

Health & Safety Policy (Including Fire Procedures/Drill)

1. Policy statement

In association with the Governing body, the Head teacher will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which the Head teacher exercises control. Applying the principles of risk management the Head teacher will ensure that any necessary risk control measures are introduced and maintained.

Teaching, non-teaching staff and pupils will all receive training in fire evacuation procedures and fire prevention awareness. Staff will be trained in the use of firefighting equipment.

So far as it is reasonable, the Head teacher will ensure that staff designated with health and safety responsibilities is competent to achieve the aims prescribed by the relevant bodies. It is equally the duty of all school staff to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, co-employees, pupils, and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

2. Organisation

2.1 Head teacher's responsibilities

The Head shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of the policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility. The following points summarise the main responsibilities and duties of the Head Teacher:

1. Ensuring at all times the health safety and welfare of staff pupils and others using the school premise or facilities or services or attending or taking part in school sponsored activities
2. Ensuring safe working practices and procedures throughout the school;
3. Day-to-day responsibility for all health and safety matters in the operations of the school;

4. Ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role;
5. Ensuring compliance with the procedures of relevant bodies;
6. Ensuring that the school produces an action plan which is kept up to date by regular review;
7. Ensuring effective communications on health and safety matters exist between the school and external safety officer/advisor;
8. Providing Governors with an annual report on all matters affecting health and safety in the school.
9. Ensuring that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken.
10. Ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
11. Periodically evaluating the need for health and safety training of staff and arranging its delivery.
12. Bringing to the attention of the Governing Body any matters of health and safety that cannot be resolved, or are of imminent danger to any person.
13. Ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff.

The Head Teacher will be advised and guided in these responsibilities by specialists appointed by Governing Body.

2.2 Governors

The governing body will be responsible for monitoring the school's arrangements for health and safety management. This will be achieved by ensuring:

- That health and safety is considered regularly, at least termly, (and more frequently should circumstances require), on the agenda of full governing body meetings, or, responsibility for monitoring the school's health and safety matters can be included in the terms of reference of an appropriate subcommittee, with a duty to report at least termly to the full governing body;
- consideration of the school safety action plan presented annually by the head teacher, to the governing body;
- that adequate resources are available for compliance with health and safety legislation;
- good consultation with employee representatives;
- that a full safety inspection of the site is carried out each year with the full involvement of at least one member of the governing body;

- periodical review of accident statistics by the governing body;
- regular fire alarm checks and evacuation drills are carried out by the school;
- That any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

2.2 Safety co-ordinator

This person/s will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in other relevant policies.

The person will generally support the Head Teacher in the setting of objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordinator will be responsible for: -

1. Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
2. Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
3. Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed.

2.5 All employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition all employees;

1. Must use safety equipment or clothing in a proper manner and for the purpose intended;

2. Must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
3. Must work in accordance with any health and safety instruction or training that has been given;
4. Must co-operate fully with the employer;
5. Must not take part in any task for which they have not been authorised and for which they are not adequately trained;
6. Must bring to the attention of a responsible person any perceived shortcoming in our safety arrangements; and have a duty to familiarise themselves with this policy.

Accidents and Near Misses – Reporting Procedure

1. All Accidents to staff should be reported immediately to the Head Teacher.
2. The person who has suffered an injury should be asked to give details to another member of staff, who will record the details on the relevant form. If this is not possible, then the co-coordinator for this policy should gather verbal information from others/witnesses and produce a written report. Signed copies of the report/form should promptly be given to the Head Teacher and governors. A copy must be retained for school files/records.
3. An accident log book will be maintained at the reception area. All incidents should be recorded therein.
4. Voluntary staff, parents, visitors etc. should also follow the above (2) procedure.
5. Any necessary action should be reported to the Head Teacher/Governors.
6. Near miss incidents should also be recorded in the log book at the reception area.

Classroom Safety for Teachers

1. Bags, coats etc. should be stored safely to prevent tripping and obstruction. Aisles, passages etc. should be kept clear.
2. Classroom movement should be controlled taking into account any hazards.
3. Work with potentially dangerous apparatus (scissors etc.) should be well planned and explained to the class, and risk assessments should be made if required.
4. Pupils who misuse such objects/apparatus or create a risk to themselves or others must be removed from the classroom.
5. Relevant government guidelines should be followed.

First Aid

First Aid should only be administered in an emergency; it should also be recorded in the first aid log book. Otherwise the injured person should be sent to a First Aider and also recorded in the log book. (Please refer to First Aid Policy document).

Procedure for Dealing with Ill Pupils

1. Send pupil to office in the first instance. Symptoms and time of arrival will then be recorded at the office. After analysing/dealing with the situation, the pupil will be sent back to class or arrangements will be made for him to be sent home.
2. In the case of a more serious incident, do not attempt to move the person involved. Send for a First Aider. If an ambulance is required the office should be asked to arrange for one immediately.
3. Medical incidents should be recorded in the medical book at the reception area. Serious incidents must be reported to the Head Teacher and/or Governors.
4. Prescribed medicine brought to school by pupils must be handed in to the office. The pupil is responsible for reporting to the office to take the medication. A letter from a doctor or parent/carer must accompany all medication.
5. All such medication must be labelled with the pupil's name and dosage instructions.
6. All medication/drugs should be kept locked (except for emergency medication that needs to be retained by the pupil).
7. Wherever possible, only daily dosage should be brought into school.

1.0 Emergency Plan

The purpose of the emergency plan is to ensure that every person at the school knows what to do to if there is a fire, and to ensure that the premises can be safely evacuated.

1.1 On Discovering a Fire

On discovering a fire, raise the alarm at the nearest call point. Warning of a fire is given by a continuous sounding of an alarm. On hearing the fire alarm, the premises must be evacuated immediately. The assembly point for all staff and pupils is on Lindley Road. Evacuation procedures for staff and pupils are given below (2.0 – 2.2) as are specific duties of staff.

1.2 Escape Routes

Escape routes are displayed throughout the premises with the Fire Action notices; staff and pupils should familiarize themselves with the information provided. The Head Teacher is responsible for ensuring that a fire drill takes place at least once a year and preferably once a term. This should be based on the assumption that one or more of the fire escape routes is affected by fire and cannot be used. Members of the school management team or, possibly the health and safety representatives, should act as observers and be told beforehand of the drill.

1.3 Fire Fighting

Fire extinguishers are positioned at various locations (see separate page), and fire blankets can be found in both kitchens. Pupils should never attempt to attack a fire. Staff should only attack a fire with available equipment if they feel it is safe to do so. This should only take place after they have seen to the evacuation of the pupils in their charge and raised the alarm. They must inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. If they are in the slightest doubt then they must evacuate the building along with their pupils.

1.4 Emergency Services

The Head/Deputy will ask the Secretary to call the emergency services on 999. When the emergency services arrive, the Head will liaise with them and inform them of the locations of the kitchens and the boiler room (possible high risk areas).

1.5 Training

The Head Teacher will ensure that every pupil and member of staff receives training in:

- General fire prevention;
- Action to be taken if they discover fire;
- How to raise the alarm;
- action to be taken on hearing the alarm;
- Location of escape routes and assembly points; evacuation and roll call procedures.

This will be delivered through induction sessions for staff and pupils. Additionally, fire drills, notices, assemblies etc. will contribute to the training program.

Members of staff will also be given instructions in as part of their induction and on other occasions:

- the operation of the fire alarm control panel(s); how to call the fire brigade;
- the location of firefighting equipment; the use of firefighting equipment;
- The arrangements for safe evacuation of all people.

Formal training sessions will take place as necessary (normally once or twice a year)

2.0 Fire and Emergency Procedure

It is the duty of all staff to carry out emergency procedures.

2.1 Fire Drill/Emergency Instructions for Staff

1. The nearest fire exit and route out should be noted.
2. Ensure all pupils leave in silence and in a single file proceeding to their fire assembly point by the most direct route.
3. Do not chat to pupils as you are leaving.
4. Staff should lead or follow the pupils, according to the situation.
5. Belongings should not be taken. It is important to evacuate the premises quickly and safely.
6. In the case of a fire the Head Teacher/Assistant Head will ask the Secretary to call the emergency services.
7. Pupils should be made to form a single file at their fire assembly points.
8. The Secretary must bring the registers, staff and pupil signing out books, pupils' late book and visitor's book.
9. Tutors must check attendance using their registers. The tutor must notify the Head/Assistant if anyone is absent.
10. The Secretary will check staff/visitors attendance using their respective logbooks. Any absence must be reported immediately to the Head Teacher/Assistant Head Teacher.
11. The Head Teacher will keep a record of fire drills.
12. During public examinations the following procedures must be followed by the invigilators:
 - a) Ensure that all question papers and scripts are left inside the examination room.
 - b) Ensure the close supervision of candidates whilst they are out.
 - c) Before the exam is resumed, if feasible, indicate! On candidate's work where the interruption occurred.
 - d) Note the time and duration of interruption.
 - e) Allow candidates the full prescribed working time for the examination.
 - f) Produce a report of the incident and action taken for submission to the Board.

2.2 Fire Drill/Emergency Instructions for Pupils

Everyone at the school should take all reasonable steps to ensure the safety of all. You can help by making sure that all fire doors are kept closed.

When the fire alarm sounds, you should:

1. Obey without fail the instructions of staff.
2. Leave the building by the exit identified by the member of staff in a single file and in silence.
3. Do not take bags, coats, belongings, or any equipment with you. If you do not have your shoes on, do not wear them.
4. Go to the fire assembly points (Lindley Road). You should line up in a straight line in alphabetical order in your Form/Tutor groups.
5. Do not panic.
6. Wait quietly until you are asked to return to the building.

General

All visitors must sign in and out at the office and wear a visitor's badge.
All staff and pupils must inform the office of their departure/return during
A school session. Pupils and staff must sign the appropriate book.
If exams are taking place, invigilators should take with them the exam list
if the fire alarm sounds. This should be used to call the roll.

ANNEX 1: The school complies with the Regulatory Reform (Fire Safety) Order 2005.

Regulatory reform order 2005

If you own, manage or operate a business, you will need to comply with fire safety law. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order" which applies across England and Wales and came into force on 1 October 2006.

The Order applies to virtually all buildings, places and structures other than individual private dwellings e.g. individual flats in a block or family homes, and it is your responsibility to make sure your workplace reaches the required standard and employees are provided with adequate fire safety training.

Adequate fire safety training would generally include:

- Induction training (general fire awareness)
- Periodic refresher training (or where the level of fire risk increases as a result of changes)
- Training to support people in fulfilling their fire safety duties (e.g. responsible person)
- Training towards competence (fire risk assessment, fire warden, fire extinguisher)

Risk assessment

The Fire Safety Order places the emphasis on risk reduction and fire prevention. Under the Order, people responsible for commercial buildings i.e. the employer, owner, or any other person who has control of any part of the premises, are required to carry out a mandatory detailed fire risk assessment identifying the risks and hazards in the premises. The risk assessment must be recorded if you have a total of five or more employees. The responsible person for the premises is also required to:

- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and where necessary record any findings.
- Maintain general fire precautions, and facilities provided for use by fire-fighters.
- Keep any findings of the risk assessment under review.

It's important to know that fire certificates are no longer issued and existing certificates are no longer valid.

Reviewed on: October 2017
Next Review on: October 2018