

St John Fisher High School Health and Safety Policy



The School Mission Statement
Learning together as a Community in Christ.

ADOPTED BY FULL GOVERNORS 11/11/15

REVIEW SEP 2016

VERSION2

HEALTH AND SAFETY POLICY - SEPTEMBER 2015

PART ONE: MISSION STATEMENT

‘Learning together as a Community in Christ’

We strive to provide an orderly, healthy, safe and happy community that respects and values all of its members.

STATEMENT OF POLICY AND INTENT

1. The Headteacher and Governors of St. John Fisher High School recognise their responsibility as an employer under the Health and Safety at Work Act 1974 and will take due regard to relevant regulations, approved codes of practice, guidance notes, the Health & Safety Policies of Wigan Council and advice and information provided by the Council’s advisers.
2. So far as is reasonably practicable, the Headteacher and Governors will take all steps within their power to provide a safe and healthy environment for pupils, teaching and associate staff and other people who come onto the premises.
3. Arrangements specific to this school have been drawn up to secure compliance with all health and safety requirements. They are attached to this document and will be circulated to all teaching and associate staff.
4. Particular attention will be paid to:
 - the provision and maintenance of safe plant, equipment and systems of work;
 - making the workplace safe and without risk to health;
 - providing safe access and egress for all persons using the premises;
 - providing adequate welfare facilities (including first aid);
 - ensuring that the correct information, instruction, training and supervision are provided for the health and safety of all persons using the premises;
 - formulating arrangements which will ensure the safe use, handling, storage and transport of all articles and substances provided for use at work;
 - keeping dust, fumes and noise under control;
 - providing adequate and competent supervision.
5. It is the duty of those persons using the premises, including lettings:
 - to take reasonable care of the health and safety of themselves or that of any other person who may be affected by their acts or omissions;
 - not to misuse or interfere with anything provided in the interest of health, safety and welfare
 - to co-operate with the Governing Body on matters of health and safety.

6. The Health and Safety Policy of this school will be kept up to date, particularly as the school changes in nature and size, and as procedures are amended to take account of assessments of risk. This will involve an annual review and update.

The Governors will ensure that:

- Wigan Council’s Health & Safety policies and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis;
- The school produces its own safety policy to supplement the Council’s policies, and that the policy is annually reviewed;
- a school Health & Safety Committee is established;
- the Health & Safety policies will be brought to the notice of all employees;
- the school has considered its health and safety obligations and has made provision for meeting those obligations;
- the school’s staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- health and safety issues concerning the school are identified and appropriate action taken;
- regular safety reports are provided by the Deputy Headteacher or School business Manager, so that appropriate safety arrangements can be monitored and evaluated;
- appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties;
- all reasonable facilities and information are provided to council officers, inspectors of the Health and Safety Executive and any other health and safety officials as appropriate.

Signed: _____
Chair of Governors

Headteacher

Date:

Date:

HEALTH & SAFETY DUTIES

STATUTORY DUTIES

1. The Health and Safety at Work Act 1974 places duties on the EMPLOYER to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed such as pupils and visitors but who may be affected by work activities. Employers also have additional duties under other health and safety legislation such as the Control of substance Hazardous to Health Regulations.

In Aided schools such as ours the EMPLOYER is the Governing Body. Any reference to the employer in this document is a reference to the Governing Body and not the Local Education Authority.

2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as it is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils, visitors and those using premises on a lettings basis.
3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

LOCAL AUTHORITY

The LA will offer an advice and support service in the following ways:

- issue of a HEALTH AND SAFETY POLICY
- issue of Codes of Practice, Guidance/advice Notes, and other relevant information, as appropriate;
- provision of a comprehensive support and advice service;
- provision of a comprehensive training programme;
- provision of a monitoring system for schools;
- provision of a safety audit service.

EMPLOYEES RESPONSIBILITIES

All employees have a general duty under the Health and Safety at Work Act 1974 to:-

- take reasonable care of their own safety and that of other persons;
- co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- use correctly any equipment provided for their safety;
- report any defective equipment to their supervisor or other appropriate person, i.e. safety representative;

- report accidents or dangerous occurrences at the earliest possible opportunity to the Headteacher or Health & Safety Representative and complete the appropriate incident form;
- be familiar with and observe at all times all safety policies and procedures;
- take reasonable precautions to ensure the safety of all persons in their charge;
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness;
- know and apply the emergency procedures in respect of fire and first aid;
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
- co-operate with other employees in promoting improved safety measures in school;
- co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

Those who have a responsibility can delegate the tasks necessary to discharge it, but they cannot delegate the responsibility itself. Effective monitoring is therefore essential. This will be co-ordinated by Mr. Paul Atherton, Business and Finance Manager, who has been designated as the Health and Safety representative.

PART TWO: ORGANISATION FOR MANAGING HEALTH & SAFETY WITHIN SCHOOL

The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and associate staff holding posts/positions of responsibility have a general responsibility for the application of the School's Safety Policies within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own department area of work.

Class teachers have responsibilities for the safety of pupils in their charge.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the Headteacher, teaching and associate staff holding posts of special responsibility, and all employees are set out below.

The Headteacher may wish to delegate some functions to other staff or to re-allocate duties to match the staffing structure of the school, but this will not affect the Headteacher's overall responsibility for health, safety and welfare within the school.

HEADTEACHER

The Headteacher will ensure that:-

- policies and procedures with regard to health, safety and welfare matters within the school are established and approved by the Governing Body, and that the policies and procedures are known, read and followed by all members of staff, including temporary/supply staff;
- any health and safety matters raised, and guidance from Wigan Council, are brought to the attention of the Governing Body;
- regular reviews of the safe performance of all departments of the school are undertaken with appropriate action taken, when necessary, and are reported to the Governing Body;
- accidents, incidents and dangerous occurrences are reported, investigated and, where appropriate, preventative measures are taken. Also, that reports and returns are submitted to Wigan Council in accordance with the published procedures;
- adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with LA guidance;
- training needs are identified and arrangements made for those needs to be met;

- necessary arrangements are made to ensure that Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to report on inspections carried out by Safety representatives;
- all parts of the premises, plant and equipment for which the governors have responsibility are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed;
- any unsafe items which are the Council's responsibility are reported to the Local Authority and any items which constitute a health and safety hazard is taken out of use;
- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they are aware of, and have made arrangements to deal with, any risks involved;
- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premise;
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

TEACHING AND ASSOCIATE STAFF HOLDING POSTS OF RESPONSIBILITY

Staff holding posts of special responsibility, e.g., Heads of Department, are responsible to the Headteacher for the implementation of the Health and Safety Policy within their department/area of work. To fulfil their responsibilities they will assist the Headteacher by:-

- ensuring staff under their control are aware of their duties regarding health & safety issues (particularly regulations or codes of practice appropriate to specialist areas);
- a copy of the Fire Drill and emergency evacuation procedures are prominently displayed in all rooms and areas for which they are responsible;
- monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures;
- informing their staff of any hazards to health and safety that they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed;
- ensuring that personal protective clothing and equipment is provided, worn/used and maintained as necessary;
- ensuring that adequate supervision is maintained at all times;
- ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately;

- any health and safety problem referred to them by any member of staff is resolved or referred to the Headteacher or his representative if they cannot resolve the issue with the resources available to them.

The site Manager will assist the Headteacher in ensuring that health and safety implications are considered in connection with the security, cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

The Site Manager will also assist the Headteacher where appropriate by advising on the health and safety implications of the purchase and maintenance of furniture and equipment and for ensuring that the health and safety aspects of the letting of premises arrangements are complied with.

CLASS TEACHERS

Teaching staff and cover supervisors timetabled to be in charge of classes are responsible for assisting the Headteacher to:-

- ensure the safety of pupils in their charge and, if unable to do so due to the condition or location of equipment, the physical state of the room or the splitting of the class for practical work then the teacher should advise the Head of Department;
- be aware of and adopt safety measures within their own teaching areas;
- follow safe working procedures personally;
- request protective clothing, guards, special safe working procedures etc where necessary and ensure they are used;
- make recommendations to the Head of Department on safety equipment or additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- be aware of school and emergency procedures in respect of fire, bomb alert, accident, first aid, etc and to carry them out;
- associate staff should be made aware of the school safety policy and of any special arrangements or procedures relating to their work area.

PUPILS

- exercise personal responsibility for the safety of self and classmates;
- observe standards of dress consistent with safety and/or hygiene; (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the school and in particular the instructions of teaching staff in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Note: All pupils and parents are to be made aware of the contents of this section through the school website.

VISITORS

- Visitors and other users of the premises (e.g. delivery drivers from specific companies) are required to observe the safety rules of the school. In particular, parents helping out in school are made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.
- Contractors are to be made aware of the school's policies and satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards. All contractors working on site are to be given access to the asbestos file and are requested to sign that they have read the section of the file which is relevant to the area in which they are working. For work arranged by the school (and not through the LEA) this requirement is incorporated into a standard contract issued by the Liverpool Archdiocesan Trustees. For work ordered by the LEA the school must satisfy itself that the LEA has listed the company as an Approved Contractor. The Clerk of Works employed by the Governing Body will periodically review and survey the school buildings.
- Remedial attention to the fabric of the building will be actioned under the Clerk of Works direction. Replacement glazing will meet the guidance issued by the Health and Safety Executive. The School operates a policy of attending to routine maintenance and repairs immediately a problem arises, thereby preserving the fabric of the building and providing a safe, clean environment for staff and pupil.
- Persons hiring the premises will be made aware of the school's safety policy.

SCHOOL SAFETY COMMITTEE

- (a) The Health and Safety at Work Act seeks to involve employees in achieving safe conditions of work and provides for Trade Unions to appoint safety representatives. Their function is to encourage co-operation at all levels in the promotion, development and monitoring of measures to ensure health and safety in the workplace.
- (b) Safety representatives will investigate accidents, hazards and dangerous occurrences; investigate complaints; carry out inspections of the workplace; make appropriate representations to the employer etc.. At present, St. John Fisher has no such appointed safety representative. Instead a Safety Committee has been established to keep under review the arrangements taken to secure health and safety in the school (though the responsibility for health and safety remains with Headteacher).

The Committee will, therefore;

- monitor the implementation of Health & Safety Policies and safety procedures throughout the school;
- review safety measures and advise the Headteacher and governing body of any necessary changes to procedures;
- ensure there are arrangements for the dissemination of information on health & safety matters to all staff and pupils;

- receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governing Body to any necessary/remedial action;
- receive reports from the Local Authority, safety representatives and external health and safety agencies;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
- receive audit and monitoring reports and advise the Headteacher and Governing Body of any necessary preventative and/or remedial action arising from those reports;
- assist in reviewing the School Health and Safety Policy and risk assessments annually or as required.

This committee meets once per term to discuss specific incidents or review arrangements. Inspections of the site are carried out on a daily basis by the Site Manager. All health and safety problems are to be reported to Head and Deputy Head and appropriate action is then taken.

PART THREE: THE SCHOOL'S ARRANGEMENTS

What follows are a number of baseline procedures outlined here as information for teaching staff, associate staff, pupils, contractors and any other persons on site, about health and safety on the school premises.

These procedures will be subject to change, modification and extension as a result of termly meetings of the:

School's Health and Safety Committee

Mr. S. Coyle (Head of School)
Mr P Atherton (Business and Finance Manager)
Mr. P. Hedges (Head of Science)
Mrs. A. Gregory (Head of Art)
Mr. D. Couch (Site Manager)
Mrs L Lewis (Admin Assistant)

At these meetings, (dates to be published), the Committee will:

- Review existing arrangements
- Discuss specific incidents
- Represent staff views about Health and Safety issues
- Outline any difficulties arising in their own teaching areas

In addition, the Site Manager undertakes a daily check of the site a detailed inspection of the school once per term, in order to carry out Assessments of Risk. The school's arrangements for Health and Safety will be adjusted accordingly. A copy of the school's policy will be placed:

- In the possession of each member of staff (teaching and associate).
- In the school office.
- In the site manager's room (where there will be spare copies for distribution to contractors on site).
- On the school website

The pupils will receive summaries of the salient points of the policy through assemblies and form tutors - and a copy of "Emergency Procedures" posted in each form room. They will be notified of any changes in procedures as and when they arise.

The aim of such measures is to develop a culture of safety in the school, where both staff and pupils are clear about how to behave in any given situation.

This document deals with the following:

- Accidents and First Aid
- Activities away from School
- Fire Precautions (and other emergency procedures)
- Hazards and School Environment
- Safety Checks
- Health, Diseases and Hygiene
- Security of Pupils and Staff

ACCIDENTS AND FIRST AID:

1. **All accidents**, whether or not they result in injury, should be reported immediately to the Headteacher or Deputy Headteacher.
2. **In the event of serious injury**
 - i.e. Any head injury
 - Any damage to the eyes
 - Any loss of consciousness
 - Fractures
 - Heavy bleeding
 - Electric burn
 - Suspected exposure to harmful substances or any injury that the member of staff judges to be in need of immediate medical treatment:

CALL FOR AN AMBULANCE (when in doubt, err on the side of caution) INFORM THE HEADTEACHER/DEPUTY HEADTEACHER/HEAD OF YEAR. CALL FOR "THE APPOINTED PERSON"/FIRST AIDER - (though medical treatment should be left to the professionals, this is to ensure that no further damage is incurred).

IF THE INJURY INVOLVES BLEEDING OR ANY SPILLAGE OF BODY FLUIDS, ALWAYS USE PLASTIC GLOVES AVAILABLE IN THE FIRST AID POINTS.

IF IN THE JUDGEMENT OF THE HEADTEACHER, OR SENIOR MEMBER OF STAFF PRESENT, IMMEDIATE HOSPITAL TREATMENT IS REQUIRED THE INJURED PARTY MAY BE TRANSFERRED BY STAFF CAR (though it must be insured for "Business Use"). There must be two adults (including the driver) accompanying the child.

THE HEADTEACHER/DEPUTY HEADTEACHER WILL ENSURE THAT PARENTS ARE CONTACTED QUICKLY (and instructed to either come to the scene or go to the hospital).

THE HEADTEACHER/DEPUTY HEADTEACHER WILL ENSURE THAT THE INJURED PARTY IS ACCOMPANIED TO HOSPITAL (if parents have not arrived).

IF THE INJURED PARTY CANNOT BE MOVED PRECISE INSTRUCTIONS ABOUT APPROPRIATE ACCESS TO THE PREMISES MUST BE GIVEN TO THE AMBULANCE SERVICE.

3. **In the event of minor injury:**

INFORM HEAD OF YEAR or ASSISTANT HEAD or DEPUTY HEAD (whichever is available - please do not bring out of class).

DELIVER INJURED PARTY TO SCHOOL OFFICE AND INFORM OFFICE STAFF OF NATURE OF INJURY.

OFFICE STAFF WILL CALL FOR "APPOINTED PERSON"/FIRST AIDER IF NECESSARY.

PARENTS WILL BE CONTACTED BY OFFICE STAFF IF NECESSARY.

IF THE INJURY INVOLVES BLEEDING OR ANY SPILLAGE OF BODY FLUIDS, ALWAYS WEAR PLASTIC GLOVES AVAILABLE IN FIRST AID POINTS.

INJURED PARTY TO BE TAKEN HOME IF NECESSARY (either by parent, or staff car insured for "Business Use").

4. **FIRST AID TREATMENT** MUST BE RECORDED ON SIMS BY THE FIRST AIDER TO WHOM THE INJURY IS PRESENTED.

IN THE EVENT OF MAJOR INJURIES OR CONDITIONS:

Details must also be reported immediately to the Health and Safety Executive. There is a list of such injuries and conditions together with a stock of Incident Report Forms in the Accident report box file in the administration office and first aid points. Such reporting is the responsibility of the Headteacher/Deputy Headteacher.

IN THE EVENT OF MINOR INJURIES:

Please be precise about the details of and circumstances surrounding the accident, as such information will be vital to the Health and Safety Committee looking into ways to minimise accidents in school.

Staff trained in first aid are:		Expiry Date
Lisa Gregory	Arts College Liaison	28/02/16
Beth Millman	PE/HOY8	22/04/16
Peter Connelly	PE	12/02/17
Laura Lewis	Admin Office	20/06/17
Kathryn Fairhurst	Admin Office	22/09/17
Sue Ronan	Science Prep	23/09/17
Pauline Millin	Admin Office	10/10/17
Paul Seddon	Technology	06/11/17
Sue Newton	Science Prep	16/03/18
Matthew Schleiner	Intervention	07/07/18
Lisa Heyes	Nurture	07/07/18
Michelle Feeney	Nurture	07/07/18
Vicky Rowley	Technology	07/07/18
Ann Burley	Reprographics	14/09/18

(For staff concerned about the legal position of first aiders if they should cause injury to a casualty, be assured that cover against any award of damages in such circumstances is provided by the employer's liability insurance).

First Aid Points are situated in:

- Administration Office
- Reprographics Office
- Technology Office
- Science Preparation Rooms
- Mezzanine

5. **Appointed Persons:**

Where there is no first aider available there must be an "appointed person" to act in his/her stead. This person *might* be a trained first aider, but his/her main function is to:

- Take charge of the situation in the event of serious injury or illness;
- Ensure that an ambulance is summoned;
- Ensure that ambulance crews can be directed quickly to the casualty;
- Ensure that pupils are directed away from the area;
- Ensure that parents are notified;
- Ensure that the casualty is accompanied to hospital;
- Ensure that the appropriate accident reporting procedures are put into operation;

6. **First Aid Boxes**

Health and Safety Regulations require that first aid materials are readily available to all employees. First aid boxes are positioned at strategic points around school.

First aid boxes can be found at the following locations:

- Administration Office
- Reprographics Office
- Technology Office
- Science Preparation Rooms
- Mezzanine
- Art Area
- PE.

As a matter of priority, posters should be displayed around school giving the locations of first aid equipment, the names and locations of first aiders and some basic emergency aid advice.

7. **Medicines in School**

Pupils should not carry medicines, whether prescribed or ‘over the counter’ remedies, upon their person in school.

Any medicines should be handed in to the Administration Office in their original packaging where they will be held until required.

If delivered by a parent, they must sign the school pro-forma authority which provides detail of the medicine involved, frequency of administration and dosage. If delivered by a child and there is any doubt concerning dosage etc, then parents must be contacted prior to administering the medicine.

The exception to the above are children who have the following conditions and may keep their medication with them:

- Asthma – inhalers
- Diabetes – NovoRapid insulin injectors (a spare NovoRapid is held for each child in the headteacher’s refrigerator)
- Anaphylaxis – EpiPen adrenalin injectors (a spare EpiPen is held for each child in their grab bag in the Main Office)

8. **“Dangerous Occurrences”**

Whether or not they result in an injury, they must also be reported to the Headteacher/Deputy Headteacher. In certain circumstances (e.g. collapse of scaffolding, explosion, fire, unintended collapse of wall or floor - again full details are available), the Headteacher/Deputy Headteacher will need to inform the Health and Safety Executive of the details.

9. **Investigation of Accidents:**

It is important to keep accurate records of accidents and dangerous occurrences on the premises to enable the Health and Safety Committee to make realistic assessments of the effectiveness of any precautionary measures introduced.

ACTIVITIES AWAY FROM SCHOOL:

It should be remembered that the same procedures for reporting accidents, injuries and dangerous occurrences apply to activities away from school organised by staff, as in school (i.e. paragraphs 4 & 8 above).

a) **Educational visits/field trips/leisure activities**

Staff are reminded that a least one month's notice of the above should be given, in writing, to the Headteacher, Deputy Headteacher and Business & Finance Manager, so that the following safety considerations can be discussed. Major trips involving overnight stays will require a lot more notice (Minimum 3 months):

- Pupil teacher ratio
- Forms of transport
- Potential areas of risk during visit
- Any pupil medical problems/dietary information
- Arrival/departure times
- Contact with parents
- Informing Wigan LA (For certain trips)

Appropriate request forms should be completed well in advance of the visit and passed to the Headteacher. Mr Atherton and the party leader will meet on a regular basis to check that all paperwork including risk assessments are completed and recorded on the 'Evolve' system.

Staff must take a travelling first aid kit containing items as described in the School First Aid Policy. Additionally, staff must determine whether any of the pupils have a healthcare plan and, if so, must take a copy of the plan together with the child's medical grab bag/box stored in the Administration Office.

b) **Sporting Activities**

A well-stocked first aid box should be within easy access of the playing area. The procedures outlined above for dealing with major and minor injuries apply equally to all sporting activities.

c) **School Holidays**

Are always planned well in advance, and may involve the representatives of a travel company. Any discussion during the planning stage between the organising teacher(s), senior management and travel company representatives must include consideration for the health and safety of all participants in the holiday:

- e.g. Pupil teacher ratio;
Supervision rotas;
Travel details;
Emergency procedures (incl. First Aid);
Individual insurance;
Any medical problems/dietary information;
Specific hazards and how to minimise them;
Pupil behaviour;
Safety of equipment.

The outcome of such discussions should be recorded, written and distributed.

Mr Atherton and the party leader will meet on a regular basis in order to complete all relevant paperwork including risk assessment, and to progress documentation on the Evolve system.

EMERGENCY PROCEDURES:

Fire Precautions:

- a. In the event of fire it is the first duty of all concerned to prevent injury or loss of life.
- b. On discovering a fire, staff should not put themselves at risk by attempting to fight it. Give the alarm immediately by operating the nearest alarm point.
- c. The Assembly point is the hardcourt area at the rear of "C" Block.
- d. The buildings will be evacuated by using the nearest appropriate exits. Pupils should proceed in single file, and IN SILENCE to the designated position at the Assembly point. Overtaking en route will not be permitted, particularly on stairways. Pupils will stand in silence in register order and await further instructions. Staff should familiarise themselves with the locations of exits and alarm points.
- e. Registers will be delivered to the Assembly Point by the office staff who will check the meeting room for occupants. Form teachers will collect their register from the office staff on arrival at the Assembly Point and immediately register their forms. The Business and Finance Manager will be stationed outside front entrance to inform any visitors of the situation and prevent entry.
- f. On completion, the register will be returned to the appropriate Head of Year, and any missing pupils reported.
- g. The Head of School or Deputy Headteacher will account for all teaching staff through the Assistant Heads. The office staff will account for all associate staff and visitors.

- h. After registration, Head of Year/Deputy Headteacher/ office staff will report to the Headteacher and return registers to office staff. The fire service will be advised immediately whether there are any persons unaccounted for.
- i. Re-entry to school premises will be authorised only by the Senior Fire Officer present or by the Headteacher.
- j. Rules for evacuation will be explained to all pupils (especially new intake via assemblies) and to all regular users of the site, and will be displayed in classrooms and prominently in other areas of the school.
- k. On hearing an alarm, **all** occupants of the premises must evacuate, including visitors to the site, contractors etc. Kitchen staff will evacuate to the front of school and inform via radio that everyone is accounted for.
- l. There will be at least one drill in each half-term. The first will be held as soon as possible after the start of the academic year to enable the new intake to become familiar with the above procedure. This is the only drill to be notified to staff and pupils.
- m. Please note: If the fire alarm is activated for whatever reason, **EVERYONE** must evacuate the buildings and assemble at designated points. This must apply even if the alarm sounds only for a brief period.

The one exception to this rule could be when engineers are testing the system. Should this be the case, all personnel will be informed that a test is about to take place, and that evacuation is not necessary.

- n. As a matter of priority, access for the emergency services to all parts of the premises should be ensured - and communicated to local fire and ambulance stations. Our premises should be clearly marked from the road.
- o. Fire fighting equipment around the building will be checked regularly, and must on no account be tampered with by pupils (who should be made aware of the consequences of doing so).
- p. Evacuation procedures will be outlined at all events involving visitors to the site (i.e. audiences for school productions, parents on parents evenings, P.T.A. functions etc.).
- q. A number of torches will be available on site to help compensate for possible power failure in the event of an emergency.

Bomb Threats:

- a. If a bomb threat is phoned, the member of staff receiving the call should make a careful note of the location of the alleged bomb together with any demands and passwords given by the caller.
- b. Dial 999 and request Police and Fire Service. Pass on any details provided by the caller.
- c. If the caller DOES divulge the location of the bomb – use the ‘All Call’ facility to broadcast the threat and advise staff to arrange a full evacuation but avoiding the area of the alleged bomb.
- d. If the caller DOES NOT divulge the location of the bomb – activate the fire alarm.
- e. The site staff will open the gate to the sports field and the assembly point will be the sports field adjacent to Sacred Heart school.

Other Evacuations:

The fire evacuation procedures will also be put into operation in the event of any other emergencies such as the accidental escape of harmful fumes or substances. In these events and if it is safe to do so, office or teaching staff should summon ambulances to the premises by dialling 999. The fire service will arrive automatically if the fire alarm is activated.

The Hazards and School Environment

a) Slips, Trips and Falls:

These account for the majority of injuries sustained in schools by both staff and pupils. To help minimise this, attention will be given to:

- Wet floors (either after cleaning, spills, overflows or as a result of inclement weather);
- Loose or torn carpets - report to site manager;
- Steps - where they are hidden, unusually steep or damaged;
- Spillages, pot-holes, loose or missing paving slabs, excessive litter, objects or inadequate lighting etc. should be reported immediately to the site manager;
- Telephone or electrical cables lying across the floor;
- Litter, bags or other objects left on the floor;
- Staff and, more particularly, pupils rushing around the site;
- Cupboard doors and filling cabinets draws left open;
- Obscured vision when carrying bulky items;
- Makeshift methods of reaching heights e.g. standing on tables or chairs.

b) Movement around school:

(See page 21).

c) Playground Safety

Over half of all injuries to pupils occurring at school happen in the playground:

15% - collision with buildings; 10% - with other pupils; 9% - playground games; 55% - slips, trips and falls. Providing a "safe" area for pupils to let off steam is a tall order, and will be addressed by the School's Health and Safety Committee.

Some simple precautions: keeping playground surface in relatively good condition; directing pupils away from steps, steep slopes and sudden changes in level; providing an area free from ball games (i.e. the central playground), diligence of staff to spot possible hazards.

d) Lighting, heating & ventilation

Any defects in the above i.e. excessive glare, extremes of temperature, classroom temperatures - around 18⁰c, medical rooms/changing rooms - around 21⁰c, Gymnasia/Sports Halls - around 14⁰c (increased to 18⁰c when used for examinations). Circulation spaces (e.g. corridors/open areas) - within 3⁰c of the area they serve, draughts, noise level etc. should be reported to the site manager if immediate repairs can be effected or to the Health & Safety Committee if the problem is long-standing (the latter would be preferred in writing).

e) Contractors on School Premises

They are subject to and should be informed of Health & Safety procedures in operation in school, and the Health and Safety policy made available to them.

- Liaison must occur between Contractors representative, senior management of the school and site manager before work begins;
- Any potential hazards or constraints must be made known to the contractor;
- Where the nature of the work allows, part of the premises should be effectively fenced off, or pupils re-routed to avoid possible risk;
- Tools, equipment and materials brought onto the site must be secured and made safe as far as possible;
- Measures should be taken to minimise noise, dust and fumes;
- Scaffolding must be secure and access denied to thieves and vandals outside of school time;
- Safe access and egress must be secured for contractor vehicles, and workmen;
- The Headteacher has the right to suspend work if there is apparent danger to pupils, staff or visitors to the site - until the contractor, architect or L.E.A. representative has been consulted with a view to remedial action being taken.

f) Hazards

It is the responsibility of every employee on site to report immediately in writing to the Headteacher, anything that might constitute a danger to any other person. FOR THE SAFETY OF EVERYONE IN SCHOOL PLEASE ADHERE TO THE FOLLOWING MOVEMENT

IN THE EVENT OF AN EMERGENCY, PUPILS MUST LEAVE BY THE NEAREST EXIT. THIS WILL TAKE PRIORITY OVER ALL OTHER MOVEMENT SIGNS.

Movement in blocks C, D and E (i.e. Maths, English, Humanities, MFL and Art.)

Enter by the main doors between English and Humanities.

Exit via the far ends of the building.

The staircase in the centre is for going UP only.

The staircases at the ends are for going DOWN only.

One year group are allowed to cross the top corridor from MFL into Maths at registration only in order to avoid congestion in Art.

THE SPIRAL STAIRCASE IS FOR GOING UP ONLY.

ACCESS TO THE TECHNOLOGY IS VIA THE MAIN DOOR ONLY.

AT LUNCHTIME, NO BAGS ARE ALLOWED IN THE DINING ROOM OR SURROUNDING CORRIDORS. ENTRY IS VIA THE MAIN ENTRANCE AND EXIT BY DOOR IN THE DINING ROOM LEADING OUT TO THE TOP CAR PARK.

WHEN IN THE BUILDING, PUPILS MUST KEEP TO THE LEFT WITH THEIR BAGS BY THEIR SIDES.

Movement Around School

General - ALL PUPILS:

- Keep to the left on stairways and corridors.
- Carry bags by side, not on shoulder.
- No running.
- Let them out - before you go in.
- No-one uses main entrance doors to school or crosses foyer.

Safety checks

In line with Wigan Councils recommendations the following checks are carried out by the site manager **on either a weekly or monthly basis:**

- Final exit doors
- Fire doors
- Safety signs
- Fire fighting equipment
- Evacuation chairs
- Legionella checks and flushings

In addition to these, Wigan Council carries out monthly checks on;

- Legionella

At regular intervals;

- Lifts
- Stair lifts
- Boilers
- Rollers

Yearly;

- Air conditioning
- Zurich Insurance carries out quarterly checks on;
 - Equipment in the Design and Technology Department including tools and machinery
 - Ventilation systems
 - Lifts/stair lifts
 - Fume cupboards
- Electrical safety checks are carried out on a yearly basis in line with current regulations.
- In Science all Health and Safety risk assessments are carried out using CLEAPS guidelines,

Health, Diseases & Hygiene

1. Pupils with medical conditions are identified on transfer from primary school, and a register compiled by HOY. Staff should familiarise themselves with this.
2. Pupils should not carry medicines, whether prescribed or ‘over the counter’ remedies, upon their person in school.

Any medicines should be handed in to the Administration Office in their original packaging where they will be held until required.

If delivered by a parent, they must sign the school pro-forma authority which provides detail of the medicine involved, frequency of administration and dosage. If delivered by a child and there is any doubt concerning dosage etc, then parents must be contacted prior to administering the medicine.

The exception to the above are children who have the following conditions and may keep their medication with them:

- Asthma – inhalers
 - Diabetes – NovoRapid insulin injectors (a spare NovoRapid is held for each child in the headteacher’s refrigerator)
 - Anaphylaxis – EpiPen adrenalin injectors (a spare EpiPen is held for each child in their grab box in the Main Office)
3. Any serious long-term condition must be notified to all staff, together with instructions about how to behave in an emergency.
 4. Some infectious diseases are notifiable.

As AIDS & HIV cannot be passed by normal social contacts, no extra ordinary measures are necessary in schools apart from a few simple hygiene precautions e.g. wear plastic gloves when dealing with cuts and spillages of body fluids. Warn pupils of the dangers of syringes and tattooing.

5. Smoking (including electronic cigarettes) is strictly prohibited anywhere on the school site. This also extends to school visits and any location in the presence of a child.

Procedures relevant to specialist subject areas (e.g. workshops, science labs etc.) are presently under review and will be appended to this policy when complete.

Regulations related to the control and storage of hazardous substances will be discussed with site manager and cleaning staff, as well as the Head of Science, and outcomes appended to this policy.

Precise criteria for termly inspections of the school by members of the Health & Safety Committee will be discussed and circulated to staff, as will the completed Risk Assessment documents.

Security of Pupils and Staff

1. During the school day, all exterior gates are to be locked. The only access and egress for pupils, and staff during this time is through the main doors adjacent to the Administration Office. This is the only point for visitors to enter or leave the site.
2. School staff must wear their identification badge and black lanyard prominently.
3. All visitors, including non-school staff, should sign in using the Inentry system and wear their visitors badge and lanyards prominently.
4. Any stranger seen loitering near the school or anywhere on the school site must be reported to the Site Manager who will then contact the police.
5. Any stranger on the site who is not displaying a visitor lanyard and badge must be challenged by a member of staff. If a satisfactory explanation is not provided then a member of the Senior Leadership Team must be called and the police contacted, if necessary.
6. Staff are requested to lock away all personal valuables whilst in school,
7. Records containing personal information whether on paper or on computer format must be locked away when not in use. Such records must be treated as confidential and only released on a 'need to know' basis.
8. Staff must ensure they are covered for business travel if they use their own vehicles on school business.