



Holbrook Academy

Health and Safety Policy

Date Approved	Finance & Personnel Committee	9 th March 2021
Signed	L Cullen Chair of Governors	
Minuted	9 th March 2021	
Date of Next Review	Finance & Personnel Committee	Spring 2022

This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010. It can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with pupils even where this is away from the Academy, for example at an activity centre or on an educational visit.

Contents

1. Statement of Intent	3
2. Legislation	3
3. Roles and Responsibilities	4
4. Site Security	6
5. Fire	7
6. COSHH	7
7. Equipment	8
8. Lone Working	10
9. Working at height	10
10. Manual handling	10
11. Off-site visits	11
12. Lettings	11
13. Violence at work	11
14. Smoking	11
15. Infection prevention and control	11
16. New and expectant mothers	12
17. Stress and wellbeing	12
18. Accident / Incident reporting and investigation	12
19. First Aid	13
20. General Maintenance	14
21. Health & Safety training	14
22. Inspections and monitoring	14
23. Vehicle control and pedestrian safety	14
24. Monitoring	15
25. Links with other policies	15
Appendix 1: Emergency Evacuation Procedures	16

1. Statement of Intent

This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all pupils, employees and others who may be affected by any work activity. Other regulations exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.

The Governing Body and Headteacher acknowledge that:

Holbrook Academy will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all in its care. The Academy will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of the Academy.

Failure on the part of any school employee to comply with this policy may render them liable to disciplinary action and could result in criminal/civil proceedings.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

3. Roles and Responsibilities

Holbrook Academy staff and the Governing Body must work together to ensure health, safety and wellbeing objectives are achieved.

3.1 The Governing Body

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 The Headteacher

The Headteacher is responsible for health and safety day to day. This involves:

- Developing a safety culture throughout the school and implementing the health and safety policy
- Consulting staff and providing information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assessing and controlling risk on the premises as part of day to day management of the school
- Ensuring a safe and healthy environment and provide suitable welfare facilities
- Making operational decisions regarding health and safety
- Ensuring the school buildings and premises are safe and regularly inspected.
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring staff are aware of their health and safety responsibilities
- Periodically updating the Governing Body as appropriate
- Producing, monitoring and periodically reviewing all health and safety policies and procedures.

3.3 Health and Safety Lead

The nominated health and safety lead is the Site Manager.

The Site Manager is responsible for undertaking a wide range of typical duties and checks related to health and safety on behalf of and under the direction of the Headteacher.

Work is to be carried out in accordance with risk assessments and on-site safe working practices.

Any concerns will be reported immediately to the Headteacher which may affect the health and safety of staff and/or pupils.

3.4 Employees (all staff including volunteers)

All employees and volunteers have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the Academy's health and safety arrangements
- Ensuring their own work remains safe at all times and model safe and hygienic practice for students
- Not interfering with health and safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised, for their own protection or the protection of those under supervision and others who may be affected by their actions
- Understand emergency evacuation procedures and feel confident in implementing them
- Reporting safety concerns to their line manager or the Site Manager
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near misses
- Not acting in any way that may cause harm or ill health to others.

3.5 Heads of Department

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant heads of department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art and Drama as issued by CLEAPSS and other specialist advisory consultants including the Local Authority.

Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that the equipment and premises in their areas of the curriculum are maintained and managed safely following the appropriate guidance.

Heads of Department are responsible for:

- the local arrangements to ensure the effective control of risks within the specific areas under their control
- the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the management or removal of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc
- resolving health, safety and welfare problems or referring to their line manager any problems they are unable to resolve within the resources available to them

- ensuring that risk assessments are carried out when necessary, and reviewed on a regular basis, on the activities and equipment for which they are responsible
- ensuring that sufficient information, instruction, training and supervision is provided to staff and pupils to avoid hazards and to contribute positively to their own health and safety exercising effective supervision of pupils and knowing the emergency procedures in respect of fire, first aid and other emergencies, and how to carry them out.

3.6 Pupils and Parents/Carers

Pupils and parents/carers are responsible for following the Academy's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Pupils will be reminded regularly that they are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines
- observe all the health and safety rules of the school and, in particular, the instructions given by staff in an emergency
- use and not wilfully misuse, neglect or interfere with, things provided for their health and safety.

3.7 Contractors

Contractors will agree health and safety practices with the Headteacher/Site Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.8 Visitors and other users of the premises

- It is the duty of all the personnel within the Academy to ensure the health and safety of all visitors.
- All visitors must sign into the Academy at reception and sign out again when leaving. A visitor's badge must be worn at all times.
- Visitors are to be accompanied to their destination as appropriate.
- Appropriate personnel are to be made aware of visitors to the school.
- Health and Safety together with Fire Evacuation information is supplied to all visitors when they sign in.

3.9 Work Experience Students

Work Experience students visiting the Academy should understand the requirements of the Health and Safety Policy.

Staff allocated a student must ensure they can provide them with the required Health and Safety information. They are responsible for the well-being of the student allocated to them.

4. Site Security

The Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager, Assistant Caretaker and Headteacher's PA are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

All staff will receive a copy of the Emergency Fire Evacuation plan (Appendix 1). When the procedure is updated a new version will be circulated to all staff.

The fire alarm is a continuous, loud, high pitched siren which is clearly distinguishable from the school bell.

- Emergency evacuations are practised at least once a term.
- Fire alarm testing will take place weekly
- Emergency lights are tested monthly and records kept in the premises log.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Once the buildings have been evacuated, fire extinguishers may be used by trained staff only, if appropriate and they are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points shown in the Emergency Fire Evacuation plan.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher's PA will take a register of all staff and members of the office staff are responsible for taking a register of any visitors.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- All staff are familiar with the flammable potential of materials and substances that they use and handle those substances accordingly.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts

- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Site Manager / Head of Department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer (bottled gas only).
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

- A water risk assessment was completed in December 2020 by Jordan Environmental. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed regularly and as and when significant changes have occurred to the water system and/or premises.
- The risks from legionella are mitigated by the following: regular checks on water temperature, heating of water, inspection of tanks, etc

6.3 Asbestos Management

- The Academy maintains an Asbestos register and management report. This identifies the nature of the asbestos, its location and condition.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and sign to confirm they have been seen the register.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept with the Asbestos register.

7. Equipment

All general equipment requiring statutory inspection or testing onsite such as boilers; PE equipment; lift; electrical wiring etc is inspected on a regular basis by competent contractors.

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Use of personal electrical equipment ie heaters, fans, etc, is to be avoided unless tested/certified as safe.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to Site Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person annually.
- All isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

New equipment should be incorporated into the next available PAT test.

Any defective or suspect equipment must be removed from use and reported to the Site Manager as soon as possible.

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager/Premises team retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off Site Visits

The Academy nominates a member of SLT as school Educational Visits Coordinator (EVC). The EVC receives training to enable them to carry out this responsibility and ensures that all the appropriate health and safety considerations are accounted for and risk assessments completed. The Academy uses the EVOLVE system for all trips and visits.

11.1 Use of Mini-buses

Only drivers who hold the requisite D1 entitlement on their licence or have satisfactorily passed a category B driving test over 2 years ago and are over the age of 21, will have permission to drive a school minibus.

The Site Manager / Assistant Caretaker will ensure the vehicle is roadworthy at all times. The minibuses have a regular maintenance and service/safety check. A log is kept to record this.

Every driver is required to follow the detailed health and safety guidance associated with driving a school minibus.

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the Academy's health and safety policy, and will have responsibility for complying with it.

Hirers of the premises and other third party users must report all incidents related to unsafe premises or Holbrook Academy equipment to the Site Manager. Incidents related to the hirer's own organised activities are to be reported by them in line with their own operating/reporting procedures.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school site.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

15.1 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Stress and Wellbeing

We are committed to promoting high levels of health and wellbeing and take positive action to manage and minimise stress and wellbeing issues.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Arrangements are in place to provide staff with a free and confidential wellbeing service.

18. Accident/Incident Reporting and Investigation

Any incident or accident or injury involving staff, pupils, visitors or contractors is to be reported and recorded in the Academy's Accident Report Book held in the Main Office.

The Headteacher and/or Senior Leadership Team must be informed of all serious incidents for advice and guidance on reporting levels. The circumstances behind incidents, accidents and near-misses will be thoroughly investigated and reported to the Governors' Finance & Personnel Committee.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.1 Reporting to the Health and Safety Executive

The Academy will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Academy will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

18.2 Accidents (Minor)

Minor accidents to pupils and staff are to be recorded in the Accident/First Aid log kept in the Main Office.

18.3 Child Protection

Arrangements for Child Protection are set out in the Academy's Child Protection and Safeguarding Policy.

19. First Aid

The school nominates one person as the nominated school First Aider. This person is responsible for coordinating the trained first aiders within the school. The nominated

person will ensure that there are lists of first aiders placed in key locations throughout the building and that the equipment and supplies available are in date and appropriate.

First Aid will only be administered by trained staff with valid certification.

20. General Maintenance

Tidiness and cleanliness are essential in the promotion of good health and safety. The following must be adhered to:

- All corridors and access ways to be kept clear of obstruction at all times
- Fire exits must be kept clear of obstruction at all times
- Store rooms must be kept tidy and items stacked safely with no shelves overloaded.
- Floors should be kept clear, clean and dry to avoid any risk of slip or trip hazards.
- Rubbish and litter is cleared daily.

21. Health and Safety Training

All staff will receive health and safety training as part of their induction.

If their roles include working at height or lifting and handling then separate training will be arranged by the Site Manager. All members of staff will receive regular updates covering fire procedures and health and safety at work. The frequency of the training is linked to the nature and 'risk' associated with an individual's role.

22. Inspections and Monitoring

Daily working routines and staff awareness and reporting are expected to identify general safety concerns and issues. Minor building issues should be reported using the maintenance book kept in the Main Office.

The Headteacher and Site Manager liaise to ensure that the Academy maintains the procedures laid down in this policy. Routine inspections will take place to include checking the operation of fire exits; ensure risk assessments are up to date and in place; ensuring the safe storage of dangerous substances and gases etc. These checks will be recorded and kept in the Health and Safety File.

22.1 Risk Management and Assessment

Responsibility for identifying, assessing and controlling risks rests with the personnel in the area of work. Risk assessments should be carried out for all areas where a significant risk is identified.

A template is available to guide the assessor through the risk assessment process. The Site Manager is available to help and advise. All risk assessments must be completed and signed by the department head and then authorised by Headteacher. Specific departmental risk assessments should be kept in that department. Personnel and whole school risk assessments should be kept in the health and safety file or stored in the risk assessment folder electronically. On-going risk assessments should be reviewed periodically to ensure they are still appropriate and up to date.

23. Vehicle Control and Pedestrian Safety

Visitor parking is available either immediately to the front of the school or by using the Sports Centre car park. Parents/Carers are encouraged not to come onto the site to drop

off or collect children at the start and end of the day as the main car park at the front of the school is used by school buses and is very congested.

The Academy staff will supervise students using the school buses at the beginning and end of the school day.

Staff are reminded to park at the Sports Centre car park, avoiding the designated spaces for the general public who use the facilities.

24. Monitoring

This policy will be monitored by the Finance & Personnel Committee and reviewed annually.

25. Links with Other Policies

The Health & Safety policy links to :-

- Accessibility Plan
- First Aid
- Risk Assessment procedures
- Supporting Students with Medical Conditions
- Premises Management documents
- Lettings Policy

Appendix 1: Emergency Evacuation Procedures

Fire Drill : Updated Guidance (January 2021)

When the fire alarm sounds, follow the Fire Action Guide and exit route located in each room.

Remind students to be silent as they leave the classroom.

Teaching Staff

- Escort your class to the coloured zone for the year group for that day.
- Instruct the students to line up in form group order behind their House markers (Alton, Deben, Gipping, Orwell, Stour).
- A member of the Admin team will be in the zone and will provide a register for each form.
- Complete the register and return it to the member of the Admin team in the zone.
- Remain with the form group until 'all clear' is given.
- Staff who are not teaching, should report to Sarah Beazley on the main playground.

Non Teaching Staff

- If you are supporting an individual student, remain with that student in the year group zone.
- All other staff to report to Sarah Beazley on the main playground.

Students in Isolation

- Member of staff on duty in isolation room to escort student(s) to the main playground, maintaining social distance if more than one year group.
- Provide names to Admin staff on playground to complete registers.

SLT

In zones as follows:-

TMY	-	Red
VMY	-	Blue
PHT	-	Yellow
FPY	-	Green
RLY	-	Purple

Admin / Finance Staff

- MW / RT to take medical log and visitor book.
- SS / SC to take daily absence record.
- MW / SS / SC / RT / SR / JB to take registers to each coloured zone and distribute to teaching staff as they arrive with their classes.
- Collect in completed registers and take to main playground.
- SS / SC to collate all registers.
- Missing students to be reported to Site Manager who will meet Fire Service at front car park.

Once the 'all clear' is given, all staff to ensure social distancing is maintained whilst students return to classrooms.