



Holbrook Academy

Health and Safety Policy

Date Approved	27 th March 2024
Signed	N Cordle Chair of Finance & Personnel Committee
Minuted	Finance & Personnel Committee 27 th March 2024

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 Students even where this is away from the Academy, for example at an activity centre or on an educational visit.

Member of staff with responsibility for this policy.	S Beazley – Site Manager
Governor with responsibility for this policy.	F&P Committee
Policy review date	Autumn 2024
What is the purpose of this policy?	To ensure clarity for all staff with regards to all matters of Health & Safety
What are its headline targets? (using quantitative and qualitative measures)	100% of staff read and understand policy.
How is this policy to be judged as successful?	

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1. Statement of Intent

Holbrook Academy will ensure, as far as is reasonably practicable, the health, safety and welfare of employees, students and non-employees such as visitors and contractors so far as they may be affected by the activities of the school's workforce and its premises. Our Academy aims to:-

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures for staff, students and all visitors to the Academy
- Ensure competent health and safety advisors are in place, both internal and external
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected
- Ensure all aspects of health and safety are regularly reviewed and employees are consulted.
- Ensure that comprehensive training is provided for all staff as necessary for their role.

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 students, 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.

2. Legislation

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

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

The Governing Body has a duty to take reasonable steps to ensure that staff and students 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

The designated Health & Safety Governor will carry out termly inspections of the Academy site.

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 Site Manager

The Site Manager is the nominated health and safety lead and competent person.

The Site Manager is responsible for undertaking key functions such as

- Ensuring health and safety training is completed by staff through the cpd programme
- Risk assessment completion and review
- Monitoring of premises and equipment
- Audit of health and safety procedures
- Monitoring of visitors and contractors
- Ensuring the Assistant Caretaker and premises team are fully cognisant with all aspects of health and safety and have responsibility for this in his absence.

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

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
- exercise personal responsibility for the health and safety of themselves and 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, eg 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 students to avoid hazards and to contribute positively to their own health and safety exercising effective supervision of students and knowing the emergency procedures in respect of fire, first aid and other emergencies, and how to carry them out.

3.6 Departmental Technicians

Under the direction of Heads of Department, Technicians are responsible for :-

- ensuring the maintenance and safe working of appliances and equipment
- awareness and compliance with all departmental/school instructions and procedures relating to health and safety at work and ensure knowledge of CLEAPS guidance is up to date
- reporting any safety concerns to the Head of Department and/or Site Manager.

3.7 Students and Parents/Carers

Students 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.

Students 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.

3.8 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.

3.9 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 using the Inventory system 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 and lock down information is supplied to all visitors when they sign in.

3.10 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. Arrangements

4.1 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.

4.2 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 shared with the Site Manager. 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.

The Site Manager maintains a Risk Assessment Register (Appendix 1) and copies of all risk assessments are held centrally.

4.3 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 2). Each time the procedure is updated the 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 Students 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 Students will congregate at the assembly points shown in the Emergency Fire Evacuation plan.
- Form tutors/class teachers will take a register of Students, 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 Students 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.

Inspection and Maintenance of Fire Precautions

- A Fire Log Book is retained for all records relating to fire risk management, including alarm tests and maintenance.
- The fire alarm central panel is checked daily to ensure the alarm is functioning and the system is tested weekly via each call point by the premises team. There is a maintenance plan in place for the system to be serviced annually by an external contractor.
- All fire extinguishers are inspected monthly by the premises team and a maintenance plan is in place for the annual check by an external contractor.
- Emergency lighting is tested monthly by the premises team and there is a maintenance plan in place with an external contractor for the annual check.
- Fire exits and fire doors are checked daily to ensure they are not obstructed and monthly to ensure they are operating correctly and the required signage is affixed. Maintenance is completed as and when required.

4.4 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.

4.5 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

4.6 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

4.7 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.

4.8 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.

4.9 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.

4.10 PE Equipment

An annual safety inspection is completed for all PE equipment.

Students 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.

4.11 Display Screen Equipment

As part of annual training, all staff will complete DSE training annually.

Staff identified as DSE users are entitled to an eyesight test (maximum contribution £30) for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and a contribution of £50 will be made to the cost of corrective glasses/contact lenses provided if required specifically for DSE use). In addition, ergonomic chairs / aids are made available for staff on request.

4.12 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.

4.13 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
- Students 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

4.14 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. All staff will complete manual handling training annually.

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 Students 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

4.15 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.

4.16 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 minibus has 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.

4.17 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.

4.18 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 Students, visitors or other staff.

4.19 Smoking

Smoking is not permitted anywhere on the school site.

4.20 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.

4.21 Students vulnerable to infection

Some medical conditions make Students 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.

4.22 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

4.23 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. The Staff Wellbeing policy provides full details.

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.

5. Accident/Incident Reporting and Investigation

Any incident or accident or injury involving staff, Students, 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.

5.1 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>

5.2 Accidents (Minor)

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

6. Child Protection

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

7. 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.

8. 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.

9. Health and Safety Training

At the start of each academic year, all staff will be asked to read the Health & Safety policy and complete an online declaration to confirm they have done so. 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.

10. 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.

The designated Health & Safety Governor will complete termly inspections of the Academy site.

11. 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 or the area behind the DT department. 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.

The Academy has a separate Traffic Management and Car Parking risk assessment in place.

12. Monitoring

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

13. 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
- Staff Wellbeing
- Lettings Policy
- Traffic Management and Car Parking Risk Assessment

Appendix 1 : Risk Assessment Register

RISK ASSESSMENT	AREAS TO COVER	COMPLETED BY	REVIEW DATE
Asbestos	Presence or potential presence of asbestos in the school	Survey completed by Concertus Design & Property Services	March 2021
COSHH Substances hazardous to health (Premises)	<ul style="list-style-type: none"> • Premises / Cleaning related • Science related (incorporated in Science department risk assessment) 	Site Manager	Ongoing
Display screen equipment	To assess and minimise risks to employees using display screen equipment.	All staff to complete DSE Checklist on PD Day – September 2023	Annually
Fire Risk Assessment	Potential exposure and precautions ie dangerous substances, maintenance, potential sources of ignition, etc	TP Fire & Security 2021 / Site Manager	Bi-Annually (June 2023)
Manual handling (Premises)	Movement of goods and equipment within the school. Staff have completed manual handling training.	Site Manager Summer term 2023	Annually
Work at height (Premises)	To confirm the measures in place to ensure that work at height is done safely.	Site Manager	
Premises	Covers the following areas: <ul style="list-style-type: none"> • General lifting and carrying • Use of electrical equipment • Power tools • Chemicals ie paints, solvents, etc • Repair / Maintenance (Asbestos) • Lone working • Off Site visits • Snow & Ice • Storage of cleaning materials • Cleaning products • Untidy / Unsafe site work areas • Working at heights • Fire Precautions • Hazardous material 		

	<ul style="list-style-type: none"> • General cleaning • Fire Evacuation 		
Children being drawn into terrorism	All staff complete Prevent training annually	Spring term 2024	Annually
Workers under the age of 18	Not currently applicable.	N/A	As required
Car Park area (Premises)	Traffic Management and Car Parking To assess and minimise potential risks to children and staff in the front car park	September 2023	Annually
Legionella Risk Assessment	Potential contamination of water supplies, measures to ensure regular checks are completed	Jordan Environmental	Every 2 years
Subject Risk Assessments	Science Design Technology / Food Technology Art PE	Head of Department	Annually
School Trips	All aspects of trips.	Educational Visits Co-ordinator oversees all trips. Refresher training to be scheduled.	As required
Classrooms	H&S Checklist for all points	During 2022-2023	Ongoing
Lifts & Hoists	To ensure lift is maintained. LOLER certificate issued at each visit.	CareLifts	6 monthly checks
Outside users of Sports Centre		Within Lettings Policy	Annually

Appendix 2: Emergency Evacuation Procedures

ON HEARING THE ALARM:

Teaching staff

- Remain calm.
- Direct and escort students to the **NEAREST** fire exit and implement personal emergency evacuation plans (PEEPs).
- Instruct students to leave quietly and quickly with no rushing or running.
- Close the windows and door as you leave the classroom, if safe to do so.
- Ensure internal fire doors are not left wedged open as you exit the building.

EVACUATE

- Do not stop to gather your belongings.
- Once you have left the building **NEVER RE-ENTER** any other buildings to reach the assembly point nor go back to look for students / staff.
- Assemble in the playground at the rear of the school building next to the hard courts.
CHANGE → Students are to assemble **in year group order** – following the signage affixed to the fence on the hardcourt / wall.

Form tutors – or the person who registered the class that am or pm registration/ tutorial lesson

- **Stand at the front of the line**, nearest the wall, and a form list will be given to you by the Head of Year. Assemble your class in your form group line on the playground - students must be silent. Check your students against the form list.
- Immediately the register is completed, **stand at the back of your form group** and hold up a **green** card if all present and a **red** card if any students are missing, regardless of prior knowledge ie absent at registration.
- If you hold up a **red** card, a member of staff will come to you for the student name(s) and will report this to Nicola Marshall.
- **Form tutors are to remain with their form at all times. Students to remain silent.**

All teachers without forms, including SLT

- Evacuate as above and line up alongside back wall of Room 14 in alphabetical order. Sarah Beazley will complete register. You may be asked to take a form register in the absence of a form tutor.

Supply teachers and visitors

- Evacuate as above and report to Mary Whiting or Helena Lucas/Alice Brady on the playground.

All other staff (including Caterlink and European Electronique)

- Evacuate as above and line up along edge of small field/playground in alphabetical order. Jill Bowell will complete register.

Please avoid speaking to staff involved in recording attendance unless essential.

Steve Hayes will go to outside front of school building to deal with students arriving late / visitors arriving during the evacuation.

Fire Marshalls

- Put on your yellow vest. Sweep the allocated area of the buildings and do not allow anyone to re-enter.
- Do not tackle a fire with an extinguisher unless you are trained and feel safe to do so ensuring you have a clear exit route. **If in any doubt, DON'T.**
- Evacuate as above and report to Sarah Beazley.

Missing Students / Staff

Nicola Marshall to check the missing names and give information to Deputy Headteacher.

Emergency Services

The Site Manager will meet the Fire Service at the front of the building on their arrival, and give them details of

- any persons missing
- location of the fire (if known)
- access points into the building
- direct Fire Service to black box outside reception for full site information.

Return to the building / Sports Centre

- Listen to the instructions from Mr Anstee-Parry / Mrs Watson and do not return to the building until the all clear is given by them.

Updated : March 2024