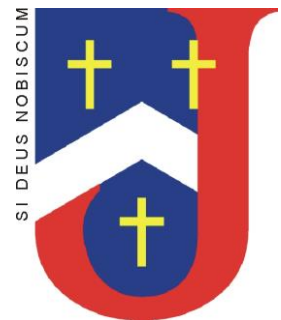


	<p>St. Joseph's RC High School Ysgol Uwchradd Gatholig Joseff Sant</p>
	<p>Health &amp; Safety Policies and Procedures - Main</p>

7a. Health & Safety Policies  
and Procedures – Main



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# Health & Safety Policies & Procedures - Main

*"I am with you and will watch over you wherever you go, and I will bring you back to this land. I will not leave you until I have done what I promised you."*

Genesis 28:15

The Governing Body of St. Joseph's RC High School is fully committed to meeting its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and associated protective legislation etc.

The Health and Safety Policy consists of three parts:

- Part 1: this is a statement of intent stating the employer's policy and approach towards health and safety.
- Part 2: this details the organisation intended to carry out the Health and Safety Policy.
- Part 3: this part describes the arrangements established to cover such matters as first aid, fire precautions, education visits etc.

## **PART 1 STATEMENT OF POLICY AND INTENT**

The Governing Body:

- 1.1 Considers that one of its primary objectives is the achievement and maintenance of a high standard of health and safety on the premises.
- 1.2 Recognises and accepts its corporate responsibility to provide a healthy and safe working environment for all employees and members of the public using the school.
- 1.3 Will take all reasonably practical steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and all associated protective legislation etc.
- 1.4 Requires management at all levels to display a positive attitude to health and safety.
- 1.5 Will work in partnership to co-operate with the Local Authority and Archdiocese in the management of Health & Safety and permitting inspection of the premises.
- 1.6 Will work in partnership with trade unions for joint consultation on, and participate in measures for promoting health and safety.
- 1.7 The Governing Body requires departments with identifiable hazards to have Health & Safety Procedures, and that staff understand and work to these procedures.
- 1.8 The school's Health & Safety Policy can be found on the school website [www.sjhs.org.uk](http://www.sjhs.org.uk), in the staff room and in the staff handbook.



Jackie Jarrett  
HEADTEACHER

Policy updated: June 2022

To be reviewed: June 2024

To be reviewed by: Business Manager/Site Manager

# Health & Safety Policies & Procedures - Main

## PART 2 DESCRIPTION OF THE ORGANISATION

### 2.1 The Governing Body:

- 2.1.1 Recognises the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governing Body will direct the Headteacher to pursue the specified objectives in relation to health and safety and they will also ensure that the school budget has the finance necessary to implement health and safety matters.

The Governing body will nominate a Governor specifically for health and safety. This person will attend bi-annual meetings with the safety committee and will be offered relevant training.

A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows.

### 2.2 The Headteacher:

- 2.2.1 Will set up arrangements in the school to cover all health and safety requirements; produce a statement of these arrangements and will bring it to the attention of all staff, together with Parts 1 and 2 of the Governing Body's Statement. The Statement is to be revised and re-published as necessary.
- 2.2.2 Will monitor effectively the implementation of these arrangements.
- 2.2.3 Is to be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established protocol.
- 2.2.4 Will report a 'hazard' to the LA if it cannot be immediately eliminated. All necessary short term measures will be undertaken to avoid danger pending rectification.
- 2.2.5 Is to note all health and safety instructions issued by the Governing Body and LA, and to ensure that they are brought to the attention of staff. The headteacher will implement the policy and ensure that all staff are aware of this Health and Safety Policy and their responsibilities to it.
- 2.2.6 Is to make a file of such information together with information and advice published by the DfES, and others about the health and safety aspects of the activities carried out in the school, and to make such information available to all staff.
- 2.2.7 Is to keep a list of safety representatives appointed to represent staff at the school, to be readily available to them, and to co-operate with them as far as is reasonable in their efforts to carry out their functions - Health and Safety Co-ordinator, teaching staff and safety representatives.
- 2.2.8 Will delegate the day-to-day management of health and safety matters to the health and safety co-ordinator.
- 2.2.9 Will receive written reports from safety representatives and respond to them within a reasonable time.
- 2.2.10 Will establish a school safety committee within three months of receiving a written request from two safety representatives of staff at the school.
- 2.2.11 Ensure that all areas of the school are inspected at least once each term.
- 2.2.12 Ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- 2.2.13 Ensure that all visitors are informed of any hazards on the site of which they may be unaware.
- 2.2.14 Ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- 2.2.15 Ensure that new employees are briefed about safety arrangements.
- 2.2.16 The Headteacher will ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.

# Health & Safety Policies & Procedures - Main

- 2.2.17 Ensure that effective arrangements are in force to facilitate evacuation of the buildings in case of fire or emergency, and that fire fighting equipment is available and maintained.
- 2.2.18 Will ensure that in all schemes of work for pupils including work experience arrangements and education visits, arrangements are in place regarding the adequate information, instruction and training for health and safety matters.
- 2.2.19 Will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.
- 2.2.20 Will consult with the Health and Safety Co-ordinator, annually review The Fire Risk Assessment and from time to time review the provision for first aid, fire and evacuation and issues relating to the Disability Discrimination Act.
- 2.2.21 Will bi-annually if required, chair a safety committee meeting comprising of Trade Union Representatives/staff safety representatives, Safety Coordinator Site/Business Manager, Heads of Departments, Science, Technology, Art and PE, Canteen, Caretaking and Administration.

## 2.3 Health and Safety Co-ordinator

- 2.3.1 Is responsible for co-ordinating all contractual work and maintenance carried out on school premises ensuring safety procedures and policy agreements are adhered to.
- 2.3.2 Will ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- 2.3.3 Will ensure good communication exists within the school.
- 2.3.4 Is responsible for health and safety matters with external contractors, ensuring that any hazardous materials that are brought on site are limited and controlled.
- 2.3.5 Is responsible for the school Asbestos Policy (no register). The school opened in 2004 and the relevant regulations at that time were that no asbestos is used in buildings after the year 2000. Will ensure Contractors that attend site read and understand the questionnaire that clearly states no asbestos is to be brought or used on site. Any suspected asbestos is not to be touched and the Site Manager informed immediately
- 2.3.6 Is responsible for fire drills and emergency procedures including when required, evacuation of school premises.
- 2.3.7 Is responsible for ensuring a competent person(s) or specialists are consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- 2.3.8 Is responsible for ensuring that a property survey of the school buildings/premises is carried out and that regular inspections are completed with defects reported accordingly.
- 2.3.9 Is responsible for testing and functioning of all alarms; good order of fire fighting equipment; adequacy of emergency signs; risk assessment for public performances, and associated records

## 2.4 Heads of Department

- 2.4.1 Are responsible and accountable to the Head for all matters relating to health, safety and welfare within their departments. There is separate/specific Health and Safety procedures for PE, Technology and Science. Heads of Year are similarly responsible and accountable in respect of areas that are designated 'pastoral' areas.
- 2.4.2 In the exercise of this responsibility Heads of Department must ensure:
  - a. All departmental staff under their control to receive instruction/training in their duties, regarding health and safety matters.
  - b. All departmental staff are trained to carry out their duties efficiently and effectively.
  - c. They produce their own departmental safety procedures, defining safe working arrangements and bringing it to the attention of members of staff including new members of staff, supply teachers etc.

# Health & Safety Policies & Procedures - Main

- d. All statutory notices, place cards, regulations and safety signs are displayed as appropriate for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
  - e. The periodic checks of equipment to ensure safe operation.
  - f. Regular inspections of Departmental workplaces and matters arising are reported.
  - g. Appropriate clothing or equipment is issued and replaced when necessary.
  - h. They make arrangements for codes of practices, safe working procedures/instructions relevant to the activities of the department.
  - i. All accidents in the area are investigated with a view to preventing recurrence/liaise with Health and Safety Co-ordinator/Business Manager.
  - J. Ensure effective liaison with trade union representatives.
  - k. The Departmental safety policy/procedures are regularly reviewed and revised.
  - l. Assess hazards and risks arising out of activities under their control ensuring risk assessments and safe systems of work are devised and operated.
- 2.4.3 Are responsible for ensuring that everything received from suppliers – machinery, equipment, substances etc – is accompanied by adequate information and instruction prior to use (eg 'Use of Manufacturers Data Sheets').
- 2.4.4 Must report to the Health and Safety Co-ordinator all problems, defects and hazards.
- 2.4.5 Heads of Department and Heads of Year must ensure that a copy of the Fire Drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.
- 2.4.6 Must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- 2.4.7 Must make recommendations, if appropriate to their Line Manager or representative on any practices, premises, equipment etc, which give rise to risks to health and safety.
- 2.5 **The Teachers/Technicians/Support Staff**
- 2.5.1 Are responsible and accountable to their Line Manager for the implementation of the school health and safety policy in the performance of their duties.
- 2.5.2 Must be familiar with the school health and safety policy, the implications of that policy in the performance of their duties.
- 2.5.3 Must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- 2.5.4 Must ensure that where conditions apply, all pupils, students 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.
- 2.5.5 Must report to their Head of Department/Line Manager all problems, defects and hazards that are brought to their notice, using the agreed procedure.
- 2.5.6 Supply teachers must be made aware of the school Health and Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work. The supply staff co-ordinator is responsible for initial site general health and safety eg. alarms and fire evacuation procedures with temporary supply staff.
- 2.6 **The Caretakers:**
- 2.6.1 Are responsible and accountable to the Site Manager (H&S Coordinator)/Business Manager for all matters relating to health, safety and welfare within the sphere of their activity.
- 2.6.2 Must ensure they are familiar with the school's Health and Safety Policy and that cleaning staff are equally aware of any implications of the policy as it affects their work activities (eg storage arrangements, materials, equipment, hazardous substances, etc).
- 2.6.3 Must report directly to the Health and Safety Co-ordinator or Business Manager when reporting defects and hazards.

# Health & Safety Policies & Procedures - Main

- 2.6.4 Are, in the case of direct labour, responsible for ensuring that staff under their control are adequately informed of school procedures and hazards.
- 2.6.5 Must inform the Health and Safety Co-ordinator whenever contractors are due to enter the school to undertake maintenance, service or works contracts, that could affect the normal running of the school.
- 2.7 **The Catering Manager:**
  - 2.7.1 Must familiarize him/herself with the school's Safety Policy and what it means to their work activities.
  - 2.7.2 Will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
  - 2.7.3 Must be familiar with the Food and Safety Act 1990 and the implications as far as the school is concerned.
  - 2.7.4 Must inform the Health and Safety Co-ordinator or Business Manager of any potential hazard or defects.
  - 2.7.5 Must ensure that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.
- 2.8 **The Safety Representatives:**
  - 2.8.1 Will be encouraged by the Headteacher to fulfil their duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on health and safety matters.
  - 2.8.2 Will be entitled to inspect the school in accordance with the agreed LA procedures/agreement. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the governing body.
  - 2.8.3 Has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.
- 2.9 **All School Staff/Employees:**
  - 2.9.1 Must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.
  - 2.9.2 Have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards, defects to the Headteacher, Health and Safety Co-ordinator or a senior manager.
  - 2.9.3 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.
  - 2.9.4 Copies of the school's health and safety policy can be found on the school website [www.sjhs.org.uk](http://www.sjhs.org.uk) in the staff room and in the staff handbook.
- 2.10 **Role of Specialist Advisers**
  - 2.10.1 The governors recognise there will be occasions when the school will require specialist advisers, the procedures to be adopted and recommendations for outside advice will be decided and clarified at school/governors level. The School contributes to the NCC Health and Safety Service Level agreement.



# Health & Safety Policies & Procedures - Main

## **PART 3 THE SCHOOL'S PROCEDURES**

### **General Notes**

Safety is the responsibility of everyone. It is impossible to teach because not all events can be predicted. However if common sense guidelines are always followed, the chances of accidents should be greatly reduced.

However, safety can be promoted by:

- (i) Supplying information
- (ii) Training people to be safety conscious
- (iii) Keeping our eyes and ears open
- (iv) Noting possible hazards and hazardous areas
- (v) Updating and disseminating information
- (vi) Insisting that people always behave with due regard to safety.

# Health & Safety Policies & Procedures - Main

## 3.1 ACCIDENT/NEAR MISS REPORTING PROCEDURE IN SCHOOL

All accidents/near miss accidents have to be reported and recorded. No matter how small, whether it appears to be a very minor cut or bruise if it was obtained within this site or was reported from a sports injury at another school or on a trip off site, the responsibility to report and record is ours.

The same goes for members of the public/visitors/invigilators/contractors/volunteers etc. If on these premises, whether or not it was due to unsafe site conditions, recording must be undertaken.

Typical Departments where accidents/incidents are more likely to occur eg, Science (burns), Technology (cuts), Art (cuts), caretaking cuts/bruises, PE (sports injuries), school yards (cuts and grazes). Near miss accident example: material coming out from machine nearly hitting someone.

If, as an example, an accident or near miss accident has occurred with machinery, any apparatus or resource, the scene has to be left as it was so that photographic evidence can be obtained. In these instances the Site Manager/coordinator would arrange for the school photographer to attend.

The reporting point for all accidents is to the Administration Office.

Forms: available via Administration Team.

- 1) Where accidents happen to pupils eg. falling over, general play yard grazes etc, that were not caused by premises - use the current form.
- 2) If an accident to a pupil requires hospital visit or GP visit or the accident was premises related, use the new form.
- 3) If an accident occurs though PE activity that requires hospital or GP involvement, use the new form.
- 4) If an accident occurs to a member of staff and/or others working/visiting site, use the new form.

If a lost time accident, over 3 working days, the Site Manager/coordinator/Business Manager to inform NCC Health and Safety which they would then report to the HSE.

It is good practice for the injured person to sign and date their statement directly at the point it finishes. This prevents unauthorised additions being made to a statement.

Administration to ensure correct forms are issued, completed and filed and that the LA is notified in appropriate circumstances for safeguarding purposes. Accident reports are split into school terms. To inform Site Manager of accidents that are claimed to be premises related for investigation by that person together with the department head. Heads of Department will be involved in investigating accidents within their own areas of responsibility, assisted where necessary by the Site Manager.

The Site Manager will liaise with administration staff on a day to day basis to monitor the situation. Each form will also be scrutinised and initialled as part of the process.  
Termly - Contact and advice may be sought from the NCC Safety Department/HSE.

M. Rowland Business Manager/S. Foster Site Manager October 2021

# Health & Safety Policies & Procedures - Main

## 3.2 FIRST AID POLICY /PROCEDURE

### Introduction

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at St Joseph's Roman Catholic High school. The requirements for the statutory provision of First Aid have been taken into account.

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work. Facilities must be provided to ensure that First Aid is administered to employees, visitors, students, volunteers, agency staff, etc if they become ill, are injured at work or under the jurisdiction of the school, on or off site.

### Purpose

First Aid is provided to:

- preserve life
- limit the effects of the condition
- promote recovery.

First aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor illnesses. The administration of tablets or medicines falls outside the definition of First Aid (see managing medicines procedure).

### Definitions

- A First Aider is a person who has attended, successfully completed and has a valid certificate for the 3 day First Aid at Work training/2 day requalifying training.
- 'Appointed person' means a person who has attended, successfully completed and has a valid certificate for the appointed persons training.
- Employer means the Governors of St Joseph's Roman Catholic High School.
- First Aid means the following:
  - For/in cases where a person will need help from medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
  - Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

The responsibility of the employer is to:

- Establish the First Aid need by assessment/evaluation.
- Identify suitable employees who are willing to undertake First aid training and subsequent refresher training.
- Provide adequate First Aid equipment and facilities.
- Inform employees of the location of the First Aid personnel and equipment available at the school through the staff handbook, staff induction and staff notice board.
- Ensure First Aiders maintain their First Aid status by attending appropriate HSE approved First Aid courses.

The responsibilities above have been delegated to the Head teacher to discharge them in the appropriate manner.

# Health & Safety Policies & Procedures - Main

## **Procedure**

### Roles and responsibilities

The Head teacher, through appropriate delegated members of staff, is to ensure that First Aid candidates are physically and educationally suited and are willing to undergo training and act as a qualified First Aiders. Candidates will be briefed on the role and requirements of being a first Aider. They must also understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

### General running of first aid at St Josephs

There are first aiders trained in the Administration Office which is situated adjacent to the First Aid room. They operate the First Aid room during the school day. Generally, First Aid around the school is via the Admin Area. The other trained First Aiders such as PE/Science staff etc would apply First Aid to the patient (injured person) – these individuals would then generally be referred to the sick room to be dealt with by the Administration Team's nominated First Aider(s). The First Aider is key to communicating with Departments/parents. Obviously, there are times when accidents have occurred on rugby fields or in the school yard where a First Aider from a nearer area/Department has attended and an ambulance has arrived to the spot. In these situations the First Aider together with the member of staff would attend Admin to fill in the accident report. After normal hours caretakers/site manager/cleaning staff have trained First Aiders. With lettings in the evenings, the management ensure the club has its own equipment and trained First Aiders. During school plays/concerts etc cover is arranged. A defibrillator is located in the Admin Office and staff have been trained in its use.

### Site Manager/Business Manager

- Communicate with Departments and leadership team to obtain the required level of First Aid coverage and to recommend increases/decreases to numbers in line with changes within the school.
- Maintain the First Aid register.
- Arrange necessary training sessions for all first aiders ie current requalifying and any new recruits.
- Ensure First Aid cover is available throughout the working hours of the school week.
- Ensure First Aiders are available on school trips.
- Communicate with Admin staff First Aiders to monitor accidents/ accident report forms following treatment given in First Aid room.
- Assess the levels and type of injuries requiring First Aid for Governors reports/staff awareness.

### First Aiders Administration

- Cover the First Aid room during the school education hours.
- Care for pupils that feel unwell.
- Use equipment supplied to treat the injured person also wearing necessary gloves etc. to ensure their own safety.
- Ensure First Aid boxes/bags are in good condition and contents are inspected and replenished after use. Liaise with Departments requiring First Aid boxes/bags and make available and inspected. Ensure that, on return, they are inspected and

# Health & Safety Policies & Procedures - Main

- replenished when necessary. Discuss also whether any accident reporting was required to be done on the offsite trip.
- Maintain an adequate supply of equipment in store for replenishing First Aid boxes/bags. Orders are raised and placed through the accounts officer.
  - Treat minor accidents and record in accident report file. Hold pupil in the First Aid room until thought to be fit to return to class.
  - A minor injury/ accident may require the Admin First Aider to contact parents so they can arrange to collect pupil.
  - A more serious accident/injury will require a call to **the emergency services**. Inform Parents/carers of the situation eg pupil injured and an ambulance has been called. Request they come to school if possible. If the ambulance has already left request they attend the hospital to meet a member of staff who is accompanying the pupil. Ensure details of the accident/witnesses obtained. If a parent is unavailable to arrive to accompany the pupil to hospital the first Aider may seek assistance from another member of staff to accompany the pupil to hospital. On arrival the person accompanying will hand over to the parents /carers.
  - Record accident information / obtain information re witnesses contact members of staff regarding further information.
  - Inform Site Manager if any accident that occurs on the premises requires urgent attention.
  - Request assistance from other First Aiders for assistance in lifting/turning etc. Liaise with other First Aiders around school to ensure that if anyone is treated in that area an accident report form is filled in at Administration as this ensures continuity of reporting and records.
  - Notify the Local Authority.

## First Aiders generally will:

- Know the positions of First Aid kits around the school.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes the wearing of gloves where any loss of blood or body fluid is evident and calling for help from other First Aiders or emergency services.
- Help fellow First Aiders at an accident/incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Order First Aid box/bag from administration for use on off site trips and on completion return to Administration - liaise regarding any person treated, use of materials and replenishment of materials and any information re accidents for records.
- Clean up after giving treatment, disposing of waste materials, sealing in a waste plastic bag prior to disposal.
- Obtain information about the accident to assist in the filling in of the accident log and relay this information to the Admin First Aider.

# Health & Safety Policies & Procedures - Main

Staff trained to carry our first aid at St Josephs

This list changes due to turnover of personnel

Updated list is posted in reception/staff room/Site Manager's office

Named list in staffroom/site managers office/reception

Science Department	7
PE Department	6
Art	1
Technology	2
Geography	1
Reception	0
Administration	1
Drama	1
English	1
Maths	1
6 <sup>th</sup> form Admin	1
LSA's	6
Welsh	3
WBQ	1
MFL	1
Site Team	1
Cover Team	2
Cleaning Staff	0

First Aid Kits around the school in case of emergency

Technology:	resource room
Biology:	resource room
Chemistry:	resource room
PE Department:	2 bags in main office for use on fixtures home/away 1 bag for sports hall (Male WC area) 1 bag kept in staff office (disabled WC) Gym area.
First Aid room:	Cabinet with safety equipment/Also spare bags available for trips and any other emergency.

Note: PE Department generally apply ice packs to sports knocks. They would generally send someone who needed further treatment straight to the Admin controlled First aid room. It is the responsibility of the PE Department to inspect the contents of the bags and to ensure replenishment.

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## 3.3 ENVIRONMENT

Defects are reported by telephone, email, verbally or on a lilac Repair/Maintenance Request Form (found in staff room) and returned to the Site Manager. Premises are thoroughly inspected on a regular basis (at least once a term) - plant rooms (weekly), site (daily) and a record is kept in the diary of observations and necessary contractor remedial works orders. A full report sent to governors quarterly.

## 3.4 INSPECTIONS

These will be carried out on a regular basis – see detailed procedures - and whenever else deemed necessary by the Health & Safety co-ordinator and report findings. The safety representatives of the various unions will be informed in good time and also have the opportunity of inspection.

First Aid Boxes - once a term – Site Manager/ Health and Safety Co-ordinator/Business Manager.

# Health & Safety Policies & Procedures - Main

## 3.5 **NEW STAFF:**

Will be informed through an induction training programme of Health and Safety measures and procedures, which will be found in the Health and Safety Policy, by the Health & Safety Coordinator and by the Head of Department for departmental issues.

### 3.5.1 Staff Safety Induction

All new staff including supply teachers are required to attend safety induction training.

It is the responsibility of the allocated Assistant Headteacher to ensure that all new staff attend the training.

#### General Safety

Fire evacuation routes/sweepers  
Fire sounders information  
Heat sensors  
PAT testing/electrical equipment  
Reporting of unsafe conditions  
Accident reporting/near miss accidents  
Use of school mini buses  
Use of own transport for school use  
First Aid Training

Site Manager/Business Manager

#### School trips and off site visits

For any members of staff that will be required to organise and participate in school trips/visits - Information to be obtained from the delegated Education Visits Co-ordinator (Business Manager).

M. Rowland Business Manager/S. Foster Site Manager June 2022



# Health & Safety Policies & Procedures - Main

## 3.5.2 Safety Brief New Staff June 2022

### **Contents**

#### **Fire evacuation**

Fire evacuation main building part procedure/main points to get out.

- Evacuation routes from all floors
- Fire sounders important information
- Evacuation for school play/concert main hall
- Fire evacuation of outside classrooms
- Fire policy statement
- Duties for staff/sweepers
- Weekly fire test (usually Friday after school)
- Fire sensor diagram as an example in all areas of the buildings.

#### **Accidents**

- Accident/ near miss accident procedure
- Accident report forms
- Sample of reported accidents.

#### **First aiders**

List as at May 2022

#### **Bus duty procedure (Complete procedure Site Manager)**

This procedure sets out the positions for staff and transport complete.

#### **Auxiliary medical room/ diabetic persons with needs to access private use re medication/storage**

- Location
- Risk assessment
- Use of room.

#### **Portable appliance testing procedure (pat testing)**

Explains the school electrical items testing. Permissible items not owned by the school being brought on to site. Contractors bringing electrical items to site. Disco equipment. School play hired items etc.

#### **General around school**

- Do not leave items in corridors.
- Do not overload shelves.
- Do not bring matches/lighters on to site.
- Monitor pupils around callpoints.
- Remind pupils to do shoe laces up.
- Do not wedge fire doors open.

# Health & Safety Policies & Procedures - Main

- Do not leave any items in corridors or block fire exits
- Whilst on duty if you see any premises defects report to the Site Manager
- Spillages in corridors clean up if you can/contact site management.

These are just a few little pointers that can make us a safer place and reduce accidents.

## **School mini buses**

Only persons that have a D1 on their driving licence with 6 points or less will be considered. Driving licences have to be vetted together with a 30 minute drive with the Site manager. Further information available.

Persons using own vehicle/hired vehicle for their job (see site/business manager).

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## 3.6.1 Fire Safety Policy Statement

The Governors/management are strongly committed to achieving the highest possible standards of health and safety.

We will actively promote a positive safety culture which will lead to the avoidance of, or reduction in, risks from fire, and ensure compliance with the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005, and associated legislation.

The Governors/management have set the following objectives for achieving the above:

1. To provide the safest possible environment for its visitors, tenants, employees and contractors and any others who may be affected by our activities.
2. To eliminate, wherever possible, risks to health and safety from fire, or where not possible, effectively control those risks.
3. To reduce fire incidents to the lowest possible level.
4. To ensure all employees are competent and effectively trained to carry out their duties in relation to fire safety in a safe manner.
5. To actively review risks from fire, and their controls, in an effort to constantly improve standards of fire safety in the light of new technology, legislation and best practice.
6. To maintain an organisational structure for the management of fire safety, including lines of communication co-operation and identification of responsibilities for managers with key health and safety roles.

The Governors/management will provide the support and resources to enable staff to achieve these objectives.

Further guidance on achieving these objectives are set out in the School Fire Safety instructions/evacuation procedures set out in handbook.

These standards are relevant to our own premises as well as those which we manage.

All members of management and employees should regard fire safety as an integral part of their normal duties. The Governors/management considers that serious or persistent disregard for the policy arrangements is a disciplinary matter and will be treated accordingly.

All employees have duties under the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 to take reasonable care for their health and safety and that of others who may be affected by their acts or omissions, to co-operate and use all work equipment, dangerous substances and personal protective equipment in accordance with the training and instruction they receive.



Signed: .....

Date: June 2022

Mrs J. Jarrett  
Headteacher

Title:

# Health & Safety Policies & Procedures - Main

## 3.6.2 Site Fire Risk Assessment

*This document is an evaluation of the site completed in house by the Site Manager. The school also partakes in the Newport Authority Santia fire risk assessment which is a computer check list with annual inspections by a Santia representative.*

Site Manager updates the Santia system.

Duffryn Fire Station has keys to the front gates of this site.

Higher fire risk areas have been assessed departmentally and are attached.

### 3.6.2.1

#### **Hazards**

Air handling units for air movement  
Extraction units  
Air conditioning equipment  
Boiler and heating system  
Ambi Rad Heating system  
Electrical equipment  
Site cleaning machinery  
Fuel stored for machinery  
Storage containers  
Storage areas for waste collection  
Storage of sports equipment  
Cosmetics used by staff and pupils  
Storage of archive equipment  
Storage of cleaning equipment  
Site cleaning/waste removal  
General housekeeping (internal)  
General housekeeping (external)  
Candles for use in religious assemblies  
Arson  
Security  
Vehicular access and parking  
Smoking on site  
Shrubberies and broad leafed trees  
Christmas tree and internal plants  
Letting areas of the site simultaneously for community use  
PTFA fund raising activities - car boot sales  
Furniture  
PE equipment and storage of equipment  
Paper and stationery  
Paper waste/pupils under stairwells/pupils on stairwell landings.

### 3.6.2.2

#### **People Especially At Risk**

Pupils/disabled pupils (including post 16 pupils from "Newport West" secondary schools)  
Teaching staff  
LSAs  
Cleaning staff  
Administrative staff  
Canteen staff

# Health & Safety Policies & Procedures - Main

Caretaking staff  
Persons hiring facilities – including onlookers/supporters  
Teams from other schools for matches in different sports  
Governors  
Facilitators  
Invigilators  
Various contractors  
Visitors  
Fund raising customers  
Local Authority staff.

## 3.6.2.3

### **CONTROL MEASURES**

#### 3.6.2.3.1

##### Site Heating and Plant

Site heating plant is visually inspected at least once per week. All equipment is inspected and serviced in line with manufacturers' recommendations. Statutory checks are made together with insurance inspections e.g:

AHUs – Annual service with filter changes (6 monthly)  
Boilers – Annual service  
Ambi Rads system - Annual service  
Air conditioning – Annual service (6 monthly)  
Pumping equipment is also regularly inspected.

All equipment is maintained by skilled contractors (generally approved by NCC).

The four control rooms and contents are visually inspected at least once per week by caretaking staff. The ducting and AHUs in the attics are also visited on a once per week basis. Any faults that may occur in any of the control points are forwarded to the Site Manager's office to a panel containing warning lights.

These areas are kept clean at all times with very limited storage allowed. Complete plant areas are out of bounds to staff and pupils. Only permitted personnel are key holders. Heat and fume sensors are in all control points.

#### 3.6.2.3.2

##### **Electrical Equipment**

All plant and buildings electrical equipment is maintained by skilled engineers (NCC approved contractors list). No member of staff is allowed to repair any electrical equipment. Every five years the fixed wiring is inspected and tested (tested summer 2015).

All portable appliances are PAT tested annually (register in Site Manager's office). New items are tested on the next arranged test whereas any second hand or donated items are to be tested prior to use on site.

Any person hiring the facilities has to either arrange to hire school equipment or if they are allowed to bring their own on site it has to be accompanied by a school current PAT certificate. This certificate must be available for inspection by school site management.

# Health & Safety Policies & Procedures - Main

Christmas lights are permitted only on the school tree inside the main foyer, admin office and canteen area. The lights are PAT tested and viewed all day by the office staff and are turned off at the end of the school day.

## 3.6.2.3.3

### **Site Cleaning Machinery (Internal)**

Maintained by approved company and stored in locked cabinets away from children. Machines are visually inspected daily by user. Any faults are reported via the cleaning supervisor/caretaker. They are serviced at the appropriate frequency requested by the manufacturer/supplier and PAT tested also.

## 3.6.2.3.4

### **Site Storage of Paints and Cleaning Materials**

Site cleaning staff to keep the minimum of cleaning materials in internal cupboards e.g. detergents, chewing gum remover, disinfectants, paper towels, toilet cleaners, hand towels etc.

Caretaking staff also store minimum quantities in their workshop attached to the sports hall. The majority of stocks of all consumable cleaning items are held in the cleaners store adjacent to sports hall.

## 3.6.2.4

### **EXTERNAL METAL STORAGE CONTAINERS LOCATION AND CONTENTS**

Note: External containers are made of steel and are all in excellent condition.

External containers are locked and keys are issued to departments with items in storage. Containers are vented to allow air movement. Some are positioned within one metre of the building on the Asda side. There is fencing between the containers and the main building walls to prevent any unauthorised access. These areas are cleaned out daily to prevent a build up of waste paper that would be a fire hazard. Others are located approximately 8 metres from the building.

## 3.6.2.4.1

### **Storage Container 1 (20ft)**

Position: Parallel to the sports hall

Contents: External site cleaning machine, 5 gallons of diesel in metal canister, 2 gallons of petrol for leaf vacuum machine, steel benches and jet wash machine. No carbonaceous materials are allowed to be stored with the above. Electricity is connected for a strip light only.

## 3.6.2.4.2

### **Storage Container 2 (10ft)**

Position: Adjacent to the sports hall

Contents: Scrubber dryer machine and battery charger, two other scrubber dryer machines, scaffolding and a steel work bench.

No carbonaceous materials are allowed to be stored in this container. Electricity supply for a strip light and a battery charger is connected. *This container has been moved to a new position by the right hand side of the saw room to enable the CCTV clear view of smokers who were hiding behind the side of the container when in its old position.*

# Health & Safety Policies & Procedures - Main

## 3.6.2.4.3

### **Storage Container 3 (20ft)**

Position: Asda side of school, 3 metres from the boundary fence

Contents: Art Department files containing work of current and past pupils. All items are stored on specially made shelving, the majority being carbonaceous material which is not a problem as it is at least 10 metres from the building and has only key access to site management and Art Dept.

### **Storage Container 3A (16ft)**

Position: Asda side of school, 3 metres from boundary fence.

Contents: Recycled paper, cardboard, ink cartridges, TV sets, printers, spare ceiling tiles/foam filters, rubber matting and scaffolding tower. Fenced securely in a compound with container 3.

## 3.6.2.4.4

### **Storage Container 4 (20ft) and 5 (10ft)**

Position: 15 metres away from west side of the main teaching block, both are situated outside the main school boundary in the sports field. The sports fields are fenced off completely and the gates are all locked. Authorised personnel only have access to this area.

Contents: PE and athletics equipment, rugby post protectors, tackle bags, flags and other games equipment.

A building has been supplied opposite the canteen side entrance Asda side. This is for overspill furniture, garden equipment grit/salt for winter. There are no services connected, it is not on the access or intruder system. It is locked with a suitable padlock and checked weekly.

STORAGE CONTAINER 5 (20FT)

SITUATED AGAINST FENCE REAR PLAYGROUND BY CAGE.

STORAGE CONTAINER 6 (20ft)

SITUATED ASDA SIDE OF SCHOOL 3METRES FROM BOUNDARY FENCE ADJACENT TO CONTAINERS 3 AND 3A.

STORAGE CONTAINER 7 (20FT)

SITUATED ON THE SPORTSFIELD ADJACENT TO CONTAINER 4 AND 5.

## 3.6.2.4.5

### **PE Equipment and Storage**

**Internal:** Cricket nets, hall separating curtains, net holders, volley ball nets, badminton nets, tennis nets (internal), cricket matting and gym benches, gym matting, cricket bats etc.

These were all purchased at the earliest 2004 and meet fire regulations. The sports hall and gym areas are cleared of equipment after use. Equipment is stored in rooms that are sealed with roller shutter doors. The area has a heat sensor and is locked.

**External:** Most of the bulkier equipment is stored in metal containers 4 and 5 that are locked. These do not have sensors and are not connected up to the ADT system. Equipment, e.g. post protectors, tackle bags, flats, athletics use items, all meet current fire regulations. External tennis nets are stored outside in specially made locked cabinets.

# Health & Safety Policies & Procedures - Main

All purchases must comply with current legislation and Health and Safety data sheet is requested prior to purchase.



# Health & Safety Policies & Procedures - Main

## 3.6.2.4.6

### **Furniture and Storage**

All furniture, office dividing screens, foam filled seating meets the regulations. Data sheets are available and any new purchases have to meet regulations. Data sheets are requested prior to purchase.

Excess furniture, mainly foam filled chairs, are stored in the outside building. Some furniture/non carbonaceous mainly exam desks, plastic stools/chairs are stored in the attic space near the library on 2nd floor. Also some spare shelving for the library is held in the area. The storage does not block or cause any problems for access or egress. This amount has been accepted by Santia Audits.

## 3.6.2.4.7

### **Paper/Stationery/Reprographics/Front Office**

Main paper storage is in the Reprographics Room. A maximum of 3 pallets of various papers is held at any one time.

Main stationery is held in the store cupboard in the main Admin office. Areas are locked when not in use. All areas covered with heat sensors.

Reprographic machinery is leased and serviced by the supplier on a regular basis.

Toner cartridges and polythene laminates are stored in steel cabinets. Health and Safety data sheets are requested on all materials supplied. Used cartridges are stored in the outside building prior to regular collection for recycling. Space ensures stocks are kept to a minimum)

## 3.6.2.5

### **WASTE REMOVAL, STORAGE AND COLLECTION**

## 3.6.2.5.1

### **Internal**

Classroom waste is segregated at source prior to disposal. Caretaking staff to make available bags and bins for recycling. Staff to fill in a request form to remove once full. Removal is normally carried out within four hours. The average amount of waste held in a classroom e.g. 1 waste bin, 1 white paper recycling plastic bin and 1 bag/container for bottles or cans.

The waste bins are emptied daily by the cleaning staff; they are put into black polythene bags and placed outside the classrooms. The bins are collected together, taken outside, placed in a wheeled bin and taken to the outside store. This procedure is also used for removing wood and other waste from the CDT department. A small 150 litre enclosed steel bin is held in the saw room.

**Recycling:** The ECO committee collect any recycling and deliver to stairwell 1 area in a trolley. The caretaker removes to the outside store (16ft container) area. Recycling is held on a daily basis with the ECO team collecting from all floors. The recycling is removed from site every Monday by Wastesavers. A system also operates that trained ECO pupils ring the school bell twice after the lunch break where teachers send representatives down from their class rooms with recycling. A small team ensure it's in the correct containers bags etc.

The internal school is cleared of general waste by the end of each working day. Waste is not allowed to be left to build up or be left inside the main building overnight.

# Health & Safety Policies & Procedures - Main

## 3.6.2.5.2

### **External**

External waste bins are emptied once per week or as required. The complete site is cleared of litter each morning and afternoon (2 ½ man hours per day). This is taken to the external area for disposal.

The internal bins are emptied in the afternoon after school has finished and this ensures that the very minimum waste is left overnight/weekends.

## 3.6.2.5.3

### **External Waste Stores**

These are situated 15 metres from the outside building, Asda side to the south. One large brick construction enclosure holds the wheeled bins brought from the school and canteen areas. They have wooden doors to the enclosure and are locked with keys issued only to authorised personnel. The enclosure remains locked until required to be used. Canteen staff to access the bins area for their own containers they close afterwards. The enclosure is locked at the end of the day and not opened until the next morning for daily use and /or collections.

Caretaking staff open three times per week to allow bins to be collected by waste contractors after collection enclosures are locked up. Two collections per week on Tuesday and Friday ensure that the minimum waste is held on site at one time. Cardboard is collected on a Tuesday/Thursday.

Should the need arise to have open skips on site, an area would be allocated away from buildings and this would be at least be surrounded by warning hazard tape or in the case of contractors fenced in by Heras Fencing.

## 3.6.2.6

### **GENERAL HOUSEKEEPING**

As already stated in items above, the cleaning regime internally and externally keeps a good standard with very minimal waste on site at any time.

- \* Stairwells are kept clear of items at all times with stairwell one area being used to receive some goods inwards. These items would only spend a very short time in this area as they are taken to the receiving departments. A build up of items is not allowed and is strictly monitored by the Site Manager.
- \* Corridors, entrances and exits are kept clear at all times and they are inspected every day with the opening/closing security procedure. Any problems are dealt with by site management.
- \* PE equipment has adequate storage space internally and also with outside containers.
- \* Offices and classrooms are cleaned daily (see waste procedure). Floor areas are uncluttered and kept clear.
- \* Archived documents are stored in steel cabinets or locked store cabinets in archive area (over spilled temporarily into wide locked corridor to CP1).

# Health & Safety Policies & Procedures - Main

## 3.6.2.7

### **USE OF CANDLES IN RELIGIOUS ASSEMBLIES**

The lighting of candles is supervised by the Head of RE prior to a service, mass, advent etc. The Head of RE is responsible for the positioning, lighting and putting out the candles. She also is the holder of safety matches that she keeps in a secure place for safekeeping. The most that are lit at any one time is approximately eight. Any drapes or curtains are to be kept at a safe distance.

## 3.6.2.8

### **SMOKING ON SITE**

***The whole school area is no smoking including the sports fields.***

Signs are put up on all gates into the site. Signs are on the buildings entrances to main foyer, sports hall and gym.

In school time, staff to patrol the site keeping watch for any potential smokers. Caretaking staff patrol the site during lettings, parents evenings, concerts, plays etc.

Any staff wishing to smoke are required to go off site during their break times. The car park, including inside of car smoking is also prohibited. CCTV is also used by staff to scan the site for potential smokers.

At the application stage for a booking of facilities the no smoking procedure is explained thoroughly.

Any employee/pupil found smoking on the premises would be dealt with using the disciplinary procedures. If the person was hiring the facilities it may be necessary to withdraw the facilities and stop the letting.

## 3.6.2.9

### **VEHICULAR ACCESS AND PARKING**

The main car parking area is 25 metres from the front of the school. The bus stopping areas are between 30/80 metres from the front of the school. The west side of the school single lane roadway is regularly cordoned off with bollards to prevent unauthorised vehicular use. The east side (Asda) is a two lane road that is used mainly out of school break/lunch times. This is used mainly for authorised deliveries to the canteen, workshops, contractors and occasional waste skips. During school hours this road way may also be cordoned off with bollards. Only authorised vehicles are allowed near the building.

## 3.6.2.10

### **SHRUBBERIES AND BROAD LEAFED TREES**

Regular maintenance of the site includes cutting back overhanging vegetation, pruning, specimen trees and shrubs, removing such waste from site. Grass is cut regularly and cuttings are placed by Asda side of the south fence for composting.

The vegetation is always kept at a safe distance from the main buildings with only grass cuttings left on the premises. At autumn time leaves are vacuumed up and disposed of off site by the contractor. The site is kept clean at all times of such carbonaceous waste.

# Health & Safety Policies & Procedures - Main

## 3.6.2.11

### **INTERNAL PLANTS**

Pot plants are mainly in the foyer and the science labs. These are looked after by staff who are responsible to limit size and prune off any dead pieces. They are generally very green and would not easily burn.

## 3.6.2.12

### **LETTING FACILITIES OUT OF SCHOOL HOURS**

From booking application to parking and using the facilities, the applicant is made aware of the terms and conditions. Vigilant caretakers and cleaning staff patrol the areas and report any problems. These are dealt with promptly by site management. The facilities may be withdrawn from non-complying groups.

An electronic access system is in use controlling entrance through the doors and cameras also scan the outside of the buildings. As the caretaker is the only man on site he is unable to operate the cameras and check traffic coming through the front gate. The lead person has to make sure that a roll call is undertaken.

## 3.6.2.12.2

### **Letting of Changing Rooms/Sports fields**

*Due to unavailability of staff for weekend work together with uneconomic returns we do not currently hire out the fields and changing rooms.*

During the season, teams hire the changing rooms and sports fields. A procedure is in operation for the security of the premises and this procedure is accepted by Zurich Insurance.

- (i) The caretaker attends site to unlock the designated area and to activate the intruder alarm for this area. He then leaves the magnetic locks in the off position.
- (ii) The changing room outer doors are padlocked twice using the locks for the letting. The inner and outer gate padlocks are changed to those of the hirer. This gives controlled access to the hirer of the fields and changing rooms.
- (iii) The hirer representative now has access to the hired areas. He has to open the fields and the gate to changing rooms once the teams have changed the changing rooms are locked and in turn the inner gate to the school area is locked.
- (iv) After the match, the hirer representative is responsible for ensuring all personnel are off site and that all doors and gates are locked after the matches.
- (v) The caretaker will return later to change the locks back to the schools, re-energise the magnetic locks and put the intruder alarm back on in this area.

The caretaker will report any omissions to the Site Manager. Non-compliance with procedures may result in facilities being withdrawn.

# Health & Safety Policies & Procedures - Main

## 3.6.2.12.3

### **Fund Raising Activities by PTFA**

During the Summer months the PTFA hold car boot sales. The front car park is used as the selling spaces, the rear tennis courts tarmac area is used as a customer car park. PTFA representatives, dressed appropriately with safety clothing, marshal customers into parking spaces in both areas. Electrical equipment is either PTFA or school owned and is PAT tested. Caretaking staff patrol the site and are in contact with PTFA marshals by radio. The school buildings are locked during the event. After the event the site is swept and litter put into bins. The PTFA use a barbecue and hot water heaters to sell snacks and these items are used away from the building and are all PAT tested.

PTFA marshals and caretaking staff are constantly reminding customers that they are in a no smoking site.

A fire site evacuation plan is known to the caretaker and PTFA Committee organisers. The assembly area is the sports field behind the bicycle shed.

## 3.6.2.12.4

### **After-school Events, Parents Evenings, Plays, Concerts etc**

Fire evacuation plans are made out for every event that is held after school. The plan is in the form of a diagram and sometimes written instructions are issued to the lead teacher that is responsible for the event. The caretaker is aware of these instructions before the event. These instructions contain diagrams of personnel movements out of the buildings/assembly points for the event and safety equipment that has to be available.

## 3.6.2.13

### **CLOSING DOWN THE SCHOOL PROCEDURE**

The cleaning staff operate in designated areas. They are to close all windows and classroom doors, making sure any of their electrical appliances are put away in the locked cupboards.

The caretaker, on lock up, checks the whole site for windows and locked classroom doors and isolates any appliance that should not be on. Each outside door is locked and a final check made ensuring no persons are left inside the building. On completion of this the intruder/CCTV alarm is set and finally the front gate is locked (see security procedure).

## 3.6.2.14

### **SITE SECURITY**

The school site area is completely fenced. The back pedestrian gate is only opened to allow access for students to enter the school site in the morning 08.30-08.55 and exit the school site in the afternoon 15.10 -15.45. The front gates remain open and the CCTV system covers the entrance. There is a monitor in main reception for the monitoring of unauthorised vehicles and persons on site. The system is on timers so that when the school is unmanned ADT Manchester can be alerted by any person breaking a sensor. They can warn a trespasser from the site by means of a loudspeaker. If they do not respond the police are called. ADT out of hours call Securitas who are the roaming site security company that react to any calls. This company are trained to deal with ADT systems. In the event of a long stay on the site, site management will also be called by Securitas to gain approval to stay on site. (**see security procedure**).

# Health & Safety Policies & Procedures - Main

## 3.6.2.14.1

### **Access System**

The electronic door access system only allows persons into the building using key fobs (controlled issue). Some doors are automatically opened by the system to allow access to the toilets and canteen. At lesson change over all doors open to allow movement of students. After this time all doors automatically lock.

## 3.6.2.14.2

### **Key Issues**

Master keys are issued to selected individuals whereas departmental keys are issued for classroom access (controlled). Any lost fobs are cancelled as soon as they have been reported. Contractors are issued with keys and fobs when required to move around the school.

## 3.6.2.14.3

### **Intruder System**

The building has a fully integrated system with sensors in every room and entrances, together with CCTV 24 hour monitoring (ADT). Any unauthorised person entering the building is automatically picked up by a sensor. The call centre will alert the site management who will attend site. The ADT camera system will also pick up intruders inside the grounds. The police may be contacted directly by ADT. Securitas are first to be called by ADT. The system code is issued to site management only. Verification codes are required by the security company, if site management wish to call them out.

## 3.6.2.14.4

### **CCTV**

The site is covered externally by a CCTV system. This system is monitored 24 hours per day by the ADT control centre. If an intruder enters the grounds the control centre will alert Securitas and in turn if required will contact site management and/or police.

## 3.6.2.15

### **ARSON**

With the position of the buildings being inside reasonably high and secure fencing and with only 20% of the buildings being within 20 metres of a public pathway, this leaves minimal positions for missiles to be thrown or a reasonable distance for a fire to spread if started at this position. If a fire was started in this area it would also have to cross a two lane internal roadway. On the 80% the main fences and boundary are at least 40 metres from the buildings.

Site security current procedures, together with intruder/access/CCTV systems on 24 hour vigilance, form a very good deterrent.

Building fabric externally being of masonry, steel and glass is not conducive to being easily set alight.

School bins and waste collection areas are emptied regularly and are locked out of hours and are at least 15 metres away from the outbuildings.

From within the school should a small internal fire be started the heat and fume sensors would activate the alarm.

# Health & Safety Policies & Procedures - Main

3.6.2.16

## **FIRE DETECTION SYSTEM/EQUIPMENT TESTING**

- (a) Fume and heat sensors are positioned on the ceilings and up in the voids in all areas of the building. Where there are no voids they are fitted high up in the sports hall, main hall, gym etc., normally on the steelwork. Throughout the attic system the same applies. The attics are lined with fire walls.
- (b) Thirty minute fire doors are fitted to each store room and classrooms. Double fire doors segregate areas in corridors these are connected to the alarm system and automatically close when in an alarm situation. They will not stay in the open position.
- (c) Break glass fire alert buttons are throughout the complete buildings **(see fire sounders important information callpoints only 3.6.7)**
- (d) Emergency lighting is throughout the school (tested by an approved company).
- (e) Access door system unlocks instantly when the fire alarm goes off. Gas and water goes off automatically. The water will not come on until the fire panel is reset. The gas has to be reset manually following the resetting of the fire panel.
- (f) Fire extinguishers, fire blankets and sand buckets are strategically positioned around the departments. They are inspected monthly by site management and annually by contractor.
- (g) All fire equipment is fully serviced by the suppliers at the required legal frequencies. The suppliers only use trained skilled personnel to carry out servicing and testing.
- (h) Break glass alarms are tested internally at approximately three times the required frequency. List of call points register in Site Manager's office. Testing is carried out by trained internal competent persons. If any faults are found ADT are called immediately **(see 3.6.3 Fire Evacuation Main Building and 3.6.4 01/02/04/05 Outside Classrooms)**.

3.6.2.17

## **TRAINING**

Site management have received internal training on the use of the fire testing, fire panels and fire evacuation procedures. Teaching staff in Design and Technology/Science are able to deal with small experimental fires with blankets and sand buckets only. Technicians in science, the Site Manager and the caretakers have received instruction in the use of fire extinguishers.

3.6.2.18

## **EVACUATION PROCEDURE**

The school has an evacuation procedure that clears the buildings within three minutes. This is currently under discussion for improvements.

A full evacuation is made at least once per school term. Any break glass incidents caused by horse play are recorded and even though are known to be false alarms the full evacuation is allowed to run **(see 3.6.3 Fire Evacuation Main Building. and 3.6.4 01/02/04/05 Outside Classrooms)**.



# Health & Safety Policies & Procedures - Main

## 3.6.2.19

### **ADDITIONAL STORAGE CONSTRUCTED (INTERNAL) 2010/2011**

2009/2010 A few areas have been constructed for storage. They have been constructed out of fire resistant materials designed by and approved the local authority. All areas are locked with access granted to departments keys are all suited. They are situated in most of the stair wells. They have been designed to store equipment and at the same time keep students from gathering and hiding during breaks leaving litter and tripping hazards.

Stairwell 1 Floor 2 Rescue area left (building regulations) Large cupboard for storage of computer spares, cartridges, printers etc. ownership/suited ICT Dept.

Stairwell 3 Floor 1 Rescue area left (building regulations) ownership Maths.

Stairwell 3 Ground floor Enclosed under the stairwell. Ownership site management for storage of display boards for use in exhibitions and enterprise week etc.

Stairwell 4 Ground floor Enclosed under the stairwell. Ownership Technology Dept. Work pieces etc.

Stairwell 4 Floor 1 cleaners cupboard not built yet (2016).

Stairwell 5 Ground floor - large enclosure under and alongside side of stairs. This store is the main storage for cleaning materials, paper towels, toilet rolls etc. This was designed and built by the Local Authority. Ownership - cleaning supervisor/caretaking and site management.

Stairwell 5 Floor 1 Not constructed/not approved (2016).

## 3.6.2.19.1

### **Additional external storage**

Building constructed of brick with locked doors; built with planning permission and building regulations for storage of drama staging. Currently used by caretaking staff to store grit and dispenser and surplus furniture/gardening tools etc., donated administration equipment. It is overlooked by camera 10 scanning 24/7. It is not alarmed or on the access system

## 3.6.2.19.1

**Two Additional new external classrooms** (timber framed with brick skin built by LA) and Demountable Training Room (rear of bus bays) plus 2 new demountable classrooms at the rear of the school O4 and O5.

Similarly to the main buildings these are fitted with air conditioning, gas heating and connected to the fire, intruder, access and CCTV systems. Metal guards are fitted to the rear windows that are near to the boundary fence to protect windows being damaged. These buildings have been configured to evacuate independently from the main building. CCTV also covers these buildings. Waste collection compound is 20 metres away from O1/O2 and 25 metres away from O3 Demountable training room. See risk assessment for outside classrooms for both areas.

## 3.6.2.20

**Weekly callpoint testing** is carried out by site management records held site office. ADT - fire systems checks completed by contractor. NCC carry out emergency light checks and repairs as per requirements.



# Health & Safety Policies & Procedures - Main

## 3.6.2.21

### **RISK EVALUATION**

4 from the matrix (25 highest) possible first aid injury.

The 4 rating is assessed mainly from the Science and Technology areas where the main open flame experiments are carried out. With the current control measures in place assessment for the site does not come above this score. In general the school has good working practices regarding statutory/maintenance /servicing/housekeeping etc.

## 3.6.2.22

### **AREAS FOR IMPROVEMENTS AND ESTIMATED TIMESCALE**

#### 3.6.2.22.1 link air conditioning to air handling on to fire alarm.

Air handling units are automatically linked to the fire alarm. The air conditioning units are not. It was advised to leave as original design as some areas of air conditioning were to be switched off and this in itself could form a fire risk eg. server room - if a fire was to start the a/c units can be turned off in the site managers office leaving the server one on up on the second floor server room completed

#### 3.6.2.22.2

Sports Hall block security: ADT to place key fob locks on the canteen queue side and also the upstairs viewing area access corridor double doors. This would only give letting group access to this area – completed 2007.

#### 3.6.2.22.2

Some doors are able to be pulled open with the maglocks on. ADT to be consulted to ensure full locking is standard; two sets completed to date. Door design enables locks to come loose and pose a danger to pupils. Therefore it was decided to return to the old locks. Doors have been strengthened and new magnets fitted. It is not 100% locked on electrical lock only. This does not pose a major security problem as doors are mechanically locked after school each day.

New heavier duty magnets were sampled on stairwell 3 and 4 and these were successful in keeping people out but were too strong for the doors. Pupils pulling on them were cracking the centre of the doors causing a weak point fracture all the doors were strengthened with centre plates. The original magnets are left in position and security into the building on electronic locking is only as strong as the magnets and doors will withstand.

#### 3.6.2.22.4

Fire training and fire wardens are the only persons that are trained in the use of fire extinguishers. These trained persons can use an extinguisher and can attempt to put out a small fire if they feel confident and are not putting themselves in danger. Business Manager/Technicians/caretakers are trained although Newport policy is to get out and call the emergency services.

#### 3.6.2.22.5

Arrange training for staff in higher risk areas eg. Science, Technology and caretaking. Train them in the use of fire fighting equipment that is required for the types of fire they are permitted safely to tackle. Business Manager, Caretakers, technicians, canteen staff trained 2014.

# Health & Safety Policies & Procedures - Main

## 3.6.2.23

### **Fire risk assessment (New building classrooms 01/02 /03 /04 /05 store rooms/boiler room and New O3 Demountable Training Room (rear of bus bays)**

#### 3.6.2.23.1

##### **Hazards**

Air conditioning units  
Gas boiler/radiators  
Storage of paper/books  
Timber construction internally  
Electrical equipment  
Furniture  
Flooring  
Access/egress

#### 3.6.2.23.2

##### **People especially at risk**

Teaching staff  
LSA  
Cleaning staff  
Caretaking staff  
Pupils  
Contractors  
Visitors/governors  
Facilitators  
Invigilators

#### 3.6.2.23.3

##### **Control measures**

##### **Electrical/items**

Air conditioning units/electric power sockets/electrical equipment.  
These are all supplied new with certification. The A/C units will be serviced annually. Projectors, printers and any other appliances are under the annual PAT testing regime.  
The electrical circuits will be tested 5 yearly with the fixed wiring test.  
Emergency lighting will be tested by NCC in line with the main building testing.  
Any additions or repairs to electricity will be carried out by an approved electrical company.  
The unit has its own distribution board served from the main switch room.  
The boiler room will be locked key holders Site Manager/caretaker/cleaning supervisor.

##### **Mechanical**

Main source of heating is from a Gas Boiler fed from a meter attached to the rear of the building. Gas sensors and warning panel showing alerts etc are fitted to boiler room. In the event of a fire alarm gas is isolated automatically.  
The boiler will be maintained annually and in line with manufacturers requirements, which will be arranged under statutory contract by NCC.  
The boiler room will be locked - key holders are site manager/caretaker/cleaning supervisor.  
The A/C units externally are guarded and fenced in at the rear of the building.  
Windows to the rear boundary side are protected by metal gratings.

Fire, intruder, access, fire equipment **testing and maintenance** is in with the regime of the main building.

# Health & Safety Policies & Procedures - Main

3.6.2.24

## **Fire evacuation**

See 3.6.4 below for the evacuation of 01/02/04/05 outside classrooms and 03 Demountable Training Room (rear of bus bays)

S. Foster October 2021

This review: June 2022

# Health & Safety Policies & Procedures - Main

## 3.6.3 **FIRE EVACUATION OF THE MAIN SCHOOL BUILDING**

*This is a full comprehensive procedure including the duties of individuals in the event of a fire during lesson times.*

### **Fire panel all zones except 34 (outside buildings O1/O2/O3/O4/O5)**

The main school buildings are programmed to be alarmed independently. The sounders will only work in the main building if a call point or sensor is set off within the main building. The main school building may evacuate if an alarm is raised. Unless the fire area is near to, or, could possibly affect the outside classrooms O1 O2 O3 O4 and O5 will not have to evacuate. See fire evacuation of O1/O2 outside classrooms procedure.

### **Raising the alarm**

If you see a fire and need to raise the alarm go to your nearest call point and break the glass. This will immediately sound an alarm on the fire panel at reception. Between the hours of 0830 and 1530 weekdays, pupil accessible call points are on a two minute delay between breaking the glass and the sounders going off. If you experience this and are anxious to raise the alarm sooner break the glass on a second call point and this will override the delay.

Call points: (see diagram in reception showing positions). Staff are requested to familiarise themselves with the nearest callpoints. Also familiarise with callpoints around the school.

*For delays see separate fire sounders important information callpoints only page.*

Sensors: The fire alarm will be raised automatically by heat and smoke sensors positioned around the buildings. There is no delay with sensors.

Internal fire doors: Once the alarm sounders are in operation the internal fire doors will close automatically to prevent spread of smoke/fire. They can be pushed open easily to evacuate and will go to the closed position once you have passed through.

Lift: Once the alarm sounders are in operation the lift will close and automatically go down to the ground floor and the doors will open to let any occupants out. The lift will not move from this position until the system is reset.

## **EVACUATION PROCEDURE**

When the alarm sounders are set off continuously:

- Staff to follow the evacuation route posted in each class room.
- Leave the room in an orderly manner, do not run.
- If possible, follow the preferred route to evacuate the area you are in. If not take the nearest safe available route, as instructed. Walk swiftly by the safest route to your assembly point.
- Assembly points front of school pavement from main gates to bus stops/back of school fence from Duffryn side right around to Asda side of cage.
- Once at your assembly point line up your class in single file. Carry out a roll call.
- Once completed ensure your pupils are away from roadways.
- Staff to report any missing pupils to deputy head/assistant head.
- Sweepers to check their areas and report to senior management at both assembly areas to confirm that school building is empty or otherwise.
- Await further instructions from Senior Staff at assembly points

# Health & Safety Policies & Procedures - Main

- If the go ahead has been given by senior management to return into the building, take your class slowly through the entrance. Try to avoid congestion.

## EVACUATION OF DISABLED OR INJURED PERSONS (refer to PEEPS)

- Request assistance from a TA or member of staff to take the person to a safe place.
- The TA can stay with the person. Alternatively you may stay with the person and ask a member of staff to assemble your class with theirs.
- Arrange to send a message to reception stating where the injured person is being kept. It is not advisable to ring reception straight away because reception will be on the phone to ADT/emergency services therefore the line will probably be engaged.
- Following information and situation Site Manager to arrange evacuation of person out of building with the help of either staff or emergency services. The person will be taken to a safe place (to be decided depending on the situation at the time).

## Check that the premises are completely empty of personnel

Due to the number of pupils and staff moving around school with different pupils taking different subjects, it is made more difficult to control as if the same form were together for all periods.

The local LEA Safety Officer together with the Fire Officer are happy with the use of sweepers to clear the buildings to ensure no one is left inside.

## See duties for staff for fire evacuation

## See Reception Actions fire panel sheet

**Site Manager/Caretakers:** To liaise with reception to investigate the fire/false alarm. The receptionist to move to the fire panel and obtain the position where the alarm has been activated. To advise the position as shown on the panel. Site manager to go to reception to discuss the investigation with caretaker/s by radio. Site manager may also need to attend the position to verify the situation to make a decision. At times there will only be one person on site so it may take longer to verify the problem. It may also be the case that the emergency services will attend if it takes too long to confirm the situation.

The panel in reception will be alarming and this notifies the receptionist of the position of the call point/sensor. Receptionist to answer ADT call and inform them if the fire brigade is required/or not.

**In the event of a fire a nominated person will be sent to the main gate to direct the fire brigade.** Depending on the severity of such a fire it may be necessary to evacuate the site.

## See school evacuation of site procedure fire /floods

If after the investigation it is found to be a false alarm due to sensors/fault etc., site management will omit the offending sensor and reset the system.

Before 08.00am and after 15.20pm if the alarm sounds and no one answers the school number, ADT will automatically call out caretaking/site management. If the fire brigade can be held off as an investigation takes place. If no one answers the call the fire brigade will be called automatically by ADT (local fire station holds a key to the school gate). The same applies for when the school is closed and during school holidays - if ADT cannot get an early answer the fire brigade are called by them.

# Health & Safety Policies & Procedures - Main

## **Other Fire Scenarios within the normal school day.**

**Fire alarm sounds during class change:** If you are releasing your last class direct them towards the safest and nearest route out and instruct them to go to the nearest assembly point. If you are receiving a class, if possible close the door and ensure the classroom is empty and direct and accompany to the assembly point (the rest of the procedure as with in class time).

### **Fire alarm sounds lunch time/break time:**

Staff inside to evacuate the building, clearing any pupils that are in their classrooms or in corridors en route out of the nearest assembly point. Canteen Duty Staff to evacuate the canteen/servery corridor to the bus stop area. Technology staff to unlock the department (lunch times).

Volunteer Sweepers during lunch times - Main block: **Maj Elharif ICT** 2<sup>nd</sup> floor, **Joe Ward** 1<sup>st</sup> floor, **LEMMA REYNOLDS** RE/Music, **Mary Davis** Science/Gym/ground floor, **Judith Evans** Tech, **Sara Morris** Art/6<sup>th</sup> form senior staff canteen. All sweepers to report to Site Manager at reception to update on clearance.

Senior staff/ duty staff to move pupils away from the buildings and await instructions from Site Manager. The same will apply instructions by radio to allow re-entry to the buildings and to return to normal.

M. Rowland Business Manager/S. Foster Site Manager June 2022

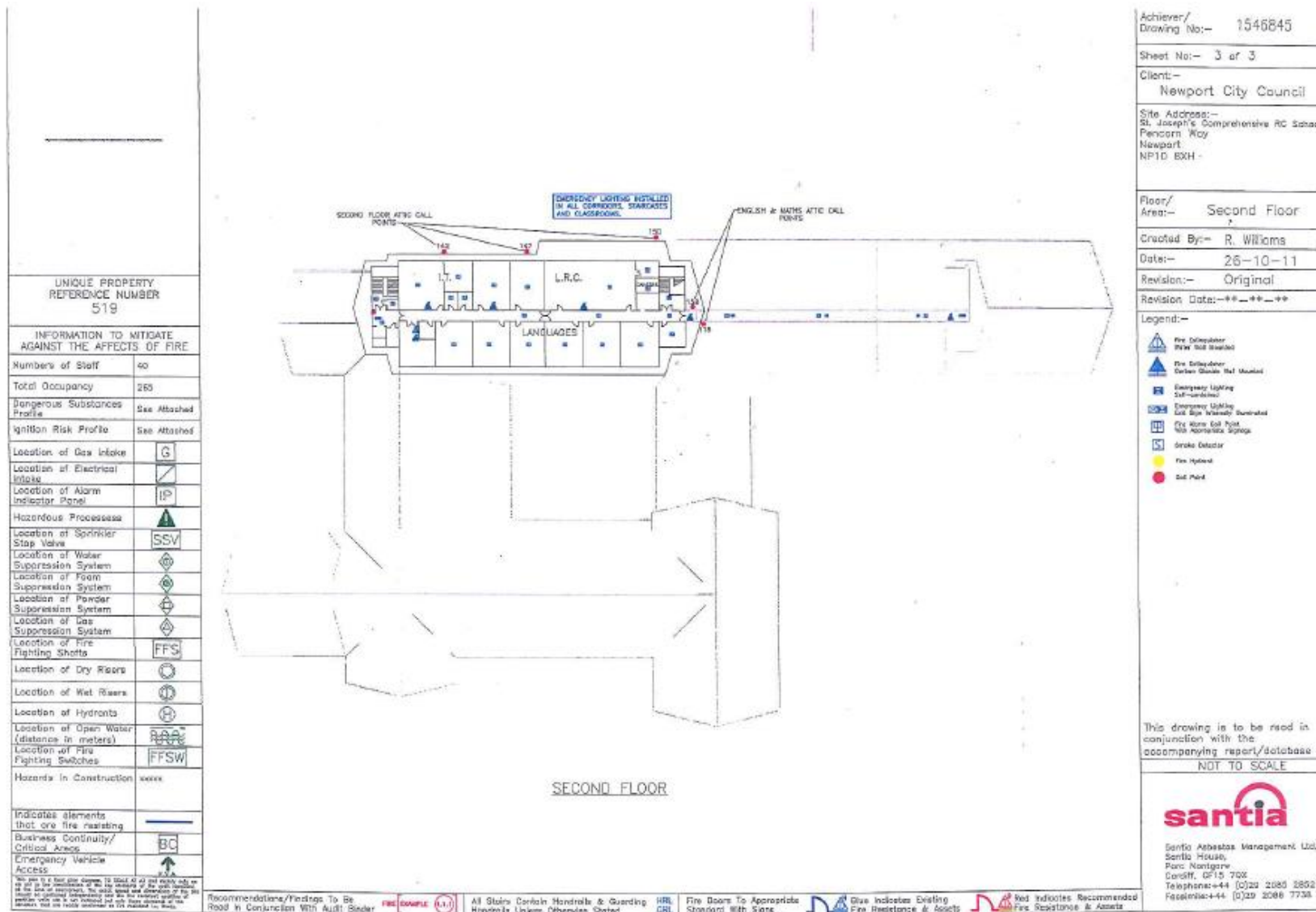








# Health & Safety Policies & Procedures - Main



# Health & Safety Policies & Procedures - Main

## Example of out-of-hours school evacuation planned route

### SCHOOL PLAY EVACUATION ROUTES - EVENINGS



Assembly Point  
Bus Shelters

# Health & Safety Policies & Procedures - Main

## **3.6.4 FIRE EVACUATION OF O1/O2/O4/O5 OUTSIDE CLASSROOMS and O3 Demountable Training**

### **Room (rear of bus bays)**

#### **Fire panel Zone 34 (school hours 0800-1520)**

The outside classrooms are alarmed independently of the main building. They are programmed in this way to ensure minimal disruption without compromising safety. If the main building has a fire alarm with a full evacuation it may not be necessary to evacuate the outside classrooms.

If one of the two call points are hit in O1/O2 or the call point in O3, the alarm will sound **only** in the outside classrooms.

### **FIRE ALARM SOUNDS IN OUTSIDE BUILDING**

**EVACUATE BUILDING TO ASSEMBLY AREA (BY SCHOOL GARDEN). Staff to ensure pupils are away from the building and not in the roadway.**

The panel in reception will alarm and this notifies the receptionist of a problem. If it is safe to do so, the receptionist will contact site caretaking/management to investigate. Receptionist to answer ADT call - is the fire brigade required/or not?

If after the investigation it is found to be a false alarm due to sensors/fault etc., Site Management will omit the offending sensor and reset the system.

**Following the safety checks to the building and resetting of the system and unlocking the doors, site management will give clearance to re-occupy the building.**

Site Management to call for ADT to rectify the fault. Communications: receptionist, caretakers, site management radios.

In the event of a fire a nominated person will be sent to the main gate to direct the fire brigade.

*Should a fire occur that endangers the main building the alarm will be sounded for a full evacuation of the whole school. The school will assemble away from the outside building. Depending on the severity of the fire, more pupils and staff will be diverted to the rear of the main building. This will be done by senior staff communicating with site management by radio.*

Before 08.00am and after 15.20pm if the alarm sounds and no one answers the school number, ADT will automatically call out caretaking/site management to establish if the fire brigade can be held off as an investigation takes place. If no one answers the call the fire brigade will be called automatically by ADT (local fire station holds a key to the school gate). The same applies for when the school is closed and during school holidays, if ADT cannot get an early answer the fire brigade are called by them.

# Health & Safety Policies & Procedures - Main

## 3.6.5 RECEPTION ACTIONS FIRE PANEL (callpoints)

- i. Between the hours of 08.30am and 15.30pm (Mon – Fri) the main pupil call points will be on a two minute delay which means that if a call point is set off the sounders will be delayed by two minutes. This will allow us a little time to find out if it is a false alarm or not.

- ii. **Actions (panel receptionist)**

If a call point has been set off the panel warning alarm will sound:

- 2.1 Obtain key from desk
- 2.2 Go to panel
- 2.3 Read the description in top right hand box of readout
- 2.4 Radio to caretaker/site manager giving position e.g. science corridor
- 2.5 Open the panel with key
- 2.6 Insert key and turn to position 1
- 2.7 Wait for instructions from caretaker/site manager - fire or false alarm.

If false alarm:

**Press silence resound blue button once to turn off sounders (if the resound button is pressed twice it will switch back on and continue to count down until sounders go off).**

**Press silence buzzer blue button to suppress panel alarm.**

- iii. If there is a fire the full alarm will sound as it gets to the two minutes.
- iv. Answer telephone from ADT giving the status - they will ring instantly as the alarm to them has no delay.
- v. If due to a false alarm the caretaker/site manager will replace the break glass in the call point then return to the panel to reset.

Speed is essential to prevent the sounders going off inside the two minutes.

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## **3.6.6 FIRE DUTIES FOR STAFF**

### **GROUND FLOOR**

RECEPTIONIST GERAINT O'DRISCOLL OR SOPHIE BIGNALL	TO FIRE PANEL	REPORT TO MR/SF	RADIO
PAULA RYAN	CHECK SPORTS HALL & TOILETS	REPORT TO MR/SF	RADIO
HELEN THOMAS	RESERVE SWEEPER COVER OFFICE ABSENCE	REPORT TO MR/SF	RADIO
DELYTH PEAKE	MAIN PHONES IN RECEPTION RESERVE SWEEPER	REPORT TO MR/SF	
DEBRA BAILEY	CHECK REPROGRAPHICS/CONFERENCE ROOM	REPORT TO MR/SF	
CELIA MILLS	TOILETS RE AREA /INTERVIEW ROOM	REPORT TO MR/SF	
ANDREA ALLEN	OFFICE/FIRST AID ROOM/MAIN FOYER	REPORT TO MR/SF	RADIO
EMMA REYNOLDS	SWEEPS DRAMA/MAIN HALL	REPORT TO MR/SF	
MARY DAVIS	SWEEPS RE /MUSIC	REPORT TO MR/SF	
ANGELA WHITE	SWEEPS G14 TO G10/GYM & TOILETS/FEMALE S3	REPORT TO MR/JM	
JUDITH THOMAS	SWEEPS G6 TO G9/GYM & TOILETS/MALE S3	REPORT TO MR/SF	
K MCAULEY	SWEEPS TECHNOLOGY AREA S4	REPORT TO MR/SF	
	SWEEPS KITCHEN/CANTEEN/SERVERYAREAS	REPORT TO MR/SF	RADIO

### **FIRST FLOOR**

GINA EVANS	STAFFROOM/OFFICES/STAFF TOILETS	REPORT TO MR/SF	RADIO
JOE WARD	SWEEPS HISTORY/GEOG INC BS ACCESS		
	PE OFFICE/MULTIGYM/F31	REPORT TO MR/SF	
	SWEEPS ENGLISH/MATHS S3	REPORT TO MR/SF	
SARA MORRIS	SWEEPS ART & 6TH FORM S4	REPORT TO MR/SF	

### **SECOND FLOOR**

MAJID ELHARRIFF	SWEEPS 2ND FLOOR TOP OF S2 & DOWN S1	REPORT TO MR/SF	
TIM NUNN	ROLE CALL BACK YARD AREA		RADIO
JANE MORGAN JOE RYAN			RADIO
R HANFORD	ROLE CALL FRONT BUS STOP AREA		RADIO
TIM SEGHIRI KATH BURKE			RADIO
JACKIE JARRETT STEWART FOSTER or MARK ROWLAND	Reception with site/business manager		
CARETAKERS	COORDINATES WITH CARETAKERS/MANAGERS		RADIO
	CONFIRM POSITION/CONFIRM IT IS A FIRE	TO MR/SF	RADIO

### **RECEPTIONISTS DUTIES WHEN ALARM SOUNDS**

ALARM SOUNDS  
TURN RADIO TO CHANNEL 3  
GET FIRE PANEL FOB  
GO TO PANEL WITH RADIO AND WAIT FOR CARETAKERS RESPONSE – CANCEL ALARM IF  
FALSE ALARM AND DISABLE AND RESET

# Health & Safety Policies & Procedures - Main

## 3.6.7 FIRE SOUNDERS IMPORTANT INFORMATION (CALLPOINTS ONLY)

Due to instances of malicious call point activations, it has become necessary to install a two minute delay on all pupil accessible callpoints within the main building. These actions are acceptable to the LA & Fire Officer.

Reasons:

- 1) False activations causing unnecessary evacuations of the building of approx 1500 persons creating additional movement of personnel and risk of injury to them.
- 2) Frequent false activation of sounders lessening the effect of the sounders on school population.
- 3) Disruption to education/canteen etc., throughout.
- 4) Unnecessary alarms to ADT & possible call outs to the fire brigade.

### **Main school building (2 minute sounders delay)**

Between the hours of 08.30am and 15.30pm weekdays, if a call point is activated the sounders will not sound until two minutes later. The fire doors and lift are also on a two minute delay.

Once the activation is made the panel in reception alarms. Site management will investigate if a false alarm and prevent the sounders going off.

If there is a real fire situation the member of staff in that area can start to evacuate and the sounders can be activated from the reception area to allow a full evacuation. Also, the sounders can be activated by hitting a second call point and this takes off the delay immediately.

ADT are alerted from the initial activation not the delay.

Outside the hours stipulated above there is no delay on any call point.

This does not compromise the safety of the school population as ADT & site management are aware instantly of the vicinity of the activation.

**Outside classrooms 01/02/03/04/05:** The callpoints have **no delay at any time.**

**Kitchen/attics/plant rooms:** The callpoints have **no delay at any time.**

**Fire detectors/sensors:** There is **no delay at any time.**

Weekly testing - caretakers: If tested inside the hours of the programmed delay at least one call point has to run the delay time to test sounders and internal fire doors.

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## 3.6.8 FIRE EXTINGUISHER AUDIT (FREQUENCY MONTHLY)

Extinguishers and fire blankets are audited/inspected monthly by the Site Manager or designated person.

The equipment is positioned in resource areas, Head of Year offices, computer class rooms, technology workshops and science labs. Equipment is also stored in three corridors; site managers office; canteen queue and sports hall. The general positioning is relative to the type of area and its uses. Any change of use of an area may cause an increase or change in type of equipment. The list will be updated to accommodate the change.

### **Monthly inspection**

Obtain the master list/checklist: Visually inspect that all extinguishers and fire blankets are fixed in their correct positions. Check for broken brackets, missing signs, signs of use and check the pin. Also check that they are accessible and not blocked in.

Any faults found remove to Site Manager's office for repair/replacement or refill. The offending parts will be collected by the fire equipment maintenance contractor and generally the equipment will be changed/refilled straight away.

The inspection will be recorded by the date and a tick or a cross. A cross X will highlight a problem and this will be entered on the back of the sheet stating the problem and necessary action required. A tick will mean all OK - no action required.

Inspection sheets to be filed in Site Managers office and kept as a record.

The equipment will be subject to a twelve monthly inspection by an authorised fire maintenance company. Records of this inspection are also kept filed with the Site Manager. A re-evaluation of areas may be necessary due to change of use and this may require additional equipment or moving to another area.

M. Rowland Business Manager/S. Foster Site Manager June 2022



# Health & Safety Policies & Procedures - Main

## **FIRE EVACUATION - EVENING LETTINGS - SPORTS HALL AREA**

Lead person: please ensure arrangements have been made to accommodate/evacuate any disabled persons in your group - participants or viewers.

IF YOU SEE A FIRE AND NEED TO RAISE THE ALARM HIT THE BREAK GLASS AT A CALL POINT SO THAT THE SOUNDERS START.

- 1) LEAVE THE BUILDING AT THE NEAREST SAFE FIRE EXIT. CLOSE DOORS BEHIND YOU.
- 2) ASSEMBLE AT THE MAIN BUS SHELTERS AREA.
- 3) LEAD PERSON TO ROLL CALL THE GROUP.
- 4) LEAD PERSON TO INFORM THE CARETAKER THAT ALL EVACUATED OR OTHERWISE.
- 5) NO ONE TO RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE CARETAKER.

### Call points in the sports hall stairwell & viewing corridor

One by each blue steel crash door, one at the stairwell and one upstairs in the viewing corridor.

If the alarm is set off at these hours it is quite likely that the emergency services will be called automatically by our fire and security company ADT. ***The caretaker will possibly be in the area of reception/fire panel dealing with the situation. Once the situation is sorted he will advise that it is safe to re-enter the building.***

Lead person: Please ensure that participants in your group are all familiar with the evacuation arrangements. It is a condition of your letting that you provide first aid cover at all times.

Thank you for your cooperation.

S Foster June 2022

## **FIRE EVACUATION - EVENING LETTINGS - GYM AREA**

Lead person: Please ensure arrangements have been made to accommodate/evacuate any disabled persons in your group.

- 1) IF YOU SEE A FIRE AND NEED TO RAISE THE ALARM HIT THE BREAK GLASS AT A CALL POINT THE SOUNDERS WILL START. ALTERNATIVELY IF YOU HEAR THE FIRE ALARM SOUNDERS.
- 2) LEAVE THE BUILDING AT THE NEAREST SAFEST FIRE EXIT. CLOSE DOORS BEHIND YOU.
- 3) ASSEMBLE AT THE MAIN BUS SHELTERS AREA.
- 4) LEAD PERSON TO ROLL CALL THE GROUP.
- 5) LEAD PERSON TO INFORM THE CARETAKER THAT ALL EVACUATED OR OTHERWISE.
- 6) NO ONE TO RE ENTER THE BUILDING WITHOUT PERMISSION FROM THE CARETAKER.

Two call points are in the gym area, one in the **entrance door to the gym changing room side** and the other by the **crash doors in the gym** itself.



# Health & Safety Policies & Procedures - Main

If the alarm is set off at these hours it is quite likely that the emergency services will be called automatically by our fire and security company ADT. ***The caretaker will possibly be in the area of reception/fire panel dealing with the situation. Once the situation is sorted he will advise that it is safe to re-enter the building.***

Lead person: Please ensure that participants in your group are all familiar with the evacuation arrangements. It is a condition of your letting that you have first aid cover at all times.

Thank you for your cooperation – S Foster June 2022

## **FIRE EVACUATION FOR CLEANING STAFF**

After school hours 15.30pm until 19.30pm approx.

- 1) If you see a fire, raise the alarm by pressing the break glass at a call point.
- 2) If you hear the fire alarm vacate the room and close any windows and doors as you leave (situation permitting)
- 3) Leave the building through the nearest and safest fire exit.
- 4) Assemble outside main pupil entrance.
- 5) Cleaning Supervisor to do the roll call.
- 6) Cleaning Supervisor to contact the caretaker/Site Manager to update that roll call is complete or otherwise.
- 7) Staff not to re-enter the building until caretaker or site manager gives the all clear.

The caretaker/site manager would be on the radio and possibly be around the reception area dealing with the fire panel. Outside normal school hours it is very likely that the fire brigade would attend.

## **01/02/03/04/05 outside classrooms**

If the alarm is raised in the outside classrooms the sounders will go off in this area but not the main building. The panel alarm in reception will sound and the emergency services will be called by ADT unless stopped by caretaker/site manager. The main building will possibly not be affected.

### School holiday times

During holiday times and during the hours between **08.30am** and **15.30pm** a **two minute delay** has been set on the call points accessible to pupils. If a fire occurs and the alarm needs to be raised straightaway if two call points are hit this overrides the delay.

***(See fire sounders important information sheet - cleaning staff supervisors office). Fire evacuation notices to be posted in cleaners store rooms.***

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## **FIRE ARRANGEMENTS CAR BOOT SALE**

The car boot sale is held in the main car park at the front of the main school building. The PTFA organise these events approximately 4/6 times per year.

**Roadways :** Must ensure roadway into site is kept clear at all times to allow access to emergency services.

**Car Parking of Buyers:** Cars can be parked in the rear yard up to the kerbs only.

**No Parking :** Strictly no parking sports field side from cycle shed down to gym or on Asda side roadway.

**Disabled Parking :** On entrance road sports field side. By permission of PTFA Members/Caretaker - not for general use for parking.

**AREAS TO BE KEPT CLEAR in front of reception fire hydrant/entrance to quad in back yard fire hydrant.**

The school buildings remain locked during this time with the exceptions of the canteen front entrance/exit doors left ajar for the use of the PTFA members.

Under the overhang outside the canteen, the PTFA site the hot water boiler and the griddle for the sale of snacks. A CO2 fire extinguisher is positioned by the above equipment to be used by a trained competent person. This equipment is only to be used if the person feels safe and confident to tackle the situation otherwise leave to the emergency services.

Four extension leads are to be used to be connected from different sockets in canteen area to avoid overloading. The extension leads and equipment are PAT tested. The sockets connected into are protected and fixed wired tested as per electrical test procedures.

Persons on site/communications: Caretaker (radio), PTFA members (radios) all on channel 3.

Should a fire occur the alarm should be raised by:

- Hitting the call point 30 by the entrance to the canteen front.
- Contact caretaker and inform him of the situation.
- This method should be adopted whether the fire is in the building or near to the building. This method can be used for any other fire within the premises. If an item of property is on fire the owner may ring 999 independently.

Example: Should a car in the car park catch fire, clear all persons away from the vehicle and send a representative to the gate to direct the services to the area. **Assembly point Sports field entrance by cycle shed -** Direct all persons to this area. Once the services have dealt with the situation allow persons to return or evacuate the site whichever is decided upon.

Griddle/hot plates must be allowed to cool prior to storage in outbuildings.

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## 3.6.8.1 Audit chart (example of) Filed in Site Managers Office

3.6.8.1 EXTINGUISHER AUDIT Frequency : Monthly		EX - Extinguisher FB - Fire Blanket	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off
<b>GROUND FLOOR</b>																
Kitchen	FB															
Site Managers Corridor	3 EX															
HoY	2 EX															
G15 Foyer	1															
	1 Water															
Music Computer	1															
G10	EX															
	FB															
G14	2 EX															
	FB															
Chem Prep	1 EX															
	1 FB															
G13	1 EX															
	1 FB															
G7	1 EX															
	1 FB															
Biol prep	1 EX															
	1 FB															
G8	2 EX															
	1 FB															
G9	2 EX															
	1 FB															
G10	2 EX															
	1 FB															
G11	1 EX															
	1 FB															
G19	1 EX															
G20	1 EX															
	1 FB															
BG 18	2 EX															
G21	1 EX															
G22	2 EX															
	1 FB															
G23	2 EX															
	1 FB															
Saw Room	2 water															
Canteen QC	1 EX															
Sports Hall C	1 EX															
G17	1 EX															
Servery (no blanket)	1 EX															
Canteen	3 EX															
	1 FB															
Main Hall - Stage	2 EX															
Main Hall - Back	2 EX															
<b>FIRST FLOOR</b>																
Staffroom Kitchen	1 FB															
Bursar Corridor	2 EX															
Control Room	1 EX															
PE F31	2 EX															
Inclusion Back	1 EX															
Inclusion Front	1 EX															

# Health & Safety Policies & Procedures - Main

F1	1 EX														
F2	1 EX														
Humanities Resource	2 EX														
English Resource	2 EX														
Maths Resource	2 EX														
CP3 Entrance	1 EX														
HoY J Morgan	2 EX														
Art Resource	1 EX														
F26	2 EX														
F27	2 EX														
6th Form Kitchen	1 FB D														
Head of 6th Form	2 EX														
6th Form Study	1 EX														
F29 *															
<b>SECOND FLOOR</b>															
HoY	2 EX														
S1	1 EX														
S2	1 EX														
S3	1 EX														
LRC	1 EX														
	1 EX														
HoY	1 EX														
Lang Resource	1 EX														
<b>OUTSIDE</b>															
O/S1	1 EX														
O/S2	1 EX														

Comments

# Health & Safety Policies & Procedures - Main

## 3.6.9 WEEKLY FIRE ALARM TEST

### 3.6.9 WEEKLY FIRE ALARM TEST

One block to be tested each week. Therefore, each point tested every 10 weeks, 45 call points.

#### Ground Floor ( including outside classrooms) Call Points

Testing Blocks	Loop	Number	Location
1	B	2	Reprographics
	C	3	Reception
	C	6	Staircase 1 Ground Floor
	C	28	Staircase 2 Ground Floor
		80	RE / Music lobby
2	C	72	Science Corridor
	C	40	Staircase 3 Ground Floor
	C	50	Gym Foyer
	C	57	Gym Crash Door
	C	90	RE Corridor
3	B	60	Staircase 4 Ground Floor
	B	58	Saw Room BG 03
	B	83	Food Tech Corridor
	B	78	Food Tech Corridor
4	B	133	Drama Corridor
	B	124	Lunch Corridor Doors
	B	47	Staircase 5 Ground floor
	D	6	Sports Hall
	D	7	Sports Hall
5	D	14	G17
	D	13	G18
	B	51	Sports Hall Store
		166	Foyer outside
		155	02
		158	01
6	B	30	Canteen Doors Front
	B	31	Canteen Doors by ASDA
	B	42	Catering Office Corridor
	B	46	Switch Room
	B	54	Caretaker Store

#### First Floor Call Points

7	D	40	Multi Gym Corridor by F31
	D	25	Access Corridor
	D	89	Art Corridor by F26
	D	69	6th Form Corridor by F30
8	A	15	By staffroom
	A	66	1st floor lobby
	A	72	History / Geography Corridor
	A	44	Gym Plan Room

#### Second Floor Call Points

9	D	134	IT Foyer
	D	118	Maths/Eng Attic
	D	142	2nd Floor Attic
	D	147	Above LRC
10	D	150	Top of steel stairs Maths / English Attic
	C	103	Top of stairs Sixth Form Access
	D	168	Maths English Attic entrance
			Main entrance front doors

# Health & Safety Policies & Procedures - Main

## 3.7 HAZARDS

Everyone is responsible for reporting hazards as and when they arise. Lilac slips are available from the staff room for this purpose and should be returned to the Site/Business Manager at the earliest opportunity, who will then act accordingly.

### a. Information

May come from many sources and will be passed to appropriate staff as and when necessary by the Health & Safety Co-ordinator. A central file of this is kept in the Health & Safety Co-ordinator's Office.

See LEA guide to Health & Safety practices in building maintenance, engineering services maintenance and building improvement work.

### b. Substance

These come under the C.O.S.H.H. Regulations and information as to their hazardous nature and whether or not they are allowed on the premises is kept in the Technicians' area in the Science Department. Information related to hazardous substance used in other areas, e.g. D&T, is kept in the respective areas.

### c. Electrical Safety – see Portable Appliance Tests (PAT) procedure 3.17

Regulations and an annual inspection have to be carried by a suitably qualified person. A register of all electrical equipment used in the school is kept in the Site Manager's office. Staff to inform Site Manager of any additions made to this register.

### d. Infectious Diseases

If this rare situation occurs, staff should contact the Health & Safety Co-ordinator/Business Manager/Headteacher who will seek advice from the NCC Safety Department, Civic Centre. They will in turn refer the enquiry to the consultant for Communicable Disease Control at Public Health Wales.

### e. Safety Signs

To be sited in appropriate places.

### f. Cutting & Forming Tools

Only to be used under adequate supervision.

### g. Radioactive substances and lasers

Only to be used by suitably qualified personnel. A notice should be placed on the outside of the labs when they are in use.

### h. Exposure to Sunlight

Due care to be taken to avoid over exposure to sunlight by pupils and staff.

# Health & Safety Policies & Procedures - Main

## i. Risk Assessment

Departments will have in place procedures for assessing the risk from their activities to themselves and others including pupils, colleagues and visitors.

### 3.8 **EDUCATION TRIPS**

#### 3.8.1 **Procedure for the organisation of visits**

##### Introduction

Any trip or enrichment opportunity needs to have approval. Failure to submit details via the Evolve online facility will result in the cancellation of the excursion. Staff must consult Mr Rowland EVC for support procedures and in obtaining school/LEA guidelines.

This Procedure has been compiled using guidelines from Newport CC LA.

##### **Approval**

1. Members of staff who wish to organise a *visit* should in the first instance obtain outline permission by submitting a trip request from to the EVC, signed by their HOD. The EVC will check diary/dates and obtain approval from the Headteacher and Chair of Governors (Foreign Trips). LA approval for trips abroad, residential trips and dangerous activities is required 6 months in advance.
2. Parents/carers should be informed in writing of all aspects of a visit, including party regulations, names of leaders and accompanying adults, contingency plans, itinerary, emergency arrangements, names, addresses and telephone numbers of accommodation, the insurance position and potential hazards which parents/carers may reasonably wish to be informed about. Appropriate written parental consent should be obtained. Details must be obtained about any child's medication, with parent/carer's written consent to administer it. All letters to parents/carers regarding the trip/visit should be approved by the Business Manager.
3. Details of all trips should be kept for at least five years.

##### **Planning and Preparation**

4. There must be a clearly designated leader and for larger groups a deputy leader.
5. Visit details must be logged on the Evolve online system and sent electronically to Mr Rowland. All details must be submitted. There will be the facility to upload letters, lists, risk assessments, itineraries, medical information, pupil cohort and other supplementary details.
6. The Headteacher should be consulted about pupils whose past behaviour has proved to be unacceptable before finalising the list of possible participants.
7. A list of pupils attending trips must be placed on the staff noticeboard at least ten working days in advance.

##### **Financial Arrangements**

8. The activity must be costed accurately including insurance. All money should be paid into the school bank account, and full records kept. No money should be paid into any other account.
9. For residential trips, if a contingency fund is to be used for additional costs eg meals/drinks extra activities, the amount and reason for the contingency must be notified to parents/carers. Accurate records must be kept of the contingency expenditure, including receipts. On return from the trip the records and any remaining contingency money must

# Health & Safety Policies & Procedures - Main

be passed to Mr Rowland/Mrs Harris who will divide the sum between the participating pupils.

10. All pupils should be encouraged to pay on-line.
11. For payment arrangements staff should refer to the Business Manager. Payment (cheques should be made payable to St Joseph's RC High School) should be presented to the Finance Officer who will receipt and record the payment and bank the monies.
12. Invoices should be passed to Mr Rowland/Mrs Harris for payment. Financial details of trips are to be kept for at least 5 years.

## Supervision

13. See All Wales Guidelines and Procedures Governing Trips and Visits.
14. Mr Rowland should be contacted for advice if any doubt remains regarding the supervision level of a proposed visit.
15. While on the trip, pupils should stay in designated groups, with each group being accompanied by an adult. The adult must exercise sufficient control and supervision of the pupils to be able to ensure their safety. The amount of control and supervision required will depend on the nature and location of the trip and the age and ability of the pupils involved.

Clearly document all intended movements, challenges or activities while on the trip.

## During The Trip

16. Pupils must know who to contact at all times (particularly important for residential and evening visits) and where the contact will be. A trip phone is available for all trips.
17. For residential visits Fire Safety Precautions must be adequate and pupils must understand them.
18. Each accompanying adult must carry names of all pupils. Regular checks are necessary.
19. Party Leaders must be familiar with the area/conditions etc. Prior information must be obtained about local hazards and safety requirements. Contact should be made (in advance) with wardens, local agents etc. Informed and responsible local advice must be heeded and acted upon; e.g. tidal patterns, climate, terrain.
20. Pupils must be suitably clothed and equipped.
21. Pupils must not leave the party without permission.
22. Pupils should be encouraged to join in groups of 2/3 so that partners can report if one is missing or in difficulties.

## Emergency Arrangements

23. A First Aid Kit and mobile phone must be carried (school mobile phone can be obtained through EVC).
24. The leader must ensure that accompanying adults are familiar with local emergency procedures, agencies and telephone numbers.
25. The leader must ensure that pupils are warned about local conditions, emergency procedures and what to do if they are lost or in difficulties.
26. The leader must ensure that parents/carers can be readily contacted in cases of emergency. A point of contact (usually the school) needs to be established for the passing of information.
27. Contingency plans must be made for the care/return of individual pupils in the event of illness/accident/disciplinary reasons. Parents/carers and the Headteacher need to be informed of these plans.



# Health & Safety Policies & Procedures - Main

## **Contingency Arrangements**

28. See All Wales Guidelines and Procedures Governing Trips and Visits. Copy with EVC.  
29. Please advise the Caretakers of any trips taking place out of school hours so that arrangements can be made regarding security/extending opening hours of the premises, collection/dropping off of vehicles and informing parents/carers with enquiries.

## **Insurance**

30. See Newport LEA Guidelines and Procedures Governing Trips and Visits.

## **Mass**

31. Arrangements should be made to allow pupils to attend Mass on Sundays and Holy days.

## **Late Returns**

SHOULD YOU RETURN AFTER 7.00PM TERM TIME, THE SCHOOL WILL BE CLOSED AND YOU ARE ADVISED NOT TO LEAVE VEHICLES OR PERSONAL EFFECTS IN THE SCHOOL.

## **Post Trip**

On completion of the trip a review/assessment must be submitted on the Evolve online system highlighting the success of intended outcomes. Comment must also be made to injury, theft/loss of belongings, behaviour, value for money, service provided or future recommendations.

# Health & Safety Policies & Procedures - Main

## Reducing the risks

- Experienced and competent leaders
- Substitute actual high risk for perceived risk
- Reduce the period of exposure to the risk
- Separate people from the risk
- Greater preparation of participants
- Higher supervision ratios
- Personal Protective Equipment
- Alternative method
- Discontinue the activity

Visit leader identifies significant hazards and risks associated with the visit and the safety measures to reduce risk to a tolerable level.

Does the school/centre have a risk assessment for this type of visit?

Yes

Does this cover all of the hazards/safety measures identified for this visit and group?

Yes

Record the additional significant hazards and safety measures on a risk assessment form & file a copy

Ensure safety measures are implemented and make sure those involved on the visit are aware of and understand their role in managing safety.

Dynamic risk management during visit. Change plans if needed but re-assess risk and safety measures before doing so.

After the visit - do you need to update the risk assessment?

No  
Record the significant hazards and safety measures on a risk assessment form & file a copy

## Checklist of Possible Injuries /Outcomes

- |  |                              |
|--|------------------------------|
| • Falls: objects / people                | • Sight / hearing loss       |
| • Collisions                             | • Sprains / strains          |
| • Drowning                               | • Electrical injury          |
| • Cold related: frost bite / hypothermia | • Burns: heat / chemical     |
| • Smoke inhalation                       | • Scalds                     |
| • Fractures                              | • Poisoning                  |
| • Concussion / head injuries             | • Psychological              |
| • Amputations                            | • Disease                    |
| • Asphyxiation / gassing                 | • Diabetes / Epilepsy        |
| • Cuts / open wounds                     | • Dehydration                |
| • Internal injuries                      | • Stings / Bites / Allergies |
| • Asthma                                 | • Abuse                      |
|  | • Getting Lost               |

## Top Tips

1. Think of risk assessments as the minutes of the meeting where issues regarding safety were raised and discussed
2. It is the discussion and sharing of ideas, experience and knowledge which will enhance safety and reduce risk – not the piece of paper
3. Try and keep the form simple, the writing big and on one side of A4
4. Include yourself in 'who might be harmed'

## Sensible risk management IS about:

- Ensuring that workers and citizens are properly protected
- Providing overall benefit to society by balancing benefits and risks, with a focus on controlling real risks - either those which arise most often or those with the most serious consequences
- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage serious risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

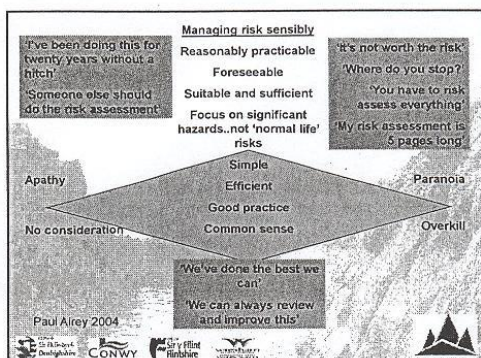
HSE 2006

## Sensible risk management IS NOT about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed

HSE 2006

<http://www.hse.gov.uk/aboutus/speeches/tbrosnacongress.pdf>



# Health & Safety Policies & Procedures - Main

## **PARENTAL/CARER MEDICAL CONSENT FORM**

### **DETAILS OF JOURNEY**

Visit to: .....

From: ..... To: .....

Having read the information sheet I agree to my son/daughter ..... taking part in the above mentioned visit and agree to his/her participation in any or all of the activities described. I acknowledge the need for obedient and responsible behaviour on his/her part.

**I do / do not agree** to let my son/daughter take part in any water based activities eg swimming (any activities will be supervised by staff).

### **MEDICAL INFORMATION**

Does your son/daughter suffer from any conditions requiring medical treatment, including medication? YES / NO

If YES, please give brief details:

.....  
.....

Please list **all** medication your child is taking:

.....

Is your son/daughter allergic to any medication? YES/NO If YES, please specify:

.....  
.....

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases, or suffered from anything in the last four weeks that may be, or become, contagious or infections? YES / NO

If YES, please give brief details:

.....  
.....

Has your son/daughter received a tetanus injection YES/NO. Please supply date (Year) \_\_\_\_\_

# Health & Safety Policies & Procedures - Main

Has your child had an operation within the last 3 years? (if so please detail)

.....

## DIETARY REQUIREMENTS

Please state any dietary requirements that your son/daughter has:

.....

.....

**I undertake to inform the trip organiser, as soon as possible, of any change in the medical circumstances between the date signed and the commencement of the journey.**

## DECLARATION

I agree to my son/daughter receiving emergency treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

## CONTACT DETAILS

Name: ..... Relationship: .....

Work: ..... Home: .....

Mobile: .....

Address: .....

If no one available at above, please contact:

Name: ..... Relationship: .....

Work: ..... Home: .....

Mobile: .....

Address: .....

Name, Address and telephone number of family doctor:

.....

.....

Signed: ..... Date: .....  
Parent/Carer

This form or a copy will be retained by a responsible person from the school for the duration of the trip.

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## 3.9 **WORK EXPERIENCE PLACEMENTS**

- 3.9.1 The senior teacher in charge of careers is required to use a competent training provider who will follow the guidance as provided on placement and inspection services. As part of the inspection service the provider will carry out Health & Safety risk assessments and employer liability insurance checks before pupils are allowed to visit selected premises.



# Health & Safety Policies & Procedures - Main

## 3.10 SITE SECURITY PROCEDURE

### 3.10.1 Master key holders/intruder alarm code holders

**Security systems monitored 24/7 by Contractor/s : CCTV, Intruder, Fire alarm.**

**Access door system key holders:** Site manager, Business Manager, caretaker, relief caretaker.

Communications internally in school day: Radios.

The school perimeter including sports fields has 3 metre high fencing. The back gates are painted with anti-vandalism paint. The site gates, except the main entrance, are locked and only opened by staff who have been allocated keys.

**Keys/Fobs :** Controlled by Site Manager/Business Manager. These are 'suited' to departments and only persons requiring entry are issued with a key. The access system reads all staff movements throughout the buildings. The caretaker is authorised to energise fobs and keys and such issues are to be recorded in the Site Manager's daily diary.

The school day differs in length of hours due to school plays, lettings, meetings etc., - find below a representation of an average day.

### 3.10.2 Procedure – Typical Day

As the school is being unlocked the caretaker is also checking for safety. He will report any defects to the site facilities manager to action.

The caretaker will:

#### a) Open School:

- 1 Unlock the main front gates at 7.00am.
- 2 Proceed to the main building and enter through reception.
- 3 Enter the intruder/CCTV code to deactivate the alarms.
- 4 Proceed to the Site Manager's office.
- 5 Unlock each set of doors mechanically, working Stairwell 1, 2, 3, gym, quad.
- 6 Unlock quad gate.
- 7 Unlock cage. Back gate is opened at 08.30 to 08.55 by duty staff.
- 8 Then to the tech block Asda side, check saw room door.
- 9 Unlock two other doors into quad.
- 10 Drama side canteen queue.
- 11 Stairwell 5.
- 12 Sports hall doors.
- 13 2 sets in canteen.
- 14 2 sets in outside classrooms.
- 15 The pupil double doors in the main foyer.

(Note the doors will still be locked electronically and will require an authorised fob to get in). The school will be unlocked by 07.35am.

The canteen doors are programmed to unlock for breakfast access.

#### b) The caretaker will remain on site until the pm shift caretaker takes over.

The Site Manager arrives on site 07.40am. There is always one member of staff on site during the school day.

Staff start duties at 08.15am school front and 08.30am at the rear to supervise pupils prior to school start.

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The electrically controlled access system operates the doors in line with the school bell.  
The front gates remain open.

## 3.10.3 **Visitors to site**

All personnel visiting the school will sign in at admin reception. The person requesting the visit generally goes to reception to receive them and return them on completion. Routine visitors such as music tutors go to the department directly.

Canteen deliveries go direct to the area for unloading.

Deliveries for school are attended by the caretaker.

Contractors are met outside the main building and dealt with by the site manager/caretaker.

## 3.10.4 **CCTV school hours**

The school is monitored 24/7 by internal and external CCTV cameras. These cover the entire site and entrance/exit areas. The CCTV system is monitored during the school day by reception/caretaking staff and our security partner ADT out of hours. One camera remains on the main gates at all times. Approved users of the CCTV system are: Mark Rowland, Stewart Foster, James Mellon, David Whitehouse, Majid Elharrif, Stuart McIntyre, Phil Gould, Gerald Whyman, Lesley Holder. Signage is displayed at the main entrance and exit points to make visitors aware that CCTV is in operation. Requests by the Police for CCTV footage will be approved by the Headteacher/Business Manager and arranged by the Site Manager/IT Manager/Deputy IT Manager. Requests for access to camera footage by SLT/Heads of Year relating to pupil incidents will be made to the Site Manager/Caretaker on duty. Requests to download footage or show footage to parents/carers will require approval by the Headteacher/Business Manager.

## 3.10.5 **Lunch break/front gates**

The am caretaker does a duty in this position to prevent any unwanted visitors and also to prevent any pupils leaving site. Back gate remains closed.

Staff patrol the site on various duties to look after the pupils and the site. Any problems that are seen can be covered by the caretaker covering duty on the cameras.

## 3.10.6 **Afternoon session**

Doors electronically controlled by the school bells.

15.10pm back gate is unlocked by caretaker (gate is covered by camera 6) and closed at 15.45pm

15:20pm school day ends.

## 3.10.7 **Cleaning team arrive on site at 3.30pm**

## 3.10.8 **Start of the locking procedure**

15.30pm caretaker goes around the school and does a half mechanical lock.

Then secures the back gate and sports cage area.

Caretaker removes all bags of waste to the store away from the buildings and locks. Also checks that all corridors are clear.

**Cleaners leave site 19.45pm**

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## 3.10.9 Lettings

These are selected groups of people who are selected by the site facilities manager and approved by the governors. They park in the car park and go specifically to the area they hire. The sports hall and gym have electronically operated doors to prevent access to the main school. Generally the groups are coaching young children and do not pose a security problem.

PM caretaker commences to lock school except areas being let. Checks sports gates are locked after school use.

Closes all windows and turns all lights off.

20.00pm lettings finish and caretaker goes to the areas to secure.

Caretaker does an external sweep of the buildings to ensure all persons are offsite.

Go to reception, set intruder alarm and lock front reception and listen to the alarm setting.

Lone working: The caretakers are requested to leave the premises where possible with the last member of the letting. Cover caretaker to text Site Manager when he leaves site.

Finally go to front gates and lock. Site secure.

Whilst the caretaker is opening the premises on a normal day the canteen staff are very near the same starting times. The canteen manager/ess is requested to keep a radio on in case of contact from caretaker on opening procedure. Premises secure. On weekend lettings it is arranged with the Site Manager that the cover caretaker enters the building with a lead member of the club hiring the facilities. On closing up the same arrangement is requested.

## 3.10.10 After hours procedure for covering the premises

The two key holders are named with the two security cover contractors. In the event of a call out from ADT the security company Securitas is the first to be called. They attend site and sort out the problem. Should they need to stay on the premises they in turn would call Site Manager/Business Manager for permission to remain on Site. During holiday periods the companies are informed who is to be called.

ADT are the current security company who monitor fire alarm, CCTV monitoring and intruder alarm. Securitas cover out-of-hours call outs.

CCTV: If any person passes the line of the sensor around the buildings they will be picked up by monitoring. They can be warned off site by the loudspeakers attached to the building. The police may be called to meet the key holder to investigate.

Fire alarm: If the alarm goes off and no one answers, the contractor will call the fire brigade (they have a front gate key). They will also call the key holder/Securitas and possibly the police if necessary.

Intruder: The CCTV will already have picked someone up by the sensor. If the door was broken through the internal sensor would alarm and the intruder contractor would ring the key holder to meet police to investigate.

This procedure is the responsibility of the site facilities manager/Business Manager and will be updated and re-issued to reflect any changes that may be necessary.

M. Rowland Business Manager/S. Foster Site Manager June 2022



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## 3.11 **SITE EVACUATION - SITE FLOODED or flood warning (River Ebbw/Tredeggar Park Lake)**

### **Background**

The school is situated on the edge of an area that may flood. With information from the appropriate services it is thought that with warnings etc there would be time to evacuate or the school not open at such a time.

***However, if an urgent situation should arise the severity of the situation will be discussed and advice sought from the Education Department/Environment Agency/Newport Civil Contingencies Officer.***

### **EVACUATE OR NOT ?**

A decision will be made to **evacuate or not evacuate** the building.

If the depth of water outside is deemed to be unsafe to evacuate it may be necessary to move all pupils and personnel up to the first floor and call the emergency services for assistance. In this case a complete sweep of the buildings will be done on the ground floor to move up to the first. Allocated staff would sweep the ground floor areas.

**The alarm will not be sounded if evacuating from ground floor to first floor.**

Evacuation from the first floor will be made and controlled by senior staff/site manager in communication with emergency services.

**Communication:** Telephone/email/mobile phone if systems are available. Internal radios on channel 3.

**Alarm and sweeping of the building:** In the case of evacuation of the building the alarm will be sounded by a nominated person.

**Sweepers:** The alarm will be left to run until school is empty of personnel. The **sweepers** will ensure the building is empty. Any disabled/injured people will be directed to a safe area away from danger. They will be brought to safety by allocated members of staff and/or the emergency services.

**Evacuation of the buildings:** The school buildings will be evacuated to the two main assembly points -

1: front bus stops.

2: rear of school (full procedure below).

### **Decision to evacuate the site from 2 assembly points**

#### **Note**

Evacuate to higher ground up towards Lloyds Bank and possibly into the industrial estate over the traffic lights or John Frost Comprehensive School if they are not flooded. (Civil Contingencies advised that this is the nearest high ground). With an expected flood of this size we would anticipate that the school would not even be open. The walking of all the pupils and staff across the lights on the main road would not be taken lightly. At some time this may be necessary.

Or an alternative site would be recommended by education/civil contingencies.

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For details see site evacuation below

## **SITE EVACUATION PROCEDURE for a bomb alert/hoax**

Notes:

Seven key instructions to be observed during actions below:

- 1) Do not touch suspicious items.
- 2) Move away to a safe location.
- 3) Prevent others from approaching.
- 4) Communicate safely to staff, students, visitors, contractors and the public.
- 5) Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
- 6) Notify the police.
- 7) Ensure whoever found the item or witnessed the incident/received the call is available to brief the police.

Safe areas from explosives/explosions:

Areas away from glass, examples: PE corridor and changing rooms, gym corridor and changing rooms, drama corridor, inclusion and access corridor.

## **St Joseph's search and evacuation plan**

Receipt of threat: If the threat is by telephone the recipient to use the bomb threat check list. Switch on a telephone recorder (if available).

Go down through the list of questions aiming to keep the person engaged and to obtain as much information as possible. Form BT 1 (forms to be at hand for receptionist, main administration where outside phones transfer over from reception, Heads PA. The threat could come from an individual with information also from the Police or other means.

Bomb threat is thought to be real: Report to Business Manager/Site Manager/ring Police 999/ also ring 656656 NCC Emergency Planning. Rapid liaison/evaluation of the situation with Head/Deputy Headteacher/Assistant Headteacher.

Urgent meeting, J Jarrett, J Morgan, I Humpage, T Nunn, R Hanford, T Seghiri, MR/SF, Headteacher's Office. Collect information available. Make first decision.

Receptionist/telephonist to be fully aware of the situation. Answer ADT call. Stay calm organise and think out any moves/plans.

If the device is outside then it is best to stay inside and move classes inside away from the supposed area only. If inside the buildings follow action below.

Action:

- 1) Site Manager/Business Manager/Assistant Headteacher to approach the area at a safe distance to set up a cordon.
- 2) Arrange to man the cordon or allocate assistants to prevent entry to the area.
- 3) Once in position sound the fire alarm from the nearest call point or request caretaker to do it from panel.
- 4) School to evacuate.
- 5) Sweepers operate as per fire procedure except in the cordoned off area.
- 6) Site Manager or Business Manager to report to Reception.
- 7) Spare sweepers to be in reception.
- 8) School empty: cordon area - withdraw out of the building to reception for further instructions.

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9) Contractors asked to leave site through a safe route.

Alex Guest sent to gate to direct emergency services and prevent access to site.

Situation to this point.

Building empty. Control staff in reception area.

Back of school assembled in caged area. Supervised by staff - J Morgan and T Nunn.

Front of school assembled near to front fence. Supervised by staff - J Jarrett, R Hanford.

Member of staff allocated to direct emergency services to the area and prevent entry to car park.

Police Arrive

Site Manager/Business Manager/ or allocated person accompany the Police to the area to try to locate the offending package/device.

Site Manager/Business Manager/ to try to locate the device (at a safe distance) using key instructions above. Head to stay in Reception.

Police presence may be available by this stage; they will rely upon the local knowledge of the school staff.

If the package area has not been defined:

Police to supervise/request assistance from senior persons with knowledge of the areas.

Organised supervised search (as suggested in the Documents).

Selection and training of personnel (voluntary).

Clear the site buildings:

Volunteers/select search team for areas. Suggested below only to be discussed by management/site management. Volunteers only - preferably senior confident staff.

Organise groups familiar with their areas to carry out a supervised search.

Call in Heads of Departments plus knowledgeable assistant - voluntary only.

Decision time : Interim evacuation or site evacuation.

Interim evacuation away from buildings for 30 minutes approximately:

Temporary issue of master keys to open all gates for the emergency.

Rear assembled group - J Morgan/T Nunn to lead pupils and staff in a controlled manner to Redgra area (if safe lead over sports field, if unsafe lead up pavement and in through gates to sports fields) assemble on Redgra, Duffryn estate side.

Front assembled group – I Humpage/R Hanford/T Seghiri to lead pupils in a controlled manner to Redgra area (if safe through front side gate across sports fields, if unsafe use alternative route up the pavement and through Tredegar House car park) and re-assemble Pencarn Way end of Redgra area.

If situation resolved – re-entry to the premises across the sports field and into the building.

# Health & Safety Policies & Procedures - Main

Site Manager/Head/ Business Manager/I Humpage/SMT to supervise.

If situation not resolved:

DECISION TO EVACUATE THE SITE FROM 2 ASSEMBLY POINTS

EVACUATE TO JOHN FROST SCHOOL

Newport Civil Contingencies Officer

Email/mobile phone if systems are available. Internal radios on channel 3.

If power has to be cut off: Land lines available canteen 01633 816401 and IT 01633 816197. These will be operational without power. Mobile phones are obviously available throughout.

Update parents, etc – Emma Reynolds/Laetitia Roche/Helen Thomas

Website is run offsite it can be updated with iPads, mobile phones so communications can be made  
Eg. due to reasons beyond our control St Joseph's School occupants are being transferred to John Frost School, collection of pupils will be at the above premises, time to be confirmed etc. Updated as required.

Or an alternative site would be recommended by education/civil contingencies.

Assembly point 1 - 2 coordinators assistant heads J Morgan/T Nunn Hi Vis /Radios

Assembly point 2 - 2 coordinators assistant head/deputy head J Jarrett/I Humpage Hi Vis /Radios

Coordinators to ensure staff have carried out a role call and are aware that they are in control of the group as they walk to John Frost School, Duffryn.

## ADMINISTRATION/RECEPTION

Make available master class lists & grab bag (send to John Frost School Duffryn for re-assembling forms). Administration - Paula Ryan/Celia Mills to evacuate with the two groups.

Business Manager to contact collaboration driver/s to stop collection of pupils to site. Telephone other sites to notify of site closed.

Andrea Allen to man the telephones stating where the school is going to evacuate to. This message may change due to circumstances.

Business Manager to co-ordinate changed venue for bus pick-ups if possible from this site/new position.

The objective will be to get all staff and pupils to a safe area where a full roll call can be made in order minus persons that have signed out. Once in this situation, pupils can be collected by bus/car etc.

Communicate using internal radios.

Business Manager/Head to contact John Frost School to state we are evacuating the site and will be arriving in approximately 20 minutes – contact No: 01633 654100.

Tim Nunn to unlock the back gate.

Man the front gate to prevent entry of unauthorised persons – redirect any Sixth Form students that are arriving to John Frost School halls/or other recommended evacuation area.

# Health & Safety Policies & Procedures - Main

Business Manager/Head to give permission to start to move the pupils/staff.

Canteen staff and surplus school staff will evacuate through the safest route either to a set point or be released to leave site.

Business Manager/Admin/Redirect Buses.

Buses will be coordinated with John Frost School buses to try to prevent congestion. Business Manager to liaise with Admin and transport companies to arrange time and location; and with John Frost School to confirm arrangements.

Buses to enter through the main gate, travel around the circular one-way system and park up behind each other. John Frost staff will lead on their own site arrangements and where best for buses to pick up. They will exit first one first as there is inadequate space to overtake.

Parents collecting pupils to be advised to attend at a later time to prevent congestion. Parents will be prevented access to the site until buses have left.

Coordinators (J Morgan/T Nunn)

Assembly point 1, back of school, wear hi visibility clothing/radio.

Lead out through back gate, turn right on to Tredegar House Drive then left into Duffryn Way and follow the pavement and take the turning right into John Frost school grounds.

Coordinators (I Humpage/R Hanford/T Seghiri)

Assembly point 2, front of school wear hi visibility clothing/radio.

Lead your staff alongside sports hall and join on to the group already departing through the back gate. Follow to John Frost School.

Paula Ryan/Celia Mills with grab bag (class lists) and Heads of Year to take their pupils to areas allocated.

Arrival at John Frost School.

John Frost SMT will assist in directing years 7,8 & 9 to sports hall (720 + staff).

Years 10,11 and 12 to Main Hall number 3.

Year 13 to Hall 2/Gym 2 overflow.

John Frost SMT may decide to close areas of the school early to accommodate St Joseph's.

(Pedestrian pupils can be allowed to leave site to relieve congestion after headcount and reassembly.)

Redirect John Frost buses to outside pick up point.

Direct St Joseph's buses onto site on the large circular area of the internal driveway.

Post a member of staff on main gate to prevent cars attending site and control buses.

Persons retained on St Joseph's site (if safe to do so).

Caretaker: lock the back gate after evacuation/if safe and at the appropriate time carry out locking up procedure.

Emma Reynolds: on front gates to direct any services in and prevent visitors/parents/Sixth Form entering site.

Admin: Andrea Allen - telephones; Latiteia Rocke, Helen Thomas - website/parental contact emails etc.

Contractors may be on site at the request of emergency services.

# Health & Safety Policies & Procedures - Main

Staff & pupil vehicles: no access until site car park allowed to re-open.

Sixth Formers off site: to be directed to John Frost School by person on gate/or told to go home if possible.

## Statement

This procedure to evacuate can be used for other similar reasons to evacuate site (not flood).

M. Rowland Business Manager/S. Foster Site Manager June 2022

### Daily course of action to re-open school after a closure

If decision is made to continue to close the school for a day or a few days, the following information cascade procedure will take place.

If the decision has been made to re-open the site, the caretakers to be requested by AP/MR to get to site for 6.30am. Unlock as per opening procedure/security procedure.

Caretaker attends site around 6.30am and will report area ok to open AP/MR.  
Acting on information AP/MR will phone the Head to update re-open.  
AP/MR will then phone the major bus companies to confirm usual service required.

Head will email the Chief Education Officer to confirm school to re-open.

Head starts the telephone cascades informing staff of decision:

J Jarrett/L Roche	website alert/Twitter/Facebook/Schoolcomms
Telephone numbers	S Foster: 07967040005
	J Mellon: 01633 216176 / 07525015583
	L Roche: 01633 769434 / 07958234783
	K Mc Cauley: 01633 891224 / 07783042005 (canteen)
Senior staff	J Jarrett: 01633 430421 / 07968201716
	M Rowland: 01633 859276 / 07766410455
	I Humpage: 02920 258107 / 07854145645
	J Morgan: 02920 777570 / 07791536137
	T Nunn: 01446 700638 / 07816424880
	R Hanford 07772 729985
	T Seghiri 07805 091975

### OUT OF SCHOOL HOURS SENIOR STAFF (briefing cascade)

JJ, JM, IH, TN, RH, TS Mr P Bennett - Head emails LA.

JJ, JM, IH, TN RH TS :Link Departments

DJ2: Learning support team

MR: Admin Team/IT/Cleaning/Chartwells

MR/SF: Caretakers / Canteen Supervisor

# Health & Safety Policies & Procedures - Main

JJ/LR/ER: To put decision on school alert on website/Twitter/Facebook, etc

A similar procedure will be followed for subsequent days if necessary.

## Part 2: Practical considerations when planning

### Grab bags

A pair of 'grab bags' containing information and resources will be assembled and held - one in reception and one by the Business Manager to be used during an emergency. The grab bags will contain:

- A full copy of the school emergency plan (including emergency contact numbers).
- Contact details for staff and pupils.
- Copies of other key information, such as insurance policies.
- Hi-visibility vests for members of the School Emergency Management Team (SEMT).
- Documents or resources for any pupils or staff with specific medical or other requirements (if appropriate).
- Notepads and pens for log keeping.
- First aid kit and sun cream.
- Radios/mobile phones and charged batteries.
- Keys to the place of safety.

This is not an exhaustive list.

## Appendix 10 & 11: Bomb threats and suspicious packages

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception/switchboard staff know what questions to ask if they do take a call from someone claiming to have information about a bomb. The bomb threat prompt card gives questions to ask and immediate actions to take in this situation. Reception staff should be familiar with this information, and preferably have a copy to hand near the telephone. Equally important is dealing with suspicious packages - in most cases the package turns out to be a hoax or genuine mistake, but it is better to take all appropriate precautions if such a letter or package is received. Any member of staff who may deal with incoming mail in the school should be aware of procedures relating to suspicious packages.

### 3.12 Dynamic Lockdown

Dynamic lockdown is the ability to quickly restrict access by unwanted individual(s) around school through physical measures in response to a threat i.e. to prevent danger. Actions to follow:-

- On the sound of the air raid siren (this is different to the fire alarm where immediate evacuation is required) – all staff/pupils to return to classroom they are due to be in **immediately** or stay in the classroom you are already in. It is essential that **ALL** pupils do this quickly to ensure your safety.
- If on break, take pupils to Sports Hall, Main Hall or Gym. If on Sports Field – take pupils to Tredegar Park.
- All windows will be locked and doors secured with a lockdown device by your teacher.
- All pupils and staff must be out of site of the glass panels on classroom doors and behind upturned tables if possible.
- Pupils to remain **silent** and **turn mobile phones to silent immediately** if you have one. **Non compliance will put the whole class at RISK.**
- Await further instructions from your teacher.



# Health & Safety Policies & Procedures - Main

Dynamic / full lockdown signifies an immediate threat to the school – the aim of a full lockdown is for the school and rooms to appear empty.

If the risk is immediate and dynamic lockdown is not possible, pupils should adopt the following advice:-

## **RUN**

Escape if you can, consider the safety options. Is there is a safe route? RUN if not HIDE. Leave belongings behind.

## **HIDE**

If you can't RUN, HIDE. Find cover behind brickwork / reinforced walls. Be aware of exits, try not to get trapped. Be silent and silence your phone (if you have one). Lock/barricade yourself in if possible and move away from doors.

## **TELL**

CALL 999 if you have a phone and it is safe to do so and inform the Police – provide as much information as possible:-

Location – where are the suspects, description of the attacker(s) – how many, features, clothing, weapons etc.

Other useful information : any casualties, type of injury, building information, others in the building etc.

Remain calm!!

Follow Police instructions.

Avoid sudden movements that may be considered a threat.

M. Rowland Business Manager/S. Foster Site Manager June 2022

### 3.13 ASBESTOS STATEMENT / PROCEDURE

#### Statement

St Joseph's RC High School was built after 2000. Any building constructed after this date was not permitted to use asbestos material.

The school had items of machinery from Science and Technology that were brought from the old site these were all inspected after an audit in 2007. Two items were found to contain asbestos and these were tested and disposed of by NCC. Records of this are held with the Site Manager.

The site does not have an asbestos register.

#### Procedure

The Site Manager/Business Manager is to ask all contractors that they do not bring any asbestos on to site and if they do have any suspicions of asbestos on site they are not to proceed until site management have been informed.

Warning to all Contractors Form is available in reception.

M. Rowland Business Manager/S. Foster Site Manager June 2022



# Health & Safety Policies & Procedures - Main

## 3.13.1 WARNING TO ALL CONTRACTORS – ASBESTOS

Anyone who intends to carry out work that will affect the fabric of this building or machinery/equipment contained in this building must read and sign this form before starting work – Premises known as: -

ST JOSEPHS RC HIGH SCHOOL, PENCARN WAY, TREDEGAR PARK, NP10 8XH

This building was built after 2000. It is believed that it does not contain any Asbestos Containing Materials (ACMs).

All equipment in the building that may have been manufactured before 2000 has been checked for the presence of ACMs. It is believed that no equipment in the building contains any ACMs.

Despite this, you must be aware that asbestos may be present in the fabric of the building or within equipment or machinery without the knowledge of the Premises Manager.

**You must stop work immediately if you find any material that you think might contain asbestos, and must contact the Premises Manager.**

I have read and understood the above information,

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

# Health & Safety Policies & Procedures - Main

## Instructions for control of contractors at St Joseph's R C High school

**Only approved contractors will be allowed to carry out work on this site. No sub-contractors are to be used unless they are also approved.**

**Approval by: St Joseph's RC High School Management/Governors/Newport City Council/Newport Norse/ Wilmot Dixon.**

**A body supplying a contractor has the responsibility to assess/approve contractors sent to this site. New potential contractors attending site for meetings will be classed as visitors.**

- Park in main car park (all vehicles left at own risk).
- Register at admin reception (in/out).
- Strictly no smoking on these premises.
- Meet with Site Manager/Business Manager/Caretaker/IT Manager/other member of staff.
- Safety induction briefing/fire evacuation/accident reporting/First Aid/welfare.
- Be aware when working that heat, sprays and dust can set off the fire alarms and cause false evacuations and wasted time (this site evacuates 1550 persons).
- Read and sign acceptance of non-asbestos on site form.
- Briefing on the job to be done/control of movements around the school.
- Use of radios/mobile phones - means of contact on site (attics plant rooms).
- No access to Chemistry/Biology store rooms unless accompanied/supervised.
- No hot work on site unless permit has been agreed and to be closely monitored by site management. Any such permitted work will be strictly controlled/timed and agreed by the management - School Management: Site Manager/Business Manager.
- Movement of vehicles around site by agreement/supervision with management.
- Contractor tooling to be in good condition/electrical equipment to be inspected and PAT tested. Drivers of access lifts /erectors of scaffold/licences and proof of training required.
- Contractor CPP and relevant assessments/documentation to be available and agreed prior to the work commencement. List of approved contractors with Business Manager.

Regular contact is to be made between contractor and management for the duration of the work. On completion of the work, management to inspect the area to ensure it is left in a safe and orderly manner.

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## 3.14 BUS PROCEDURE

### 3.14.1 Drop off (front of school)

Buses start entering school site at 08.15am and continue to arrive up to 08.45am they arrive quite sporadically and do not generally cause a mass influx all at once.

Buses will arrive and drop off in the bus stops, this lane allows up to 8 buses at a time. Pupils to walk straight on paved way to the main entrance concourse. They do not have to walk across the main roadway. Marked signs and tensor barriers tell them not to go the roadside of the barriers.

The taxis and mini buses for inclusion etc can drop off in cycle shed roadway area. This gives safety from other traffic.

Pupils are directed either to the canteen or stairwell 1 or the back of the school yard area as required. A senior member of staff is on duty at this time and is in contact by radio. This member of staff prevents pupils leaving site.

### 3.14.2 Drop off (rear of school)

From 08.30am the Site Manager/representative is on duty at this point each morning. This duty is to ensure that:

- Pupils cross the road safely via the zebra crossing from the estate.
- Pupils are directed safely from supermarket site side.
- Pupils are monitored safely from the buses that stop at the rear road bus stops.
- Pupils are prevented from leaving site.
- The gate is locked at 08.55am.

Note: Site Manager is in contact with other staff by radio.

### 3.14.3 Drop off/collection Sixth Form collaboration (front of school)

This service operates to transport to and from other comprehensive schools. The buses stop in front of the main entrance to drop off and collect. Some buses use the bus stops. This does not pose any problems as the age group are Sixth Form (no staff are on duty during these times).

### 3.14.3 Electric Vehicle Charging (EVC) Point

One double EVC Point is located opposite O1/O2. This is used to charge the Post 15 electric minibus. Designated charging bays have been marked. Staff can also use one of the two points to charge their cars. At present, Governors have agreed there is no charge for this.

### 3.14.4 Bus Procedure 15.20pm – 15.50pm Daily Term Time (front of school)

#### Collection

#### Buses

Transport companies have been informed of the new procedure and instructed drivers.

# Health & Safety Policies & Procedures - Main

The first eight buses will proceed to the main bus stop area and will park up closely in order to get them into the area.

The second eight buses will be held on the in-road adjacent to the sports fields. They will wait until a space becomes available in the main bus pick up area before proceeding. The bus doors will be closed until arrival in the main pick up area (reinforcing the fact that pick up will only be in the main bus stop area).

Mini buses/taxis (inclusion pupils): these vehicles will be parked in the paved roadway at the side of the conference room/bike shed. TAs can safely assist boarding in this area without having to worry about passing traffic.

Rugby /netball traffic will be directed to a designated parking area not to interrupt the main bus exit.

Red signs explaining the procedure are in place at the hold point and in the main bus area. New drivers are instructed by the Site Manager of this procedure.

The buses will either be in the main bus stops or on the approach road this leaves complete free and open vision across the school front.

## **Pupils**

Approx 1050 pupils catch buses inside the school front boundary daily.

To control pupils to the main bus area a series of bollards and tensator barriers are in place. As the pupils approach the school front signs are strategically placed showing the direction of the pick up points. The school side of the tensator barriers warn of the traffic dangers if they cross the line. The only point that the barrier is open is for the zebra crossing to car park. The tensator barriers go across the canteen road to the bus stop pavement area. The canteen roadway is closed to traffic during this time.

Pupils come out of school are controlled inside the barriers to the bus stops.

Members of staff with high visibility clothing supervise the bus in approach road, zebra crossing, canteen road crossing and bus stops. Staff direct pupils aiming to keep to the line of paviors away from the kerb until allowing boarding.

Members of staff are present in the bus stop area until all buses have left the premises. The tensator barriers are removed at approximately 15.50pm when remaining pupils are in the bus stops waiting for the last buses.

Staff positions:

All staff are in contact by radio. Staff who do not own a radio to collect from Reception on way out to duty.

In approach road: Control buses and pupils trying to cross the road outside crossing.

Zebra crossing: To prevent pupils running through the car park to the buses.

Canteen roadway: Monitor crossing to keep pupils on zebra crossing.

Bus stops: Arrange and organise boarding.

Administrator: In contact with bus companies regarding delays etc.

This procedure has been trialled and proven to be successful as long as it is adhered too. It has been collated taking into consideration risks and control measures from July 2008 assessment. Matrix of 4 possible 1st aid injury due to numbers only.

# Health & Safety Policies & Procedures - Main

It becomes necessary at times for the schools management to issue reminders to parents to collect from adjacent supermarket car park to reduce congestion at the front of school. (in the form of hand outs).

## **Rear of school**

The back gate is opened by the caretaker at 15.10pm approximately in readiness for the end of the school day. The cleaning staff supervisor may also unlock the gate on the way in to the premises.

Two members of staff are on duty in this area they ensure that all pupils safely move off the premises. This gate is locked again at 15.45pm by the pm caretaker.

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## 3.15 **PLANT AUDIT VISUAL (Statutory/Weekly/Daily)**

### 3.15.1 **The attic spaces of the building hold:**

Air handling units / Fume cabinets/extractor fans / air-conditioning equipment & pipework.

### 3.15.2 **The plant rooms hold:**

Gas boilers, tanks, valves, pipework etc, electrical panels, inverters, Ambi Rad controls.

In order to ensure the plant is safe it is necessary to arrange statutory servicing is completed (electrically/mechanically) along with daily and weekly plant checks.

The statutory checks are organised by the local authority (work sheets filed in Site Managers office).

The daily/weekly checks are done visually on a check list also filed in Site Managers office.

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## 3.15.1 PLANT AUDIT CHART

3.14.1 PLANT SAFETY AUDIT / INSPECTION ✓ ok X Comments on Rear	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off	Date Sign off
<b>CP1</b>																
EF13																
Boiler 1, 2, 3																
Pumps/Valves																
Pipework																
Pressurisation Unit																
Water Heaters																
EF16																
AHU Kitchen Supply																
AHU2																
AHU2A																
AHU3																
AHU3A																
AHU4																
AHU4A																
F14F31																
Water Pumping/Tanks																
<b>CP2</b>																
AHU5																
AHU6																
AHU11																
Server Air Con Room																
<b>2nd Floor Attic</b>																
Satellite tv																
AHU12																
EF1																
EF2																
EF3																
EG4																
<b>1st Floor Attic</b>																
EF5																
EF6																
Fume Cab G12																
Fume Cab Chem/Phys																
EF7																
EF8																
Fume Cab G11																
Fume Cab G10																
GP3																
Boiler/Pipework																
AHU7																
AHU8																
<b>CP4</b>																
EF9																
EF10																
AHU9																
AHU10																
EF11																
EF12																
Pipework Vales																
<b>Outside Classrooms</b>																
Valliant Boiler																
Air Con Unit																

# Health & Safety Policies & Procedures - Main

## 3.16 PORTABLE APPLIANCE TESTING (PAT TESTING)

All electrical portable appliances have to be tested by an approved qualified electrical contractor annually.

St Joseph's RC High School has around 2000 items including individual computer leads etc. Records are kept with the Site Manager.

All departments have to arrange for such equipment to be available for the contractor.

Users of the portable equipment are to monitor the condition and report any faults.

The test is carried out late November early December each year. The test start will be published in the weekly brief. It is the responsibility of the Head of Department to arrange availability of items. The testing will be carried out between 8:00am and 7:00pm and will take approx one week. Disruption to classes will be minimal.

All school owned and purchased items are tested annually as stated.

Staff are instructed to only use items that carry an up to date label of authorisation dated and initialled by the contractor.

Any item found not to be up-to-date must be reported to the Site Manager using the maintenance request for service form. The item will be taken out of use until an approved contractor tests and passes.

### **New items purchased by a Department**

Department to inform Site Manager of such purchases. New items will normally be tested and added to the list at the next annual test.

### **Second hand items donated to school or staff using their own equipment.**

The Site Manager must be informed of such items. Items that are donated will be kept by the Site Manager until PAT can be arranged.

### **Failures after testing**

These items will be clearly marked 'failed'. They will be drawn to the attention of the Department. If rectification can be carried out by a competent person in the Department it can be offered for retest. If not the PAT testing engineer to list such failures and move if possible to a place where site manager can decide on further action ie scrapping or rectification/repair.

If the decision is to scrap - remove to 16ft container for collection by licensed recycling company.

If the decision is to repair - Site Manager to arrange repair and retest before handing back to the Department.

Electrical equipment such as teaching aids are supplied by the school. If a member of staff is required to bring in such equipment for school use then this falls into the PAT test procedure. If new, the site manager will ask to see the receipt as proof and this will then be tested at the next annual test. If second hand or older than a year the Site Manager will hold until tested and will release upon passing the test.



# Health & Safety Policies & Procedures - Main

## **Presentations on site by outside bodies**

Staff who arrange should inform the company that they must only used PAT tested in date equipment and request a copy of the test equipment. Alternatively offer school equipment. Seek Advice from Site Manager.

M. Rowland Business Manager/S. Foster Site Manager June 2022

# Health & Safety Policies & Procedures - Main

## 3.17 MEDICINE IN SCHOOL (current practices statement) 24/7/18

3.17.1 *The Duty Administration First Aider assists the pupils/parents/carers/first responders/other medical professionals, etc as an act of good faith with the best intentions for the health of the pupil. The following information below states the methods currently in use and the levels of assistance available at St Joseph's RC High School. This person will not be responsible for acts or omissions of others.*

### 3.17.2 Requests for medication from:

- Parents/carers.
- Heads of year.
- Inclusion department.
- School nurse.

### 3.17.3 Requests are made to:

The Duty Administration First Aider (usually Mrs Mills).

The duty first aiders voluntarily assist with medication to pupils. They are reliant on up to date information being supplied by the stated parties above. They will not be responsible for pupils taking out of date or taking incorrect dosages.

Requests are made verbally or in the form of care plans via the school nurse.

### 3.17.4 Examples of medication

Epi pens, other allergy medication, ritalin, steroids and general pain killers etc.

### 3.17.5 Supply of medication

Parents are responsible for the supply and continuity of medicine and they are to ensure it is correct and within shelf life. They are to replenish when completed or out dated. They are also to arrange disposal.

### 3.17.6 Careplans

These are supplied via the school nurse and are signed by the parents and contain photograph of the pupils. These are kept in a file in Admin. Updated plans are the responsibility of the parents together with the health official and finally to be re-issued by the school nurse. These will then be superseded in the file. The file is updated by the Duty Admin First Aider.

### 3.17.7 Medication stored

Medication is brought in either by the pupil or the parents. It has to be in the appropriate labelled container. Some parents send this medication packed in small plastic containers with the pupil's name, dob, form number and clearly identifying who it is for.

These packs are stored in a cupboard adjacent to the Duty Administration First Aider's desk (locked at the end of the school day and overnight). The cabinet is opened in the morning for the start of the school day. Pupils have access via the Duty Administration First Aider. The pupil sees a member of staff in Admin before using the facility. It is their responsibility to select and take their own medication.

# Health & Safety Policies & Procedures - Main

## 3.17.8 Administering medication (routinely regular users)

*The Duty Administration First Aider does not administer the medication*

The pupil will attend Admin office at the appropriate time go to the cabinet select their own medication package, take the medication, seal the medication back in the package and return to the class.

### 3.17.8.1

#### **Requested medication e.g. paracetamol (ad hoc)**

If a parent/carer has requested that a pupil needs to take a paracetamol/painkiller, he/she will contact the Duty Administration First Aider by telephone or in person. The medication will be supplied by the parent and kept as described above in the store. When the pupil arrives and requests this medication the Duty Administration First Aider will ask the pupil what time was the last tablet taken to ensure as far as is reasonably practical that only the correct dosage had been taken over the past few hours including what had been taken before they attended school.

***The Duty Administration First Aider will not administer the tablet the pupil will him/herself.***

### 3.17.8.2

#### **Requested Medication allergy (antihistamine):**

If a pupil is experiencing discomfort symptoms relating to known allergies, he/she will request use of medication from the store.

***The Duty Administration First Aider will assist the pupil to administer if in medicine form only.*** If in tablet form the pupil will administer themselves.

### 3.17.8.3

**Epi Pens:** These are stored in the containers supplied by the parents in the store cabinet in Admin and are normally covered by a care plan. As stated above it is the parents responsibility to ensure that the medicine is within shelf life. The Local Authority school nurse service has stated that epi pens should be carried on the person apart from those being held in the store.

***The Admin first aiders and other nominated first aiders have received the training to administer the Epi Pen.***

### 3.17.8.4

**Inhalers:** These are carried on the person - the school Duty Administration First Aider does not hold or assist with any administering of such medicines. It is the parents responsibility to instruct and control such medication. No current requests regarding assistance with these items although Mrs Mills has held one in store in the past.

### 3.17.8.4

**Medical Auxiliary Room** is available for persons with special medical requirements eg diabetics. **Refer to Medical Auxiliary Room/Procedure/risk assessment** Staff to wear full PPE if administering CPR or dealing with any close contact emergency examination. Pupils with COVID symptoms will be isolated and sent home immediately.

**Future:** St Joseph's RC High School will in the near future be adopting the LA's procedure for medicines in school. The staff will be required to be trained on the implementing and use of this system.

M. Rowland Business Manager/S. Foster Site Manager June 2022

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## 3.18 Personal protective equipment (PPE)

It is the responsibility of the department issuing PPE to hold a register of such issues. PPE to be made available when required e.g. masks for dust fumes, glasses for swarf and wood chippings and dust gloves for chemicals, safety footwear etc. Areas likely to hold a register: caretaking & cleaning, technology, science, art & canteen. Any department that carry out work that requires the issue of safety protective equipment, should ensure the register is maintained and is up to date.

## 3.19 Lone working procedure

Site Manager/Business Manager with responsibility for lone workers (caretakers):

- Ensure risk assessment carried out in respect of all lone working in their area of responsibility.
- Identify and control risks associated with lone working, based on the findings of the risk assessment.
- Avoid lone working by staff whenever practical.
- Produce local procedure for lone working in accordance with this policy and the Council's Lone Working Guidance.
- Make sure all employees are familiar with the procedure.
- Periodically check that risk control measures are being implemented in accordance with the risk assessment.
- Ensure appropriate records are kept including copies of risk assessments relating to lone working, procedure to be followed by lone workers, communication and supervision arrangements.
- Carry out training of lone workers within their area and additionally ensure that all relevant employees receive core health and safety training.
- Complete accident and violent incident reports on behalf of employees or others who are unable to report accidents or, incidents themselves.

Employees must:

- Comply with this policy and related procedures, and co-operate with their managers on all health and safety matters.
- Ensure they have appropriate information, instruction and training to recognise the hazards and risks associated with lone working.
- Understand they are responsible for their own safety while lone working.
- Understand the risks and responsibilities of their role sufficiently well to: -
  - Feel confident that they can withdraw from a high risk situation without fear of disciplinary action (Dynamic Risk Assessment).
  - Decide if the information they have is sufficient to make a correct decision about the level of risk they face.
  - Determine if the risk control measures are suitable and sufficient.
  - Report any incidents, concerns, or faulty equipment to their line manager.
  - Follow safe working procedures including procedures for the use of safety and communications equipment.

## 3.20 Safety Training

The Management/Governors of the school recognise the need for health and safety training. Personnel requiring training will be selected by the management and given adequate time off to attend.

Departmental management are to recognise the needs for training in their area. They are to communicate with the Site /Business Manager to arrange satisfactory courses.

The school contributes to the NCC Safety Department for advice and communications and health and safety updates of legislation etc. The school also offer training courses covering a broad spectrum.

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The school will periodically use this facility either at a venue offsite or arrange for the tutor to carry it out in house. Updating of First Aiders will be monitored, selected and coordinated by the Site/Business Manager.

Records of training will be filed in the Site Managers office. A copy will be handed to the person.

## 3.21 **Link Governors Health and Safety**

The Link Governors (Health & Safety) will periodically (but at least once a year) meet with the Business Manager/Site Manager to review H&S policies and procedures.

## 3.22 **(PEEP'S) Personal Emergency Evacuation Plans**

### Rescue Area

An area is set aside at the top of every stairwell landing and this rescue area is to allow for the refuge of an injured or disabled person either sitting on a chair, standing or in a wheel chair. This area has to remain clear at all times in case of emergency. A refuge area will vary with each situation although the consideration will be to move the person to an area with at least 1 hour fire protection.

Should an injured or disabled person require special arrangements for assistance to evacuate, then this is done through a procedure/risk assessment that sets out an individual plan to achieve a safe evacuation.

Should a department require such assistance for a (PEEPS) plan this is obtained through the safety coordinator Site/Business Manager. Factual information will be required e.g. level of mobility, eyesight, obesity, heart condition etc or can the person be carried or within a wheel chair? Should the person only be suitable to be catered for on the ground floor etc? Should the assisting person carry a radio?

A plan is made and agreed with the department/parent. The site management will be aware of such a person/s if an evacuation occurs.

If an evacuation was a false alarm with no fire the person will be accompanied to an area nearby e.g. staff room. This person will not be evacuated but stay in the safe area. The member of staff supporting will notify site management. Once the sounders have been turned off and buildings are clear the site management may allow such a person to return to the class room. Alternatively they may be held back until school has filled so as not to be caught in amongst others.

If the evacuation was due to a real fire the person accompanying would send word down to site management (by person or radio) who would advise on a safe rescue area and at an appropriate safe time arrange person/s/emergency services to assist to evacuate.

M. Rowland Business Manager/S. Foster Site Manager June 2022

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## 4. **MONITORING AND REVIEWING THE SCHOOL HEALTH AND SAFETY PERFORMANCE**

- 4.1 The Business Manager and Site Manager will prepare a termly report on inspections and work carried out on the buildings/premises, including a summary of accidents. A full report back to the Governing Body will be made through the Head teachers report to Governors.
- 4.2 The Governors with the Headteacher will identify from the report strengths and weaknesses in order to remedy any areas of concern and to plan successfully future objectives regarding health and safety matters.

This policy was updated June 2022, incorporating all the existing individual procedures and adding new ones to make the complete policy/procedure document.