

ST. GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

“Every moment, every day, every individual count”



HEALTH AND SAFETY POLICY

Last Reviewed: ***September 2018***

Date for Review: ***Term 1***

Governors Monitoring Pair: Finance, Premises and Health & Safety

SLT Responsible: Headteacher, Director of Finance

“For the body does not consist of one member but of many” 1 Corinthians 12:14

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HEALTH AND SAFETY POLICY

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SECTION A - STATEMENT OF INTENT

St George's Church of England Foundation School

The Headteacher and the Governing Board accepts their responsibility under the Health & Safety regulations and believes that ensuring the health and safety of staff, pupils and visitors is essential in the support of the overall success of the school.

We are committed to:

- Ensuring staff and pupils are safeguarded when on school premises or engaged in planned off-site activities
- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction, training and supervision to keep all staff, pupils and visitors safe.
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Ensuring the premises for which we are responsible have safe access and egress for all staff, pupils and visitors

Headteacher

Chair

Name: _____

Signature: _____

Date: _____

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SECTION B - ORGANISATION

- 1) This statement operates within the policy guidelines of Kent County Council and should be read in conjunction with them.
- 2) This Policy covers both the Primary and Secondary phase buildings.
- 3) The Headteacher and the Governors have overall responsibility for safety in respect of the School and its activities and will take all reasonable steps to meet the responsibilities delegated to them by the Corporate Director for Children, Young People and Education and will, so far as is reasonably practical, endeavour to:
 - Be fully committed to the Governing Board's Statement of Intent for Health and Safety
 - Ensure a safe environment for all staff, pupils and visitors to the School.
 - Maintain safe plant and systems of work without risk to health.
 - Provide necessary information, instruction, training and supervision to ensure the health and safety at work of employees and other persons likely to be affected.
 - Maintain all places under their control, in a condition that is safe, without risk to the health of pupils and employees, and adequate as regards the facilities and arrangements for their welfare at work.
 - Ensure that appropriate Emergency/Evacuation procedures are in place.
 - Regularly review safe working practices and management procedures, delegating areas of responsibility to appropriate personnel.
 - Review annually the School's health and safety policy and performance.

The Governing Board has appointed from within its number a Finance, Premises and Health & Safety Team. Amongst other duties this team co-ordinates health and safety from a strategic point of view.

- 4) At School level, the Headteacher has day to day responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing they may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Governing Board. The Headteacher and Governors have delegated specific responsibilities as described below:

The Director of Finance:

The Director of Finance is the School's nominated Health and Safety Officer and is responsible for safety throughout the school, in particular:

- the day to day management of Health and Safety matters and keeping the Headteacher informed
- Ensuring that members of staff are briefed on all health and safety issues and the action required.
- monitoring health and safety procedures and ensuring that the systems are in place and working effectively for reporting and rectifying hazards
- Ensuring that there are adequate first aid facilities at all times.
- Reviewing and updating the Policy Statement/Procedures as required.

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- Ensuring good communications on health and safety including distribution of health and safety documents and that information on health & safety that comes into school is conveyed to the appropriate employees.
- Liaison with outside agencies.
- Monitoring risk assessment procedures, arranging hazard inspections to be carried out with appropriate follow-up action and reporting to the Governors' Finance, Premises and Health & Safety Team.
- Liaising with Heads of Year and ensuring safety procedures and agreements are adhered to.
- 3 fire drills are undertaken per academic year during the school day normally in terms 1, 3 and 6

Caretakers:

The Caretakers are responsible to the Director of Finance for health and safety issues including:

- The arrangement of water quality testing reports to be carried out in accordance with legislation and any guidelines between the local authority and the school.
- Ensuring that adequate fire control appliances are available throughout the school and that these are inspected annually.
- Co-ordinating all maintenance work carried out on site.
- Ensuring the security of all school buildings and setting of alarms
- Compile and maintain a school defects register and identifying known hazardous materials (e.g, flammable materials etc)
- Ensuring that all contractors are aware of the location of hazardous materials within the school.
- Ensuring that the school's cleaner in charge is aware of the School's health and safety policy and how it affects their work (e.g. storage of chemicals, use of equipment) and monitoring this
- Ensuring that all statutory safety notices and signs are displayed, appropriate to the workplace.
- Keeping briefed on health and safety legislation
- Ensuring that a weekly check of the fire alarm system, recording the results in the Fire Log Book which is kept in the Caretakers Office.
- Ensuring that safe working practices are adhered to by any staff under their control or contractors working on site (exclude any major projects).
- Ensuring a twice monthly inspection of all fire escapes and a pre-inspection of such exits prior to a planned fire drill to ensure the safe, efficient and satisfactory evacuation of all pupils, staff and visitors.
- Ensuring that all fire escapes remain operational following any contractual work that may have been undertaken.

Head of Year:

Each Head of Year is responsible for ensuring that all reasonably practical steps are taken, within the teaching, preparation, storage and other areas associated with their Subject to comply with the guidelines.

- Ensuring that all staff under their control receive instruction in their duties regarding health and safety and are adequately trained in the use of equipment;
- Where appropriate, being aware of regulation, codes of practice and guidance notes relating to their specialist areas;
- Science, Technology and Physical Education producing a subject safety policy/risk assessment defining safe working arrangements and bringing it to the attention of new staff and supply teachers;

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- Ensuring that health and safety procedures are detailed in schemes of work, where appropriate.
- Ensuring that everything received from suppliers-equipment, machinery and substances is accompanied by adequate information and instruction prior to use.
- Informing the Director of Finance and or the Caretakers of all problems, defects and hazards relating to the building & resources hazards (report log on the internet) and the IT Technician any computer related hazards (computer report log);
- Ensuring that a copy of the school's fire drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring that the codes of practice issued by the Local Authority are followed as far as is practicable. The guidance of specialist advisors should be sought whenever it is appropriate.

Members of Staff

- All staff are responsible and accountable to their Head of Year, or Line Manager, for the implementation of the School's Health and Safety Policy in the performance of their duties.
- They must be familiar with the School's Safety Policy, the implications of the Policy and equally any procedures, arrangements and practices relating to their Subject, or area of work.
- They must conform to responsibilities as laid down in their own Subject Policy and Safe Working arrangements.
- They must ensure that where conditions apply all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- They must report to their Head of Year or Line Manager defects and hazards that are brought to their notice
- PGCE students and Supply Teachers, **before** commencing work, **must** be made aware of the School Health and Safety Policy in their induction pack, and of any special arrangements and procedures relating to their work area, by the relevant Head of Year.
- All staff will be given access to the School's Health and Safety Policy and are asked to make themselves familiar with all documents relating to Health and Safety in the School.
- Copies of the full School's Health and Safety Policy will be located in the following offices: Director of Finance and Administration. A Manual containing the full Health & Safety Policy together with updated information about new regulations as they become available will be located in the Director of Finance's Office.
- All staff in the school have a personal responsibility for health and safety of themselves, their colleagues, pupils and visitors.

Catering

- Those responsible for managing the catering facilities must familiarise themselves with the School's Health and Safety Policy and what it means to their work activities.
- Will ensure that all canteen staff are instructed and informed to work in accordance with this document.
- Should display and be familiar with the Food Hygiene Regulations 2006 and the implications as far as the School is concerned.
- Must inform the Director of Finance and or the Caretakers of any potential hazard or defects.
- Must ensure that new entrants/employees or part-time assistants are aware of Health and Safety practices and procedures in the kitchen and comply with them.

Health and Safety Staff Representatives

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- Where a member of staff undertakes the role of a Health and Safety Staff Representative they will be encouraged by the Headteacher to fulfil his/her normal duties as well as being released for any appropriate training. The Headteacher will also consult with the Safety Representative on Health and Safety matters.
- Be entitled to inspect the School in accordance with the agreed Trade Union procedures/agreement. The time scales for such inspection, monitoring and auditing procedures will be defined and arranged through the School Senior Leadership Team.
- Have the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the Health & Safety Executive (HSE) or other authoritative bodies.

SECTION C - ARRANGEMENTS

General practices applying to all staff, and for pupils or visitors in their care.

1) Visitors

All visitors shall be directed by clear signage to the reception and report to the school receptionist. There will be an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate and for visitors to wear an identifying badge.

2) Fire Safety

- There will be an evacuation practice usually in Terms 1, 3 and 6, the outcome of which will be recorded in the Fire Log Book. The time and practices may be varied to cover all times of the school day for fire routine (see Appendix 1 and 2).
- Fire evacuation procedures are displayed in all rooms (See Appendix 1 and 2). All staff must ensure that they are familiar with them; fire evacuation responsibilities (See Appendix 1 and 2). The Caretakers are responsible for checking the alarm system from a different call point each week and recording the result in the Fire Log Book.
- Emergency evacuation of disable pupils (See Appendix 8).
- Fire fighting equipment must be serviced annually and the date noted in the Fire Log Book.
- The Caretakers must ensure regular maintenance of emergency lighting, fire doors and fire safety signs.
- In the event that the building is unable to be re-occupied immediately the pupils will be evacuated to the main playground and arrangements will be made to contact parents. Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and do not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised before attempting to tackle a fire.

3) Bomb Alerts

The school will follow procedures as disclosed in Appendix 3.

4) First Aid Provision

The arrangements for First Aid in School will be in accordance with the First Aid Provision Policy (see Appendix 4).

Issuing Medicines

- School staff should not administer any medicines.

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- Medicines may be administered by the school's Nurse where there is parental/carer agreement.
- For alternative off-site arrangements see the Educational Visits Policy.

5) **Accident Reporting/Investigation**

All accidents and near misses must be recorded on Form HS 157 and placed in the accident file which is maintained by the Director of Finance. Serious accidents to staff or pupils must be brought to the attention of the Headteacher or in their absence a member of the school's leadership team. In case of any significant injury accident or incident a copy of form HS 157 (Appendix 5) should be forwarded to the KCC Health and Safety Unit and/or the Schools Personnel Services and in limited circumstances the Health and Safety Executive in accordance with RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013). The person completing the accident report will be responsible for investigating the cause of the accident and if necessary making recommendations to prevent re-occurrence and complete form HS 157 (Appendix 4.)

6) **Blood and Body Fluid Spillages**

The following "**Infection Control Procedures**" will be followed to avoid the possibility of staff contracting infectious diseases:

- Cover any cuts or grazes on your skin with a waterproof dressing
- Wear suitable disposable gloves
- Use suitable eye protection and disposable clothing where necessary
- Wash hands after each procedure

7) **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment. All staff are required to report to the Director of Finance or Caretakers any damaged electrical apparatus or wiring – including portable equipment and permanent wiring.

Staff must not attempt any repairs unless the Headteacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

8) **Housekeeping**

a. **Cleanliness**

The School buildings will be cleaned by in house cleaners and the Premises Staff. Cleaning associated with the provision of school meals will be undertaken by the catering staff.

b. **Waste Disposal**

These are areas in the school where clinical waste is stored and then removed from site by specialist contractors, however, small amounts of clinical waste can be disposed of as ordinary household waste and placed in appropriate bins within the building and removed daily by the cleaners to the designated storage area prior to removal by Refuse Service Contractors.

Large amounts of Hazardous Waste such as sanitary towels, nappies, chemicals used in laboratories, will be removed by specialist contractors who will require the school to sign a "Duty of Care" consignment note to state that the waste will be disposed of in a properly managed way.

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c) Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Staff responsible for those materials must ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

d) Pedestrian Routes

Stairs, corridors, cloakrooms and exits must be kept clear of obstructions.

e) Teaching and Learning Spaces

Teachers will be alert on a daily basis to the following and will report any hazards to the Director of Finance and or the Caretakers.

- I. Check that teaching and learning space and work area is safe.
- II. Check equipment is safe before use.
- III. Ensure safe procedures are followed.
- IV. Ensure any accidents are reported and recorded.
- V. Ensure protective equipment is used.
- VI. Ensure health and safety issues are reported.
- VII. Ensure guidelines and training are followed.

f) External Access

- The pupils and parent/carer's access shall be kept clear of vehicles
- The access from the road shall be kept clear for emergency vehicles.
- The vehicle access gate must not normally be used for pupil's pedestrian access.

g) Moving and Handling

Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training. The "Manual handling Policy and Procedures" and "Manual Handling Risk Assessment Guidance" will be found on H&S section on Kent Education Learning and Skills Information (KELSI) www.kelsi.org.uk.

h) Inspection of Premises, Plant and Equipment

- The Governors recognise the need for regular visual inspection of the premises, plant and equipment each term.
- The Governors recognise the need for all plant and equipment to be operated in a safe manner. In order to achieve this all staff operating the equipment must receive adequate training on machinery and plant in current use. It may be necessary to seek specialist advice in determining the safety requirements for adequate and correct guarding of machinery and general inspection of plant, equipment and machinery.
- All new machinery and equipment prior to purchase must be assessed as to its suitability and to its safe operation in a school environment.
- Access to store rooms, boiler rooms and plant rooms should also be checked, including ladders and other equipment.

i) Asbestos

The school buildings are free of asbestos. All contractors working on site will be expected to satisfy themselves of the content of the asbestos register which is held in the Secondary

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phase Reception and signify that they understand its contents. There is no register at the Primary site due to the age of the building

j) Legionella Management

The Caretakers routinely test the hot and cold water temperatures across areas of the school on a monthly basis, recording these in a logbook. A water hygiene risk assessment is completed every two years in line with Statutory requirements. Due regard is taken of any remedial works required and incorporated into the school's maintenance programme.

k) Management of Canisters containing CO2 and Oxygen

The Science preparation room securely stores any canisters for use in the Science classrooms. For used canisters there is a secure external cage located in a secluded area away from pupils general movement.

l) Control of Dust and Fumes

All practical equipment will be installed and used as recommended by the manufacturer. Work in Laboratories leading to the production of fumes only to be undertaken within the recommendations of the CLEAPPS documents.

m) Subject Areas

1) Physical Education and Games

These activities will be conducted within the recommendations of Association for Physical Education" **Safe Practice in Physical Education.**

2) Science Design and Technology, Engineering

Procedures recommended by **CLEAPPS** will be followed. This can be accessed on the CLEAPPS website (www.cleapps.org.uk).

3) Sewing Machines

Annual maintenance of the sewing machines will be carried out. Guards are installed to help prevent needles penetrating fingers.

n) Activities Outside the School Site

Approval must be gained for all of Offsite Visits. When organising Offsite Educational Visits, the school will follow in the first instance the approval process guidance document. This is available on the Outdoor Education section of KELSI. The school will have an appointed Educational Offsite Visits Co-ordinator. A risk assessment will also be conducted for offsite visits.

o) Extended Services

Adequate health and safety arrangements will be in place for extended services whether this is managed by the school or by an external organisation. Risk Assessment will be carried out for activities that may affect the health and safety of staff, pupils and others. This is available on the health and safety section of KELSI.

9. Miscellaneous Procedures

The following should be followed as and when appropriate:

a) Stress

Counselling arrangements can be made via the Headteacher through Work Life Balance to which the school has signed up.

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b) Alcohol and Drugs

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher. Further advice can be obtained from the Schools Personnel Service.

c) Home Visits

Home visits shall only be made in consultation with the Headteacher and will follow guidance given in KCC "Lone working Guidance" available on KELSI.

d) Display Screen Equipment (DSE)

Advice on the use of DSE is available on KELSI and Safety Net. Ill health and injury can result from incorrect use of DSE. All significant users should be expected to undertake a self assessment of their workstation and if any issues arise shall have an assessment carried out by their line manager. Assessment forms are available on KELSI. Costs for eye tests specifically as a result of significant use of DSE are funded from school budget.

e) Control of Substances Hazardous to Health (COSHH)

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the COSHH regulations 2004. A COSHH Risk Assessment will be carried out for hazardous substances. Guidance on COSHH procedures will be found on KELSI.

Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto site where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

f) Working Alone

Procedures will be adopted in conjunction with the KELSI document "**Lone Working Guidance**". This is available on KELSI. Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no one *at high risk of injury* must work alone in school.

g) Risk Assessments

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Headteacher. The results of the risk assessments must be brought to the attention of those employees to whom they relate.

Several other generic risk assessments are provided to help schools, such as the premises-related ones in the Caretakers' Risk Assessment on KELSI, and the Educational visit ones on the Outdoor Education section of KELSI.

h) Training

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The responsibility for safety training and/or refresher training rests with the Headteacher and Governing Board. The Headteacher is responsible for ensuring that he/she is sufficiently trained and that appropriate staff receive the necessary training.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

Periodic examination of training records of all staff will be made by the Assistant Headteacher and, if training needs are identified, then appropriate training should be provided. This may be particularly urgent for those who need to work with dangerous parts of machinery, handle dangerous chemicals or undertake risky processes.

Details of Training Courses may be found in the Training section of KELSI

HEALTH AND SAFETY PROCEDURES

The Director of Finance holds documentation on all aspects of Health and Safety and in the first instance he should be approached for advice and information.

1. Hazards and Defects

Should members of staff notice a defect or hazard within the school buildings it should be reported immediately to the Director of Finance and or the Caretakers who will decide upon the appropriate action.

It is obviously in the interests of everybody that such hazards or defects should be dealt with as quickly as possible.

2. Accidents

All accidents, whether or not they result in injury, should be reported immediately. Details should be entered onto an Accident Form, HS 157 on the day of the accident. A member of staff should complete accident forms for pupils and any witness statements should be attached to the form. Injuries should be reported to the School Nurse for treatment and/or assessment.

3. First Aid Equipment

First Aid boxes are available in the Medical Room, Caretakers Office and in all practical Subject areas, i.e. Science, Technology, Art and P.E. A separate pack is available from the School Nurse for trips. It is the responsibility of Directors of Learning/Lead Learners to ensure the contents of First Aid boxes are regularly maintained. The school has a defibrillator which is located in the Caretakers office in the Secondary building and in Reception in the Primary building.

4. Medication

No pupil is to be given medication without written permission received from his or her parent. Pupils on regular medication from their Doctor should leave their medication with the School

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Nurse for safekeeping in a locked cabinet and administration, where a receipt will be given. No pupil shall carry medication on them while on school premises.

5. Fire Drills

There will be a minimum practice emergency evacuation usually in Terms 1, 3 and 6. Drills may be held at different times of the day so that possible problems can be identified where necessary. Fire drill instructions for both pupils and staff are posted in all teaching areas and offices around the school; these will be updated on an annual basis.

6. Inspections

There will be a Health and Safety Inspection carried out by Heads of Year of their own areas at least annually. There should also be periodic inspections by the Director of Studies/Lead Learner of the teaching preparation, working and/or storage areas for which they are responsible. "Health and Safety" should appear as an item on subject agendas at least once per term. They may also be required to monitor and report on "Risk Assessment" for those staff for which they have line management responsibility.

The Director of Finance and Caretakers will carry out general Risk Assessments on premises and security annually.

7. Specialist Requirements

Directors of Learning/Lead Learners where specialist equipment or arrangements apply, e.g. Science, Technology, Art, P.E. should draw up written Health and Safety Policies concerning the health and safety of pupils, staff and visitors in their areas.

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SECONDARY FIRE ROUTINE

ON DISCOVERING A FIRE INFORM A MEMBER OF STAFF IMMEDIATELY.

THERE WILL BE AN AUTOMATED ANNOUNCEMENT THROUGH THE TANNOY SYSTEM TO ALERT OCCUPANTS THAT THE FIRE ALARM IS ACTIVE AND TO EVACUATE THE BUILDING.

- 1. Pupils will stand and leave the teaching and learning space in silence - on instructions from the Teacher.**
- 2. Leave all books, bags, etc. where they are. Last person to close the room door.**
- 3. WALK QUICKLY - DO NOT RUN. Leave by the nearest exit.
DO NOT RE ENTER THE BUILDING.
USE THE FIRE ESCAPE STAIRS IF ON FIRST FLOOR. DO NOT USE THE LIFTS.**
- 4. Assemble by Year Groups as follows:**

7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8
8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8
9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8
10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8
11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8
- 5. Sixth Form Pupils to assemble as a single group under direction of the Head of Year 12 and 13 .**
- 6. Remain in silence the whole time so that any instructions can be clearly heard. Line up in alphabetical order.**
- 7. No pupil may re-enter the buildings until instructed to do so.**
- 8. Fire assembly point 1 is on the playing field facing the building.
(Should the prevailing wind direction change then the secondary assembly point in the car park at the front of the school will be used.)**

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FIRE EVACUATION RESPONSIBILITIES - SECONDARY

Teaching Staff (Other than form tutors) Supply Teachers Cover Supervisors	Report to Personnel Teaching staff then report to Head of Year/House Managers Assist in supervision of pupil behaviour during and following evacuation of building.
Reception Staff	Responsible for: Visitor List. Peripatetic Staff. PGCE Pupils.
Pupil Support Staff	Responsible for: Distribution of registers to Head of Year Collection of registers from Head of Year Evacuation of pupils from medical room. Registration of 'late' pupils. Provision of list of pupils who have signed out and/or on trips.
Form Tutors	Responsible for: Checking register of form. Behaviour of pupils whilst as assembly point. Notifying Heads of Year of any missing pupils. Returning register to Heads of Year
Head of Year Note: If Head of Year is absent then SLT member will cover.	Responsible for: Distribution of registers to Form Tutors. Checking any absences. Reporting to Headteacher 'all accounted for' or any missing pupils. Deploying of non-form tutors to patrol rear of pupil lines to assist with behaviour control.
Personnel	Responsible for: Register of teaching staff other than form tutors. Notifying Headteacher 'all accounted for' or any missing staff.
Behaviour/ACU staff	Take responsibility for any pupils in their care. Notify SLT of any missing pupils.
Nominated Finance staff	Register of all support staff.
Director of Finance	Co-ordinate location and assessment of fire. Time evacuation. Co-ordinate evacuation of any disabled persons. Liaise with Headteacher. Ensure all contractors accounted for.
Headteacher, with support from SLT members	Receive reports from staff – 'all accounted for'/missing. Decide, on advice from Director of Finance, whether emergency services are to be called. Decide on post-evacuation action.

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FIRE EVACUATION PROCEDURE INSTRUCTIONS TO STAFF - SECONDARY

When fire alarm sounds staff should:

Supervise pupils to leave the building by the nearest exit. Bags should be left behind and doors closed. All first floor areas are served by external fire escapes. DO NOT ATTEMPT TO USE THE LIFTS.

Make their way to the assembly point – Main field, facing building, house order as on Fire Routine notice, in alphabetical order. Ensure that emergency access route on tarmac is kept clear.

Any staff covering registration are to assume the role of Form Tutor for the purpose of fire evacuation.

Completed registers should be returned to the relevant Head of Year who will check absences.

Head of Year will report 'all accounted for' to Headteacher before returning registers to Pupil Support personnel.

Pupils in medical room will be evacuated. Pupils who were signed in late will line up separately and be registered by Pupil Support staff.

ACU pupils will be evacuated by and remain with ACU tutor.

BFL pupils will be evacuated by and remain with BFL supervisor.

Teaching staff, other than form tutors, are to report to Emma Cowin and then to their Head of Year to be deployed to cover rear of pupil lines.

Personnel to notify the Headteacher of any missing staff.

If Head of Year absent – then Director of Learning or Lead Learner (whichever is applicable) takes over

If Director of Learning or Lead Learner (whichever is applicable) absent – then SLT member takes over.

Reception staff are responsible for; Visitor List, Staff Signing out Book, Peripatetic Staff, PGCE pupils

Language Assistants – Report to Head of Languages.

Supply Teachers/Cover Supervisors – Report to Personnel

Support Staff – Report to nominated finance staff.

"For the body does not consist of one member but of many" 1 Corinthians 12:14

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PRIMARY PHASE FIRE EVACUATION RESPONSIBILITIES

Teaching Staff Supply Teachers	<ul style="list-style-type: none"> • Report to Receptionist • Teaching staff then take pupil register and confirm all present to Deputy Head teacher • Assist in supervision of pupil behaviour during and following evacuation of building
Reception Staff	<ul style="list-style-type: none"> • Responsible for: Class register distribution • Accountable for all staff present and confirm to Deputy Head teacher • Visitor list – ensure all contactors accounted for • Registration of ‘late’ pupils and pupils ‘signed out’ and/or on trips
Canteen staff	<ul style="list-style-type: none"> • Ensure kitchen appliances are turned off before leaving the building
Site Supervisor	<ul style="list-style-type: none"> • Co-ordinate location and assessment of fire • Time evacuation • Co-ordinate evacuation of any disabled persons • Liaise with Deputy Headteacher
Deputy Headteacher (Primary)	<ul style="list-style-type: none"> • Receive reports from staff – ‘all accounted for’/missing • Decide, on advice from Site Supervisor, whether emergency services are to be called in discussion with the Headteacher • Decide on post evacuation action

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PRIMARY PHASE – FIRE EVACUATION PROCEDURE

INSTRUCTIONS TO STAFF

STAFF MUST BE AWARE OF THE ROUTES TO BE USED IN EVACUATING THE BUILDING

When FIRE Alarm sounds staff should:

- Supervise pupils to leave the building by the nearest exit in an orderly manner. Bags should be left behind and doors closed. The first floor area is served by an external fire escape as well as an internal staircase. **DO NOT ATTEMPT TO USE THE LIFT.**
- Make their way to the assembly point – main field, facing building. Year order as on Fire Routine notice. Ensure that emergency access route on tarmac is kept clear. ***During phase 2 building works a second assembly point is located across the car park, to cater for classes***
- Teachers will report ‘all accounted for’ to Deputy Head teacher before returning registers to Reception.
- Pupils in medical areas will be evacuated by the senior teacher available in that area. Lists of pupils that have left the school site will be maintained at Reception.
- Teaching staff and Teaching Assistants are to alternate reporting their safe evacuation to the Receptionist to ensure that their class is supervised at all times. They must report the safe evacuation of any disabled student or staff.
- Reception to notify Deputy Head teacher of safe evacuation of all disabled pupils and report any missing staff.
- Reception is responsible for: visitor list, staff signing out book, peripatetic staff and contractors on site.

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BOMB ALERT EVACUATION OF PREMISES

1. EVACUATION OF PREMISES

1.1. Bomb threat evacuation will normally involve the assessment of the credibility of the message. The Headteacher of the establishment must use their judgement prior to the selection of one of three courses of action:

- a. To take no action
- b. To search without evacuation
- c. To evacuate

In the case of education establishments it is considered that the third course of action will be the normal option, the safety of occupants being the paramount issue unless the Headteacher of the establishment concerned considers that there is clear evidence that the alert is a false one.

1.2 Evacuation should be carried out as quickly and as orderly as possible.

1.2.1 Pupils should be asked to take their bags and personal belongings with them - **BUT ONLY IF THEY ARE IMMEDIATELY TO HAND AND THEY HAVE NOT BEEN LEFT UNATTENDED**. Pupils should also be encouraged to label their school bags. These measures will assist in the early stages of identifying any suspicious packages.

1.2.2 The normal evacuation procedure will be that formulated for fire situations by the Headteacher of the establishment and agreed with the Kent Fire Brigade, **BUT THE SUITABILITY OF THIS PROCEDURE FOR BOMB ALERTS SHOULD BE CLARIFIED** in discussion and agreement with the local Police.

- a. The assembly point should, for example, be well away from the buildings if used both for fire and bomb alerts.
- b. If the assembly point for fire evacuation is unsuitable for bomb alerts - steps must be taken to move pupils on (e.g. to the playing fields) as they evacuate the buildings. It should also be remembered that normal fire drill may take children close to where the bomb has allegedly been placed. **THIS MUST BE AVOIDED.**
- c. The use of an alternative system to warning - other than the use of an electronic alarm (which could trigger a bomb device) has been instigated to provide an audible air horn across the school

1.2.3 Evacuation procedures should be rehearsed, usually in Terms 1, 3 and 6.

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2. **SEARCH PROCEDURES**

There is no compulsion on any member of staff to take part in searching the premises in the event of a bomb threat.

Search procedure shall be put into operation once the building has been cleared. The following points should be considered:

- 2.1 A responsible volunteer should act as search co-ordinator.
- 2.2 Those searching must be made aware of what is required of them and what area they are required to search. They shall then report directly to the person co-ordinating the search. Carry out the search and report the results. (Where possible, persons should search the area they are familiar with, so that they may have more chance of recognising unusual objects.)
- 2.3 It should be made quite clear to all staff that suspicious or unaccountable objects **MUST NOT BE TOUCHED**.
- 2.4 The Police must be informed of anything suspicious found and they will then take control of the situation and advise accordingly.

On receipt of information from a school that a bomb threat has been made, the Police will attend and, where possible, assist in the search. They will not assume control of the operation unless a suspicious package/object is found.)

- 2.5 Planning in advance is the best course of action. Searching and evacuation plans prepared beforehand will save valuable time when a threat is received.
- 2.6 Search should begin in the area where the bomb has allegedly been placed.
- 2.7 If search has proved negative, then the Headteacher of the establishment will have to decide when to re-occupy.
- 2.8 The Headteacher should seek advice and assistance from the Area Education officer where necessary.

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ST GEORGE'S C OF E FOUNDATION SCHOOL

HEALTH AND SAFETY

FIRST AID PROVISION POLICY

INTRODUCTION

The school has an obligation to maintain a safe environment for pupils, staff and visitors and this it endeavours to do. There are occasions however when accidents do occur and provision must be maintained to deal with these accidents. The aim of this document is to set out these procedures.

PERSONNEL

The school presently employs a School Nurse who is the principal First-aiders on site and who is expected to deal with the bulk of requests for first aid during the school day (term time). The school will also endeavour to maintain sufficient other staff trained in first aid to provide adequate cover outside the school day (and non-term time), in specific risk areas (science, technology and physical education) and on school organised educational trips. The school will maintain sufficient first-aiders to comply with current legislation (The Health and Safety (First Aid) Regulations 1981).

It is acknowledged that most staff do not have a contractual obligation to act as first-aiders but they should be encouraged to do so, particularly those working in risk areas such as those mentioned in the previous paragraph.

TRAINING

The school will arrange for training to the appropriate standard for all those undertaking first-aid duties:

School Nurse:	First Aid At Work Certificate and other courses as appropriate.
Other Staff:	First Aid At Work or Appointed Person Course as appropriate.

FIRST AIDERS DUTIES

1. To complete a training course approved by The Health and Safety Executive.
2. Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school.
3. When necessary, ensure that an ambulance or other professional medical help is called.
4. To complete the necessary forms to record the facts relating to an incident.

FACILITIES

The school will maintain an adequately fitted room for the provision of first-aid treatment. The equipment provided should include:

A suitable bed or couch for patients to lie on complete with covers and pillows.

A chair with arms for sitting patients.

A sink with hot and cold running water.

Sufficient storage for first-aid materials.

First-aid materials for major first aid kit as set out in the Health and Safety (First-aid) Regulations 1981.

A lockable fridge.

A lockable cupboard for storage of pupils' medicines.

OTHER FIRST-AID KITS

First Aid Kits should also be maintained in high risk areas e.g.:

Laboratories

Workshops

Technology Rooms

Physical Education Areas and Mini Buses

These kits should be of a type appropriate to the area of use and in specific areas be accompanied with eye wash stations.

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Other Equipment

The school has a defibrillator located in the Caretakers office (Secondary) and Reception (Primary). Training in its use for all staff is available.

HYGIENE AND INFECTION CONTROL

All staff undertaking First-aid duties must take precautions to avoid infection and must follow basic hygiene procedures. The school will supply single use disposable gloves and hand washing facilities. Care should be taken when dealing with blood or other body fluids and disposing of dressings and equipment.

REPORTING OF ACCIDENTS AND RECORD KEEPING

Under the Reporting of Injuries and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The following must be reported to HSE if they injure either the schools employees during an activity connected with work, or self-employed people while working on the premises.

Accidents relating to death or major injury, if they arise from a work related accident, including an act of physical violence.

Accidents which prevent the injured person from doing their normal work for more than seven days (including act of physical violence).

Definitions of the above are contained in HSE guidance or RIDDOR 2013 a copy of which will be maintained in school.

Notifiable accidents/occurrences must be reported without delay (e.g. by telephone –0345 3009923 between 8.30 a.m. – 5.30 p.m.) for fatalities and major injuries. This must be followed up within ten days with a written report. All reportable accidents should be reported online at www.hse.gov.uk/riddor/report.htm.

PUPILS AND OTHER PEOPLE

An accident that happens to pupils or others must be reported

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

The same reporting procedures apply to those for staff.

An accident must be reported if relates to:

Any school activity both on and off the school premises;
The way a school activity has been organised and managed (e.g. the supervision of a field trip);
Equipment, machinery or substances;
Design or condition of premises.

RECORDS

The school will maintain records of all accidents to staff, pupils or others for a minimum of 3 years. Accidents to be recorded on Form HS 157 (160) and kept in the accident folder with the Director of Finance

Form HS 160 to be completed where an incident requires investigation but may not need to be reported to the HSE.

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CONCLUSION

The provisions for First Aid in the school will from time to time require review to keep in step with current legislation and trends and to ensure that equipment is being maintained. This review should be incorporated into the routine Health and Safety Audits.

Further information regarding First Aid can be sought from DfE Guidance on First Aid in Schools and other documents referred to in Annex A to that document.

APPENDIX 5 - HS157 FORM (KENT COUNTY COUNCIL – ACCIDENT/INCIDENT REPORT FORM)

APPENDIX 6 – HS160 (KENT COUNTY ACCIDENT/INCIDENT INVESTIGATION FORM)

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EMERGENCY EVACUATION OF DISABLED PUPILS

The teacher in charge has responsibility for the safe evacuation of all pupils under their control.

The teacher should ensure that they assist any disabled pupil to exit the building. This should be done by keeping the pupil with them as they supervise the other pupils and using the most appropriate route. Where a dedicated teaching assistant is assigned to a pupil they will assist in the evacuation of the pupil.

Wheelchair user pupils will need assistance in negotiating exit doors and this should be accomplished by the teacher in charge. There are safe refuge points on the first floor where wheelchair user pupils or staff can wait for further assistance. Pupils should not be left alone at these points. There are also refuge points on the landings of all fire escape stairs. All refuge points are connected to reception by a call point which should be used to notify the Caretakers that there is someone who needs further assistance. Evacusafe chairs are sited close to all external staircases and will be used by Caretakers and trained staff or fire brigade staff to bring non ambulatory pupils/staff to safety.

Pupils on crutches may need help in negotiating stairs and should be positioned on the landing of the fire escape stairs as above. The Caretakers should be notified of the need for assistance via the call point.

It is safest for the disabled pupil to stay with the teacher until other pupils have cleared the area thus preventing a crush situation from arising especially around stairwells/exit doors.

Teachers should make themselves aware of any pupil with hearing or sight impairment and should closely supervise any such pupil in an evacuation situation.

DO NOT USE THE LIFTS in a fire evacuation.

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