safety Personnel - GEMS

GEMs Health and Safety Adviser (Facilities Manager at The Webber International School) is the group's adviser for Health and Safety.

He will conduct an annual health and safety audit, verify termly audits and provide advice on health and safety matters.

Responsibilities of the Deputy Head Teacher & Head of Prep

The Head of Prep and Deputy Head Teacher have responsibility for:

- Monitoring the effectiveness of this Policy and reporting back to the Head Teacher and other Governors of Example School, as appropriate.
- Monitoring overall health and safety within the School.
- Recommending changes in the Example School Health & Safety Policy and Procedures Manual in the light of experience.
- Ensuring that all those employees who work for him are fully aware of their responsibilities within their own spheres of control.
- Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.
- Are appointed by the Head Teacher of Sherfield School as co-chair of the School's Health & Safety Committee.
- Are appointed as the main 'Competent Persons' for Example School as required by the Management of Health & Safety at Work Regulations 1999.
- Will monitor the effectiveness of the School Health & Safety Policy and Procedures Manual and report back to the Governors of Example School, as appropriate.
- The Head of Prep is the liaison point with the School's Health & Safety Consultants.
- In a line management function the Head of Prep and Deputy Head teacher are responsible for the safe operation of facilities, maintenance and grounds staff.
- The Head of Prep and Deputy Head Teacher are responsible for establishing a system for the reporting back to them of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with

by the relevant line management functions, will then be discussed by the School's Health & Safety Committee.

- The Deputy Head Teacher and Head of Prep are responsible for ensuring that the School's Health & Safety Policy and Procedures Manual are kept up-to-date.
- The Deputy Head Teacher and Head of Prep are responsible for the co-ordination of health and safety monitoring activities across the whole School.
- The Deputy Head Teacher and Head of Prep are responsible for the development of the School's Active Monitoring Inspection Plan and ensuring that this takes place within agreed timescales

School Health and Safety Advisor (Facilities Manager)

- The School Health & Safety Advisor is responsible for:
- Ensuring that this School Health & Safety Policy and Procedures Manual is brought to the attention of all employees within the School and that copies of the School Health & Safety Policy's Statement of Intent are displayed in prominent locations.
- Attending the School's Health & Safety Committee and taking an active participation
- Monitoring the effectiveness of the School Health & Safety Policy and Procedures Manual and reporting back to the Head of Prep and Deputy Head Teacher.
- Obtaining, interpreting and disseminating all health and safety information relevant to the School via the normal line management structure.
- Co-ordinating the reporting of all accidents, incidents, near-misses and damage to their School's property and their investigation as appropriate. The results of these investigations, as well as being dealt with by the line management function, will then be discussed by the School's Health & Safety Committee.
- Co-ordinating the School's preparation of statutorily required Assessments, as follows:-
 - General Risk Assessments
 - Fire Risk Assessments
 - Manual Handling Assessments
 - COSHH Assessments
 - Personal Protective Equipment Assessments

- Display Screen Equipment Workstation Assessments
- Work Equipment Compliance Checks
- Preparing the School's Active Monitoring Inspection Plan in consultation with the Deputy Head Teacher and Head of Prep and ensuring that it takes place within agreed timescales.
- Ensuring that all health and safety documentation for his School which is required to be kept available for inspection is maintained in a current condition and is readily available.
- Ensuring that where matters that cannot be effectively remedied are identified by the School Health & Safety Advisors that he will refer them to the Deputy Head Teacher and Head of Prep in the first instance for advice and guidance. If the matter cannot be satisfactorily resolved, this should then be referred to the Head Teacher
- The Facilities Manager is responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Schools' functions are fully used and kept up-to-date. Examples include boiler maintenance, fire alarms, emergency lighting, etc.
- The Facilities Manager is responsible for the 'fabric' of School buildings to ensure that they are maintained in a sound and healthy condition.
- The Facilities Manager is responsible for ensuring that fixed electrical installations on the Schools' premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by him for inspection.
- The Facilities Manager is responsible for ensuring that Legionella Risk Assessments of all School hot and cold water systems are completed and that the necessary management schemes are introduced
- The Facilities Manager is responsible for ensuring that the School has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented.
- The Facilities Manager is responsible for the selection of outside maintenance contractors and the monitoring of their activities on School premises and in this context liaises fully with the School's architects.
- The Facilities Manager is responsible for weekly and termly site inspections to address any health and safety issues including:
 - display of statutory notices;
 - accident reports and near misses;
 - risk assessments;
 - site tour report;

- training needs;
- reported health and safety maintenance needs;
- vehicle compliance;
- compliance with health and safety checks (water, fire, electricity);
- site security;
- school visits and fixtures;
- performance and events;
- fire drill and emergency procedures.

Responsibility of Line Managers

For the purposes of the School's Health & Safety Policy and Procedures Manual the term Line Managers includes, Support Staff Managers, Heads of Departments, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or the Headmaster for:

- Ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and Procedures Manual and other appropriate standards which may be set by individual Departments.
- Ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.
- Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.
- Notifying the School Health & Safety Advisors of any matters within this field which they feel is beyond their competence to deal with,
- Reporting to the School Health & Safety Advisors any accidents, incidents, near-misses or damage for appropriate investigation.
- Where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and also on external trips (see School Arrangements & Procedures Section, Section 3.1).
- Notifying directly to their School's Health & Safety Advisors any new substances that are required to be purchased by their Department in order that the School Health & Safety Co-ordinator can implement the required COSHH Assessments
- Ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.

Responsibility of Employees

For the purposes of this School Health & Safety Policy and Procedures Manual the term 'Employees' includes **ALL** employees who work for the School. Each and every employee is responsible for ensuring that:-

- They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

HSW Act, Section 7 *It shall be the duty of every employee while at work:*

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work

As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

HSW Act, Section 8

No person shall intentionally or recklessly interfere with or mis-use anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Management of Health & Safety at Work Regulations 1999, Regulation 14

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -

Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

- They wear and use all Personal Protective Equipment and safety devices that are provided by the School and School's Management for their

protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.

- They observe all Safety Rules and Regulations, both statutory, and School, and conform to any Systems of Work that are developed.
- They report all accidents, incidents and damage to their immediate supervisor.

The school has a 'duty of care' to all pupils. This includes;

- Boarding and to providing 'adequate supervision' during arrival and dispersal at the beginning and the end of the day. Staff must have access to emergency contact details at all times. Such details must be available in printed form as well as electronically in case of system failure. Clarity must be obtained with regard parental rights of access if there is any dispute.
- The Head Teacher is responsible for ensuring that duties are organised to ensure the safety and well-being of all pupils.
- The teacher responsible for the duty timetable is responsible for ensuring that duties are organised to ensure the safety and well-being of all pupils.
- Staff are also required to adhere to wet break duties/supervision requirements.
- All staff are responsible for maintaining good health and safety practices.
- Heads of Department/co-ordinators are responsible for ensuring that there is a specific health and safety section in their departmental handbook/policy. They must ensure that staff within their teams and other adults working with them are properly trained, having regard to the hazards of the activities involved. They should also advise the Head Teacher/Facilities Manager of any requirements for the health and safety of staff and pupils and training needs.
- Staff must ensure that fire exits are unlocked and free from obstruction.
- All areas under their supervision or control must be kept in a clean and tidy manner and any articles or substances therein properly stored, clearly labelled and used in a manner not likely to result in harm.
- Staff are responsible for reporting all accidents and near misses to the Head Teacher (Annexes 7 and 8).
- Before school, the facilities manager is responsible for checking the site and ensuring that fire exits and the alarm system are operational.
- Classrooms and storage areas in classrooms must be kept tidy particularly ensuring that the aisles and exits are kept clear. The furniture in classrooms is to be arranged so that the need to move safely around the classroom is

taken into account. The teacher is to ensure that s/he is strategically placed to ensure maximum vision.

- All materials and tools must be stored safely. The tops of cupboards are not to be used for storage. At the end of each school year all drawers and cupboards are to be cleared/tidied and equipment appropriately cleaned.
- Any spillages are to be cleared up immediately. Toner cartridge spills should be cleaned up with a dust pan and brush as the particles can pass through a vacuum cleaner filter and in to the air.
- Pupils must wear protective clothing and be taught how to safely use scissors and tools. Only low melt glue guns and non-toxic paint to be used.

After School Clubs

A register must be called at the beginning of each session. If a pupil has been in school but is absent from a club the parent must be contacted to check the whereabouts of the pupil.

School Matches and Fixtures

Suitable and sufficient risk assessments are to be carried out prior to the journey/fixture.

Travel arrangements and a list of pupils attending the event must be left at the school office. Parents are allowed to transport pupils other than their own on behalf of the school (the motor policy has been extended to cover these journeys) but written permission must be given by the parents beforehand. Any parent that uses their own vehicle must ensure that the vehicle is road worthy. They must also provide the school with their current driving license which must be copied and kept on file.

In order that emergency contact may be made, the staff must carry a mobile phone which is to be switched on at all times. Mobile telephone numbers are to be left at the school office.

Performances and Events

A risk assessment (Annex 10) must be carried out and appropriate action taken for all performances and events. Any recommended limits for fire safety must be adhered to. Risk assessments are stored by the Facilities Manager.

Visits Away from School Premises

Refer to Annex 1, Application to the Headteacher for Approval of Visits; Annex 2, Organisers 'To DO' list; Annex 3, Information for School Staff; Annex 4, Evaluation of Visits for Future Reference; Annex 5, Checklist for Pupils; Annex 6, Parental Consent Form for Educational Visits; Annex 7, Emergency Contact Information; Annex 8, First Aid Bag Booking Form; Annex 9, Diabetic, Epipen and Epileptic Teacher Information Sheets; Annex 10, Consent Form for Swimming Activities or Activities Where Being Able to Swim is Essential; Annex 11, Risk Assessment.

The facilities manager must ensure that:

- adequate child protection procedures are in place; a file of all paperwork/contacts is stored in the Reception;
- a risk assessment has been completed and appropriate safety measures adopted and enacted;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location where the activity will take place;
- non-teacher supervisors on the visit are appropriate people to supervise children;
- group leaders are allowed sufficient time to organise visits properly;
- ratio of supervisors to pupils is appropriate including males and females for mixed parties;
- parents have signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the pupils;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- s/he has the address and phone number of the visit's venue and have a contact name;
- a school contact has been nominated (this may be the headteacher) and the group leader has details;
- the group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedure;
- the group leader, group supervisors and nominated school contact have the names of all adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors next of kin;
- there is a contingency plan for any delays including a late return home.

The group leader must:

- obtain the headteacher's prior agreement before any off-site visit takes place; provide a file of all paperwork/contacts following the GEMS/school H&S policy;
- appoint a deputy;
- define clearly each supervisor's role and ensure all tasks have been assigned;
- be able to control and lead pupils of the relevant age-range;
- be competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- be aware of child protection issues;
- nominate a person to be in charge of first aid;
- ensure that adequate first aid provision is available (see and complete Annex 8: First Aid Bag request form) - the minimum requirement is a first aid box containing a leaflet giving advice on first aid, six individually wrapped sterile adhesive dressings, one large sterile unmediated wound dressing, two triangular

bandages, two safety pins, individually wrapped moist cleansing wipes, one pair of disposable gloves;

- undertake and complete the planning and preparation of the visit including the briefing of group members and parents (see Annex 1a Trip Organisers To-Do list);
- undertake and complete a comprehensive risk assessment (Annex 10) to include an exploratory visit or if an exploratory visit is not possible specific information by letter from the venue, from other schools who have recently visited it and from local organisations such as tourist boards;
- review regularly undertaken visits/activities and advise the headteacher where adjustments may be necessary (Annex 2);
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have a procedure in place for such an eventuality;
- ensure the group supervisors have details of the school and parent/carer contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs.

The group leader is responsible for:

- the facilities/equipment the group will need to take on the visit;
- the facilities/equipment to be provided at the venue including disabled access, specialist equipment and emergency rations;
- staff training needs;
- first aid and medical treatments provision; the designation of someone to carry out first aid and medical treatments and to record the details of any accidents on the appropriate form (Annex 7). Ill or sick pupils must never be left unaccompanied;
- transport arrangements - hiring from a reputable company; pupils using transport should arrive on time and wait in safe place, not rush towards the transport, wear seatbelts, never tamper with any of the vehicle's equipment or driving controls, keep the aisles free of baggage, never attempt to get off the moving transport, never lean out of or throw things from the window of the transport, never get off the vehicle held up by traffic lights or in traffic, never run about or pass someone on steps or stairs while transport is moving, never kneel or stand on seats, never distract or disturb the driver, stay clear of doors after boarding, after leaving the vehicle, always wait for it to move off before crossing the road, to use the Green Cross Code when crossing the road;
- insurance arrangements to be available during the visit;
- information to the provider;
- communication arrangements;
- supervision ratios, taking into account the sex, age and ability of pupils, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid

cover (a guideline for adult pupil ratios is 1 adult to 2-3 pupils in Foundation Stage, 1 adult to 6 pupils in Years 1 and 2, 1 adult to 10 pupils in Years 3 and above. It may be appropriate for older pupils to have some remote supervision time, in such cases the parents must have agreed in writing to their child spending time without direct supervision;

- contingency measures for enforced change of plan or late return;
- information to parents including early written information about the costs of the visit;
- preparing pupils so that they understand the aims and objectives of the visit/activity, how to avoid specific dangers, what standard of behaviour is expected, who is responsible for the group, what not to bring back from abroad, what to do if approached by anyone from outside the group, rendezvous procedures, emergency procedures, procedures if pupils have time where they are not directly supervised. As a guide, pupils should have telephone numbers and emergency contacts, money, maps and plans, location of telephones, a knowledge of how to summon help;
- emergency arrangements to include establishment of the nature and extent of the emergency, ensuring that all the group are safe and looked after, establishing the names of casualties and getting immediate attention for them, ensuring that all group members who need to know are aware of the incident and following the emergency procedures, ensuring that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together, notifying the police as necessary, notifying the British Embassy/Consulate if an emergency occurs abroad, informing the school contact.
- arrangements for sending pupils home early.

Teachers must:

- follow the instructions of the group leader and help with control and discipline;
- take responsibility for stopping the visit or activity and notifying the group leader, if they think the risk to health or safety of the pupils in their charge is unacceptable.

Adult Volunteers must:

- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

Pupils must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensible and responsibly;
- if abroad be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

Parents

The group leader must ensure that parents are given sufficient information so that parents can make an informed decision with regard to the suitability of the visit for their child.

Parents must be invited to a briefing session to include dates of visit; visit's objectives; times of departure and return; the location where the pupils will be collected and returned; mode(s) of travel including the name of any travel company; the size of the group and the level of supervision including any times when remote supervision may take place; details of accommodation with security and supervisory arrangements on site; details of provision for medical and special needs; procedures for pupils who become ill; name of leader and other staff; details of activities planned and of how the risks will be managed; standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline, what pupils should not take on the visit or bring back, details of insurance, clothing and equipment to be taken, money to be taken, information to be given by parents and what they will consent to, on exchange visits, the details of the host families.

The group leader must tell parents how they can help prepare their child for the visit; the arrangements for sending a pupil home early and who will meet the cost; how parents can contact their child via the school contact and the group leader in the event of a home emergency; and the number to ring for information in the event of an incident during the visit or a late arrival home.

Parents must:

- provide the group leader with emergency contact numbers;
- sign the consent form;
- give the group leader information about their child's emotional, psychological and physical health (details of medical conditions, any medication required and parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer, information on any allergies or phobias, dietary requirements, any toileting difficulties, special equipment, emergency contact numbers, the child's GP name, address and phone number, information on whether the pupil has spent a night away from home before and their ability to cope effectively,

If parents withhold consent absolutely, the pupil must not be taken on the visit but the curriculum aims of the visit should be delivered to the pupil in some other way wherever possible. A parental consent form must be completed for each pupil in the group.

Risk Assessment (Annex10)

The risk assessment must be based on:

- what are the hazards?

- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

The following must be taken into account:

- the type of visit/activity;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratio of teachers and supervisory staff to pupils;
- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of pupils;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a pupil becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit.

The person carrying out the risk assessment must record it, including details of the measures they need take to avoid or reduce the risks. Copies must be given to the headteachers and all teachers/supervisors on the visit. Frequent visits to local venues such as swimming pools may not need a risk assessment every time. However, the group leader must monitor the risks throughout the visit and take appropriate action as necessary. The generic assessment must be monitored and reviewed at regular intervals.

Before booking a visit the group leader must obtain written documentary assurance that providers have conducted their own risk assessment.

Whatever the length and nature of the visit, regular head counting of pupils must take place, particularly before leaving any venue.

All supervisors must carry a list of all pupils and adults involved in the group at all times.

For child protection reasons, pupils must not wear name badges, but badges displaying the name of the school and its emergency contact number are advisable for young children.

The group leader must establish rendezvous points and tell pupils what to do if they become separated from the group.

The DfE document Health and Safety of Pupils on Educational Visits (1998) gives particular guidance with regard to adventure activities, coastal visits, swimming pools, farm visits, visits abroad.

Health and Safety and Emergency Procedures (Alphabetical Order)

1. Accidents, Near Misses and Dangerous Occurrences

The following

- (a) deaths;
- (b) major injuries;
- (c) over-three-day injuries;
- (d) an accident causing injury to pupils, members of the public or other people not at work;
- (e) a specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

must be recorded and reported to RIDDOR and Ken Hance (Group Health and Safety Advisor). (Refer to Annex 7, Accident and Injury Reporting Form; Annex 8, Near Miss Reporting Form). Serious accidents and injuries must be reported directly to the GEMS CEO, Chair of the Welfare and Safeguarding Committee, Director of Schools and the Group Health and Safety Adviser. The Link to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is as follows:

<http://www.hse.gov.uk/press/2011/hse-incidentreporting.htm?ebul=hsegen&cr=2/04-oct-11>

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;

- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 3 day injuries

This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days (not counting the day of the accident).

Occupational diseases

There are a wide range of diseases which must be reported. These include:

- Chickenpox.
- Cholera.
- Diphtheria.
- Dysentery (amoebic or bacillary).
- Acute encephalitis.
- Erysipelas.
- Food poisoning.
- Legionellosis.
- Malaria.
- Measles.
- Meningitis.
- Meningococcal septicemia (without meningitis).
- Mumps.
- Paratyphoid fever.
- Plague.
- Acute poliomyelitis.
- Rabies.
- Rubella.
- Scarlet fever.
- Tetanus.
- Tuberculosis.
- Typhoid fever.
- Typhus.
- Viral hemorrhagic fevers.
- Viral hepatitis.

Records of accidents must conform to the requirements of the Data Protection Act and be recorded in the accident book. The school nurse is responsible for managing the accident book.

In the case of adults, accident forms must be completed either by the injured person or someone acting on the injured person's behalf.

Work experience trainees are classified as 'employees' under Health and Safety legislation.

A copy of the form should be placed in the injured person's file (either pupil or staff) or to a separate file for non-employees.

The original form must be kept in the school's central file in the main office and a copy given to the site manager.

Deaths, major injuries to employees and injuries where non-employees are taken to hospital and dangerous occurrences must be reported to the Health and Safety Executive (HSE) via the GEMS CEO. These include:

- fatalities;
- major injuries – defined as fracture other than to fingers, thumbs or toes, amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours.

Any other injury leading to hypothermia, heat related illness or to unconsciousness; requiring resuscitation or requiring admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin, acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be deemed a dangerous occurrence. If an accident involved any of the following then it may be defined as a dangerous occurrence.

If personal injury results in more than three days (not counting the day of the accident) incapacity from work or from normal duties, but does not fall into the category of 'major', the written report alone is required. The enforcing authority is either the Health and Safety Authority of The Local Authority. The approval form for reporting is F2508 for injuries and dangerous occurrences and F2508A for disease.

2. Allergies (Refer to Medical Policies)

Pupils must **NOT** bring any food or drink (including Birthday cakes and treats) onto the school site unless there has been medical permission given e.g. in the case of

diabetes. If pupils are found with extra food/drinks they will be confiscated and the pupil will be reported to their class tutor.

Aerosol cans must not be brought on site. Older pupils must have 'Roll On' deodorants **NOT** aerosol deodorants - these must be kept in sports bags for personal use only.

3. Cleaning and General Maintenance

Before any cleaning or maintenance work is undertaken a full risk assessment must be carried out and appropriate control measures put into operation (Annexes 9 and 10).

Records of risk assessments must be kept in a cleaning and maintenance log.

All cleaning and maintenance staff must be provided with personal protective equipment (PPE) and clothing. Staff must be fully trained in the correct use of PPE.

All users of the building must be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements by appropriate signage being used during the operations. These signs must be removed once the operation has ceased.

All cleaning and maintenance staff must ensure that, at all times, adequate exits are available in the case of an emergency.

4. Contractors and Trades People

Contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities must provide written or other evidence of their competence to complete such work including relevant industry qualifications (Gas Safe Register etc).

Contractors/trade people visiting the site to quote for work must be accompanied onsite by the Estate Manager or Facilities Manager or Caretaker.

Once a contract has been agreed the contractor must ensure that:

- employees have been made aware of the school's health and safety policy and that work can proceed safely without risk to health (Annex 10);
- employees comply with the visitors' section of this policy;
- employees and external contractors are not exposed to hazardous conditions;
- employees do not cause hazardous conditions for others;
- compliance with legal requirements.

The *Construction (Design and Management) Regulations 1994* place responsibilities for safety on construction sites on **everyone** involved.

The regulations relate to:

- construction work including carrying out any building, civil engineering or engineering construction work where more than five persons are employed;

- all demolition work regardless of how many employed.

HSE to be notified:

- before any specialist work commences on site e.g. asbestos removal;
- if construction work will last longer than thirty days;
- if work involves more than 500 person days of construction work.

Prior notice is required if a contractor is likely to disrupt the school's emergency plan or the teaching of pupils. A letter must also be written to parents explaining the nature and benefits of the work and measures taken to ensure that the safety and education of the pupils.

5. Electricity (Mains)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within the school.

Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.

All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of such testing must be kept by the Facilities Manager.

If any item of electrical equipment fails to function properly the user must immediately report the fact to the Facilities Manager. On no account must amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

The only time a machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged and the manufacturer's instructions followed.

6. Emergency Procedures and Disaster Recovery

The Head Master is responsible for declaring an emergency and leading the emergency operation. He must ensure good communications and the activation of the disaster recovery plan.

An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the school and may require the assistance of outside agencies to ensure that the organisation returns to normal.

Emergency situations might include:

- adverse media publicity;
- outbreak of food poisoning/communicable disease;

- a pupil goes missing;
- murder of a pupil;
- serious road traffic accident;
- serious injuries/death on school trips;
- suicide of pupils or staff;
- terrorist or criminal activity;
- major arson attacks;
- severe illness/death of staff or pupils;
- industrial incidents;
- fire, flood, burglary, criminal damage.

Disaster Recovery Plan

The disaster recovery plan is updated annually and activated immediately by the Head Master or designated person when there is an emergency. The aim of the disaster recovery plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:

- the school can be safely evacuated or children assembled in school;
- all relevant information is made available to the emergency services;
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities are catered for.

A copy of the disaster plan/resources is kept by the Facilities Manager in New North Lodge

It includes:

- copy of the health and safety policy (emergency procedures and disaster recovery);
- names of the disaster recovery team **Head Master:** Dick Jaine, **Head of Prep:** Greg Meakin, **Deputy Head:** Terry Peters, **Facilities Manager:** Ian Griffiths, **HR Manager:** Sandra Faulkner;
- drawings of the school detailing:
 - essential structural features including classroom, work and internal assembly spaces, escape routes, doorways, walls, corridors, stairways etc.;
 - location of any flammable materials/ stores;
 - location and type of fire fighting equipment;
 - location of manually operated alarm call points and the control equipment for the alarm;
 - location of main electrical, gas, oil and water valves and control systems;
 - location of water hydrants;
 - location of the assembly points;
 - inventory of resources and equipment;
 - details of the back up of school ICT systems/stored data so that emergency access can be set up;
 - employee contact details and emergency contact tree.

The 'Emergency Telephone Tree' details a lead person to start the chain of calls with an official message. Each person calls the next person to give the agreed message. The last person calls the first person to confirm the chain is complete. In large schools several chains may be activated at the same time.

Evacuation

In the event of a fire or other emergency the alarm will sound. Those in charge of pupils should instruct them to:

- stop working and line up in silence;
- walk straight to the assembly point at the back of the school in silence via the nearest fire exit;
- staff must not delay evacuation in order to close windows and doors or fight fires;
- pupils not in class should immediately leave via the nearest fire exit and then join their class at the assembly point;
- form tutors will be handed the register from the Receptionist or nominated teacher and call the register ensuring that each pupil answers his/her name individually. Staff to hold the register up high to indicate all pupils are present.

The receptionist is responsible for taking out any registers and pupil sign-in books from the Main Office and conducting a register of visitors.

The Facilities Manager is responsible for phoning the emergency services and reporting to the senior member of staff co-ordinating the emergency.

The Head Master's PA is responsible for conducting a staff register.

Contractors are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

Assembly of Pupils Inside the Building for External Emergencies

The incident or emergency may be outside of the building e.g. poisonous gas cloud.

A staff email is sent if the emergency requires pupils and staff to be secure. The Deputy Head and pastoral team will relay the message via classrooms.

Managing an Emergency and Activating the Disaster Recovery Plan

The designated persons responsible for co-ordinating an emergency are the Head Master and Head of Prep

The designated persons are responsible for directing the situation including managing the media and contacting HSE, in liaison with GEMS key personnel.

The Site Manager is responsible for bringing the disaster recovery plan/resources to the designated person. The Head of IT is responsible for back-up of the ICT system.

A designated person must open a log of events/actions detailing what happens and where, date and times of action and by whom which includes the following as appropriate:

- emergency evacuation or assembly inside the building including disabled persons on school premises;
- 999 call to the emergency services and any other authorities involved in the incident: call out of relevant specialist personnel (internal and/or external) to provide assistance;
- inform GEMS Head Office of the emergency;
- organise treatment of casualties;
- direction of emergency services to relevant areas/individuals;
- information to all staff on site and off site referring to the 'Emergency Tree' and staff signing in and out register;
- commissioning an investigation/enquiry if appropriate.

Establishing effective communications and control measures.

The designated person must:

- establish a temporary HQ in a safe location;
- prepare a statement of incident (in liaison with GEMS);
- ensure maintenance of effective communications – by mobile phones, available landline and website, temporary access to ICT systems if these are impacted by the emergency. Ensure designated staff are fully briefed and have contact numbers in their possession;
- brief all staff and inform parents as to status of disaster and subsequent recovery;
- inform pupils appropriately and sensitively;
- control escape of inappropriate/inaccurate information;
- maintain communication with GEMS as to status of emergency.

Make arrangements to reunite pupils and adults with families.

The designated person must arrange for:

- designated staff to contact all parents using prepared statement;
- establish and offer useful contact numbers (for information or support);
- consider requesting help from police if unable to contact;
- arrange an appropriate location for parental collection of children;
- identify any absent staff and pupils and arrange for them to be briefed.

Determine when disaster can be considered as over acute phase.

The designated person must arrange for:

- liaison with emergency services to determine safe return to area/buildings;
- brief staff on next steps;
- issue printed statement to parents (in liaison with GEMS PR).

Recovery Plan

The designated person must:

- set up arrangements to deal with enquiries:

- contact GEMS for advice re issue of press statements;
- give known facts, initial actions being taken and expressions of sympathy (names

- not to be released until police and families have given permission);
- caution staff not to talk to the media;
- continue log.

- Organise restoration of building and facilities:

- supervise the restoration of all facilities and services to a level essential for the core activities or the provision of suitable alternative accommodation;
- liaise with insurance companies and assessors preparatory to organising insurance claims.

- Make arrangements to support pupils and adults:

- identify pupils, staff and adults who are most likely to need support;
- arrange for school staff/support agencies;
- ensure that pupils, staff and adults are aware of support available and how to access it;
- make available area for pupils unable to cope with normal lessons;
- give permission individually or collectively for pupils to discuss events and reactions;
- support staff so that they can cope with pupils' questions.

- Make arrangements for personal effects register and rotas:

- in consultation with parents/families decide how to deal with personal effects;
- discuss with peers as to what to do with work belonging to pupil(s) who may have died;
- adjust registers, rotas and lists accordingly.

- Make arrangements for expressions of sympathy and/or acknowledgements:

- make arrangements to express support/sympathy to families, pupils and adults.
- support plans for a memorial;
- plan for attendance at funerals with support if needed;
- make arrangements for someone from school to visit hospital or bereaved home;
- consider sending cards/messages from pupils and staff;
- in consultation with the family, consider special assemblies/services to collectively acknowledge what has happened and how to come to terms.

- Plan for return to school for those involved in the incident

- arrange home visit to discuss arrangements for return;
- plan support for emotional needs;
- arrange home visit from school friends;
- organise work to be sent home prior to return.

- Return to 'normal', planned memorials and commemorations;

People will 'move on' at different times and in different ways after a disaster which may include injury and/or loss of life. (Refer to 7.23 Coping with Death and Bereavement). The Head Master and senior staff must plan how to manage

sensitively a return to 'normal functioning' where the emergency or disaster is not the main focal point. An appropriate memorial decided in conjunction with the bereaved and/or marking the anniversary are ways of marking the importance of those involved.

7. Fire Procedures

The Head Master has overall responsibility for ensuring that fire precautions and procedures are adhered to; that an emergency plan is in place; termly Health and Safety/Fire inspections and report to GEMS Head Office. The fire alarm is automatically linked to the Fire Service so that there is an immediate response to the fire alarm unless a pre-arranged fire drill has been arranged by the Facilities Manager.

The Facilities Manager is responsible for:

- liaison with the fire service and the school insurers; formal certification; checking the adequacy of fire-fighting equipment and regular maintenance; risk assessments;
- managing the school to minimise the incidence of fire; fire escape routes and fire exit doors/passageways are kept unobstructed and operate correctly; fire detection and protection systems are maintained and tested and proper records kept; fire notices in place;
- termly fire drills; safe evacuation of the school ensuring those persons with specific needs or disabilities are catered for;
- staff training so that staff are aware of: the action to be taken on hearing a fire alarm; the action to be taken on discovering a fire; how to raise the alarm and location of alarm points; the location and appropriate use of fire fighting equipment; escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises; the importance of keeping fire doors closed.

Fire Instructions

All staff are required to complete the Safesmart on line fire safety training. It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

All staff must make certain that they are fully conversant with:

- the routes of escape in the case of fire, and location of the assembly area rear of Buckfield house;
- the method of sounding the alarm;
- the location and operation of the various fire fighting appliances;
- the procedures and responsibilities set out in this policy.

Fighting a fire

No member of staff, student or visitor should attempt to fight a fire unless trained to do so. It is the policy of the school that fire fighting is best left to the professionals. Attempts to fight a fire should not be carried out if:

- it is larger than a waste paper bin;
- it cannot be put out with one extinguisher;
- smoke is affecting breathing;
- the way out cannot be seen (the exit must always be visible and should be behind the person to enable a hasty retreat if necessary);
- gas cylinders or chemicals are involved;
- the efforts are not reducing the size of the fire.





Types of extinguisher

Basically there are the following types of fire extinguisher.

- Water
- Foam
- CO₂
- Dry Powder

The extinguishers will conform to one of two colour coding systems. they will be red with coloured handles or a coloured 'shoulder' or band on the cylinder.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO₂)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

8. Firework Display Guidelines

Permission from the headteacher is required for firework displays. The Fireworks Safety Code must be followed and all specific instructions given by the manufacturer of the fireworks should be complied with in full.

The police and fire brigade authorities must be consulted at least 7 days before the event and their recommendations complied with in full.

All fireworks must be provided by a reputable manufacturer and not be modified by the policyholder.

The fireworks display and bonfires must be situated at least 100 metres from any third party buildings or vehicles with no roads, railways, overhead cables, woodland, bracken or similar combustible materials in the immediate vicinity.

Spectators must be kept at least 25 metres from the bonfire/fireworks display and the display area roped off. Only adults should enter the roped off area to tend the bonfire or ignite the fireworks.

No petrol or paraffin must be used for the purpose of lighting any bonfire.

“Shooting” fireworks such as rockets or roman candles must be placed inside a metal sided box of sufficient size to contain the device should it topple over.

There must be at least one steward in attendance for every 250 spectators and a minimum of two stewards.

One member of the committee or other body organising the display must be in direct charge of safety matters and not engaged in any duties or activities which would prevent him from exercising general supervision.

Qualified first aid personnel must be in attendance and means of summoning emergency assistance should be available.

When on own premises a full inspection of the site must be carried out 30 minutes after the end of the display.

Light must be provided wherever possible for paths used by spectators.

Spectators should not be allowed to bring fireworks (not even sparklers) to the display.

There must be adequate room (called the drop zone) for the fall out of rockets and debris downwind of spectators (at least 50 metres).

There should be dedicated access at the site for the emergency services.

Smoking must not be allowed anywhere near the fireworks.

Any person firing fireworks must retire to a safe distance immediately once the fuse is lit.

Any person firing fireworks must never return to fireworks which do not light first time (at least 30 minutes should be allowed to elapse before approaching and carefully dousing with water).

Any bonfire must be completely extinguished before leaving the site at the end of the display.

The site must be inspected the next day in daylight to ensure that no fireworks or debris have been left.

The facilities manager is responsible for the storage of risk assessments.

9. First Aid and Medication Pupils must NOT bring any food or drink (including birthday cakes and treats) onto the school site unless there has been permission from a member of staff. When a member of staff gives permission (end of term parties) they must consult the medical list so that

they are aware of any pupils who have food related allergies. Any food that is brought onto the site must NOT contain nuts or sesame seeds.

Refer to Annex 15 for separate policy

The school nurse is responsible for co-ordinating the administration of first aid and the administration of medication.

Food Handling

Staff handling food are responsible for complying with legislation and must have knowledge of:

- storage of food and the ways and conditions that bacteria grow and multiply;
- the ways of preventing food poisoning and contamination;
- cleaning materials;
- pest control;
- food handlers' legal requirements.

Normally only kitchen staff are allowed to enter the kitchens. The entrance to the kitchen must be locked when not in use. If the kitchen is hired by non-catering staff, arrangements must be made so that the hirer ensures the kitchen meets the required standards for school use following the letting.

Staff must be aware of and provide for any pupils or employees with allergies/medical conditions and or special dietary requirements.

10. Hire of School Premises

The Head Masters PA is responsible for giving a copy of the school's Health and Safety Policy, Terms and Conditions and Risk Assessment to hirers. The hirer has responsibility to ensure that individual leaders comply with the school's Terms and Conditions.

Regular hirers are required to produce their own risk assessment and health and safety procedures based upon the school policy. A copy of the individual procedures must be submitted to the named person and filed with the lettings documentation.

Regular hirers must conduct a termly fire drill in liaison with the site manager.

Hirers are required to provide their own mobile phone for emergencies.

In the case of an emergency, hirers must contact the emergency services using 999 and then contact the site manager. The site manager will then contact the Head Master

- Pupils must be supervised at all times whilst on school property. Those in charge of children are responsible for ensuring that they behave sensibly and that activities are controlled and well managed.
- Sliding on the floors or climbing on any equipment is not allowed.

- School equipment is not to be used by the hirer without prior agreement.
- Tables, chairs etc. must be returned to their original position. If tables and chairs are provided they must be wiped and returned in the condition in which they were found.
- Pupil's trays and personal belongings must not be touched nor items on or in the teacher's desk.
- Care to be taken not to damage wall displays, fixtures and fittings e.g. if using a ball.
- The floors must be protected (including no stiletto heels) and the Facilities Manager consulted if there is a spillage as certain products damage the flooring.
- The hirer will be charged for any damage to the school or school property that occurs during a letting.
- Hirers need to ensure that they have adequate and current insurance (A copy of the hirer's insurance certificate to be kept on file).

Security During Lettings

Doors must be closed or supervised during the letting period. It is essential that members of the general public cannot gain access to the school at these times.

Those responsible for the letting must not leave the premises until the key holder arrives to lock up and assume responsibility for the security of the building.

11. Machinery and Equipment

Machinery and electrical items must be checked at least once a year and recorded in the 'Machinery and Electrical Equipment' section of the school inventory.

All machinery and equipment with the school must be maintained in good working order at all times, or otherwise clearly marked by provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defects found.

Boilers, lifts, portable appliance testing (PAT), emergency lighting, hot water system, stored cold water system, fresh air systems (including air conditioning), fire alarm & fire fighting apparatus, intruder alarm, CCTV, sprinkler systems are to be tested and certified at least annually, The Mains wiring (Fixed wiring) including fuse boards) are tested every 5 years unless alterations are made to the circuits.

Full and suitable assessments must be made of the hazards and risks involved in the use of all machinery and these must be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.

Clear guidelines must be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care must be taken over the use, installation or siting of such equipment.

All purchases and gifts must be reviewed to identify potential hazards. Each new purchase or gift must be monitored and its use reviewed in terms of its safe operation.

12. *Manual Handling and Lifting*

The risk of injury, due to the manual handling of loads, must be recognised by the school and all measures taken as necessary to reduce such risks through individual risk assessments.

Training in proper handling techniques must be given, as appropriate, and only those persons so trained must be asked to move heavy weights. Under no circumstances should pupils be allowed to lift or move heavy or awkward weights.

13. *Materials and Hazardous Substances*

The use of any material or substances within the school is subject to prior assessment. A named person is responsible for storage records of materials and hazardous substances.

Procedure:

- undertake assessment of all hazardous materials with respect to usage and risk;
- assemble comprehensive hazard data information;
- arrange appropriate training;
- Instigate control measures through:
 - hazard training records
 - hazardous materials storage records
 - methods for the elimination/reduction of risk
 - high standards of supervision
 - issue of personal protective equipment (PPE)
- make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials;
- make arrangements for the issue and use of PPE, including checking, maintenance and training, as appropriate.

Storage records of materials and hazardous substances are held in Facility Manager's Office and duplicated at individual sites.

14. *Personal Protective Equipment (PPE)*

Protective clothing and equipment, which conforms to the British/European standards, must be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means.

All PPE will be regularly inspected and kept in good order.

Staff and pupils must be trained in the correct selection, wearing and use of PPE.

It is the responsibility of all staff and pupils to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.

Records of the issue and maintenance of all PPE must be kept and its use monitored as part of the ongoing risk assessment process.

Protective Clothing

Appropriate protective clothing must be worn by staff, pupils and others involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

In areas exposed to high temperatures and naked flames overalls must be of an appropriate type of material. Protective clothing made from synthetic fibres must not be used unless supplied specifically for the purpose.

All aprons and overalls must be cleaned every week.

Eye Protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

Staff and pupils must wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury;
- when breaking, cutting, dressing, carving, stone, metal and glass;
- any other process involving the production of fine particles;
- any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and carry the relevant code for the type of protection offered.

Hand Protection

Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g. rubber gloves must be worn when washing items in hot water or when using certain cleaning agents. Ribbed or similar gloves must be used when a risk of injury from the handling of sharp abrasive objects is present.

Ear Protection

Suitable ear protection must be worn whenever the relevant risk assessment indicates the need for them.

15. Recreational Areas, Adventure Playgrounds and Safety Surfaces

All apparatus/equipment must be kept in good working condition.

All apparatus/equipment must be inspected on a regular basis.

A log of these inspections must be kept by a named person.

Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment must be drawn up, the control procedures to be adhered to at all times.

Pupils must be reminded that while using the facility they should respect the needs of others.

Pupils must be alerted to the need to recognise faulty equipment and report immediately.

Safe surfaces, of the correct level of absorbency for the height of the equipment, must be installed below and around each item of equipment from which pupils could fall.

16. Risk Assessments

Refer to Annex 10.

Risk assessment is defined as a systematic method of:

- analysing work activities;
- identifying: hazards, hazardous situations and hazardous events;
- estimating risks: by considering the likelihood of hazardous events occurring and the nature and severity of the subsequent harm/damage;
- deciding upon possible control options and action priorities;
- judging the 'acceptability', or, 'tolerability' of the risk.

Definitions

Hazard : Something with the potential to cause harm/loss. The potential to cause harm including ill health and injury, damage to property, plant, products or the environment.

Risk : The potential or the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

The headteacher is responsible for:

- ensuring that risk assessments are carried out by competent persons;
- ensuring that the employees carry out suitable and sufficient risk assessments of all work areas including all lessons and activities;

- ensuring that advice on relevant legislation is made available to employees;
- ensuring the provision of adequate resources to implement necessary control measures identified in the completed assessments;
- ensuring contractors working on the premises have completed health and safety risk assessments covering activities that they propose to undertake, and that a copy is reviewed by a competent person to ensure that it is suitable and sufficient.

The Facilities Manager is responsible for:

- undertaking, coordinating and updating health and safety risk assessments, including ensuring that they are documented, and action plans developed and implemented;
- ensuring that information obtained from the assessment such as control and safety procedures are communicated to those working in the area covered by the assessment;
- maintaining a risk register of assessments carried out.

All heads of department/co-ordinators and managers are required to complete risk assessments for the area(s) they are responsible for. Risk assessments must be completed prior to all educational visits including external sports fixtures.

The amount of effort placed into health and safety in the workplace should be based on the risks associated with the work, with the greatest effort being placed into controlling those work activities that create the greater risk.

Consideration should be given to the following:

- description of work;
- work location;
- previous accidents/incidents in the area;
- existing work practices;
- existing controls;
- non-typical events within the work area;
- groups of people within the work area:
 - employees;
 - trainees;
 - young persons;
 - contractors;
 - members;
 - visitors;

particular attention should be paid to the following:

- staff with disabilities;
- new or expectant mothers;
- trainees or temporary staff;

- lone workers;
- young persons;
- Inexperienced and new staff;
- cleaners;
- visitors;

The assessment must include confirming that there is adequate insurance cover for the activity.

Risk assessments should be specific to individual work activities; ideally, they should also be site-specific to ensure that all risks are adequately assessed at each work location. If the work activities are similar, generic risk assessments may be carried out e.g. cleaning, office work, a single activity that occurs at several locations.

If generic assessments are used, they must be valid for the work activities to which they apply. In order to achieve this, the following points should be observed:

- the assessment must represent the particular activities at all relevant locations, or the worst case scenario should be assessed;
- there should not be any significant deviations from the assessment;
- the assumptions on which the assessment is based should be recorded, such as the safe working procedures detailed in the health, safety and environmental policy statement that all work locations follow;
- the control measures that are in place should not deviate from that on which the assessment was based.

If hazardous substances or manual handling are required as part of the work activity then any relevant COSHH Assessments/Manual Handling Assessments must be taken into consideration as part of the comprehensive risk assessment.

Risk assessments must be carried out as follows:

Assess Risk

- Identify area/task for assessment.
- Assess risk using the forms available in the Risk Assessments policy document

Decide upon Control Measures

- Can the risk be eliminated?
- Are risks adequately controlled?
- Detail additional controls required.
- Implement control measures.

Recalculate the risk.

Risk assessments must be reviewed annually or when:

- there is a process change;
- there is a personnel change;

- there is a change made to work equipment;
- there is a change made to the working environment.

Risk assessments are required for dumb waiters and hot water urns.

17. Site Security (also see Supervision of pupils advice document)

All staff must be alert to the need for security including ensuring that the gates and boundaries are secure. Door entry codes must be changed at least termly and all exterior doors kept closed. Windows must be closed at the end of the day or if a downstairs room is vacated.

Visitors must be kept separate from pupils; report to the school office immediately on arrival; sign in; receive a visitor's badge. The signing in book should have: date; name of visitor; whom they are visiting; vehicle registration.

Every visitor is informed of the following:

- identification badges must be worn at all times;
- leave the building by the nearest exit if the fire alarm sounds and go to the fire assembly point;
- the school operates a 'no smoking' policy;
- all accidents must be reported to the school office and an accident form completed;
- the location of first aid facilities;
- that visitors are not permitted into classrooms or teaching areas unless a member of staff is present;
- that pupils will only be released to adults where authorisation has been authenticated;
- visitors must sign out before leaving the premises.

Any person (other than a member of staff or pupil) on the school site and not in possession of a security badge must be challenged by an adult and, if necessary, asked to leave. Pupils must not challenge people without badges but must immediately inform a member of staff. Notices must not indicate the names and locations of pupils.

Employees are required to wear name badges and to sign in and out of the main office. The visitor book and staff register must be checked to ensure that all staff and visitors are accounted for in cases of emergency evacuation.

18. Smoking

The School is a non-smoking site. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

All staff are obliged to adhere to, and support the implementation of the policy. Any concerns employees may have regarding smoking at work should be reported immediately to the Head Master so that corrective action can be taken if necessary.

Appropriate 'no-smoking' signs must be clearly displayed at the entrances to each school. All visitors, temporary staff, contractors and customers are expected to abide by these terms ~~of the Smoking Policy~~ and employees should be tactfully reminded, if necessary.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy and, in the case of repeated offences, may be dismissed from the organisation's employ. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details.

19. *Stress in the Workplace*

Workplace stress is recognised as a legitimate problem affecting staff and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultations with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

Major changes within any organisation can be stressful and therefore members of staff should be appropriately informed of any major changes in so far as they may affect their own activities.

Members of staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress.

20. *Transport Management for School and Company Vehicles*

Drivers

Pupils must be separated from areas where vehicles move and park. Drivers must observe the speed limits and parking restrictions.

Drivers employed or hired by the school must be over the age of 25, have held a valid full UK licence for a minimum of two years and be CRB checked. Where required, they must also have passed the Passenger Carrying Vehicle Test. Copies of these documents must be kept on file. Before any person drives a company vehicle, they must supply the Facilities Manager with an original copy of their driving licence (both card and paper sections). Copies to be updated Termly
Drivers must notify the Facilities Manager of any changes to the status of their driving licence including all endorsements, bans and health defects within seven

days of issue. Drivers must make their licence available for verification as requested, but not less than quarterly. Alcohol must not be consumed by the driver at least 12 hours prior to driving. Drivers must not drive if they feel tired or unwell, or taking a course of treatment which advises against driving.

School Vehicles

The Facilities Manager is responsible for ensuring that all school vehicles are serviced, have a valid tax disc and MOT certificate.

A full risk assessment is required prior to any journey using a school vehicle. Before driving school transport and at the end of the journey, the driver/designated person must carry out a full vehicle check covering:

- seat belts;
- mirrors;
- condition of all windows;
- door locks;
- lights, side and main beam;
- indicators;
- hazard and brake lights;
- screen wipers and washers;
- horn;
- first aid kit;
- fire extinguishers;
- driving controls;
- emergency exit operation and access;
- tyre pressures and tyre condition including spare;
- toolkit;
- personal protective clothing for adverse weather conditions.

Any damage or faults should be recorded in writing as well as any incidents during the journey. These should be reported to a named person responsible for ensuring that these are dealt with immediately.

In the event of a breakdown the driver should try to move the vehicle off the carriageway (onto the hard shoulder of the motor way). If it is not possible to move the vehicle off the carriageway then it should be moved as far away from the traffic as possible.

On motorways and other busy roads passengers should be taken onto the embankment or grass margin as far from the traffic as is practicable. They should be kept together in one group. Pupils should be kept calm and under constant supervision.

The mobile phone should be used to inform the emergency services and the school.

During a journey:

- seat belts must be worn at all times;
- gangways must not be blocked with luggage;
- no passenger to enter or leave by the rear doors unless a member of staff is present;

- no portable tank containing fuel must be carried;
- the ratio of adults to pupils must be appropriate to ensure adequate supervision and safety;
- breaks must be taken by the driver at least every four hours;
- mobile phones must not be used whilst driving.

Booster seats

The law states that child restraints must be appropriate to weight. Children 3 years to 135cm (4ft 5 ins) MUST use the appropriate child restraint:

- baby seats for children up to 13 kgs birth to 9 -12 months;
- child seats forward facing for children 9kgs to 18 kgs 9 months to 4 years;
- booster seats for children up to 15 kgs from approx 4 yrs old;
- booster cushions for children from 22kgs from approx 6 yrs.

It is not a legal requirement to use child restraints (eg child car seats or boosters) on a minibus, bus or a coach because they are designed for car seats and may not be suitable for a bus seat, GEMS policy is that school must only use minibuses fitted with seatbelts and that passengers must use them for all journeys.

Escorts

It is not a legal requirement to have an escort as well as the driver. A risk assessment is required to determine if an escort is required.

Insurance

The company policy covers drivers for school and company business only. *Permitted Use*

A school vehicle may only be used for school business. It must not be used for:

- competitive driving (e.g. racing, rallying, competitions or trials);
- pleasure, domestic or social use;
- the carriage of passengers for payment.

Accident, Theft or Damage

The driver must notify the Facilities Manager within 24 hrs of any accident, theft or damage and by no later than 10:00 hrs the following working day.

The driver has full responsibility for ensuring that the vehicle is always parked in a safe place paying due consideration to other road users and whenever possible, garaged.

Where damage to any company vehicle is identified as being due to the fault of the driver, and is not covered by insurance, the employee will be held responsible and required to personally pay for the damage.

Travelling Abroad on School Trips

A school or company vehicle may only taken abroad if permission is granted by the headteacher and the appropriate insurance and breakdown arrangements have been made.

The driver is responsible for ensuring full compliance with the relevant country or countries motoring legal requirements.

Fines and Penalties

The diver is liable for any fines/penalties in incur whilst driving the vehicle.

21. VDU Operation

Display Screen Equipment (DSE) regulations relate to computer workstations and any alphanumeric or graphic display screen including microfiche readers, calculators, cash registers, word processors as well as personal computers

The DSE regulations apply if:

- the user (employee or agency staff) habitually uses DSE as a significant part of their normal work;
- the work activity depends on the use of DSE;
- there is no discretion as to the use of the DSE;
- there is continuous use of DSE for spells of an hour or more;
- use is more or less the same daily.

The recommended environmental factors for work in offices and ICT rooms are:

Noise	Light	Temperature
Up to 50 db (average)	300 + lux and 500 lux if used for evening classes.	At least 18 degrees centigrade (64.4f)

Responsibilities

The Ashley Scammell is responsible for:

- i. identifying staff who are deemed to be users of DSE;
- ii. undertaking a risk assessment of all workstations (including local environment) used by users and for acting upon its findings.

In the role of assessor the named person must:

- be familiar with the requirements of the DSE Regulations;
- consult with the user when assessing their workstation;
- be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;
- draw valid and reliable conclusions based on the assessment of risk;

- make a clear record of the assessment of any workstation and process
- promptly implement agreed procedures.

iii. reviewing assessments at regular intervals and promptly if:

- there is a reason to believe the assessment is no longer valid;
- there is a major change to the software;
- there is a major change to the hardware;
- there is a major change to workstation furniture;
- there is a substantial increase in the amount of time required to be spent using DSE;
- there is a substantial change in other task requirements, e.g. more speed or accuracy;
- the workstation is relocated;
- the lighting is significantly modified.

iv. investigating any health problems reported to them or identified in users and providing users with information regarding:

- the arrangement for eye tests (if requested) and their payment;
- the arrangements for reporting any health hazards;
- the arrangements for the organisation of the daily work routine;
- any action taken as a result of the assessment they have participated in.

v. arranging for the training of users in the use of workstations

vi. planning the activities of users to ensure that their work is interrupted by breaks or changes in activity that reduce the risks associated with the workstation. Such breaks or changes in activity should be:

- taken before the onset of fatigue, as the timing is more important than the length of break;
- included in work time;
- reducing the workload;
- preferably short and frequent, e.g. a ten minute break after sixty minutes
- continuous screen work is suitable;
- engaging the user in tasks which do not involve DSE;
- taken at the discretion of the user if this is possible.

Such breaks or changes in activity should not:

- lead to an increased compensatory pace of work;
- involve further DSE or workstation activities.

Users must:

- use the equipment provided in accordance with agreed methods of working and any training received;
- report to management any muscular/skeletal problems, fatigue or eyestrain which may be associated with the workstation;

- assist the manager/assessor in the assessment of their workstation.

Training must be provided as to the healthy and safe way to use a workstation at the same time as staff are trained how to use the equipment. Training must include reference to:

- the user's role in prompt and accurate recognition of hazards. This should cover both the absence of desirable features and the presence of undesirable ones, together with information on health risks and how problems may be manifested;
- user-initiated actions and procedures which bring risks under control, i.e. the importance of achieving good posture and of postural change.

The school must use comfortable, suitable chairs which are adjustable for height, tilt and back support. The chairs must be adjusted by the operator in order to obtain:

- a straight back;
- horizontal upper legs;
- feet flat on the floor (for smaller/younger children a foot rest may be employed to make up for the gap between the feet and the floor);
- upper arms at right angles to the forearm/hands.

The arrangement of workstation components must facilitate good posture, prevent over-reaching and avoid glare and reflections on the screen. Monitors must be MPR II compliant. The monitor must be placed 50 to 70 cm away from the operator, so that the top of the screen is at eye level when the operator is in a 'good sitting posture' (screens are adjustable for height, tilt and swivel). The neck muscles must be kept relaxed and the head not allowed to hunch forward. Brightness and contrast can also be reduced to acceptable minima. Keyboards that respond to a light pressure should be used and wrist supports made available. Document stands should be used to hold worksheets and texts, etc.

Work tables must be suitable in terms of height, leg room and space available for hands to effectively operate the keyboard. Those with physical disabilities must be provided with specially adapted work tables if this is deemed necessary e.g. cutting an insert into the work table for wheel chair access and/or lowering of the table height.

Regular changes in activity and/or short rests must be used to reduce eyestrain, muscle tension, stress and tiredness. Operators must stand up from their seats and walk around the room if they are involved in lengthy sessions working on a computer. A ten minute break after sixty minutes continuous screen work is recommended.

22. Violence to Staff

Refer to Annex 14

Anyone can be a target for violence. Aggressors are not easily identified. The most common form of attack is verbal abuse. Staff must be advised to avoid aggressive gestures, stay calm, keep their distance, keep an escape route open, and leave the situation to get help if s/he feels in danger.

The school will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Management will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances.

The risks of any activity should be assessed e.g. those handling money may be at risk when they take money to the bank. Staff must arrange for a senior colleague to be present if they are concerned about the possibility of aggression. A parental consultation form must be used to record the meeting and agreed actions.

23. *Waste Disposal*

All waste produced must be disposed of to a licensed waste disposal site via a registered carrier.

Waste storage areas are subject to a full risk assessment.

Annex 1: Application for the Approval of Educational Visits

School/Group:	
Group leader:	

Purpose of visit and specific educational objectives:

Places to be visited:

Date and Time of Departure:	
Date and Time of Return:	

Transport arrangements to include name of transport company and vehicle registration numbers:

Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

Insurance Arrangements.

Name, address and telephone number of the contact person in the school who will hold all information about the visit in case of emergency:

--

Existing knowledge of places to be visited and whether an exploratory visit is intended:

--

Size and composition of the group:

Age range	
Number of boys	
Number of girls	
Adult to pupil ratio	
Leader/participant ratio	
Names of pupils with special educational needs or medical needs:	

Information on parental consent.

Has the group leader received all consent form duly completed? Parental consent forms may precede or follow approval	
Attach copies of:	information sheet sent to parents; parental consent form; risk assessment form.

Date Checked by Deputy Head:

Deputy Head approval:	
Head Master approval:	
Date:	

Annex 2: Educational Visits: Organisers 'To-Do' List

Preparing for the trip...

ACTION	RELEVANT FORM	DATE COMPLETED
Check proposed date of trip with headteacher.		
Complete headteacher Approval Form and submit .	Head Teachers Approval Form	
Complete First Aid bag booking form and submit	First Aid Bag booking form	
Get quotes for transport		
Agree cost of trip with Business Manager		
Book transport		
Complete Emergency Contact form	Emergency Contact Form	
Complete Risk Assessment	Risk Assessment	
Send draft copy of letter to headteacher		
Send letter and Parental Consent Form home	Parental Consent Form	
Collect consent forms from pupils		
Collect money		
Complete Packed Lunch form and send to Catering Manager	Packed lunch form	
Recruit appropriate staff		
Complete Itinerary		
Complete medical lists	Medical Form	
Complete group lists		
Complete coach lists		
Complete Pupils Checklist	Pupils Checklist	
Complete Information for Staff	Information for Staff	
Photocopy consent forms		
Arrange information evening for parents		
Collect passports and EHIC health cards**		
Photocopy passports and EHIC health cards**		
Print out all information and put together in a pack to give to Deputy Head, Facilities Manager and Reception		

*residential trips only

**trips abroad only

On the day of the trip...

ACTION	COMPLETED
Collect First Aid Kits	
Collect packed lunches	
Give out Pupil Checklist	
Sign out/Emergency Contact Details at Reception	

Annex 3: Information for School Staff re Educational Visits

Date of visit :
Venue:
Purpose of visit:

Attached are: List of Pupils
 List of Groups
 Itinerary
 Pupil Checklist
 Medical Information
 Parent Consent Forms & Contact Information
 Risk Assessment
 Venue Information :

Contact Information

School

School Reception	
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Staff

Name	Phone
(Group Leader)	
(Deputy Leader)	

Venue contact

Name and Address	Phone

Coach Company

Name and Address	Phone/E-mail

Contingency Procedure

In the event of late return Group Leader or Deputy Leader to contact the School Contact with arrival information.

Emergency Procedure

In the event of an emergency Staff to contact each other by mobile phone and one member of staff to contact the School Contact

Meeting Point at the venue:

Annex 4: Evaluation of Visits for Future Reference

Visit to:	
School/Group:	
Group Leader:	
Number in Group:	Boys: Girls: Supervisors:
Date(s) of visit:	
Venue:	
Commercial Organisation:	

Comment on the following:

	Rating out of 10	Comment
The Centre's pre-visit organisation:		
Travel arrangements:		
Content of education programme provided:		
Instruction:		
Equipment:		
Suitability of Environment:		

Signed:	
Date:	

Annex 5: Checklist For Pupils

Name:	
Form:	
Place of visit:	
Date of visit:	
Who is the group leader?	
Where am I going to visit?	
How can I contact my group leader?	
How do I use the phone if I need help?	
What will be done to keep me safe and secure during the visit?	
What is the code of conduct for the visit?	
What do I do to keep my money and valuables safe?	
For Residential Visits and Exchanges:	
The address and telephone number(s) of the place(s) where I shall be staying:	
How I should behave (house rules):	
Where I am to sleep and how I am to dress:	
What I should do if I am worried or unhappy about anything when I am staying with a host family:	

Annex 6: Parental Consent Form – Day Educational Visits



Pupil Information Sheet 2015 Sherfield School

Please review the details below and amend/add to ensure that we have accurate information.
Please return these sheets to main reception by [date].

Surname:	First Names:	
Preferred Name:	Date of Birth:	Day/ Boarding House:
Registration Group:	Year Group:	

(Year 9 upwards, **Student Mobile Number, Model and Make:**)

We ask for this as mobile phones are frequently found in the car park at the end of the school day

Home Address:

Ethnic Origin:	Religion:
Home Language:	Nationality:

This information is required of us by the government for statistical purposes

Contact Details (Please enter the rank order for each contact)

Rank	Name/Relationship	Home Address/Phone/Mobile	Work Details
		Tel: Mobile: Email:	Tel: Email:

Rank	Name/Relationship	Home Address/Phone/Mobile	Work Details
		Tel: Mobile: Email:	Tel: Email:

Please provide details of any other adults who should be contacted in an emergency if we are unable to contact you.

Rank	Name/Relationship	Home Address/Phone/Mobile	Work Details
		Tel: Mobile: Email:	Tel:

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with Official Authorities and with the DfE.

As per our terms and conditions, we will provide these contact details to other parents by way of a parent directory. Should you wish for your details to be excluded from this directory, please inform the Head Master in writing.

Signed: (Parent) _____ Date: _____

Print Name: _____

Pupil Medical Information and Day Trip Consent

To ensure we have the correct information for pupils to enable them to go on day trips away from school, could you please complete the information below.

If we have not received this form before a day trip (including sports fixtures) leaves the school, PUPIL NAME will not be able to join the trip.

The trip leader will have the contact details of those on page one of this form (or any update you provide to the school after the start of the year) with them on the trip and should it be necessary will contact all those listed in an emergency. If there is an alternative contact you would prefer for a specific trip, please advise the trip leader in writing when the trip is confirmed to you.

Surname:	First Names:	
Preferred Name:	Date of Birth:	Day/ Boarding House:
Registration Group:	Year Group:	

Does PUPIL NAME suffer from any of the following medical conditions:

Asthma	Yes No <input type="checkbox"/> <input type="checkbox"/>	Eczema	Yes No <input type="checkbox"/> <input type="checkbox"/>	Hayfever	Yes No <input type="checkbox"/> <input type="checkbox"/>
Epilepsy	Yes No <input type="checkbox"/> <input type="checkbox"/>	Diabetes	Yes No <input type="checkbox"/> <input type="checkbox"/>	Muscular Skeletal Conditions	Yes No <input type="checkbox"/> <input type="checkbox"/>

Does PUPIL NAME suffer from any other ongoing medical condition?

If yes, please give details below, or attach separate sheet:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Allergy Information: (Please include details of triggers, symptoms and medication)

Doctor's Practice: _____ **Practice Address:** _____ **Practice Telephone Number:** _____

Doctor's Name: _____

Current medication that the pupil is on:

Permissions for both at school and when undertaking school activities away from the school:

I give permission for PUPIL NAME to receive First Aid treatment at the discretion of the appropriately trained school staff.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

I give permission for PUPIL NAME to receive the following medication at the discretion of the appropriately trained school staff:

Paracetamol/Calpol

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Antihistamine Medication

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

School Day Trip Declaration

I give consent for PUPIL NAME to take part in all off site school activities including day trips and understand that should this change, I will notify the main school office in writing to confirm my consent is no longer given.

I acknowledge the need for PUPIL NAME to behave responsibly and in line with the school policy whilst she is away from the school site.

I agree to my child receiving medication and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present if I am unable to be contacted in an emergency. I understand the extent and limitations of the insurance cover provided.

For all trips and off site activities, it is your responsibility as the parent or guardian, to ensure the following:

It is vital that you inform the trip leader of any medical condition that PUPIL NAME has. Failure to do so, may result in invalidating the insurance and you would then be liable for the costs incurred in the event of a claim. The trip leader must be informed directly of any temporary medication that PUPIL NAME requires. This must be in its original packet with full instructions.

Use of Images

As per our terms and conditions, you consent to photographs and images of PUPIL NAME being used for the purpose of including them in the school promotional material, such as the school's website and prospectus, PUPIL NAME's name will not be used. We may also send their image and name to the media where outstanding achievement has taken place. Should you wish to withdraw your consent for this, please write directly to the Head Master.

Parental undertakings and authorization

If PUPIL NAME is in contact with any contagious or infectious disease, I will inform the school immediately so that necessary medical checks can be made by both parties.

I have included all relevant medical details on this form and to the best of my knowledge, there is no other reason that requires special action or awareness from the staff, beyond those listed on the school medical form.

I will inform the school if my location/contact details for the duration of the visit are different from those currently held.

I give permission for insured members of staff to transport PUPIL NAME in their car if necessary in an absolute emergency.

Signed: (Parent) _____ Date: _____

Print Name: _____

Annex 7: Emergency Contact Information for Leaders

Place of visit:	
Visit departure date:	
Return Information:	Date Time Location
Number of pupils:	
Number of adults:	
Attach emergency contact list to this sheet - names and telephone numbers	

Emergency telephone contact information during school hours	
Headteacher:	
Deputy:	
Other (specify):	

Emergency telephone contact information out of school hours:	
Headteacher:	
Deputy:	
Other (specify):	

Travel Company	
Name:	
Address:	
Telephone	
Fax:	
Name of Travel Rep:	
Telephone of Travel Rep:	
Insurance/Emergency Assistance:	
Hotel Name:	
Hotel Address:	
Hotel Contact:	
Other emergency numbers:	

Annex 8: First Aid Bag Booking Form and Medical Information

Trip Leader Name:	
Destination of Trip:	
Day/Residential Trip:	
Date of Departure:	
Date of Return:	
No. of Pupils: (Year Group)	
No. of First Aid Trained Staff:	
No. of bags required:	
Names of pupils with specific health needs:	
Name of teacher in charge of these pupils:	
Further medical training required for staff:	
Suggested meeting date with School Nurse: (essential if residential or overseas):	
Any other information:	

HEALTHZONE USE ONLY

First Aid Bag Number given:	
Trip Leader Signature:	
Return Date:	

Annex 9: Consent Form For Swimming Activities or Activities Where Being Able To Swim Is Essential

	Yes	No
Is your child able to swim 50 metres?		
Is your child water confident in a pool?		
Is your child confident in the sea or in open inland water?		
Is your child safety conscious in water?		

I would like.....(name) to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

Signed..... Date.....

Full name of parent/guardian.....

Telephone numbers:

Home.....

Work.....

My home address is:.....

.....

Name, address and telephone number of family doctor.....

.....

.....

Annex 10: Accident and Injury Reporting Form

REPORT OF AN ACCIDENT

PART A – ABOUT YOU

Your full name	Department.....
----------------------	-----------------

PART B – ABOUT THE INCIDENT

Date of incident.....	Time of incident	am/pm
Did the incident occur at school Yes/No		
If Yes, which department/room/place/site did the incident occur		
If No, where did the incident occur (include address and details)		
.....		
.....		

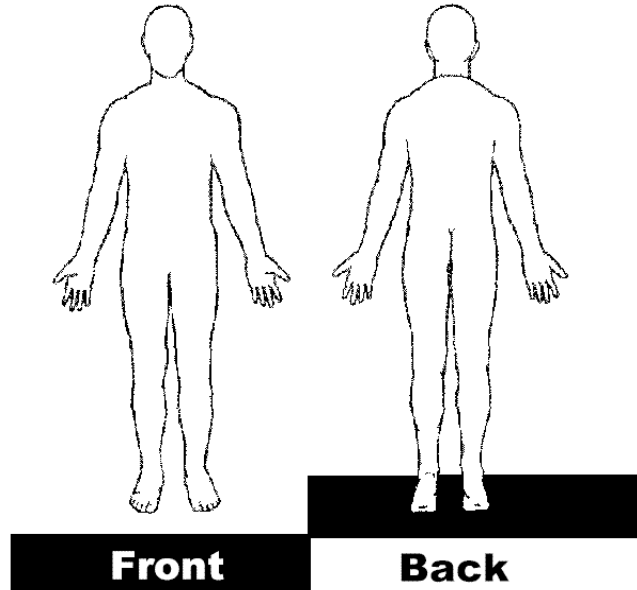
PART C – ABOUT THE INJURED PERSON

Full Name of injured person	Form	Male/Female
Is the injured person:		
<input type="checkbox"/> An employee	<input type="checkbox"/> A member of public	
<input type="checkbox"/> A student	<input type="checkbox"/> On training scheme	
<input type="checkbox"/> On work experience	<input type="checkbox"/> Employed by someone else (attach details)	
Was the injured person taken to hospital Yes/No If Yes, please state which hospital.....		
<input type="checkbox"/> Immediately?	<input type="checkbox"/> At a later date? When?	
seen by a doctor Yes/No If Yes please state which doctor		
<input type="checkbox"/> Immediately?	<input type="checkbox"/> At a later date? When?	

PART D – ABOUT THE INJURY

Description of the injury should be detailed. Include left/right, front/back, location, size; whether it is a graze, a bump or a cut, bruise etc. Take into account other factors such as pallor of skin, breathlessness, pulse, blurred vision, slurred speech, clammy skin, and temperature (hot/cold)

What part of the body was injured (see picture, clearly mark with an X)



IF THE INJURED PERSON GOES TO HOSPITAL FROM SCHOOL THE FOLLOWING INFORMATION MUST ACCOMPANY THEM: NAME, DOB, DR.'S NAME, MEDICAL INFO, AND PARENT CONTACT NUMBERS.

PART E – ABOUT THE ACCIDENT

Describe what happened – Give as much detail as you can for example, the events that led up to the incident, the part played by any other people, any substance or machinery involved. Please attach another sheet if necessary.

Please tick one:

I did see the accident happen

I did not see the accident happen

Please state names of any witnesses

.....

PART F – ABOUT THE TREATMENT GIVEN

Signature if different from person in PART A Date

PART G – OUTCOME & FOLLOW UP

Date

PART H – SIGNATURE

Signature Person Part A	
Signature Head of Lower/Upper School	
Signature Deputy Head	

PART I- REPORTABLE INSTANCES (RIDDOR)

Was this a reportable instance Y N
Has the instance been reported to HSE with regard to RIDDOR ? Y N
If Yes please insert the relevant incident report number,
Date

Annex 11: Near Miss Reporting Form

Name of School:	
Address of School:	
School Telephone:	
School Fax:	
School email:	
Headteacher:	

Name of person(s) involved:	
Address of person involved:	
Telephone/contact details:	
Name of Parents (if pupil):	
Form Tutor/Class Teacher:	

Date of near miss:	
Time of near miss:	
Location of near miss:	
Details of near miss: <i>Include the full names of anyone involved. Continue on a separate sheet if necessary.</i>	

Detail preventative action suggested;

--

Date..... Signed..... (Person completing the report)

Signed..... (Headteacher)

Annex 12: Health and Safety Audit

Refer to separate Excel Spreadsheet.

Annex 13a: Risk Assessment Summary Action Form

No.	Action Required	Risk Assessment Reference Number	Priority ¹
1			
2			
3			
4			
5			
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11			
12			
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¹Priority 1 = within 1 month Priority 2 = within 3 months Priority 3 = within 6 months

Annex 13b: Risk Assessment Form

GENERAL RISK ASSESSMENT

All employers must conduct a risk assessment for their areas of work and duties, identifying potential hazards to be managed and made safe.

In red below is a sample entry for a common hazard to illustrate what is expected. You may find example risk assessments a useful guide at <http://www.hse.gov.uk/risk/casestudies> .

Name:

Location /Context:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects, wires or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on xx/xx/xx	xx/xx/xx xx/xx/xx
						Hint, tab here for new row

You should review your risk assessment at least once a year OR if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

The risk assessment should be kept in you work area and a copy with the Facilities Manager.

APPENDIX 3

CLASSROOM RISK ASSESSMENT



**SHERFIELD
SCHOOL**

PART A. ASSESSMENT DETAILS:				
Area/task/activity: General classroom				
Location of activity: Classroom				
ROOM NUMBER		Name of Person(s) undertaking Assessment:		
		Signature(s):		
Line manager/Head Teacher (Name & Title):		Date of Assessment:		
Signature:		Planned Review Date:		

/Part B

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:					
Step 1 Identify significant hazards		Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place	
Falls	Anyone in the classroom could be affected.	Minor to major injuries and breaks	<ul style="list-style-type: none"> • Appropriate step stool is available for use if necessary; • Small portable stepladders or 'elephant's foot' type steps are provided; • Ladder / stepladder checklist is completed; • Ladders and stepladders are numbered and inspected annually; • All windows above the ground floor are fitted with opening restrictors. 		
Computers and similar equipment	Staff, pupils and visitors	Posture problems and pain, discomfort or injuries. Headaches or sore eyes	<ul style="list-style-type: none"> • Workstations have been assessed and necessary control measures introduced; • Information and training are provided; • Assessment is reviewed when the user or equipment changes; • Work is planned to include change of activity or regular breaks if necessary; • Eye tests are provided for teachers who are display screen equipment users, • Pupils are advised about good practice in their use of computers, e.g. adjusting the workstation to suit the user. 		
Other work Equipment	Staff or pupils and visitors.	electrical shocks or burns, entrapment	<ul style="list-style-type: none"> • All new equipment is checked before first use to ensure there are no obvious accessible dangerous moving parts; • Equipment is sited to avoid causing additional hazards; • Staff are trained in use of equipment where necessary and instruct pupils who use equipment how to use it properly; • Staff are instructed not to attempt self repair on electrical equipment; • Staff are encouraged to spot and report any defective plugs, discoloured sockets or damaged cables/equipment; • Defective equipment is taken out of use and is promptly replaced; • Annual PAT Testing of electrical equipment is undertaken. 		

Well-being in the classroom	Employees	Relationship problems, ill health, absence from work	<ul style="list-style-type: none"> • Senior colleagues talk to staff about any problems with their work and take action where needed; • Change is well managed and staff are consulted; • School can demonstrate that a clear positive behaviour policy is in place on general discipline and behaviour in the classroom; • Staff Team building events & socials; • School have Stress policy in place. 	
Hazardous substances	Staff or pupils and visitors.	Chemical burns or poisoning	<ul style="list-style-type: none"> • Clear instructions are available for each hazardous substance in use; • CLEAPS guidance used in school; • For classrooms where hazardous materials or substances are used by pupils, e.g. in certain art lessons casting plaster, paints or glues, a risk assessment has been developed and used; • Full COSHH Assessments have been completed within school for any hazardous substances; • Alternatives products are sought which are non-hazardous. 	

T. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the Classroom assessment in ROOM..... :

Name: _____

Risk Assessor _____

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the below chart and facilities help desk

PART C: ACTION PLAN Step 4 Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

Review Schedule

The completed assessment must be reviewed by all involved in the assessment process to establish that:

- all parts of the task / workplace have been assessed;
- the risk has been suitably: eliminated, reduced or accepted;
- all necessary information has been detailed on the risk assessment form to ensure that a suitable and adequate assessment has been carried out;
- the controls decided upon are satisfactory.

Date of Review	Risk Assessment Reference	Assessor's Name	Assessor's Signature	Comments

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Annex 14: Report of Violence, Abusive or Threatening Behaviour

Date:	
School Name:	
Name of person reporting the incident:	
Position of person reporting the incident:	
Name of person receiving the report:	
Position of person receiving the report:	

Description of incident including the names of people involved and any witnesses:

Action to be taken:

Date for review:	
-------------------------	--

Signature of person making the report:	
Signature of person receiving the report:	

Annex 15: Physical Education Health and Safety

Whilst this statement identifies the general policy and procedures adopted for safety in physical education, the sports, games and other activities organised are wide ranging and may sometimes include specialist activities either as part of, or in addition to, the normal teaching programme.

General Sports Safety

It is essential that good practice is followed, and demonstrated by members of staff and that all pupils are made aware of the principles of safe practice, the type and range of hazards that may be present, and the procedures to be adopted in the event of an emergency.

The age, physical attributes, fitness, skill and experience of any individual shall be assessed to determine their suitability to participate in the various sports activities. No pupil shall be required to perform any tasks that are obviously beyond their abilities such that injury or harm may result.

During all activities both members of staff and pupils should be mindful of their own abilities and not knowingly exceed them in such a way as may cause injury.

All sports activities shall be supervised by a competent member of staff.

Risk Assessment

A risk assessment must be carried out for each sport / game / activity/location in order to identify any hazards and the precautions necessary to control risk.

The significant findings of these assessments will be brought to the attention of all staff. Where appropriate these findings will be included in instructions to pupils in order that activities can be performed safely.

Additional procedures and guidance will be provided by the PE department/co-ordinator for pupils with special needs.

Additional procedures may be required for special occasions such as competitive events, where members of the public such as parents, or visiting teams etc. may be present or involved. In such circumstances the safety of those persons and the effect of their presence upon the safety of others will be considered and assessed accordingly.

Clothing

Suitable clothing and footwear must be worn for all sports and games. Pupils will be advised of the minimum requirements.

Where any activity organised by the department requires specialist clothing, then the department will ensure that it is provided and worn at all times.

Jewellery should be removed so that it cannot become caught up on equipment or present a hazard to other participants. Long hair must be tied back.

Personal Protective Equipment

Many sports require the use of certain protective equipment to prevent injury. Pupils will be advised as to the correct type of protection required for each activity.

The school must ensure that a sufficient supply of protective equipment is provided where such equipment is not part of the normal kit of the pupil.

It is the responsibility of each member of staff to issue and check the returns of such equipment.

All loss, damage or defects will be reported and logged in order that repair or replacement can be actioned.

The stock and suitability of all protective equipment must be reviewed at the beginning of each term and the general condition monitored following each issue and use.

All such equipment must conform to the relevant British/EC standard.

Teaching staff are responsible for instructing their pupils in the correct methods of use and care of protective equipment, and must supervise and enforce its use as necessary.

Sports Equipment

All sports equipment must be maintained in good order at all times and any defective or faulty items must be removed for repair or replacement. Where it is not possible to remove such equipment (e.g. fixed apparatus) it must be clearly identified as unsuitable for use and disabled or cordoned off to prevent usage.

All apparatus and equipment must be checked for faults, defects and wear before each use by the member of staff in charge to ensure that it is safe for use. A thorough examination and audit must be carried out at the beginning of each term

Only apparatus and equipment officially provided and approved must be used. Makeshift or improvised equipment will not be permitted.

Many items of sports equipment, e.g. javelins, can inflict serious harm if relevant safeguards and procedures are not followed. It is, therefore, essential that all staff and pupils are familiar with, and understand the correct use of, all sports equipment used.

Indoor Activities

When planning indoor sports and activities, consideration must be given to the suitability of lighting and ventilation, etc. provision will be made to ensure adequate space is provided in relation to the number of participants at any one time.

All indoor sport areas must be kept in a clean and tidy manner and outdoor clothing, footwear and bags etc. must be kept in the changing room or in separate areas set aside for the purpose.

Floors must be of a suitable non-slip surface and kept dry and free from obstructions. Wooden floors must be checked on a regular basis for damage and splinters.

Outdoor Activities

Due regard to prevailing weather conditions and their effect upon the safety of the activity and participants is a factor in all outdoor games and sports.

The member of staff responsible for the activity, taking into account the abilities of the participants as appropriate, must in all cases of doubt, postpone cancel or cease the activity.

Outdoor games must only be played on suitable surfaces and these must be inspected before commencement. Special attention must be given to ensuring the absence of tripping hazards, broken glass or other sharp objects, which could cause injury.

Swimming

All pools used for swimming sessions, including public baths, must be equipped with adequate life saving equipment, buoyancy aids and first aid equipment. Before each session begins the pool must be checked for hazards and no person is allowed to enter the pool until the water is clear enough to enable the bottom to be seen at all depths.

Before any swimming takes place, instructions must be given as to the procedures to be taken in the event of an emergency. At regular intervals this emergency procedure, along with pool clearance drills, must be practised.

No pupil should be allowed to enter the water unless supervised from the poolside by an adult, who is capable of effecting a rescue and trained to perform resuscitation.

Trained observers capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil must be provided. The observer must not be the instructor; however, s/he can be a life saver or resuscitator. All observers must be in position before the pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

Except in the case of an emergency, teachers or instructors should not enter the water with the pupils if this would leave no adult supervisor on the poolside.

Off-site Activities

Many sports activities are conducted away from the school site, such as competitions, and those requiring specialist facilities or locations such as water

sports and cross-country running. In addition, special trips or extra-curricular activities may be organised.

School policy must always be adhered to and any facilities and equipment provided by others for use by the school checked that it meets all safety standards.

No pupil or member of staff must be permitted to take part in any water sport unless they are a competent swimmer.

Hygiene and Welfare Facilities

Most sports and games require the wearing of appropriate clothing and suitable and sufficient changing facilities will be provided. Where applicable, such facilities will be segregated for male and female pupils and staff and will be supervised as appropriate.

In addition many activities involve some degree of physical exertion and the likelihood of the participants getting dirty and/or wet when performed outdoors (e.g. football etc.). Showers and or washing facilities must be made available to those taking part in such activities. Such facilities must be regularly cleaned and maintained.

During extended periods of activity, especially during spells of hot weather, or where the level of physical exertion is likely to warrant it, then an adequate supply of drinking water and/or suitable refreshments must be made available.

First Aid Facilities

Each location where sports activities take place must have access to emergency first aid equipment, appropriate to the type of activity being performed, and sufficient members of staff instructed in its use.

All members of staff and pupils must be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first aid and emergency treatment.

It is the responsibility of each member of staff to inform the Headteacher of each sport/activity of any medical condition, long or short term, which may affect their ability to perform any physical activity.

Inspections and Audits

The headteacher must ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are adhered to. In liaison with GEMS, making arrangements for regular inspections and audits of the activities, facilities, equipment and working practices.

Any necessary alterations or remedial action highlighted by such inspections and audits, must be put into effect, following due consultation with the relevant safety representatives, members of staff and nominated competent persons.

All changes made in the light of inspections/audits must be brought to the notice of affected persons.

Annex 16: Science Health and Safety

Whilst following the general GEMS health and safety guidelines and procedures contained in the policy, science requires additional procedures to ensure the health and safety of staff and pupils at all times.

It is the responsibility of the headteacher to ensure that the general policies are adhered to and to instigate any specific procedures developed, in consultation with the nominated competent person and all members of staff.

Members of staff, both teaching and non-teaching, have a duty to work in a responsible manner, and in accordance with all laid down procedures, at all times.

Particular consideration will be given to the following areas:

General Laboratory Procedures

It is essential that good practice is followed and demonstrated by members of staff at all times. All pupils will be made aware of the principles of safe practice, the type and range of hazards that may be present and the procedure to be adopted in the event of an emergency.

The following basic rules apply:

- no smoking, eating or drinking in any science -laboratories or prep room, at any time;
- coats, bags etc., should not be allowed to block the benches or adjacent floor areas;
- no unauthorised experiments or deviation from the curriculum specifications are allowed;
- no material or chemicals to be removed from the laboratory without express permission, and all materials and equipment issued to pupils to be accounted for at the end of each lesson;
- laboratory work areas will be kept clear and tidy at all times, and materials not in use correctly stored;
- adequate levels of lighting, heating and ventilation must be provided at all times within the laboratory areas.
- Science laboratories must be kept locked when a teacher or lab technician is not present in the teaching block

Environment

Appropriate and adequate levels of lighting and ventilation must be provided at all times within the science areas.

All supplies of energy such as electricity, gas (mains and portable), water, etc. must be fitted with appropriate isolation controls and staff must be made aware of their position, and how to operate them in the event of an emergency.

Risk Assessment

A risk assessment must be carried out for each laboratory procedure, in order to identify any hazards and precautions necessary.

The significant findings of these assessments will be brought to the attention of all staff and, where appropriate, included in any lesson plans or pupil instructions alongside any relevant laid down risk assessments in cases where science equipment and experiments are involved. These must be dated and stored in the department by each teacher and checked regularly by the Head of Science.

Use of Chemicals

One of the principle hazards in any laboratory is the use of chemicals, and strict procedures will be followed at all times.

All chemicals must be clearly identified and, where appropriate, carry all relevant hazard warning labels, even when decanted into smaller amounts for bench use etc. All teachers & pupils educated as to what symbols mean.

Chemicals must be stored in accordance with the supplier's instructions and issued only in the quantities required.

Records must be kept of all issues and returns as appropriate. The use, handling, storage and disposal of all chemicals is subject to British/EU regulations, and accordingly assessments will be made and safe working procedures developed, for all chemicals present.

Any such assessments, and the precautions and procedures identified as necessary, must be brought to the attention of all members of staff and pupils using those chemicals, and shall be an integral part of any lesson plan involving their use.

Each laboratory must be equipped with the necessary materials and equipment to deal with any spillage or leakage of any chemicals at the time of their use. All members of staff, and where appropriate, pupils, must be instructed in the correct methods of their use and disposal. Disposal arrangements must be recorded.

Personal Protective Equipment (PPE)

Personal protective equipment must be issued and worn whenever identified as necessary in any relevant risk assessment.

The department must ensure that a sufficient supply of such protective equipment is made available and kept in good order.

It is the responsibility of each member of staff to issue and check the returns of such equipment as appropriate.

loss, damage or defects should be reported and logged in order that repair or replacement can be actioned.

The stock and suitability of all PPE must be reviewed at the beginning of each term and the general condition monitored following each issue and use.

All PPE must conform to the relevant British/EC standards and be of a type suitable to afford adequate protection against the risks identified.

Teaching staff are responsible for instructing their pupils in the correct methods of use and care of PPE, and shall supervise and enforce its use as necessary.

Laboratory Equipment

All laboratory equipment must be maintained in good working order at all times, and any defective or faulty items shall be removed for repair or replacement as appropriate. Where it is not possible to remove such equipment, it must be clearly labelled as 'out of order' and isolated from its power supply to prevent accidental usage.

Electrical apparatus must be visually inspected on a regular basis and subjected to electrical (PAT test) at least once every twelve months. A record of such tests and inspections must be maintained by the Facilities Manager.

All laboratory machinery must be guarded or provided with interlocking devices such that no contact with any dangerous moving parts is possible.

All glassware must be inspected for chips and/or cracks etc. on a regular basis and any defective items disposed of.

Fume Cupboards

The fume cupboard must be properly maintained and subjected to an annual thorough examination and smoke test. Records of such tests must be kept by the Senior Technician.

The fume cupboard must only be used by pupils under close supervision and no chemical reactions are to be left unattended.

Biological Hazards

Any procedures involving the use of micro-organisms are subject to laid down regulations, and an assessment must be carried out of the possible risks involved in the use of any potentially hazardous substance produced by, or including, the organism itself.

The utmost care must be taken at all times to ensure sterile conditions, where appropriate, and all pupils will be instructed in the proper sterile techniques.

PPE must be issued and worn as required, and no living organism is to be released or removed from the laboratory without prior consent.

Any living animals kept in the laboratory must be securely kept and all cages, tanks etc. will be maintained in a clean and hygienic manner. Such animals etc. must be handled by pupils, only under the supervision of a member of staff. (Refer to regulations)

Any samples or specimens must not be stored where there are any products for human consumption.

Application of Heat

Due to the frequent use of heat and naked flame in many laboratory procedures, special precautions are required.

Before any procedure involving the use of heat, flames, or exothermic reaction takes place, all potentially flammable materials and chemicals etc. not directly required, must be removed from the area.

All flame-producing equipment and gas supplies etc. must be maintained in good order and checked on a regular basis for damage or leaks.

Suitable fire-fighting equipment must be readily accessible.

Following each laboratory session involving the application of heat, and particularly where such a session immediately proceeds a period of non-occupancy (e.g. lunch-time/end of day), then the member of staff supervising the session must ensure the equipment is switched off/extinguished, and that no hot/smouldering articles remain.

When using laboratory glassware to contain substances and preparations requiring the application of heat, extra care must be taken to check its suitability and condition to withstand the likely temperatures during the operation.

Appropriate signs must be displayed in laboratories for chemicals etc. Signs must also show the location of first aid and eye wash kits..

Hair must be tied back and appropriate PPE worn whilst using any direct flames.

Waste Disposal

All laboratory waste must be disposed of in the approved manner and no chemicals etc. must be allowed to enter the drains should they be of a hazardous nature unless they have been sufficiently diluted or made safe.

All sharp instruments and broken glassware must be deposited in special sharp containers and labelled appropriately prior to disposal.

Any waste which may contain biological hazards must be kept separate from other waste and incinerated.

Hygiene and Waste Facilities

All work in a science laboratory requires that the highest possible standards of personal hygiene are observed at all times, especially when the use of biological or chemical agents is involved.

To this end, suitable facilities must be provided in, or within close proximity to, all laboratories for the purposes of personal washing.

No water outlets within the laboratory area must be used for drinking purposes.

First Aid

The laboratory must be supplied with emergency first-aid equipment, including a sufficient number of eye wash bottles.

Where appropriate, specialist antidotes and/or resuscitation equipment must be made available as necessary, and sufficient members of staff instructed in its use.

All members of staff and pupils must be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first-aid and emergency treatment.

It is the responsibility of each member of staff and pupils to inform the headteacher of any allergies or specific medical conditions which may affect his or her ability to perform any laboratory procedure, or handle any chemical or biological agent necessary, in the course of work or study.

Emergency Procedure

The departmental emergency procedures must reflect and enhance that of the school's emergency procedures policy.

All emergency routes and exits must be kept clear and easily accessible at all times.

Contingency plans must be developed to deal with any emergency, such as fire or escape of hazardous substances etc. and these must be made known to all members of staff and pupils. The location and type of fire extinguishers available must be clearly indicated and the suitability of such equipment must be constantly reviewed. Members of staff must be trained in the correct use of fire-fighting equipment.

General Fire Safety

The headteacher has overall responsibility for organising staff, training and co-ordinating the actions of staff and pupils in the event of a fire. The departmental code of practice must be established with due reference to the school's fire safety policy.

Inspections and Audits

The headteacher will ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are complied with, by making arrangements for regular inspections and audits of the laboratories, their equipment, chemicals and working practices carried out.

Any necessary alterations/remedial action, highlighted by such inspections and audits, must be put into effect, following due consultation with the relevant safety representatives, members of staff and nominated competent persons.

Training

The headteacher is responsible for:

- monitoring staff performance with relation to the science department and school safety policy and make recommendations as to any additional or ongoing training needs within the department;
- ensuring that all relevant staff in the science department receive suitable training with respect to any new equipment, machinery or procedures brought into the department and ensuring that they are aware of current best practice and any official guidance or codes of practice etc. relevant to their work.

Annex 17: Design Technology Health and Safety

In design and technology the primary responsibility is to maintain safe working conditions for pupils and staff.

Issues relating to safety in design and technology

- The safe upkeep of tools, equipment, machinery and teaching areas.
- An awareness of the hazards relating to certain materials and equipment.
- The training of pupils in safe working practices.
- The maintenance of good discipline in teaching areas.
- Safety training for staff.
- Procedures in the event of an accident.

The safe upkeep of tools, equipment, machinery and teaching areas.

- Where they are part of the team, the technicians and DT teachers are responsible for the day to day upkeep of the tools, equipment, machinery and teaching areas. It is the responsibility of the teaching staff to keep the technicians informed about possibly dangerous situations.
- Teaching areas must be checked regularly and a record kept of any health and safety issues to be addressed.
- Portable equipment that is connected to the mains supply by a plug and flex e.g. soldering irons and glue guns that must be inspected during this check.

- Any potentially dangerous tools, equipment and machinery must not be used until they have been made safe.
- Pupils must not be allowed to enter a teaching area where a hazard exists.
- Requirements for guards, interlocks and other safety measures are covered by BS4163, Code of Practice for health and safety in workshops of schools and similar establishments. The design and technology technician or teacher in charge must be fully aware of the requirements of the British Standard and ensure that all equipment and machinery meets the standard.
- The appropriate safety equipment must be clearly available on all equipment where it is necessary.
- All staff must be made aware of the location of emergency stop buttons on machines and around the room.

An awareness of hazards relating to certain materials and equipment.

- The technicians or teacher in charge is responsible for making purchases within the school. It is at this stage that potential dangers must be identified which may result in a decision not to purchase.
- The school has to meet its obligations under the COSHH Regulations 1988 relating to the use of hazardous substances;

The CLEAPSS document, 'Risk Assessments for Technology in Secondary Schools' relates to the identification of those hazards, assessments of the risks and the measures needed to control them.

All staff involved in the teaching of design and technology must be familiar with these documents.

The training of pupils in safe working practices.

- Pupils must only use equipment that they have been instructed in the safe use of, and that they have shown the ability to work safely with.
- If pupils do not work safely following instruction, they must not be allowed to use potentially dangerous equipment until they prove themselves to be responsible.
- There are no times or circumstances whereby pupils are allowed to use bandsaws or hand held power tools.

Pupils must not have access to the design and technology preparation area at any time. However they are allowed to collect equipment and materials from the technician or teacher

- Pupils must always wear an apron during practical sessions.
- Long hair and loose clothing must be safely secured back during practical sessions.
- Only one pupil is allowed to use machinery at any one time. All other pupils must remain outside of the working area marked on the floor around machines.
- Pupils must be made aware of the location and correct use of the emergency stop buttons located on machines and around the room.

The maintenance of good discipline in teaching areas.

- Good discipline in practical areas is fundamental to the maintenance of a safe working environment for pupils
- It is the responsibility of the teacher in charge to establish and maintain good discipline ensuring that:

pupils only enter practical areas when a teacher is present and when they are calm and orderly;

pupils are never left unattended in practical areas at any time;

practical areas are locked when not in use.

The characteristics of good discipline in practical areas are:

a low level of noise from pupils involved in necessary conversations;

pupils working with care and concentration;

pupils responding quickly to the staff instructions;

pupils actively listening to staff.

The above list does not imply a regimented approach to discipline. The challenge is to develop responsible, self disciplined autonomous individuals within a safe and enjoyable environment.

Safety Training for Staff

- All staff should undertake safety instruction and updates for machines requiring a safety certificate.
- Copies of all safety certificates will be held by the head of design and technology.

Procedures in the Event of an Accident.

Refer to pages 14 and 23 of this policy.

In the event of an accident the teacher in charge should take the following immediate action:

- ensure that other pupils and staff are in no further danger.
- make an immediate assessment of the seriousness of the accident including determining whether specialist expertise is needed immediately;
- deal with the accident as per the first aid policy if it is very minor and refer to the first aider;
- call for immediate support if the accident is more serious accident;
- send a responsible pupil to obtain support if another adult is not available and follow the accident procedure;
- inform the head of design and technology/headteacher about the accident as soon as possible;
- record details of the accident in the accident record book as soon as possible;
- conduct a risk assessment to determine whether policies and procedures need to be amended.

Annex 18: Daily Risk Assessment/Check List

Persons inspecting:

Date of inspection:

Section 1 – Management procedures and documentation

Yes No

Comments

- 1.1 Is a copy of the Schools Safety Policy accessible?
- 1.2 Are all risk assessment results current and readily accessible to all staff?
- 1.3 Does the company have a clear structure of responsibilities relating to health and safety?
- 1.4 Are recorded minutes of all relevant health and safety meetings/decisions adequately recorded?
- 1.5 Are all accidents (pupil and staff) correctly reported and recorded?
- 1.6 Do adequate procedures exist to carry out accident/incident investigations and controls developed?
- 1.7 Are adequate records of staff health and safety induction readily available?
- 1.8 Are adequate systems operating to control visitors and contractors?
- 1.9 Are the systems in 1.8 adequately reviewed and amended e.g. change door codes?
- 1.10 Does the school have emergency planning/ procedures in place?
- 1.11 Are records of CRB checks on all staff current and correct?
- 1.12 Are insurance and employer liabilities current and readily available and on show?

Section 2 – Fire and evacuation

Yes No

Comments

- 2.1 Are adequate fire risk assessments and emergency action plans current, readily accessible and known to all staff?

2.2 Are fire drills held termly?

2.3 Have extinguishers/alarm systems and emergency lighting been inspected/serviced in the last year?

2.4 Are alarms audible? Are audibly impaired persons catered for?

2.5 Are escape routes clear of obstructions?

2.6 Are exit doors free from internal/external obstruction?

2.7 Are exit and fire doors in sound condition?

2.8 Are evacuation notices displayed adjacent to alarm call points and key locations?

Section 3 – First aid and medical provision

Yes No

Comments

3.1 Are there adequate levels of trained first aiders available (Staff and pupils)? On duty

3.2 Are the first aider's certificates current?

3.3 Are first aider's names and location clearly displayed?

3.4 Are first aid boxes adequately stocked?

3.5 Are provisions for the disposal of body fluids adequate?

3.6 Are all staff aware of the school policy on administering medicines?

3.7 Is the school's policy on administering medicines being adhered to?

3.8 Are safe arrangements in place for the safe disposal of medication and sharps?

Section 4 – External areas and play equipment

Yes No Comments

4.1 Are procedures in place for daily checks of the play grounds for safety e.g. dangerous debris, dog-fouling etc?

4.2 Are paths and playgrounds free from foreseeable? Trip/slip hazards?

4.3 Do trees/branches appear safe?

4.4 Is the perimeter fencing sound, free from dangerous projections or entrapment etc?

4.5 Are manholes, chambers etc secure?

4.6 Are grass areas reasonably even and free of glass and waste paper etc?

4.7 Is playing equipment well-maintained and free from sharp edges or rough inappropriate surfaces?

Section 5 -Vehicles on site

Yes No Comments

5.1 Are vehicle routes marked or signed?

5.2 Is there suitable segregation of vehicles and pedestrians?

5.3 Is there designated parking?

5.4 Are there designated loading and unloading areas?

5.5 Are traffic warning signs and markings clear?

Section 6 – Building issues

Yes No Comments

6.1 Are floors and floor coverings in good condition?

6.2 Are handrails on stairs sound?

6.3 Are door mechanisms in good working order? (Door closures)

6.4 Where located are door safe edges/finger safe in good condition?

6.5 Is safety glass used where appropriate and not damaged?

6.6 Are access and welfare facilities appropriate for persons with disabilities?

6.7 Do gutters, down-pipes and other fixtures appear sound?

6.8 Do roof tiles appear secure?

6.9 Are security systems in place?

Section 7 – Temperature and ventilation

Yes No Comments

7.1 Can a reasonable room temperature be maintained?

7.2 Are fans/blinds provided to alleviate high temperatures?

7.3 Is the natural and artificial ventilation adequate and wholesome?

Section 8 – Lighting

Yes No Comments

8.1 Are all lights working?

8.2 Are diffusers clean?

8.3 Is internal lighting adequate?

8.4 Is external lighting adequate?

Section 9 – Electricity

Yes No Comments

9.1 Is access to electrical system restricted to authorised persons?

9.2 Are all warning signs displayed?

9.3 Are portable electrical appliances tested periodically by a competent person?

9.4 Are plugs and leads in good condition?

9.5 Is the electrical system periodically tested and certificated by a competent electrician?

Section 10 – Welfare

Yes No Comments

10.1 Are there suitable toilet facilities?

10.2 Are suitable washing facilities available?

10.3 Are the facilities adequately inspected, cleaned, ventilated and lit?

10.4 Have drinking water outlets been labelled and suitably sited?

10.5 Are there appropriate facilities for people who are unwell?

Section 11 - classrooms

Yes No Comments

11.1 Is furniture in good condition?

11.2 Are wall-mounted fixtures, shelving, furniture etc. in good condition and secure?

11.3 Is the storage of small quantities of flammable/hazardous substances suitable and locked away?

11.4 Do staff and pupils have enough working space?

11.5 Are all parts of the classroom maintained in a clean and tidy condition?

11.6 Are there adequate facilities for the safe storage and disposal of waste?

11.7 Are all toys clean and not damaged or broken?

11.8 Are all electrical sockets covered?

Annex 19: Fire Safety Policy

1.0 Introduction

Sherfield School acknowledges its responsibilities under the Regulatory Reform (Fire Safety) Order 2005, and will ensure that a fire safety risk assessment is carried out on its premises to determine the 'general fire precautions'/'preventative and protective measures' needed to comply with the requirements imposed under the Order.

Ian Griffiths is the 'competent person' appointed to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 including fire risk assessments.

Sherfield school will make appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventative and protective measures. Sherfield school will implement such general fire precautions and will ensure, so far as is reasonably practicable, the safety of its employees, contractors and visitors. These general fire precautions will be implemented on the basis of the following principles:

- a) avoiding risks;
- b) evaluating the risks which cannot be avoided;
- c) combating the risks at source;
- d) adapting to technical progress;
- e) replacing the dangerous by the non-dangerous or less dangerous;
- f) giving appropriate instructions to employees including:
 - i) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
 - ii) measures in relation to the means of escape from the premises
 - iii) measures for securing that, at all material times, the means of escape can be safely and effectively used
 - iv) measures in relation to the means for fighting fires on the premises
 - v) measures in relation to the means of detecting fire on the premises and giving warning in case of fire on the premises
 - vi) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
 - I) measures relating to the instruction and training of employees and,
 - II) measures to mitigate the effects of the fire.

2.0 Definitions

- a) Fire Risk Assessment – A suitable and sufficient assessment of the Fire Hazards, Fire Risks and the Control Measure in place to eliminate or reduce the risk
- b) Competent Person – A suitably qualified person to assist the Fire Risk Assessment process

3.0 Monitoring and Review

The C.E.O. shall ensure that this policy is reviewed annually and in the light of:

- a) any significant changes in working practices;
- b) any changes in statutory legislation or School requirements;
- c) an incident occurs that requires improvement in practice;
- d) a Fire Risk Assessment.

4.0 Compliance

Failure to comply with the requirements of any of the School's Health and Safety policies and procedures may result in disciplinary action.

5.0 Fire Arrangements

5.1 Fire Risk Assessment

5.1.1 A suitable and sufficient Fire Risk Assessment will be in place.

5.1.2 The Risk Assessment will follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and will be carried out by persons responsible for the Fire Arrangements of the building.

5.1.3 The Risk Assessment will be reviewed annually by the Headteacher and Facilities Manager and copy will be made available to the relevant staff, managers, Health and Safety Representatives and Health and Safety Committee Members.

5.1.4 An action plan will be developed from the Risk Assessment, as required.

5.2 Fire Procedures

- 5.2.1 Each building will have its own Fire Procedures information. It will be unique to the building, although on the whole, it will be generic.
- 5.2.2 It shall be available, fixed in prominent areas clearly visible to all.
- 5.2.3 All visitors to the school will be informed of the Fire Procedures upon arrival and issued with a visitors badge.
- 5.2.4 The procedures will complement the annual fire training.

5.3 Fire Alarm System

- 5.3.1 Premises shall be fitted with a suitable and sufficient Fire Alarm System. The Fire Risk Assessment will identify the location of the following system devices:
 - i) fire panel;
 - ii) smoke detectors;
 - iii) heat detectors;
 - iv) break glass call points.
- 5.3.2 The system shall be tested and maintained under BS5839.
- 5.3.3 These checks must be logged in the Fire Log Book.
- 5.3.4 The Fire Alarm System will be monitored remotely by the designated company.

5.4 Fire Doors

- 5.4.1 Each building must be fitted with suitable and sufficient fire doors.
- 5.4.2 These doors must be identified by signage and will be constructed to BS476. They will be checked regularly by site personnel.
- 5.4.3 These checks must be logged in the Fire Log Book.

5.5 Emergency Lighting

- 5.5.1 Each building shall be fitted with suitable and sufficient emergency lighting.

5.5.2 The Fire Risk Assessment will confirm the location of the emergency lighting.

5.5.3 The lighting must be tested and checked under BS5266 by site personnel and at least annually by a suitable contractor.

5.5.4 These checks must be logged in the Fire Log Book

5.6 Fire Fighting Equipment

5.6.1 Each building must be fitted with suitable and sufficient Fire Fighting Equipment.

5.6.2 The equipment must be checked under BS EN3 by a suitable contractor.

5.6.3 These checks must be logged in the fire log book.

5.7 Means of Escape

5.7.1 Each building must have suitable and sufficient means of escape in case of an emergency, such as fire.

5.7.2 The means of escape must be identified by appropriate signage. The means of escape must be kept clear of obstructions.

5.7.3 No flammable items to be stored in protected staircases.

5.7.4 The means of escape must be checked as part of the annual health and safety audit.

5.8 Disabled Pupils and Staff

5.8.1 Under the Disability Discrimination Act where staff members have a mobility issue, extra control measures are required to reduce the risks to them.

5.8.2 If the disabled person cannot readily exit the building, such as being on a floor other than the ground floor, they must make their way to a predetermined location and the Fire Marshall and Fire Services must check on them as soon as possible.

5.8.3 The Disability Rights Commission identifies under the Regulatory Reform (Fire Safety) Order 2005, the need for employers to take responsibility for ensuring that all people,

including disabled people, can leave the building safely in the event of a fire. The commission recommends, where possible the use of a Personal Emergency Evacuation Plan (PEEP) for disabled staff who have significant risks in relation to leaving the building in the event of a fire which will be implemented by Sherfield School when requested by a disabled member of staff or identified by the organisation.

5.9 Waste Arrangements

5.9.1 Measures must be in place for the prompt removal from the building of all paper and cardboard waste.

5.9.2 The storage of these materials within the building must be kept to a minimum. Particular attention must be applied to confidential waste and to cardboard produced by the delivery of goods.

5.10 Security

5.10.1 Although security in the form of access control can potentially conflict with good fire evacuation procedures, security has a role to play in the reduction of unwanted persons entering a building who could potentially start a fire, both by accident or premeditated intent.

5.10.2 Access Systems must be effective and kept in good order, with proper arrangements for both planned and reactive maintenance, this should ensure that access systems work correctly in both stopping unwanted persons entering but also in respect to the system de-activating, should the fire alarm system be activated.

5.11 Attendance Registers

5.11.1 The school must have a mechanism for logging staff and visitors on and off the site.

5.11.2 This record can be used by the fire marshal to help them in the event of a fire, with the roll call at the fire assembly point.

5.12 Fire Assembly Points

5.12.1 All buildings must have at least one fire assembly point. It must be at a safe location, far enough from the building, so as not to present a significant fire risk to persons at the point but also close enough and accessible enough so as staff can reach it without difficulty.

5.12.2 It must be suitably signposted with Clearly Identifiable unobstructed, appropriate approved signage

5.13 Building Alterations

5.13.1 When any alterations are planned for a building, due consideration must be given in relation to any compromise of the fire control measures, such as:

- i) fire compartmentalisation and fire doors;
- ii) fire alarm system;
- iii) fire fighting equipment;
- iv) means of escape;
- v) ventilation;
- vi) signage;
- vii) security;
- viii) Disability Discrimination Act.

6.0 Training

Training is required for staff to acquire competence in fire safety.

6.1 Annual Fire Training

6.1.1 All staff must complete Fire Awareness Training annually.

6.1.2 This will normally be delivered via the Smart Log System.

6.1.3 Records of completion must be kept.

6.2 Fire Drills

6.2.1 A Fire Drill/Evacuation must take place at a minimum, termly and will be undertaken across a selection of times

6.2.2 This will be organised collectively by the headteacher and facilities manager

6.2.3 A suitable and sufficient evaluation must be produced and be available to the relevant staff, managers, health and safety representatives and health and safety committee members.

6.3 Fire Marshals

6.3.1 As well as attending the annual fire training, all staff must undertake the Fire Marshal Training to allow them to carry out their duties

6.3.2 Facilities Manager

6.3.3 The Facilities Manager must be suitably qualified in Health and Safety and Fire Safety

7.0 Roles and Responsibilities

7.1 The CEO has overall responsibility for ensuring compliance with Health and Safety legislation. The CEO is responsible for:

7.1.1 ensuring that this policy is reviewed annually and in the light of any changes in working practice and/or changes in statutory legislation and/or an incident occurs that requires improvement and/or the fire risk assessments identifies significant risks that are not already addressed;

7.1.2 ensuring that adequate resources are made available to implement the policy and carry out any remedial action or amendments to this policy.

7.2 Headteacher

The Headteacher is responsible for:

7.2.1 ensuring the effective implementation of the Fire Safety Policy;

- 7.2.2 ensuring that all activities and sites within their responsibility are assessed for fire risks on a quarterly basis;
- 7.2.3 ensuring that every member of staff completes fire training on an annual basis;
- 7.2.4 ensuring that fire marshals are appointed at all sites under their responsibility;
- 7.2.5 ensuring that all employees and flexible workers receive appropriate fire safety training both at induction and through regular update sessions.

7.3 Facilities Manager

The Facilities Manager must be suitably trained or qualified in Fire Safety, holding certification Health and Safety Training to an appropriate level. S/he is responsible for:

- 7.3.1 liaising as necessary with contractors to provide fire safety information;
- 7.3.2 supervising contractors in relation to their fire risks and fire control measures
- 7.3.3 liaising as necessary on fire safety design implications for construction and refurbishment projects with architects, building control and contractors;
- 7.3.4 arranging for the maintenance of the fire alarm system, emergency lighting, fire fighting equipment and any devices provided for fire safety, eg fire doors and door release systems;
- 7.3.5 arranging for the weekly testing of the fire alarm systems in each building;
- 7.3.6 arranging fire drills and evacuations;

7.4 Fire Marshals

Fire marshals are responsible for:

- 7.4.1 monitoring their designated area, correct if possible, and report if not possible, any problems they note such as wedged open fire doors, missing fire extinguishers, defects, etc.;
- 7.4.2 on hearing the continuous fire alarm, 'sweeping' their designated area and encourage occupants to move promptly to the nearest fire exit and then to direct them to the nearest assembly point;
- 7.4.3 checking on disabled staff in regards to their safety and the relevant pre-designated areas (only when safe to do so);
- 7.4.4 ensuring staff members are not re-entering the building until the all clear is given by the Fire Department.

7.5 Employees

Employees are responsible for:

- 7.5.1 becoming familiar with the relevant contents of this Fire Policy and the day to day observation of fire safety;
- 7.5.2 becoming familiar with the contents of their local Fire Procedures;
- 7.5.3 ensuring that they complete the fire safety training on an annual basis;
- 7.5.4 raising the alarm in the event of a fire or suspected fire;
- 7.5.5 ensuring that buildings are kept clear of rubbish build up, including cardboard and paper, particularly in and around fire escape routes and exits;
- 7.5.6 signing in/out in the register to maintain an accurate record of their whereabouts.

Annex 20: Gathering Information from New and Expectant Mothers at Work
This questionnaire should be completed by the employee and their Line Manager and should be signed and dated at the bottom of the form.

Assessment questions	Yes	No	How is the risk controlled? Action Required?
1. Are you required to stand for long periods as part of your work?			
2. Are you required to carry/move any heavy objects?			
3. Do you have to stretch to reach objects or materials on shelves?			
4. Do you feel excessively tired while at work?			
5. Do you have regular access to comfortable rest areas?			
6. Is your work area lit sufficiently?			
7. Is your work environment too hot or too cold?			
8. Has a COSHH assessment been carried out on all hazardous chemicals in your work area?			
9. Does your work involve equipment using Mercury?			
10. Do you use Display Screen Equipment (Computer etc)?			
11. Are you required to work in any tight places?			
12. Are you aware of any hazards arising out of the use of work equipment?			
13. Are you exposed to the risk of infection from any biological hazards?			
14. Have you read the 'New and Expectant mothers who work' leaflet issued with this questionnaire?			

Name:	Signed:	Date:
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Annex 21: Investigating An Accident

The following is a guide for investigating an accident or incident.

Immediately restrict access to the place of the incident until the investigation has taken place.

(Inform Head Office /and Group Health and Safety Advisor)

Gather any witnesses and obtain contact details if not employees.

Gather information about the incident including time, location of incident, witness statements, photographic evidence.

INFORMATION

This must include activity being carried out, time, date, location, if outside the weather conditions.

Above all, the name of any injured person and the detail of the injury, specific to the part of the body. i.e right hand third finger ,lower left back etc

Be mindful if an injury to an individual, what clothing was being worn, what footwear, if protective equipment was being used if required.

If the incident is RIDDOR reportable, ensure this report on line happens as soon as possible.

STATEMENTS

From any witnesses, showing witnesses Name and Contact details.

Full, concise details need to be documented.

PHOTOGRAPHIC

Take photographic evidence, showing the area, equipment involved.

If possible show some form of scale or measurement.

Post incident

Review procedures and amend if necessary any risk assessments.

Copy reports and findings to GEMS UK Health and Safety adviser who will report to the Governance Welfare and Safeguarding Committee.