

Health and Safety Policy 2018

Monitoring

Whom	Review Period	Method
Full governing body	Annual	Review at meeting

Owner: Director of Finance and Operations

Review History

Review	Changes	Next Review date
New policy for MAT		

The Health and Safety of all the people who work or learn at our schools are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Trust takes responsibility for protecting the health and safety of all students, pupils, employees and visitors.

Under the overall direction of the Directors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees, children, their parents and anyone else that may be affected by our activities.

We particularly recognise our duty of care towards others that are not in our employment, particularly the children. These people also include; parents, visitors and contractors with whom we interact both within the premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our children, our employees or themselves.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors is essential to create safe working environments and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in the Trust rests with the Trustee board led by the chair and Executive Principal.

This policy applies to all employees, students, pupils, contractors, visitors and also employees of Romero Services Ltd.

Signed Chair of Trustees

Signed..... Executive Principal

1.0 Legal Duty and intent

It is our duty and responsibility as employers under the **Health and Safety at Work Act 1974 section 2.1 and 2.2 paragraphs a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and all others who may come into our premises.
- Provide an environment which is safe and without undue risk to health
- Safe systems of work that are, so far as reasonably practicable, safe and without risk to an individual's health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances and aligned to COSHH regulations
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of all our employees.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.
- Ensure that our activities comply with all legal health and safety related requirements.

We are particularly conscious of the schools responsibilities towards the children, and their parents. We will where appropriate teach safety as part of the curriculum and provide training by a competent person where and when required.

We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceeding against the Trust or its management. This can result in penalties, i.e. fines and/or imprisonment.

2.0 Legal Duties of Employees

In addition to the previously described general responsibilities, the **Health and Safety at Work Act 1974** places legal duties on all employees.

These are:

Section 7 “Health and Safety at Work Act 1974”

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school students.
- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

All employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

3.0 Health and Safety Responsibility

The overall responsibility for health and safety for the Trust rests with the trustee's and the Executive Principal. They will ensure that sufficient resources both financial and physical are available so that this policy and arrangements can be implemented effectively. Ensuring that the trust meets the requirements of this policy and is aligned to the Health and Safety at Work Act 1974 is delegated to key employees who will provide the necessary support. This delegation however, does not detract from the Trustee's having ultimate responsibility for the contents of this policy.

The Trustee's and Executive Principal will:

1. Review the Health and Safety policy, its effectiveness and either update the policy or the health and safety procedures.
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all Trust employees safety policies and procedures and of any relevant safety guidelines;
4. Make arrangements for accident recording, including **near misses** and draw this to the attention of all employee's at the Trust as necessary;
5. Make arrangements for informing employee's, pupils and students, of relevant safety procedures. Other users of the premises will be informed, as necessary;
6. Identify defects in the state of repair of the buildings or their surrounds which are considered to be unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. Identify any employee having direct responsibility for particular safety matters and any member of employee who is specifically delegated to assist the Trustee's and Executive in the management of health and safety at the Trust. Such delegated responsibility must be defined as appropriate.
10. Conduct an annual walk around of the Trust sites to ensure Health and Safety information is displayed and up to date.
11. Receive reports on health and safety at trustee and local board meetings.

4.0 Individual Responsibilities

The person responsible for ensuring this policy is put into practice is the

4.1 Executive Principal.

The Executive Principal along with the Head of school will

- Identifying hazards present within any Trust activities and ensuring action is taken to minimise these hazards
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs and ensuring training takes place
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.
- Ensuring adequate first aid facilities and trained employees are available
- Ensuring that premises are inspected regularly for health and safety concerns
- Report on Health and Safety matters to the Trustee's and local board as appropriate.
- Ensure that the correct procedures and regulations are followed for all educational visits
- Ensure there is consultation with employees as required due to the Health and Safety (Consultation with employee's) regulations 1996

4.2 Responsibility of all Employee's

All employee's are required by legislation to take reasonable care for health and safety of themselves and any other person who may be affected by their acts or omissions. Employee's are also required to cooperate with their employer with any reasonable request in regards with health and safety.

1. exercise effective supervision over all those for whom they are responsible, including students and pupils;
2. be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;

9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. Be aware of and comply with all health and safety instructions including actions to take in the event of a fire or accident.

4.3 Safety Representatives/ system in place for raising health and safety concerns

Where safety representatives have been appointed they should make themselves known to the executive principal. The safety representative may investigate potential hazards and dangerous occurrences and accidents. They may investigate any complaints or concerns that have been raised by their membership and report to the management of the trust to raise this.

Any employee may raise health and safety concern with either their line manager or the Facilities manager.

4.4 Parents and carers

Must inform the individual school of any health and safety concerns including medical issues for their child to enable the school to manage this whilst the child is in the school's care.

4.5 Pupils and Students

Pupils and students are expected to exercise personal responsibility for the safety of themselves and others.

Observe and comply with the safety rules within the schools and obey instructions of responsible adults in the event of an emergency.

Comply with the standards of uniform and hygiene.

To not interfere with any item provided for health and safety within the schools.

Non-compliance with these important issues will be subject to the behaviour policy.

4.6 Contractors

All contractors will go through a site induction before commencing work for the organisation. This will be carried out by the Facilities Manager or member of the Site Team, and records of induction will be kept in the site office. Each individual contractor will be required to complete this and sign off

All contractors must carry out their activities in a manner that is aligned to this policy and be aware of their duty of care to others. They must be compliant with all applicable legislation, including but not limited to the legislation listed in appendix A.

Where requested they must agree a health and safety plan with the facilities Manager for any activity on any of the Trust's premises.

Contractors must:

- Report to the building reception and sign in. If their activities are taking place in school hours then they must be accompanied or undergo a valid disclosure and disbaring process which must be recorded by the relevant premises.
- Ensure that controls are in place to protect trust employees, pupils, students and other people from their activities.
- Provide a copy of their current employer and public liability insurance
- Provide copies of accreditation to carry out the work
- Provide a method statement
- Provide copies of the risk assessments for the work
- Comply with instructions from Trust staff in the interest of health and safety
- Provide any other information that is reasonably requested.
- Only use battery powered or 110 Volt power tools on site, unless agreed with the Facilities Manager.
- Ensure all of their staff are DBS Cleared and are able to provide copies of up to date certificates in advance of work commencing.
- Ensure they have applicable any 'permit to work' signed off before commencing work.
- Ensure they adhere to agreed safe systems of work
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Contractors must not

- Introduce equipment to the premises without written agreement
- Alter fixed installations
- Remove notices
- Take any action which creates hazards for others.
- Interfere with other services, such as water, gas, electricity, Data etc.
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The person responsible for the control of contractors is the Facilities Manager

4.7 Hirers

All hirers must ensure their activities and all people on site involved with their hire comply with this policy. All hirers must:

- Report to the entrance of the relevant building at the start of their hire period.
- Ensure their activities are safe and conduct risk assessments where necessary
- Take out relevant insurance as detailed in the hire agreement
- Leave the premises in a clean and tidy condition at the end of the hire period
- Report any damage to the premises
- Comply with instructions from Trust staff in the interest of health and safety
- Provide any information that is reasonably requested

All hirers must not:

- Introduce equipment to the premises without agreement
- Alter fixed installations
- Remove notices

- Take any action which creates hazards for others.

All hirers will be provided with a briefing on health and safety.

4.8 Visitors

All visitors must carry out their activities in a manner that is aligned to this policy, aware of the duty of care to others and compliant with legislation as appropriate, including but not limited to the legislation listed at the end of this policy.

All visitors must:

- Report to the building reception and sign in. If their activities are taking place in school hours then they must be accompanied or undergo a valid disclosure and disbaring process which must be recorded by the relevant premises.
- Ensure that controls are in place to protect trust employees, pupils, students and other people from their activities.
- Comply with instructions from Trust staff in the interest of health and safety
- Provide copies of the risk assessments for the activity where appropriate
- Provide any other information that is reasonably requested.
- Wear the badge identifying them as a visitor

Visitors must not:

- Introduce equipment to the premises without agreement
- Alter fixed installations
- Remove notices
- Take any action which creates hazards for others.

All visitors will be provided with a briefing on health and safety.

5.0 Competent Assistance

Competent assistance and advice is provided by the Director of Finance and Operations

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The Health and Safety (Consultation with employee's) regulations 1996

Where there are employee's, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult those employees in good time on matters concerning their health and safety at work. This will be carried out by meetings, talks, use of the notice board and an open door policy. Consultation may include but are not limited to:

- The introduction of any measures in the Trust, which may substantially affect the health and safety of employees.
- The Trust's arrangement for appointing or nominating an employee representative and their responsibilities and any resources that may be required to allow them to carry out the duty.

- Any information that the Trust is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the Trust and the training and consequences with regard to health and safety that may arise from the new technology.

6.0 Communications

All notices are issued in accordance with Health and Safety legislation. All employees, visitors and contractors will be made aware of the appropriate health and safety procedures and are required to take the necessary action to ensure they are familiar with these. They are required as far as reasonably practical to be aware of with any warning signs including advisory and comply with them.

Any suggestions on how to improve Health and Safety should be communicated to the student's tutor, person's line manager, the Facilities manager or the employee suggestion box.

There is a master copy of this Health and Safety policy in each of the Trust's buildings. This is in the main office but also available on each of the school's websites. Health and Safety will be a regular topic of staff meetings and safety notices will be read by tutors as part of student and pupil briefings.

As a responsible employer the Trust encourages all employees to read the policy and query any areas which are not understood can be explained.

Regular health and safety information will be posted on a specific notice board. The notice board is located in the staff room.

7.0 Identifying and Managing Health and Safety Risks

7.1 RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that the Trust must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. This will also consider those that are not in our employment who may come into contact with our activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood and severity that harm will be caused.

The trust will ensure that suitable and sufficient risk assessments are carried out of all the tasks and equipment connected with our activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for ensuring that risk assessments are undertaken is the Facilities manager.

The risk assessments will be made available to relevant employees who must read them. After reading and understanding the content of the risk assessment, the employee must sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employee as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum, on a relevant cycle or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner. Short term risks which have a risk assessment will be reviewed at the end of the activity or when the risk is expected to end.

Key areas of Health and safety actions and responsibilities

8.0 Biological Hazards

Control of Infection

There is a system for the control of infection in the trust. The person responsible for overseeing this is the Facilities Manager but all employees, visitors, students and pupils have a part to play.

Everyone is encouraged uphold a high standard of personal hygiene including hand washing at regular intervals and especially after using the toilet. This will undertaken by general education, communication and training.

There are high standards of cleaning, disinfection and decontamination. There is a provision of Personal protective equipment including powder free latex gloves. Clinical waste is collected regularly on a schedule. There is a system of colour coding to prevent cross contamination.

Legionella bacteria in the trust's water systems is controlled. The system is inspected, flushed and temperature controlled by a specialist contractor. The person responsible for this is the Facilities manager.

Students, pupils and employees are required to report reasons for absence and not attend the trust premises when ill, or within 48 hours of an instance of diarrhoea or sickness.

Employee's and the parents of children with a compromised immune system will be informed where infectious diseases are reported and these people may have been exposed to them. This includes rubella, measles and chicken pox.

9.0 Control of substances hazardous to health (COSHH)

The **Control of Substances Hazardous to Health Regulations 2002 as Amended** require the Trust to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used, handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance. All hazardous substances will be stored according to the manufacturer's instructions.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. The trust understands these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

COSHH Risk Assessments will be carried out for each Hazardous substance and kept in the Site office alongside MSDS.

The Trust also recognises that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The persons responsible for carrying out the COSHH assessments are, the Facilities manager in conjunction with the Premises Officers.

After reading and understanding the content of the COSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of COSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employee as is required.

The effectiveness of the COSHH assessment and any deficiencies will be reported to the person responsible for carrying out the COSHH assessments.

All COSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

10.0 Dangerous Substances and Explosive Atmospheres

The Dangerous substances and explosive atmosphere regulations 2002 require the trust assess the level of risk or an explosion that the work processes and substance use and storage may cause. An assessment will be carried out by the Facilities manager of the explosive risk by considering:

- The properties of the substance.
- The process and any dusts or fumes that are generated.
- Purchased products such as Compressed and flammable gases.
- The type of machinery and/or equipment used in the area.
- The sources of ignition evident.

If the findings of the risk assessment determine there is a risk of explosion then we will introduce measures to reduce the risk, which will include the following:

Categorising the area into zones depending upon the level of risk:

- **Zone 0:** Is an area where an explosive atmosphere is present continuously or for long periods.
- **Zone 1:** Is an area where an explosive atmosphere is likely to occur during normal operations.
- **Zone 2:** Is an area where an explosive atmosphere is not likely to occur but if it does then it will be for a short period only.
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These areas will be designated using signs; the sign used will be of the approved type. This is a yellow Triangle with black edging and black lettering EX.

All equipment used in these areas will be categorised as follows:

- Category 1 equipment will be used in **Zone 0**
- Category 1 or 2 equipment will be used in **Zone 1**
- Category 1 2 or 3 equipment can be used in **Zone 2**

Any significant findings from the assessment will be recorded. The records will detail the identity of the substances and most importantly the measures to be taken so as to reduce the risk to the lowest level possible.

All involved employees will be provided with all the necessary information, instruction, training and supervision. This is to ensure the level of risk is reduced as far as possible. They are also made aware of the risks involved so they can maintain a safe working environment.

All records will be reviewed annually or when any significant change takes place

11.0 Display Screen Equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk. The assessment will include taking breaks from the screen, adjusting the height of screens and seats.

The trust recognises that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is the Facilities Manager.

The Trust accepts the responsibility to pay for an eyesight test if an employee is using a screen for a part of their working day. The trust will only pay for the cost of the eyesight test and basic corrective glasses if the corrective glasses are required to reduce any health risk in the use of the computer screen. If employee's need other types of eyewear then the employee must pay the difference.

Different schemes operative within the trust. These are referred to in appendix B.

12.0 Drugs and Medicines

Where a child suffers from a long term illness or condition it may be necessary to control this with medication. The parent or carer must provide a medical information form to detail the condition and how this is controlled. This information must be updated by the parent or carer as soon as possible after any changes. Medications will be stored in the medical room and checked on a regular basis but it is the parent or carer's responsibility to ensure that the medication is disposed of and updated as necessary. Where the medication has reached the expiry date and the parent or carer cannot be contacted the trust may dispose of the medication. Medication must be provided with a covering letter to explain the dosage and times the medication is to be taken. The medication must be clearly labelled with the student or pupil's name, dosage, frequency of administration, date of dispensing, cautionary advice and expiry date.

Some medication such as inhalers for asthmatic students may be kept on them. Inhalers will be kept with the teacher for younger pupils. A spare can be kept in the medical room clearly labelled with the child's name.

Trust employees will supervise the administration of medication for pupils and students. These students will have an individual health care plan which will have been agreed with the individual school nurse. In a medical emergency the trust employees may administer as detailed in the individual's care plan.

For short term illnesses where medication is required such as anti-biotics it is preferred that medication is given outside of school hours but where this is not possible it can be supervised by trust employees in the same way as detailed above.

All medication must be provided along with a covering letter to explain how the medication is to be taken and must be clearly labelled with the child's name, frequency and amount of medication to be taken (standard practice from pharmacies).

A record of all medicines whose administration is supervised will be kept in the school office or the medical room.

The trust is unable to provide pain relief for children suffering from a minor medical ailment. When painkillers are required during the day arrangements for storage and provision of this must be made for each individual student or pupil. Medication is to be stored with the school office or medical officer and when the painkillers are provided this will be recorded. Pupils and students must not carry their own painkillers.

13.0 Electrical safety

Electrical safety is paramount, due to dangers introduced into a building and to its occupants, if electrical systems are not maintained.

Therefore, we will ensure:

High Voltage Networks (Over 1000Volts).

Only HV approved contractors will be permitted to work on HV Systems.

A permit to work system will be implemented

Fixed distribution system

Works on these systems will only be carried out by suitable qualified contractors or persons.

Fixed wire test is carried out at maximum intervals of 5 years for each building, unless there are any significant changes to the system. In which case the testing may be carried out sooner, but not later. This will be completed by a specialist contractor and defects will be reviewed and managed by the Facilities Manager.

Portable Appliance Testing (PAT Testing)

All portable appliances will be tested on a 24-month basis. PAT Testing will be carried out by specialist contractors or by trained in-house staff.

High risk items, such as vacuum cleaners, power tools, catering equipment will be tested every 12 months or sooner where identified within appropriate Risk Assessments.

Although not necessary, new equipment will be tested before use.

Personal equipment brought in by staff will need to be PAT tested before it can be used onsite.

All PAT tested items will receive a Pass or Fail sticker and be recorded. Failed items will be raised to the owner for repair or disposal in line with the waste disposal policy.

PAT Testing will be managed by the Facilities Manager.

Electrical Works

All electrical works will be designed, installed and maintained in accordance with BS7671, the IET Wiring Regulations and carried out by a suitable qualified and competent contractor or person.

14.0 Fire

The risk that fire presents to students, pupils, employees and visitors in the Trust properties and the need to business continuity is recognised. The Trust is committed to maintaining the highest standards in fire standards in order to protect all users of the trust premises. The trust will evaluate the risks of fire and take precautions in order to reduce the risk of fire. It is the trust's policy as far as reasonably practicable to:

- Provide, and maintain, places of work and recreation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
- Provide, and maintain, suitable and sufficient alarm systems and monitoring in Buildings to ensure that building occupants receive adequate early warning of any fire related event.
- Provide, and maintain, suitable and sufficient information and communication systems that ensure timely and efficient response by the premises employees and that adequate details are provided to the emergency fire services.
- Provide suitable and sufficient information and instruction on fire safety to employees, pupils, students and visitors.
- Provide management arrangements for identifying and controlling fire risks.

The Trust operates a double knock system in agreement with the Fire Authority to avoid the emergency services having to respond to a false alarm.

If a fire alarm call point glass is broken the alarms will sound only on the fire panels. The on duty senior manager will investigate to determine if this is a false or genuine alarm, if it is found to be false then the alarms will be silenced, reset and a call made to the monitoring centre within the four minutes to avoid attendance by the fire service.

If upon inspecting of the call point a genuine fire is discovered, then a full alarm will be sounded. The Fire Service will be contacted by dialling 999 and the building evacuated.

In the event of a fire alarm the main gates to the will remain closed, in agreement with the Wiltshire Fire Authority a proximity card to the building and main gates has been issued to the named fire station that will attend site allowing them full access to the main gates and internal doors.

Evacuation

This is specific to each site. The authority to return to the building rests with the most senior employee on the premises or the Chief Fire Marshal. If the fire brigade has been called the authority to return will be given after advice from the fire brigade.

Fire Marshals

The responsible officer for the trust will ensure there are sufficient Fire Marshals available nominated to implement fire safety measures. Fire Marshals will receive specific training which includes the use of fire extinguishers and how to extinguishing small fires. They have knowledge of fire prevention and are able to identify possible fire hazards to prevent fire from occurring. They will have knowledge of fire evacuation and their role in implementing it.

Key escape routes

In each room there is the means to identify the key escape routes. This comprises of schematic drawings and is supplemented with emergency escape signs.

Training required

Training for the Fire Marshals will take place every three years, as part of this training the evacuation plan will be instructed, so that all are aware. It will also be distributed annual when reviewed.

Regular drills should be carried out using varying escape routes assuming the normal evacuation route is not available, ensuring that the team know their roles and responsibly.

Fire drills will be held at Regular intervals and Records kept

Radios

Designated Fire Marshals are provide with a radio that is for use in the event of an emergency only. Radios should be set on **Channel 5**

Personal Emergency Evacuation Plan (PEEP)

In order to assist disabled or sensory-impaired people to escape from fire it may be necessary for employee's to be trained in the correct procedures to cope with this eventuality. This will be assessed annually, based on the staffing, pupils and students at each site. If additional students, pupils or employee's with PEEP requirements join the Trust then a plan will be put in place

An example plan can be found at the end of this in appendix C.

Portable fire-fighting equipment

Fire extinguishers and fire blankets are provided in the areas appropriate to the possible risk and in accordance with the British Standard. All equipment is serviced annually by a specialist contractor and the relevant records are maintained in the Site Office.

A Fire Marshal or any trained competent person, may tackle a fire if it is blocking a fire exit. **DO NOT PUT ANY PERSONS AT RISK.**

Building Projects

All major refurbishment and building projects undertaken by the Trust will be undertaken in a professional manner and the work will be inspected by either the Local Authority or private Building Inspectorate. The Trust operates a hot works permit.

Minor Works

Any minor alterations will be approved by the Director of Finance and Operations who is responsible for Fire Risk Assessments and Fire Safety Issues Trust wide.

Risk Assessments

In accordance with the Regulatory Reform (Fire Safety) 2005, the Trust will undertake and maintain a written Fire Risk Assessment for each property managed by the Trust.

The assessment will be reviewed annually and a record of the review will be retained for inspection by the authorities when necessary.

All actions resulting from the assessment will be undertaken within a time scale appropriate to the importance of the action required.

Regarding the Trust's rented property, the occupiers will accept responsibility for the building to ensure that the issues raised in the assessment are developed to a satisfactory conclusion.

Assessments will be undertaken by the "Responsible Person", currently the Facilities Manager. The occupier should liaise with the assessor as often as is necessary to ensure that any queries are satisfied and the obligations of the assessment are fulfilled.

Management of Risk

With any establishment, there are inherent risks associated with the routine day to day operations. It is essential to be aware of these risks and to have procedures in place to manage such risks. The following risks are identified together with the necessary procedures in place to mitigate these risks:

- Security locks on escape routes
- Obstacles within escape routes
- Kitchen (toasters etc.)
- Storage of flammable materials
- Boiler-houses/ plant rooms
- Faulty electrical appliances
- Unauthorised electrical appliances
- Refurbishment works
- Design and Technology Equipment
- Food Technology Equipment
- Pottery Areas, i.e. Kilns
- Science Laboratories
- Marketing and ICT Suites

Specific Risks

The Director of Finance and Operations is to ensure that all locks are disengaged prior to and during building occupation.

Fire Marshal's are to ensure that all routes, within their zones, are kept clear at all times and are to report any defects of floor-coverings and faulty operation of doors and door furniture via the Facilities Helpdesk.

Kitchen equipment is included within the PAT programme.

The Heads of Department, relevant employees and Premises Team are to ensure all such materials are stored in approved locations/storage containers.

All plant equipment is serviced and inspected by approved contractors.

Plant rooms must be cleared of any unrelated items and access restricted to authorised personnel only.

Employee's, Students and pupils must not operate any faulty electrical appliances and must report faulty equipment via the Facilities Helpdesk and e mail system.

Management Systems

Daily

Fire Marshal's and all employees are to ensure that escape routes, within their zones, are available and clear and that all fire doors remain closed.

Weekly

The Fire Alarms will be tested.

Termly

The Trust will undertake a fire drill for each site. The event is to be recorded in the log book and the Fire Drill Report form by Director of Finance and Operations.

Annually

The Director of Finance and Operations will ensure arrangements are made for the test and inspection of:

Life systems including:

- Fire-detection systems
- Emergency lighting
- Portable fire-fighting equipment
- Fire doors

15.0 First Aid

The Trust is required to provide first aid assistance for employee's as part of the Health and Safety (Fist Aid) Regulations 1981. The trust will provide adequate trained first aiders and appointed person's and sufficient equipment to meet the needs of the schools in the trust. Each site has different arrangements for first aid. Appendix B

details the different provision at each school. The Director of Finance and Operations is responsible for the first aid provision throughout the trust.

Parents and carers are expected to decide whether or not their child is well enough to attend school. It is also the parents and carers responsibility to ensure that their child does not attend school within 48 hours of the last time their child has been unwell with Diarrhoea and vomiting.

Before a child starts at a school it is the parents and carers responsibility to inform the individual school of any medical needs and how the school can support their child whilst in the School's care.

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed bi-annually or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid employees on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

In the event of an Emergency

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment in accordance with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person will make sure an ambulance is called on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Medical Condition which needs medical attention

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents/carers of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Requires medical attention at hospital/Doctors

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. They will be called after the ambulance.

Where an ambulance is called for an employee the employee's nominated relative will be contacted.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents. In the interim, we will ensure that the qualified first aider, appointed person remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded, details will include the following information:

- Name of injured person
- Name of the first aider/s who dealt with the incident
- Date and time of the accident
- Location/where accident occurred
- Type of accident (e.g. bump on head, broken limb, sprain etc.)
- Treatment provided and action taken
- Parents/Carers contacted
- Injured person/s to go home/hospital/remain at school

Investigation of accidents is the responsibility of the Director of Finance and operations.

Non-emergency first aid

Parents and carers may not be contacted if the child has a minor ailment or injury such as a small cut. Older children are expected to inform their parents and carers about these. Parents and Carers always be contacted if the child needs to go home due to illness, there is a medical matter causing concern, has a suspected contagious rash. Children cannot make their own arrangements to go home. The first aider in charge will make the decision on whether or not the child needs to go home. All children must be collected.

16.0 Food Safety

The trust provides food to students, pupils, employees and visitors. The Cook in charge of each kitchen will ensure that the food handling, cleaning, housekeeping, preparation and provision complies with the Food safety (general food hygiene) regulations 1995. All food handlers have a responsibility to ensure a high standard of personal hygiene is

maintained. The cook in charge has a responsibility to ensure that each food handler is aware of this and receives regular training.

17.0 Legionella

All buildings where applicable will have a Legionella Risk Assessment completed by a specialist contractor, and sites will be managed in accordance with Approved Code of Practice L8 "The control of legionella bacteria in water systems.

The Facilities Manager will review the Risk Assessment and ensure any high risk defects are rectified.

The Facilities Manager will ensure all control measures identified within the Risk Assessment and adhered to and correctly logged within the relevant log book.

Where there is a particularly high risk of Legionella bacteria growing, for example old buildings with long legs of poorly insulated water pipe, or building with limited use, we will ensure Bacterial Sampling is carried out every 6 months as an additional safeguard. This will be carried out by a specialist contractor.

18.0 Local Exhaust Ventilation (LEV)

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure and we will ensure our employees use the extract systems at all times.

A competent person will inspect the extraction system every twelve months. This is aligned to the COSHH regulations.

The competent person for managing the inspection of the LEV system is the Facilities Manager. Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

19.0 Lifts

Lifting operations and Lifting Equipment Regulations 1998 (LOLER) require the safe provision and use of lifting equipment. The trust will ensure it meets its obligations under this legislation and provide for all lifts to be regularly inspected to enable the lift to be safe by a competent person. This competent person will complete a detailed examination of the all lifts in order to detect any defects and assess the risks in their use. Lifts will be inspected at a minimum of 6 monthly intervals. Additionally lifts will be maintained regularly to avoid any unnecessary risks. Inspection and maintenance will be carried out by separate competent people.

Records of inspections, maintenance and changes to the lifts will be kept by the Facilities manager. This person is responsible for ensuring maintenance, inspections, record keeping and repairs is the Facilities Manager.

20.0 Lone working

Where an employee is working alone without supervision the Trust will carry out a risk assessment to minimise and control any risks.

21.0 Manual Handling

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable. Where this is not reasonably practicable then an assessment of the risks to employee's must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is the Facilities Manager.

Responsibility for implementation of manual handling assessments and any controls that are required rests with the Facilities manager, supported by any other employee's as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the Facilities Manager. However, management cannot carry out an assessment for all minor tasks, therefore it is the responsibility of employee's to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

The Task - What you are going to do

The Individual – The persons own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner. Relevant employees will be provided with manual handling training.

22.0 Personal Protective Equipment (PPE)

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is the Facilities Manager. If there are any questions or concerns about PPE these should be raised with their Line Manager.

23.0 Pregnancy

It is important that the health, safety and welfare of all employee's is safeguarded. The trust recognises the responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and on notification in writing of the pregnancy will conduct a risk assessment to calculate any risks to the expectant mother and the unborn baby. The trust will make any necessary alternations to working conditions where necessary and reasonable.

Employees are requested to inform their line manager as soon as possible orally if necessary to inform them of the pregnancy.

The risk assessment is the responsibility of the Human Resources Manager for employees. A risk assessment will be carried out for pregnant students and this is the responsibility of the Facilities Manager.

Pregnant employee's and students must not:

- Carry out manual handling tasks (lifting and carrying)
- Use or come into contact with any chemicals
- Work at height (stand on steps or step ladders)

Pregnant employee's and students must:

- Work to the controls put in place by the risk assessment
- Inform their line manager or tutor of any problems or changes which occur during the pregnancy so the risk assessment can be reviewed and updated as necessary.
- A suitable rest area will be provided is required and where appropriate seating will be provided.

24.0 Reporting of Injuries, Diseases and Dangerous occurrences (RIDDOR) Regulations 2013

Under these regulations specific work related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. Reports are made on line via the health and safety executive website but fatal and specific injuries as detailed later can be reported by telephone unless it is out of hours.

Riddor requires employers to report accidents, diseases and dangerous occurrences arising out of or in connection with work to be reported within ten days.

Injuries and ill health

Accidents which result in death or specified injury (fractures other than to fingers, thumb or toes, amputations, injury likely to lead to loss or reduction in sight, crush injury, serious burns, any loss of consciousness caused by head injury or asphyxia, scalping requiring hospital treatment, any other injury arising from working in a confined space

and leads to either hypothermia or head induced illness or requires resuscitation or admittance to hospital for more than 24 hours) must be reported without delay.

Accidents which prevent a worker from continuing their normal work pattern for more than seven days must be reported within fifteen days of the accident.

Reportable diseases (www.hse.gov.uk/riddor/report.htm provides a list. It includes carpal tunnel syndrome, severe cramp of the hand or forearm, occupational dermatitis, hand-arm vibration syndrome, occupational asthma, tendonitis, occupational cancer and any disease attributed to a biological agent.

Students and Pupils

Accidents

Only reportable if it results in death from a work injury or the injury arises out of or in connection with a work activity and the person is taken directly from the scene of the accident to the hospital for treatment.

Dangerous occurrences

Reports should be made of dangerous occurrences such as the collapse or failure of load-bearing parts of lifts, accidental release of a biological agent, an electrical short circuit or overload causing a fire or explosion.

The person responsible for reporting all RIDDOR events is the Director of Finance and Operations.

Secure records are kept of any reportable death, specific injury, disease or dangerous occurrence, all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. These records must be kept for three years after the incident.

25.0 Security

The overall security of the Trust's premises is the responsibility of the Executive Principal. However, security of the Trust's premises is the responsibility of all users. The Executive Principal and key employee's review the security regularly to ensure that all users are as safe as they can be using the premises.

All employees are responsible for being vigilant and acting decisively and quickly shout they notice a breach of security or a security risk for example a stranger on the premises without identification or escort.

All employees are required to wear and display their identification card or access control fob at all times.

Access to each site is via the main entrance for all users unless otherwise agreed such as use of the Facilities entrance for hirers.

All visitors must sign in at the main entrance with the receptionist. Badges are issued to identify authorised visitors. All other visitors must be escorted by Trust employees.

Children arriving late or leaving school early must be signed out and collected.

Parents and carers must inform the individual school if someone else is collecting their child.

26.0 Smoking

All trust premises are non-smoking sites. Smoking must not be undertaken by any user of the trust premises or vehicles. Disciplinary action may be taken as detailed in the behaviour and code of conduct for employee's. This equally applies to e cigarettes.

27.0 Stress

The Trust recognises that work related stress can cause ill health and will put controls in place to help reduce this. It is noted that the trust is not responsible for stress caused by other sources such as financial problems. Stress affects people differently and so is difficult to assess. If an employee wishes to discuss undue stress they can do this in confidence with their line manager, Director of Finance and Operations or the Human resources manager who will assess what support can be provided. This may include but is not limited to support from occupational health.

28.0 Training

The Trust recognises that it has a responsibility to ensure that all employee's with training that is required to enable them to carry out their roles in a safe and competent manner. This ensures that they are protected from hazards and also to protect others from their activities. The Executive Principal is responsible for the identification of training needs.

Training that will be provided includes induction training for new employee's, job specific training, health and safety training where it is assessed that it is required for specific activities, and additional training for young people.

Training will be provided by in house expertise or accredited training suppliers. Records of training received will be maintained on individual records. The Human Resources Manager is responsible for maintaining the training records.

Specific health and safety training may include:

- Risk and COSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

29.0 Violence

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employee's a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.

- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

30.0 Working at Height

The Working at Height Regulations 2005 requires the trust to consider the necessity of the height before any work that involves climbing from floor level. The risks of the action will be considered and minimised. Working at height it to be avoided wherever possible. The risk assessment will be carried out by the Facilities manager and where the risks cannot be minimised to a sufficient level a specialist contractor may be employed. Employee's will receive training before working at height.

31.0 The workplace

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide employees with a safe place of work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any children, visitors and contractors that may come into contact with the trust's activities and premises. Inspections of the buildings and outside environment will be carried out every month.

All users of the premises have a responsibility to ensure that the workplace is kept in a clean and tidy condition, items and equipment are not left on the floor to present a trip,. Slip or fall hazard and cables are secured away from traffic routes.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals. When defects and omissions are identified then a timescales for the repair will be set and a person designated to ensure this happens. The person responsible for the overall control of defects the Facilities Manager. Fixed electrical installations will be inspected by a competent and qualified electrician every 5 years. A certificate of inspection will be obtained and records will be kept by the Facilities manager whom is responsible for the inspection takes places, make note of any defects and ensure repairs are undertaken.

The Trust will ensure that any gas installations are annually checked but also installed and maintained by a competent qualified person. This is an obligation detailed in the Gas safety (installation and use) Regulations 1998. The Facilities Manager is responsible for ensuring that all flues, supply of air for combustion, operational pressure and safe function of appliances.

32.0 Work Equipment and Electrical Safety

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it
- All equipment purchased or hired by the trust must comply with the minimum safety standards as are required by **The Supply of Machinery (Safety) (Amendment) Regulations 2005**. We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is the Facilities manager, or Head of Department.

All electrical equipment used in the course of the Trust' work will be inspected periodically to a set timetable. A qualified and competent person will conduct the inspection. The records of the inspection will be kept in the Facilities office. These records will include any repairs to work equipment and other equipment used by the Trust and includes play equipment and sports equipment. If there is a suspected malfunction of a piece of equipment it must be taken out of use immediately and reported to the Facilities Manager.

Machinery Guarding

Under the **Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11)**, require that all dangerous parts of machinery or equipment must be guarded or covered. The Trust Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Where this is not practicable, alternative safety devices and jigs will be provided for the safety of employees.

Employees are also reminded that they have a duty under the **Health and Safety at Work Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Stop Buttons and Guards

The **Provision and Use of Work Equipment (PUWER) 1998 Regulation 16** requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or piece of equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the Department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept by the department and made available for inspection if requested.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in the vicinity (e.g. work at height) will be carried out under strict isolation procedures. This may necessitate the need to raise a relevant permit to work and the procedures for this are available from the Premises office.

33.0 Young Persons (As workers)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to; the risk assessment will be carried out by the Facilities Manager. Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks be assumed is beyond their competence.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

34.0 Policies/Documents which his policy is to be read in conjunction with

These are:

Students with medical conditions

Behaviour policy

Code of conduct

Aggressive Behaviour Policy

Business continuity plan

Appendix A

Relevant legislation

Control of Substances hazardous to Health Regulations 2002 (COSHH)

The Health and Safety at work Act 1974

The management of Health and Safety at Work Regulations 1992

The management of Health and Safety at Work Regulations 1999

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The Health and Safety (Display Screen Equipment) Regulations 1992

The Gas Safety (Installation and Use) Regulations 1992

The Regulatory Reform (Fire Safety) Order 2005

The Work at Height Regulations 2005

Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11),

Appendix B

Different schemes in the Trust.

1.0 Health and Safety (Display Screen Equipment) Regulations 1992

St Joseph's Catholic College – operates a cash back medical scheme provided by Simply Health. Employees may enter into the scheme and pay for corrective glasses up to the value of their policy and this can be claimed back directly from Simply Health with proof of purchase.

Holy Cross Catholic Primary school – employees will be refunded for the eye test and basic corrective glasses with proof of purchase for a role where there is use of computer screens.

2.0 Security

St Joseph's Catholic College – operates a secure site. Visitors must state why they are attending the premises when requested on entry. There are electronic security gates or both pedestrians and vehicles in use throughout the day.

Holy Cross – operates a secure site. The electronic security gates are closed between the hours of 8am and 3pm.

3.0 Fire

St Joseph's Catholic College

Evacuation – in the event of a fire the electronic window system will close all controlled windows and will remain closed until the system is reset once the situation is resolved. In the event of any alarm call point glass being broken the Fire alarm will sound in the Facilities and Reception office.

In the event of a full Fire alarm sounding any disabled students will be taken to the refuge point and a designated Fire Marshal will remain with them. The zone Fire Marshal will report this to the Chief Fire Marshal who will advise the fire service upon their arrival.

The building has three lifts and upon a full fire alarm sounding the lifts will lower to the ground floor, doors will remain open and the lifts will not operate until the fire alarm system has been reset.

The College has proximity doors that are locked at certain times of the day, upon the sounding of a full fire alarm these shall release and access will be available through these areas. The door release system is maintained in the event of power failure by backup batteries located in the access panels located in their respective zones. Proximity controls to high risk areas such as IT and Exams will not fail safe open in the event of fire alarm activating.

Places of assembly

Personnel should assemble at the MUGA or Astroturf in the case of an alarm. The area is clearly marked and sign posted.

The Fire Marshal who is in charge of the assembly point should report to the Chief Fire Marshal indicating any persons missing and where they were last seen.

Good communication is required between Fire Marshals, and will be accomplished by the use of single points of contact and the use of Radios in the event of an emergency.

Refuge points

There are two points in the building. These are at the top of the staircase by the IT helpdesk and the top of the staircase by the girls changing room.

EMERGENCY EVACUATION PROCEDURE

All personnel upon hearing the alarm are to make their way, by the nearest means of escape, to a place of safety away from the premises. The assembly points for the College are as follows:

MUGA = KS3

ASTRO = KS4&5 + All other employees and visitors

Nominated Fire Marshals should proceed to pre-determined positions to assist members of the public and employees to leave the building by the nearest safe route.

Personnel should not re-enter the building until advised with the exception of the Fire Team

Chief Marshal

- Reports to the North side of the building in a position to meet Fire crews.
- Records areas cleared by Fire Marshals.
- Briefs Emergency crews regarding location of the Fire and direct them as necessary.

Deputy Chief Marshal

- Reports to Rear of building between MUGA & ASTRO
- Reports via radio to the Chief Marshal when all 1st stage sweep areas have reported in.
- Keep employees & students at assembly point until the all clear is given

2nd Deputy

- Check Fire control panel to find the location of the activation and report this to the Chief Marshal at the front of the building via radio the report to 2nd sweep RV to direct.

Facilities Team

- Unlock access Gates then report to RV point for 2nd sweep.

Fire Marshals

1st Sweep

- Marshals are to ensure that in their areas of responsibility they have swept the area, once complete they must report to the deputy marshal at the rear of the building between the Muga/Astro and verbally inform them either that their area is all clear or that there is a problem.
- Radios are only to be used in case of an emergency.

2nd Sweep

- Once the 1st sweep is reported all clear the 2nd sweep will be carried out. Once complete Marshalls shall report to the Chief Marshal at the front of the building that the areas are all clear or make known any issues so they can be passed to emergency crews.
- Radios are only to be used in the case of emergency

Disabled Refuge

- If a disabled student is on the first floor at the time of the alarm they will be directed by the teacher to the disabled refuge master point.
- The nominated Marshal will proceed to the refuge point by 6th form/IT and assist in evacuation of any disabled students/employees that require assistance.

REDUCED STAFFING EMERGENCY EVACUATION PROCEDURE

- Duty manager will clear building of known lettings/customers.
- Employees are to make their own way out to the Astroturf.
- Duty manager will stay with customers at the Astroturf assembly point to ensure their safety.
- Monitoring station will contact the Director of Finance and Operations or deputy and then the On Call Person.
- On call Person will attend site to unlock access gates, deal with fire panel, and liaise with fire brigade.
- Duty managers will ensure customers are briefed on the sites Emergency procedures.

During daily routine, Duty managers will lock down areas of building as soon as is sensible to do so to ensure that the smallest area possible has to be checked in the event of an evacuation

Holy Cross

Evacuation

Pupils will proceed to the class assembly points outside the school building to the assembly point as directed by the Fire Marshals and signage. Pupils should move in an orderly fashion without talking or running.

Fire Marshals will account for employees and report to the Head of school.

Teaching employees with class responsibilities shall accompany and assemble their respective class groups. They will report on the presence of pupils to the head of school.

Teaching employees without class responsibilities, and non-teaching educational support employees, midday supervisory employees shall ensure the building is evacuated and then assemble with the class groups to which they are assigned.

All other employees and visitors shall evacuate the building and assembly on the playground.

4.0 First Aid

St Joseph's Catholic College – has one main Medical Officer who is trained by an accredited first aid trainer. The list of first aiders is given below. There are 19 First Aid boxes which are located:

- x6 in the Medical Room
- x1 in the MRT
- x1 in Front office
- x1 in each School Vehicle (total 2)
- x1 Community Entrance
- x1 School Kitchen
- x1 Director of Finance and Operations office - WF18

First Aiders

- | | |
|----------------------|--|
| • Flo Bradley Sutton | Defibrillator trained. |
| • Ginny Mills | Anaphylaxis and Defibrillator trained. |
| • Tim Collinge | Anaphylaxis and Defibrillator trained. |
| • Liz Tkocz | Anaphylaxis and Defibrillator trained. |
| • Jackie Maxwell | Anaphylaxis and Defibrillator trained. |
| • Helen Peace | Anaphylaxis and Defibrillator trained. |
| • Debra Lewis | Anaphylaxis and Defibrillator trained. |
| • Michelle Ferris | Anaphylaxis and Defibrillator trained. |
| • Charlie Peace | Anaphylaxis and Defibrillator trained. |

The medical room is located on the ground floor. It is used for the administering first aid following an accident or in the event of the illness of an individual. The room contains:

- Bed
- Running water/drinking water
- First aid kits/medical supplies,
- Seating
- Medical fridge
- Lockable Medical Cabinet
- Waste bins, including bins for the disposal of body fluids and sharps
- Defibrillator
- Wheelchair
- Medical notes/care plans

The College has x2 Defibrillators they are located in the Medical room and the Training Centre. A spare set of Keys for Medical purposes (Entry to the Medical room/Cabinet) are located in front office.

3.1 Students with Asthma

3.2 Students are encouraged to have their inhalers with them at all times i.e. when they are doing P.E., and when they are on a residential trip. Clearly labelled spares may be kept in the medical room.

3.3 Parent's/Carer's are responsible for ensuring that the inhaler medication does not expire.

3.4 Allergic Reactions, Allergy and Anaphylaxis

3.4.1 All First Aiders receive regular training on how to administer an epi-pen and other necessary medication/equipment held in the first aid room.

3.5 Students with certain Medical needs will have an Individual Health Care Plan.

3.3.1 Epi-pens are stored in a lockable cupboard (Clearly Labelled) in the First Aid room for each student – Some students carry it with them (This will be clearly noted in their care plan).

3.3 Cuts and Grazes

3.3.1 All trained First Aiders will use latex free surgical gloves.

3.3.2 Wounds will be cleaned with water and/or antiseptic wipes.

3.3.3 Depending on the injury, plasters, adhesive dressings or gauze bandages may be used. The student will be asked whether they are allergic to any of the above before applying.

3.4 Head Injury

3.4.1 Any student who has suffered a bump to the head will be questioned carefully about the incident and monitored for approximately 20 minutes in the first aid room for any signs of concussion.

3.4.2 If the injury is minor the student will be escorted back to their lesson and the teacher will be asked to observe for the remainder of the lesson.

3.4.3 Students are told to come back to the First Aid Room if symptoms develop - feel faint, dizzy or Nausea.

3.4.4 All students are given a Head Injury advice letter that informs the parent/carer that they have bumped their head during the College day and what medical action was taken.

3.4.5 If there are any concerns the parent/carer is contacted and asked to come and collect their child from College.

3.5 Nausea/Vomiting

3.5.1 Students who have nausea will be individually assessed and returned to lessons if fit/ able and have no other symptoms, if they have vomited a parent/carer will be informed and collection from College will be requested.

3.6 Diarrhoea

3.6.1 Students who report having diarrhoea will be assessed by a first aider, parent/carer will then be informed and collection from College will be requested.

Medication on College trips

For students with (IHCP's), their medication will be placed inside a plastic wallet along with a copy of their current Care Plan. The wallet will be issued to the Group leader if applicable for that trip and they will be in charge of this medication at all times.

Holy Cross Catholic Primary school – each teacher is a trained first aider and will give immediate aid to a child in their care. They are also responsible for the safe keeping of immediate medication needed by pupils such as inhalers or epi pens. Other medication is kept in a locked room or supervised fridge.

Appendix C

Personal Emergency Evacuation plan

This form should be completed for an employee who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail you provide will be handled in confidence and stored only, with your consent, with the necessary parties required to ensure your safety and that of others.

A copy of the completed form will be held by:

- Employee
- Employee's department manager
- Director of Finance and Operations Note: This plan will be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or employee).

A: Alarm System

1. I am able / unable to raise the alarm (delete as appropriate).

If unable to raise the alarm independently, please detail agreed alternative procedures.

2. I am informed of an emergency evacuation by:

Existing audible alarm system: Vibrating pager:

Visual alarm system: Other (please specify):

B: Evacuation Procedure (step by step account starting when alarm raised and finishing on final exit)

C: Designated Assistance (details of EVAC Team roles designated to assist in executing evacuation plan)

D: Equipment Provided and its Location

E: Safe Routes (description of the primary and secondary escape routes)

A building layout plan should be attached to this form with routes clearly marked.

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above:

Employee Signature:

Date:

Employee Name (please print):

Assessor Signature:

Date:
