



GOSFIELD SCHOOL

HEALTH, SAFETY POLICY AND PROCEDURES



Gosfield School Health and Safety Policy

1. STATEMENT OF INTENT

The Governing Body is committed to ensuring that high standards of health, safety and welfare are provided and maintained to provide a safe and healthy working environment for all staff, pupils and visitors.

The Governing Body recognizes that health, safety and welfare is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the school provision. This commitment also embraces all aspects of occupational health and safety including physical and mental well-being of all employees.

Staff at all levels are expected to embrace this commitment by ensuring a high standard of health, safety and welfare in their area of responsibility as defined in the policy and arrangements, by supporting their staff and pupils to maintain this commitment and leading by example.

The Principal and appointed Health and Safety Co-coordinator will ensure that the Governing Body's commitment to health, safety and welfare detailed in this policy is actioned and communicated to all employees.

All employees are reminded of their responsibilities as outlined in the policy and the requirements under the Health and Safety at Work Act. This means any breach of health, safety and welfare could lead to the prosecution of the Governing Body and/or individual employees. Failure to comply with safety requirements could also result in disciplinary action.

This statement, policy and arrangements are approved by Governing Body.

Ratified by the Governing Council of Gosfield School

Signed _____ (Chair of Governors) Date

2. ORGANISATION AND RESPONSIBILITIES

Although in practice the Governing Body may delegate specific health and safety tasks to others at the school, the ultimate responsibility no matter who carries out the tasks remains with the Governing Body.

2.1 The Role of the Governing Body

The Governing Body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations 1999):

- to institute a health and safety policy and advise employees of it
- to ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff
- to ensure, so far as is reasonably practicable, the health and safety of pupils in school and on off-site visits
- to ensure, so far as is reasonably practicable, the health and safety of visitors to schools, and volunteers involved in any school activity
- to assess the risks of activities, both in school and off-site, introduce measures to manage those risks, and tell employees about the measures
- to ensure that staff are trained in their health and safety responsibilities
- to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk

2.2 The Role of the Principal

The Principal is accountable to the Governing Body for the implementation of the Health and Safety Policy and will also discharge the Governing Body's overall duty as employer. This will be achieved through the following systems:

Establishing and maintaining **control** by:

- ensuring the Health and Safety Policy is brought to the attention of all staff
- allocating and defining health and safety responsibilities of all staff
- ensuring managers have access to competent advice and assistance

Securing **co-operation** between staff and pupils to encourage ownership of the Health and Safety Policy by:

- establishing a Health & Safety Committee to facilitate consultation
- facilitating and encouraging local consultation between managers and employees or their representatives
- ensuring arrangements are in place for appropriate co-operation and co-ordination where services are delivered in partnership with other organizations including the self employed

Establishing effective **communication** with regard to health and safety including:

- ensuring relevant health and safety information is appropriately disseminated to managers and staff
- facilitating access of all managers to competent health and safety advice
- ensuring managers lead by example
- ensuring health and safety is included in team meetings
- ensuring health and safety is addressed during appraisals
- ensuring there are facilities for enabling employees to raise health and safety issues, concerns and suggestions
- ensuring where persons are not employees (e.g. employees of a contractor, self-employed persons or voluntary workers) that arrangements are made for the provision of information with regard to relevant risk assessments and the associated preventive/protective measures
- ensuring relevant health and safety information is provided to visitors, temporary and agency staff and voluntary workers

Establishing arrangements to ensure staff are **competent**. These arrangements should include:

- recruitment procedures
- the provision of information, instruction and training to meet these needs

Establishing a **planned** and systematic approach to **implementing** the Health and Safety Policy which includes:

- effective risk assessment to identify, assess and eliminate or control hazards and risks
- ensuring there are Codes of Practice in place to indicate the workplace precautions and arrangements for implementing the policy
- ensuring an annual health and safety action plan is prepared and agreed by the Senior Leadership Team for prioritising different health and safety objectives

Establishing arrangements for **monitoring** health and safety performance including:

- arrangements for inspections of teams, including allocation of responsibilities for undertaking them and specified frequencies
- arrangements for monitoring services (e.g. gas and electrical systems) and equipment
- complying with the school's procedures for monitoring the implementation of health & safety systems
- appropriate investigation of incidents and accidents
- the collation and analysis of incident and accident records
- the investigation and monitoring of sickness absence arising from work related ill health or injury
- arrangements to enable staff to report hazards

Establishing arrangements for **reviewing** health and safety performance including:

- establishing appraisal protocols which ensure issues identified by monitoring within the team, and auditing are addressed
- producing an annual report for the Governing Body summarising health and safety performance according to the criteria and in the format agreed by the Governing body
- ensuring health and safety performance is included in appraisals
- establishing procedures for identifying and acting upon failures by any employee (including managers) to achieve adequate health and safety performance
- Ensuring that a copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

2.3 The Role of the Head of Prep and Deputy Head Academic

The Head of Prep and Deputy Head Academic are responsible for carrying out the Principal's duties in their absence, as nominated.

2.4 The Role of the Health and Safety Coordinator

The nominated Health and Safety Coordinator has responsibility for the overall co-ordination and monitoring of the implementation of this policy.

Responsibilities include:

- ensuring that the school's Health and Safety Policy reflects current priorities, is monitored, reviewed and revised as necessary
- establishing means of communication on health, safety and welfare matters throughout the school
- ensuring the effective co-ordination of health and safety throughout the school
- ensuring effective monitoring systems are in place in accordance with the school's policies
- ensuring all appropriate health and safety issues are addressed at Senior Leadership Team level
- ensuring all managers have access to competent advice and assistance on health, safety matters
- preparing an action plan for health and safety (annually or longer term as appropriate)

2.5 The Role of Managers

This includes the Senior Leadership Team, Senior Tutors, Heads of Department, Principal First Aiders and SENCo.

Managers are responsible for implementing the Health and Safety Policy in their area of control:

This will include ensuring that:

- Codes of Practice appropriate to their department are brought to the attention of all staff within their department and are complied with
- assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the Codes of Practice relevant to the subject area
- relevant health and safety information is communicated effectively to staff
- all incidents occurring in the team are reported; the causes are investigated and an incident report form is completed
- staff are aware of the safety procedures, including fire procedures, first aid, accident & hazard reporting
- new employees receive appropriate health and safety information, instruction and training, including the department's safety procedures
- both active and re-active health and safety monitoring is undertaken in their area of control (inspections, accident/near miss investigations, appraisals, monitoring checklists)
- staff have the necessary competence to fulfil their duties (provision of information, instruction, training etc)
- health & safety issues are raised with the Business Manager which cannot be addressed within the team
- health & safety is included as an agenda item at staff meetings
- procedures for identifying and acting upon failures by any employees to adhere to the Health and Safety policy

2.6 The Role of Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher. This applies to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough)
- ensure that pupils' coats, bags, cases etc. are safely stowed away
- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- follow safe working procedures personally
- call for protective clothing, guards, special safe working procedures etc. when necessary
- make recommendations on safety matters to the head of subject or team leader

2.7 The Role of the General Purposes Committee/The Estates and Facilities Manager

The General Purposes Committee is responsible for the premises and ensuring appropriate standards of health and safety are maintained.

Specific responsibilities include:

- supervising caretaking/cleaning and where appropriate grounds maintenance staff and monitoring health and safety standards in their area of activity; ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant health and safety information including the Health and Safety Policy and Codes of Practice
- ensuring arrangements are in place with regard to fire precautions
- maintaining the fire register
- liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of or in connection with the operation of the school; and to ensure contractors are aware of any special risks to children which might arise out of their work
- supervising the lettings of school premises to outside organisations
- ensuring as manager of the premises budget that premises defects (which affect health and safety) are dealt with or, if this is not possible, for ensuring they are raised with the Principal or the school governors

2.8 The Role of Midday Assistants

Midday Assistants in the Prep School are responsible for the safety of the pupils during the midday period. They must exercise effective supervision of pupils and know the procedures in respect of fire and first aid.

2.9 The Role of the Office Manager

The Office Manager is responsible for supervising all office staff and ensuring the Health and Safety Policy is implemented in all school offices.

2.10 The Role of all Line Managers/Supervisors

All Managers and Supervisors are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule Managers' direct responsibility for Health and Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers' and Supervisors' responsibilities include:

- monitoring the implementation of the Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are investigated
- ensuring individual employees are aware of their responsibilities for health and safety
- making suitable arrangements for consultation with staff
- ensuring employees under their control are adequately trained, informed, instructed and supervised
-

Certain Managers, such as Heads of Departments, Technicians etc have additional responsibilities.

In particular, they will need to ensure that:

- relevant health and safety information is communicated to staff
- first aid procedures are complied with
- all accidents occurring in their area are reported and an accident report form is completed
- reasonable arrangements for allowing staff to carry out their functions are complied with
- training needs of staff within the area are identified
- staff are aware of the fire procedures
- new employees receive appropriate health and safety information including specific safety procedures

2.11 All Employees

Health and Safety responsibilities for all employees include:

- take reasonable care of their own health and safety and that of all persons affected by their acts or omissions
- co-operate with the Governing Body so far as is necessary to enable it to meet its responsibilities for health and safety
- use work equipment provided correctly in accordance with instructions and training
- inform the Governing Body (through line managers) of any work situations which represent a serious and immediate danger to health and safety

All employees are reminded of the need to report any accidents which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the Health and Safety Officer.

2.12 Pupils

Pupils have no particular responsibility in the implementation of the School's Health and Safety Policy, but are nevertheless expected to:

- exercise personal responsibility for safety of themselves and others
- observe the safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with any item provided for safety

3. SAFETY COMMITTEE

3.1 Safety Committee

The Governing Body has established a school Health, Safety and Compliance Committee, which normally meets termly.

4. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

4.1 Health and Safety Advice

Advice on H&S procedures and documentation is sought from competent companies when necessary.

4.2 Health and Safety communication and information management

The Estates and facilities Manager carries out routine checks of all relevant Health & Safety guidance documents for updates which may need to be communicated to staff.

Heads of Department / Senior Teachers are responsible for managing curriculum subject-specific information and for keeping the Principal informed about new information and guidance received.

The school's Health and Safety policy including the statement of internet is available to all staff via the staff room and the school's websites.

A copy of the 'Health and Safety Law – What you should know' leaflet is issued to all new staff. Poster displays have been distributed around the school,

4.2 Accident Reporting

The School have an accident reporting procedure in place. Details of who to contact in the event of an accident are detailed in Appendix 1 of this policy.

4.3 General Arrangements

Appendix 1 is completed and displayed in areas where all staff have access: the staff room in the Senior School and the Prep School staffroom. This information informs employees where they would find the general arrangements for implementing this policy.

4.4 Risk Assessment

Under the management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. Also It will be documented the control of those risks

5. HEALTH AND SAFETY MONITORING, AUDITING AND REVIEW

5.1 Inspections

Inspections of the School are carried out termly and are usually done by the Health & Safety Officer.

The Estates and Facilities Manager is expected to take part in an inspection at least once a year.

In addition to the above, annual inspections are carried out on the following equipment: PE equipment, climbing frames, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems, Fume cupboards and the kiln.

5.2 Accidents and Incidents

All accidents are investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary, reports are submitted to the Governing Body.

Accident and incident records are examined at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event.)

6. CONSEQUENCES OF NON-COMPLIANCE

It is a requirement for all staff to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy (including the codes of practice), whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and staff to account and remedy the failure within the establishment.

For serious breaches of health and safety legislation or the Health and Safety Policy resulting in an employee putting either themselves or others at risk, disciplinary action in accordance with the school's disciplinary procedure will follow.

Ultimately, compliance would be enforceable through the courts. Substantial or persistent non-compliance with the school's Health and Safety Policy requirements is a ground for suspension, subject to the right of appeal.

It is necessary to have relevant procedures in place, as stated in this document, to ensure that all employees and managers in the school fulfil their legal responsibilities so that the Governing Body is able to meet its legal obligations as 'the employer'. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

7. PERFORMANCE DEVELOPMENT REVIEWS (PDR) FOR THE TEACHERS

The School has a performance management system that is focused on improving teacher practice and pupil achievement. It would not be appropriate to include explicit references to health and safety in every PDR. However, health and safety is considered as part of the PDR process and it would be appropriate to include a health and safety objective where there are specific areas that need development.

Whilst there are few specific links to health and safety in the ten elements that make up the National Standards for Teaching, those carrying out the PDR of teaching staff will need to link health and safety to where it applies within the ten elements, for example, pupil behaviour and management, leadership etc.

8. REPAIRS AND MAINTENANCE

8.1 Repairs

It is the teacher's / Supervisor's responsibility to:

- be aware of and assess any risks
- visually check any equipment that they or their pupils are using
- take out of service and or label any defective equipment
- report any problems as soon as possible

All repairs (eg leaking pipes, unsafe electrical equipment, dangerous fittings) should be reported to the Site Team immediately via the online building request facility. If he/she is not available, then the problem should be reported to the Estate and Facilities Manager.

Routine repairs should be notified to Site Team

8.2 Maintenance

Site staff will conduct regular maintenance checks as per schedule detailed in the ppm Schedule

9. CRITICAL INCIDENT MANAGEMENT

The Independent school association guidelines with regard to critical incidents are followed and staff are informed – the information is retained by The Principal.

The school has the required number of trained first aiders. The school has reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

10. HEALTH AND SAFETY INDUCTION TRAINING

All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities by their line manager. Members of staff who are new to the school, particularly those with management responsibilities, have a comprehensive induction.

The following checklist is used:

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school – safety policy targets
- General health and safety advice, including the school's own guidance
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illness and fires (see HSE guidance)
- Where appropriate, curriculum specific guidance and arrangements for working from individual subject's leaders
- For certain staff (Principal, Estates and Facilities Manager and the Site team) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available
- Initial advice to women about the need for 'expectant and new mothers' risk assessment

- Smoking restrictions
- Fire evacuation and emergency procedures
- Employee problems and concerns – specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health and safety)
- Information on hazards that are specific to the school, and established controls or precautions
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Trips and visits protocol
- Physical examinations relating to statutory maintenance requirements where applicable (eg electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors).
- Trained first aid personnel and first-aid facilities
- Fire extinguishers and blankets – location and use
- Security
- Restricted areas and equipment
- Manual lifting and handling – general advice and risk assessment (see HSE guidance)
- Safe stacking of materials
- Safety procedures for machines where applicable, including design technology equipment
- General housekeeping and maintenance of access and egress
- Safeguarding Procedures

11. PERSONAL SAFETY PROCEDURES, SCHOOLS SAFE AND CONTROL OF VIOLENCE

All staff, who may deal with anyone presenting challenging or threatening behaviour, have access to the policy 'Physical Contact and Use of Reasonable Force Policy'.

Visitors and people entering the school are monitored. All visitors/people sign in at reception and are issued with a badge or label. CCTV systems are in use and are checked regularly. Visitors are directed to use the main entrance to the school. All the signs are clear and visible from the outside of the building and from the car park.

The keyholders for the school include: Principal, Estates and Facilities Manager and Site team. Changes to this list are advised annually.

In order to ensure the safety of lone workers, all staff colleagues who come into the school at times when the school is not in session are required to sign in and out on every occasion. Any member of staff who is working alone must have a working mobile phone with them at all times and the number must be registered with the school office and Estates team. The Assistant groundsman at times will be required to work alone a suitable lone working risk assessment will be carried out.

12. PLANNED SAFETY CHECKS

12.1 Equipment

The following equipment is subjected to a formal, appropriate, programmed and recorded maintenance check:

- All indoor and outdoor sports and play equipment
- The school's water system(s) – hygiene, temperature and legionnaires disease checks
- Where applicable, mechanical equipment used in design technology
- Where applicable, fume cupboards and other exhaust ventilation equipment (eg design and technology machines, toilets and reprographic areas.
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Where applicable, lifting gear, winches and hoists, lifts and stays
- Printing and reprographic machines
- Where applicable, autoclaves, compressors

On a rotation basis, a PAT qualified person checks all the electrical equipment. Staff are advised to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Technicians or other support staff may perform this task in advance of lessons for the relevant subjects, provided they have been advised of the need.

12.2 Premises

The whole school site is inspected once a term by a person or team that reports to the school's management team, health and safety committee and the governing body.

There are visual checks on certain items carried out daily. For instance, fire exits and routes, fire and/or security alarm systems. Such checks are essential to ensure that safety critical facilities operate as planned every day.

13. INCIDENT REPORTING/INVESTIGATING

Accidents/injuries to pupils are dealt with by School Nurse who will take the child to the Medical room for treatment. The School Nurse assesses severity. All first aid treatments are recorded in the accident Log and on Engage. The Estates and facilities manager should inspect more severe injuries communicating their finding with the Principal. If in doubt the child's parents are contacted and the child is taken home or to the doctor. Procedures for contacting parents and updating home/ contact information are in place. The Schools Incident Form is filled in if the person requires second aid. All adults dealing with body fluid discharges, vomit and other spills wear gloves. Soiled dressings are placed in the sanitary bins. Parents are notified of all head injuries. The Schools Incident Report form and associated guidance is used in the school. A procedure is in place to ensure that the necessary details are recorded on every Incident Report Form.

- All staff have been briefed on when and how to use the form.
- The Estates and facilities manager signs every Incident Report form.
- Every incident is subject to investigation, as appropriate, with a view to preventing recurrence.
- The school reviews relevant risk assessments after any incident or near miss.

The school's Governing Committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents.

Infection control arrangements: The school has advice available for staff on infection control, intimate care arrangements and managing medicines and pupils with medical needs.

14. CO-ORDINATION OF RISK ASSESSMENT WORK

Risk assessments should be in place before any activities take place and should be shared with the school Health and Safety co-coordinator who will store them in a central file

Subject specific or learning based risk assessments should be completed and checked by the head of department and shared with the Health and Safety co-ordinator

A specific risk assessment may be required to assist with identifying measures the school should take to assist staff returning after a period of absence.

All classrooms will be regularly risk assessed, particularly if there are changes to layout / access / exits etc.

15. FIRE PROCEDURES

A fire risk assessment has been completed for the school and the fire risk assessment is reviewed annually and whenever there are significant changes to the premises or use of the premises.

Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom. The school's local emergency evacuation procedures are detailed at Appendix 2.

Wheelchair users are advised to use the suitable exit, with the designated person, in order to evacuate the building. A PEEP will be completed by the school Nurse or Health safety co-ordinator. Staff are made aware of these requirements.

Evacuation practice is carried out once per term.

There is a check to ensure that all fire extinguishers have been examined during annual maintenance checks.

All relevant staff are to be trained in the use of firefighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.

All relevant staff are to be trained in fire extinguisher use to enable them to escape in an emergency.

Site staff ensure the weekly alarm test. Anglia Fire Protection conducts the other tests.

The details of the alarm and other safety equipment tests, evacuation drills and fire precautions training are recorded in the Fire folder.

Weekly routine checks are undertaken on all fire exits and doors. Records are kept in the fire folder.

All wheelie bins are locked for security.

Arrangements are in place to ensure no 'hot work' is undertaken in the school without permission.

16. LOCALLY ORGANISED PREMISES MAINTENANCE, REPAIR AND IMPROVEMENT

The Principal, Governors and all other relevant staff colleagues have been advised about the asbestos survey report.

Service specifications are adequate and contractors are required work to appropriate standards.

17. FIRST AID – TRAINING AND EQUIPMENT.

All first aid equipment is appropriately located. There are crash boxes located around the school. There are also portable crash boxes available for use on trips and (where applicable) a crash box on the school's mini-bus.

The School nurse monitors stock levels in first aid kits and ensures maintenance and replenishment is managed. Where applicable, the Head of PE will monitor stock levels in first aid kits and ensure maintenance and replenishment in the PE Dept.

There is a satisfactory procedure for disposal of clinical waste, including incontinence and sanitary waste.

The School Nurse retains records of who is trained in First Aid and when their certificates expire. All the school's staff have been briefed about the school's first aid provisions. A list of staff qualified to give first aid is retained in the school office, the staff room and Canteen

The Schools Incident form is used for reporting injuries and how they are monitored.

A risk assessment is carried out in respect of first aid arrangements for visits and trips.

18. VEHICLE CONTROL AND PEDESTRIAN SAFETY

Routine deliveries are properly programmed and controlled. All deliveries are made at the designated location on the school site.

There is designated parking for staff, sixth formers and visitors.

Supervision for busy high risk times such as beginning and end of the school day is adequate.

Refuse collection is normally done at times when the school is not in session

19. STRESS AND WELL-BEING

The school has taken positive action to manage stress and well-being issues. Stress and workload management issues are discussed and recorded during routine performance review/appraisal discussions and doing return to work interviews.

20. SAFEGUARDING PROCEDURES

Government guidance is followed and supported by the school's Safeguarding Policy.

21. SUPPORTING PUPILS WITH MEDICAL NEEDS

The latest government guidelines are followed and supported by the school's Drugs policy and Medical Care Plan.

Amanda Watts has the task of monitoring and reviewing the school's policy and practice relating to support given to pupils with medical needs.

22. PREMISES SECURITY AND SAFETY

Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are on site.

Arrangements are in place for dealing conflict management during and after school hours

23. CONTRACTORS ON SITE

Any contractors on site must report to reception where there is a separate signing-in book.

New contractors are provided with separate instructions eg no-smoking, details of evacuation procedures and information with regard to suitable clothing and safeguarding procedures.

All contractors who make deliveries must first report to the school office.

Areas to avoid for the duration of any work are fenced off and all staff are advised to avoid the area,

The Site staff are responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced and that materials are stored reasonably safely. The Estates and Facilities Manager and the Site team must ensure that the contractor is behaving reasonably safely in respect of her own staff, ie following common sense safety precautions and avoiding reckless behaviour.

24. LETTINGS

A list of bookings is kept by the Estates and Facilities Manager. Prior to each letting, the area is checked to ensure that it is in a suitable condition by the site team.

Different fire procedures are available for lettings at times when the school is not in session.

A member of staff is always available by phone when a letting is in progress.

The hirer is requested to sign to acknowledge receipt of the information pertaining to health and safety or security information relating to the School site.

The school enters into an agreement with the lessee with regard to first aid and equipment, fire procedure, telephone access and emergency procedures.

25. SCHOOL MINIBUS

The DVLA and Government guidelines are followed. The Estates and Facilities Manager ensures the legal requirements relating to the minibus, this includes: road tax, MOT and records of routine checks done by the school/driver. All bookings are made by R Hume and the Estates and Facilities Manager.

The school uses EPC Insurers and all potential minibus drivers have to bring in their driving licence prior to driving the buses. Drivers with or without part D1 on their licence (post Jan 1997) will undertake CPC Assessment training

Appendix 1

**HEALTH AND SAFETY - LOCAL ORGANISATION AND ARRANGEMENTS
NOTICE**

(Copies to be displayed on notice boards in prominent positions)

Name of establishment	Gosfield School Limited
Manager responsible for establishment: e.g. Principal	Mr Guy Martyn
Person in charge of Health and Safety (if applicable)	Health and Safety Officer – G Bird
Location of Health and Safety Policy and procedures/documentation/risk assessments	Estates and Facilities Manager Office/ Restricted drive
Location of Fire Register	Digital copy on network/Estates Managers office
Procedure for accident reporting (name of employee to report to and if appropriate, who reports to the HSE)	School Nurse/Health and Safety Officer – G Bird
First Aiders/Appointed Person(s)	I Edgar, E Lopez, L Yeomans, M Flynn-Haddon, A Watts, C Daniels, H McCann, J Paisley,
Procedure for reporting hazards (name, tel.no. or other contact arrangements such as a Hazard Book)	Engage, accident book and RIDDOR
Name(s) of establishment's Trade Union safety representatives	
Fire assembly point	The Plot (main) car park
Fire Marshal/Evacuation Officer (if applicable)	G Martyn/C Redfern/ G Bird
Name, address and telephone number of nearest hospital	Colchester General Hospital, Mill Road, Colchester 01206 747474
Location of First Aid boxes	Meadow Court First Aid room, Meadow Court corridor, Cellar, PE Office (x2), Kitchen, Science labs (x3), Science Prep room, Food Tech room, Grounds Workshop, trip boxes (x10), minibuses (x5), Forest School.

Appendix 2

Fire and Emergency evacuation plan – 2019/2020

The signal for evacuation of the building is the continuous ringing of the bell. In the absence of bells, whistles will be distributed to all buildings

This is the procedure that everyone must follow:

The fire assembly point is the Visitors car park (the plot)

Anyone with reason to believe there is a fire risk should use the break glass call points, blow the whistle and alert all staff and students

The Senior School Alarm is connected to the sports block and the prep school.

P Davies will be alerted by Comms link in the event he is in the Forest school area by **G Martyn** and **G Bird**.

PE staff who are on the field will be contacted via Comms link if they are out on the Field or near the Pavilion

All external doors and internal doors will be unlocked every morning by the Site team and locked by them at the end of the day. Please keep all fire routes clear.

Please note: average class sizes for senior school are 15 pupils and for prep school is 10

1. Responsibilities

All staff have the prime responsibility of ensuring that all students leave the building safely. Staff with Specific responsibilities are:

G Martyn (**Principal**)C Redfern (**ICO**)H McCann

I Edgar E White A Watts

E DougallJ WebbC Daniels

L YeomansH EllimanA Gwynne

H BougeardL MaddockL Dixon

D JacquesJ HowlettJ Paisley

N SmithJ ConleyR Hume

G BirdS BowlesT Shadbolt

T BraybrookJ AndrewsJ Brown

K Johnson

Please ensure that the rooms you leave have their doors closed (removing all door stops and if possible all windows closed,)

In the event of a fire it is of the utmost importance that everyone makes their way quietly and sensibly to the assembly area via the indicated routes.

2 Reception Staff

K Johnson to Collect visitor's book, staff signing in/out book and report to the assembly point.

C Daniels or K Johnson to collect the fire box. They will then report to the assembly point

The route is via the rear exit near reception turning right and making their way to the Assembly point.

T Shadbolt to collect the class lists and distribute the registers to the Tutors.

- **Accounting for staff**

S Bowles will check all support and peri staff on the register supplied

T Shadbolt will check all part time staff on the register supplied

C Daniels will check Non Tutor Teaching staff on the register supplied

K Johnson will check all Visitors, staff signing in/out book

G Martyn will check SLT are accounted for by means of a visual check

J Paisley, J Howlett or J Brown (Fri PM Only) will bring the Prep school visitors book

All will report to C Redfern (ICO)

All other office staff report to the assembly area

G Bird/R Hume, will prevent entry to the buildings and direct emergency services.

G Bird/R Hume will indicate to **G Martyn** when the buildings are safe to re-enter

2. Staff in charge of a group of students when the alarm sounds.

Accompany the students to the assembly area on the field, using the stipulated route (unless it is not safe to do so – in this eventuality, take an alternative route which involves least hazard to staff or students.)

Instruct students to report to their Tutors at the assembly point.

Students in the Pavilion will report the assembly area

All other staff (I.E not with students when the alarm sounds)

Go to the assembly point on the field using the stipulated route – please help to manage student's en route.

3. Kitchen staff

Evacuate the kitchens immediately via the kitchen doors and report to the assembly point.

Check on complete evacuation of kitchen area – **J Webb** to check toilet area and kitchens before leaving the building and reporting to **C Redfern (ICO)** on arrival at the assembly point.

4. People with a Disability

Special attention is needed for any staff, Students or visitors who are permanently or temporarily disabled. Nobody should be left to move to the assembly area on their own. Please walk with them yourselves. Please refer to PEEPS for those students with special measures in place.

5. Out of hours' Alarms

In the event of an evacuation before school or after, the following staff must make sure that entry to the building is prohibited. **Site Staff** to cover front of school and the on-site staff will assist.

All lettings should have a list of attendees and register them when on the assembly point.

During the school holidays site staff will always be on site. All staff and Students must sign in and out when on the school premises. Upon hearing the alarm, they must make their way to the assembly point where they will be registered using the signing in/out sheets. Site staff will make arrangements for emergency services after investigation of the alarm.

6. First Aid room

I Edgar to help with any students in first aid room

7. Procedure at the assembly point

The Principal and ICO will have overall control at the assembly point.

The **ICO** will have a tick list to account for all Students and Staff

Teaching staff with tutor responsibilities will be given their register from **T Shadbolt** ensuring their class is quiet, once registered they will then hold their register in the air to indicate to **C Redfern (ICO)** that all the students from their class are present.

Teaching staff with non-tutor responsibilities and visitors are to wait in the area indicated on the assembly square and ensure they are registered by **C Daniels**

Support staff and Peri staff are to wait in the area indicated on the assembly square and ensure they are registered by **S Bowles**

Part time staff are to wait in the area indicated on the assembly square and ensure they are registered by **T Shadbolt**

C Daniels, S Bowles and T shadbolt – will report to **C Redfern (ICO)** to indicate everyone is accounted for.

G Martyn in to visually check all members of SLT are accounted for and will indicate to **C Redfern (ICO)**

J Paisley, J Howlett or J Brown (Fri PM Only) will check of the Prep school visitors book will report to **C Redfern (ICO)** to indicate everyone is accounted for.

G Bird/R Hume will indicate that the Buildings are safe to re-enter via comm link to **G Martyn**

If any staff or students are missing they will be reported to **G Bird/ R Hume** via comms link from **G Martyn**.

G Bird/R Hume will conduct a search for the missing staff or students providing it is safe to do so.

When all staff and students are accounted for and the building is safe to re-enter

G Martyn will dismiss the fire evacuation.

Notes:

In the absence of normal teaching staff, the tutor who took the morning register assumes responsibility for the class during a fire evacuation.

Tutors will not encroach past the line and will face the students.

Students line up in registration order facing the pond.

The registers do not need to be collected afterwards

The comms link (radio) will be used **G Martyn**

8. False Alarm

In the event of a false alarm the **G Martyn** has sole responsibility to cancel the evacuation. All available information will be supplied via comms link from **G Bird/R**

Hume

If the Evacuation is cancelled **G Bird/ R Hume** will make their way towards the assembly point indicate the evacuation has been cancelled

NB: Site staff to leave radios on channel4, G Bird will liaise with the Principal Via Comms link

9. Evacuation routes

Senior School

Zone 1

Music room, Store room, Kiln room, – Please leave via the Fire exit opposite the finance stairs turn right and make your way to the assembly area

Maths 1, 2, Female toilets – Please leave via the Fire exit opposite the finance stairs turn right and make your way to the assembly area

H Elliman or I Edgar to check complete evacuation of these areas and report clear to **C Redfern (ICO)** at assembly point

Zone 2

Lab3, Network office, – Please leave via the fire exit located next to Lab3 at the rear of the building turning right and making your way to the assembly point

Lab1, Prep Room – Please leave via the fire exit located in Lab1 turning right and making your way to the assembly point

Learning support – Please leave via the fire exit opposite heading straight across the playground exiting through the gate and turning left and make your way around the front of the building to the assembly point

Lab2, Dining room, Estates and Finance office – Please leave via fire exit located in the Dining room turning left exiting through the gate and turning left making your way around the front of the building to assembly point.

Kitchen – Please leave via the fire exit located at the rear of the kitchen turning left and exiting through the gate making your way around the front of the building to the assembly point

E White or E Dougall to check complete evacuation of these areas and report clear to **C Redfern (ICO)** at assembly point

Zone 3

MFL 1, MFL 2, IT room, History room, Year 6, First aid, Reception and parents meeting room – please leave via the fire exit located at the rear door of the main entrance area or the Main entrance to the school Making your way around the building to the assembly point

Performing arts and Library – Please leave via the fire exit located in the library turning left and making your way to the assembly point.

A Watts or L Yeomans to check complete evacuation of these areas and report clear to **C Redfern** at assembly point

Zone 4

Flat and offices – Please leave via the fire exits opposite the finance office turning right making your way along the back of the building to the assembly point

Jo Andrews or H Elliman- to check complete evacuation of these areas and report clear to **C Redfern (ICO)** at assembly point

Zone 5

Art Room, Staff kitchen, Staff room, Business room and C Redfern office – Please leave via the fire exit located in the Art room continuing along the back of the building to the assembly point.

I Edgars office, Heads of house office, social spaces – please leave via the Art corridor stair well and leave the building via the Canteen fire exit turning left across the playground exiting via the gate heading along the front of the school to the assembly point.

T Braybrook or A Gwynne to check complete evacuation of these areas and report clear to **C Redfern (ICO)** at assembly point

Zone 6

Geography, Pshee and Office, – Please leave via the stair well opposite pshee turning left heading towards reception then turn right and leave the building via the main front entrance turning left and making your way around the front of the building and heading to the assembly point

English1, English2, English3 and offices – Please leave via the principal's stairwell and out the main front doors turning left, making your way to assembly point

6th form centre – Please leave via the fire exit located at the rear of the 6th form centre down the fire escape and across to the assembly point.

H Bougeard or L Maddock to check complete evacuation of these areas and report clear to **C Redfern (ICO)** at assembly point

Sports block

Zone 7

Food tech, DT suite, ICT2, changing rooms and PE office- Please Leave via the fire exit located at the front of the building and make your way across to the assembly point.

Sports hall – Please leave via either fire exit located in the sports hall and make your way around the outside of the building to the assembly point

L Dixon or D Jacques to check complete evacuation of these areas and report clear to **C Redfern (ICO)** at assembly point

Meadow Court Prep school

Zone 8

Staff room, year 5 and year 4 – Please leave via the fire exit located at the main entrance to the Prep school turning right and heading along the path around the sports block to the assembly point

Year 3 – please leave via the fire exit located at the rear of the school turning right through the gate and turning right again making your way along the front of the prep school building following the footpath around the sports block please then head towards the assembly point

Reception – Please leave via the fire located in the room heading right along the back of the prep school turning right again headed through the gate, follow the footpath along the front of the prep school and around the sports block to the assembly point.

Year 1 – Please leave via the fire exit located in the room heading right along the back of the prep school turning right again headed through the gate, follow the footpath along the front of the prep school and around the sports block to the assembly point.

Year 2 - Please leave via the fire exit located in the room heading right along the back of the prep school turning right again headed through the gate, follow the footpath along the front of the prep school and around the sports block to the assembly point

J Paisley, J Howlett or J Brown (Fri PM Only) to check complete evacuation of these areas and report clear to **C Redfern (ICO)** at assembly point

Zone 9

Nursery and Head of Prep school office – please leave via the fire exit at the main entrance to Goslings, heading down the path around the sports block to the assembly point

H McCann or N Smith to check complete evacuation of these areas and report clear to **C Redfern (ICO)** at assembly point

Notes

It is essential that all staff with a responsibility for checking that the building is clear, report to the assembly point to C Redfern (ICO)

Registers will be distributed by T Shadbolt (or in her absence S Bowles).

Registers will be collected by C Redfern at the end of the evacuation and put in the evacuation box, T Shadbolt will collect these and dispose of if necessary

Any absences must be reported to the C Redfern (ICO) immediately, who will notify G Martyn.

G Bird/ R Hume are to inform the Principal / C Redfern (ICO) when the alarm panels are clear and building is safe to re-enter.

Head teacher is to dismiss Fire Evacuation.

The Fire Box must be taken to the Assembly area as a priority.

In the absence of normal teaching staff, the tutor who took the morning register assumes responsibility for the class during a fire evacuation.