

# St Richard's Catholic College

## HEALTH AND SAFETY POLICY

**The Governors have adopted the East Sussex County Council Policy**

(Model Health and Safety Policy – Secondary and Secondary Special Schools/Academies  
September 2023)



**The Policy was approved by the Governing Body: September 2023**

**Chair of Governors:** *Anna Horan*

**Principal:** *Dea Cronin*

**The Governing Body will review the policy in September 2024**

# Model Health and Safety Policy – Secondary and Secondary Special Schools/Academies



**Date:** September 2023

## Document summary

To provide secondary and secondary special schools with a model health and safety policy that complements the policies and procedures issued by East Sussex County Council and supports headteachers in the development of their own local policy.

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# 1. General Policy Statement

The Principal and Governors of St Richard's Catholic College believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Principal (Miss Cronin), and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

We will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school that will be underpinned by risk assessments. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures and our overall health and safety performance including any emergency arrangements. In addition, we will undertake to ensure compliance with policy and guidance produced by East Sussex County Council and ensure that adequate resources are identified for health and safety.

To support us in complying with our legal responsibilities, we have appointed a competent person to advise on health and safety matters.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy and to actively contribute to any consultations in relation to health and safety policy and procedures. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is our intention that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually, following a significant event or a change to policy or procedures and revised where necessary.

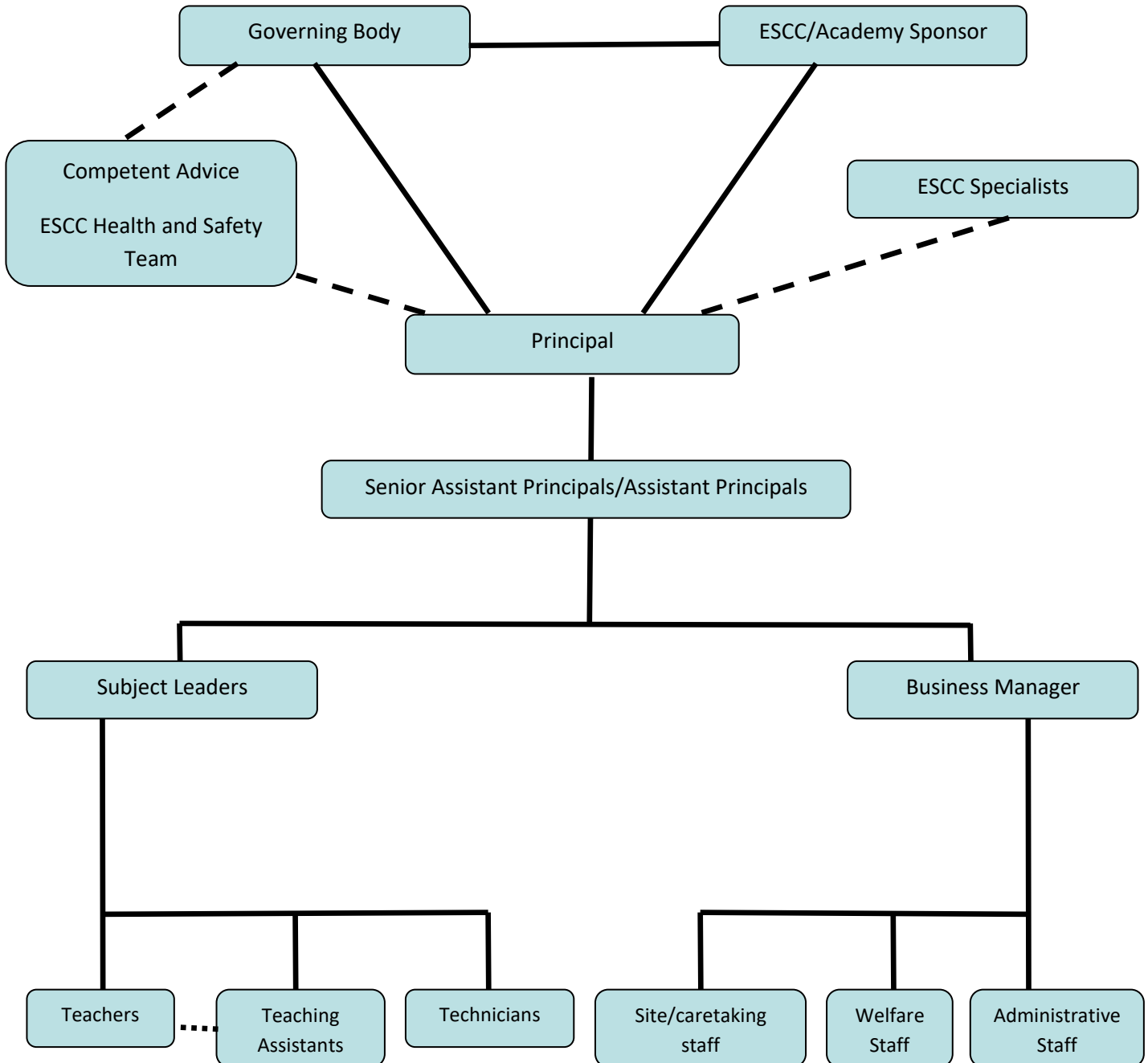
Signed ..... Principal Date .....

This policy was endorsed by the Board of Governors at their meeting 26<sup>th</sup> September 2023

Signed ..... Chair of Governors Date .....

## 2. School organisation to meet the requirements itemised under the General Policy Statement

Ultimately the responsibility for all school organisation and activity rests by definition, with the Headteacher. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



### **3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

#### **3.1 The Governing Body**

The Governing Body in its role as controller of premises and employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health and Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

1. ensure that a 'competent person' is appointed to provide advice on health and safety legislation and best practice;
2. ensure, by attending regular health and safety training and receiving copies of all health and safety newsletters/updtates, that East Sussex County Council's Health and Safety Policies are complemented by the school's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
3. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school as outlined within East Sussex County Council policy and guidance;
4. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
5. nominate a Health and Safety Governor/subcommittee
6. receive updates on health and safety, including progress on the school's audit action at each meeting from the Health and Safety Co-ordinator/Health and Safety Governor/subcommittee in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
7. to consider information, statistics and reports relating to health, safety and welfare matters;
8. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

#### **3.2 Headteacher**

The Principal has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

1. appoint a 'competent person' to provide advice on health and safety legislation and best practice;
2. provide liaison with the Inspectors: Local Authority, Department for Education and the Health and Safety Executive (HSE) with regard to safety aspects;
3. budget for safety and health matters;
4. review the Health and Safety Policy annually, following a significant event e.g. accident or when changes occur within the organisation of the school;
5. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and

- manual handling;
6. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Premises Co-ordinator, throughout the school;
  7. chair the Health and Safety Committee, or nominate a member of the senior leadership team to undertake this activity (if in place within school);
  8. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
  9. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
  10. ensure health and safety issues associated with major building projects are complied with;
  11. ensure that incidents, near misses and dangerous occurrences are reported via East Sussex County Council's on-line incident reporting system, minor injuries form or hazard reporting system, as appropriate;
  12. ensure that incident investigations are carried out and learning outcomes applied to future practice to prevent reoccurrence;
  13. monitor incident trends to identify methods of reducing accidents;
  14. ensure the necessary records are maintained relating to accidents associated with the work of the school;
  15. make an annual report on health and safety matters including buildings and safety management to the Governing Body;
  16. safety procedures are developed and adhered to for operations carried out within the School by their staff and by outside contractors under their control;
  17. ensure, in conjunction with the Subject Leaders, that health and safety is considered as an integral part of the curriculum and lesson planning;
  18. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
  19. ensure that health and safety is considered as an integral part of teaching;
  20. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
  21. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
  22. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc.;
  23. ensure that emergency procedures and fire evacuation practices are in place within the school;
  24. investigate and advise on hazards and precautions;
  25. have a general oversight of health and first aid matters;
  26. monitor the general safety programme;
  27. publicise safety matters;
  28. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
  29. to monitor pupil health records prior to entry and to report/advise Kirsten Britt of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
  30. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
    - First aid

- Fire and emergency evacuation
- Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

The Business Manager and/or a Senior Assistant Principal will assume these duties in the absence of the Principal and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **3.3 Health and Safety Co-ordinator (Julie McDonald)**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Principal throughout the school and in particular, will:

1. make an annual report, in conjunction with the Premises Co-ordinator and assisted by the Subject Leaders, on safety matters to the Principal and the Governing Body;
2. assist with inspections and safety audits;
3. investigate and advise on hazards and precautions;
4. develop and establish emergency procedures, and organise fire evacuation practices within the school;
5. have a general oversight of health and first aid matters;
6. monitor the general safety programme;
7. make recommendations to the SOC Committee and Principal for matters requiring immediate attention, e.g. safety reports;
8. make recommendations to the Principal on matters of safety policy in compliance with new and modified legislation;
9. publicise safety matters;
10. liaise with outside bodies concerned with safety and health e.g. East Sussex County Council's Health and Safety Team;
11. investigate with the Principal any incidents to ensure that learning outcomes are applied to future practice and prevent reoccurrence;
12. monitor accidents to identify trends and introduce methods of reducing accidents.

### **3.4 The Educational Visits Co-ordinator (Philippa Hoyle) will:**

1. be involved in educational visit management in order to ensure that the Children's Services' Offsite Activities and Educational Visits Policy is followed;
2. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
3. after discussion with the Principal and Governing Body, either approve proposal or submit to the Children's Services Outdoor Education Adviser;
4. ensure that all educational visits meet the Children's Services requirements;
5. confirm that adequate risk assessments have been carried out;
6. support the Principal in the management and evaluation of educational visits;
7. confirm the leadership of the group is appropriate, including the accompanying staff and volunteers.

### **3.5 Subject Leaders**

Each Subject Leader is responsible to his or her manager for the provision of safe working conditions for staff and pupils and in particular will:

1. prepare reports on safety matters for the meeting of the SOC Committee (Strategic Organisation Committee);
2. nominate, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
3. notify the Health and Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
4. ensure safety inspections of their designated areas are carried out and any hazards identified from those inspections are rectified;
5. instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by East Sussex County Council e.g. Science, Design Technology, PE, etc.;
6. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and ensure details are documented and appropriate action is carried out;
7. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
8. ensure all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in their designated areas;
9. ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
10. identify staff training and development requirements with reference to health and safety;
11. attend to defect reports and recommendations from the Principal, Staff, Safety Representatives and the Health and Safety Co-ordinator;
12. budget for safety equipment for their designated areas;
13. circulate publicity relating to safety matters to staff within their control.

### **3.6 Teachers**

Teachers are responsible to their Subject Leader for the immediate safety of the pupils in their classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

1. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
2. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
3. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
4. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
5. ensure that the classroom and other areas are tidy and walkways and exit routes are kept clear;



6. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
7. report defects and make recommendations to their line manager where necessary;
8. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.7 Technician/Teaching Assistant**

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise their line manager is a Subject Leader or SENCO.

Additionally, the technician/ teaching assistants will:

1. follow safe working procedures personally;
2. be familiar with the general and particular safety rules that apply to their area of work;
3. ensure that the classroom and other areas are tidy and walkways and exit routes are kept clear;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. report defects to their line manager;
6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.8 First Aid Co-ordinator (Tricia Lawrence, Dorcas Magbadelo and Kathryn Winborn)**

The First Aid Co-ordinator, when on duty is responsible for supporting health and welfare issues within the School and in particular will:

1. be responsible for attending to and monitoring pupil or visitor illness/injury and to refer pupils to their own doctor or hospital as appropriate;
2. maintain the school first aid room and equipment;
3. monitor pupil health records prior to entry and to report/advise Kirsten Britt of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
4. assist in the monitoring of first aid equipment and boxes on school site;
5. assist in the development and health promotion activities at the school;
6. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;
7. ensure the necessary records are maintained relating to accidents associated with the work of the school.

### **3.9 School Librarian (Fiona Tocknell)**

The School Librarian is responsible for the implementation of the safety policy and for the general oversight of organisation and arrangements within the library areas of the school.

Additionally, the Librarian will:

1. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
2. be familiar with the general and particular safety rules that apply to their area of work;
3. ensure that the library and other areas under their control are tidy and walkways

- and exit routes are kept clear;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
  5. report defects to their line manager;
  6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.10 Work Experience Coordinator (Caroline Adams, Angela Forte)**

The Work Experience Co-ordinator is responsible for developing procedures to ensure that pupils, placed with employers for work experience as part of their programme, are not subject to unacceptable risks and in particular they will:

1. ensure that all work placement providers are assessed prior to use for the first time;
2. ensure arrangements are in place to comply with the guidelines issued by East Sussex County Council's Work Experience Team (or other external provider) are implemented and monitored;
3. assist in the assessment of placements where there are particular causes of concern;
4. ensure risk assessments are carried out for young people employed by or on work experience placement with the school and communicated to parents;
5. ensure work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by pupils unless proof of training/competence is available.

### **3.11 Managers within Support Departments**

Each manager is responsible to their line manager for the provision of safe conditions for staff, pupils and visitors and will:

1. attend to defect reports and recommendations from the Principal, staff, Safety Representative and Health and Safety Co-ordinator;
2. conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections;
3. budget for safety equipment for their area of responsibility;
4. instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility;
5. ensure that risk assessments, including manual handling, noise, COSHH, and DSE assessments are undertaken and documented, and that appropriate action is carried out;
6. ensure all portable electrical equipment is tested on a regular basis;
7. ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
8. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.12 The Premises Co-ordinator (Arthur Freeman/site team) will ensure that:**

1. reports on health and safety matters with respect to the school buildings and grounds are prepared;
2. safety procedures are developed and adhered to for operations carried out

within the school by their staff and by outside contractors under their control. In particular they must ensure work complies with the Construction (Design and Management) Regulations;

3. records of hazards identified on site by staff are kept, along with the remedial action taken and when;
4. when liaising with contractors, assume the duties as outlined in 3.17 below;
5. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
6. the provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments;
7. all accidents within the area of responsibility are recorded in line with the school policy.

### **3.13 The Site Team will:**

1. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
2. ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
3. attend to defect reports and recommendations from the Principal, staff, Safety Representative and Health and Safety Co-ordinator;
4. ensure that all portable electrical equipment is tested on an annual basis;
5. ensure all accidents within the area of responsibility are recorded in line with the school policy;
6. ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.14 Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

1. represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
2. investigate complaints by any employee they represent relating to health and safety and welfare at work;
3. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
4. receive information from Enforcement Inspectors;
5. attend meetings of safety committees to which they are elected;
6. inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

### **3.15 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises Coordinator for them to

rectify or, failing that, reporting to the Health and Safety Co-ordinator (the Business Manager).

Staff must ensure that contractors arriving at site, report to reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Principal to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement East Sussex County Council's Asbestos Management in the Workplace Policy and the Safety Management of Contractors Policy.

### **3.16 Members of Staff Generally**

Each member of staff is responsible for their own personal safety and that of other persons in the school by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the reception area on arrival at the school. Staff are reminded of the general duty imposed by the Health and Safety at Work Act 1974 at Sections 7 and 8:

7. *'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

8. *'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'*

### **3.17 Pupils**

Each pupil is responsible for their personal safety and that of their colleagues by proper observation of school rules and procedures.

In particular, each pupil will:

1. observe standards of dress and behaviour appropriate to the working situation
2. heed warnings and observe rules and ask for such warnings and rules where they are not made obvious
3. not wilfully misuse, neglect or damage things provided for safety
4. observe rules highlighted in the Pastoral Care and Behaviour Management Policy

## **4. Provision of competent health and safety advice**

To ensure compliance with legislation, the East Sussex County Council Health and Safety team will:

1. advise on health and safety legislation and best practice. This supports and enhances the policy, guidance documents and model templates that are issued to ensure compliance with health and safety legislation.

2. provide access to a web based auditing tool and inclusion within the audit programme to support compliance with health and safety legislation and best practice.
3. visit site to provide advice and guidance on a range of health and safety topics.
4. publish health and safety newsletters to keep health and safety co-ordinators up to date on health and safety legislation.
5. provide an induction for new Executive Headteachers, Headteachers, Heads of School and Health and Safety Co-ordinators.
6. provide access to the East Sussex County Council online incident reporting system and completion of RIDDOR reportable accidents to the Health and Safety Executive by the Health and Safety Team.
7. undertake the role of Radiation Protection Officer for schools.
8. provide access to a CLEAPSS Certified Radiation Protection Adviser.

The East Sussex County Council Health and Safety (H&S) Team includes:

- Kim Hicks CMIOSH (Chartered Member of IOSH) with a total of 29 years' experience in H&S, 24 of those years within the education sector.

## **5. Health and Safety Committee (if appropriate)**

The Health, Safety and Welfare Committee representing the various groups within the school is comprised of:

- Principal (Chair Person)
- 1 Member of the Governing Body
- Assistant Principals (EW and PT)
- Managers (1 Curriculum Manager and 1 support staff manager)
- Health and Safety Co-ordinator
- Union Safety Representatives (1 representative from each of the recognised staff unions)
- Premises Co-ordinator
- One pupil who must normally be a member of the School Council

### **5.1 Overall Function and Objective:**

To provide effective communication and consultation between management and employees to ensure that the Health and Safety Policy is properly maintained and developed.

### **5.2 Specific Functions:**

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at

operational management/ safety representative level.

*Note: The school Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at departmental/ section level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through their staff representative.*

- To develop policy to improve and maintain health and safety issues for staff and pupils.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

## **6. Crisis Management**

A Crisis Management Plan has been developed, based on the County Council's model template and guidance. Within the plan, a crisis management team is in place to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

### **6.1 Crisis Management Team:**

- The Principal/Deputy Principal;
- Designated Safeguarding Lead
- Senior Assistant Principals x 2
- Safeguarding Officers x 3
- Business Manager / Health and Safety Co-ordinator
- Caretaker;
- Chair of Governors/Health and Safety Governor;
- Reserve Team Members

### **6.2 Function of the Crisis Management Team:**

- to develop the School Crisis Management and Business Continuity Plans that will be used for handling emergency situations and disruption to school operations;
- to act as the decision-making authority for the management of an incident;
- to communicate plans, roles and responsibilities to all those involved;
- to establish and maintain a Crisis Management Centre which will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, copies of the plans, a log to record all actions taken during the crisis, necessary office equipment / supplies and appropriate maps and building plans;
- to assess the nature, degree and likelihood of threats to the school (staff, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's staff, facilities or assets;  
to test the Crisis Management Plan on a regular basis to ensure that it is suitable and sufficient and amend as necessary.

## 7. General Emergency Procedures

The summoning of emergency services is via the office administrator and the Principal.

Out of school hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team must be alerted.

## 8. Fire Procedures (also see the Fire Safety Policy)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as you do so.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers, etc. are accounted for.

**Assembly Points:** see Appendix 2

**Evacuation Procedure:** see Appendix 3

**The Receptionist (CH)** (or in their absence SJ or RB) must take the registers and visitors book.

Staff must report to the senior member of staff (PHo KS3, RJ KS4) to confirm whether or not all of their pupils/ visitors/ volunteers, etc. are safely out of the building.

**Teachers** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Principal to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape route at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

Fire Wardens will check the toilets. The Premises Co-ordinator will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

**The Health and Safety Co-ordinator** will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Principal or Senior Assistant Principal (PHo).

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Health and Safety Co-ordinator for immediate remedial action. Emergency evacuation

notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any pupil with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, if the class teacher or SENCO identify a particular problem. KB, the Learning Support Co-ordinator, completes all PEEPs.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## 9. Bomb Incident Management

Any member of staff who receives information regarding a bomb on-site must immediately inform the Principal or a member of senior management in their absence. The Bomb Threats Action Card (*available on the Crisis Management online pages and [here](#)*) should also be used.

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Children's Services Department, Police and emergency services and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc. by an appropriate means.

However, a pre-defined bomb evacuation assembly point (that may be offsite) should be identified, having been considered prior to evacuation. Staff should be familiar with this point and have considered how to evacuate the school (including those with PEEPS).

## 10. First Aid Procedure (also see the First Aid Policy)

There will be at least five people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time. The named first aiders for the school are listed in Appendix 4 at the end of this document and also published in school on the website, Google Drive and around classrooms.

First aid boxes are kept in strategic locations. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such pupils will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and/or East Sussex County Council's online incident reporting system.

In case of doubt as to whether or not a pupil's parent should be immediately alerted, contact the Pastoral Leader or in their absence a Senior Assistant Principal. Err on the side of caution.



In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

The school will communicate to parents/carers a summary of the arrangements for first aid and accident reporting.

### **Automated external defibrillators (AEDs)**

The school has procured four AEDs and these are located in:

1. A-Block, main entrance opposite pupil toilets
2. B-Block, First Aid Room
3. Chapel
4. Sports Hall

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

## **11. Incident/Accident Recording and Reporting (also see the Incident Reporting and Investigating Policy)**

**In the event of an incident/accident the following procedure must be followed:**

- render any equipment inoperative
- summon assistance
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or carers
- if the injured person is mobile then they should be taken to the hospital for emergency treatment. A Senior Assistant Principal, in liaison with a First Aider, is responsible for arranging for a member of staff to transport the pupil/staff to hospital.

No pupil may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/carer arrives at the hospital and return to school.

All staff must report any incident, accident (including violence), dangerous occurrence or near miss involving themselves or visitors/volunteers by recording the details on East Sussex County Council's online incident reporting system. Pupil accidents, depending on the severity will be reported either on the minor injuries form and/or East Sussex County Council's on-line incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by East Sussex County Council's Health and Safety Team.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Co-ordinator will monitor the accidents, incidents and near misses to identify trends. The Governors subcommittee will also receive information on accidents at each meeting.

## **12. Health Issues**

### **12.1 Smoking (also see the Smoke Free Policy)**

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy. For the purposes of this policy this includes e-cigarettes.

### **12.2 Alcohol and Drug Abuse (also see the Drugs and Alcohol at Work Policy)**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. Support is available from our staff counselling service. This is a confidential service and they can be contacted on 0333 212 8382, the service is available 24 hours a day, 365 days a year. (If you do not purchase the EAP service please provide alternative signposting details).

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

### **12.3 Staff Wellbeing (also see the Stress Management Policy)**

Stress is defined by the HSE as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill health and contributes to employee ill health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Principal or Line Manager will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

Support is available from our on-site Counsellor, when required.

## **12.4 Protecting pregnant workers and new mothers (also see the Pregnancy, Childbirth and Breastfeeding: Risk Management Policy)**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many employees work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of pregnant workers, new mothers and their children. The policy sets out the known risks and gives advice on what needs to be done to comply with the law.

### **Procedure**

- Staff (full and part-time) are required to inform their Line Manager and HR as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## **12.5 Communicable Diseases (also see the Communicable Diseases Policy)**

Attending face to face education is important for pupils' health and their future. As we learn to live safely with coronavirus (COVID-19), the imperative remains to reduce disruption to children's education.

Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection.

Prompt exclusion of pupils and staff who are unwell with an infectious disease is essential to preventing the spread of infection at school. There is a local policy for the appropriate removal of pupils and staff while they are likely to be infectious and a procedure for contacting parents and/or carers when pupils become unwell at school.

Refer to the 'Communicable Diseases Guidance for Schools' document for:

- guidance on proportionate control measures to help manage the spread of infection
- guidance on who to contact for help and advice in relation to problems with communicable diseases at school
- basic information on common communicable diseases, and guidance on where to get further up to date information
- information on the role of local UK Health Security Agency Health Protection Teams.

## **13. Risk Assessments and Guidance Notes/School Codes of Practice (also see the Risk Assessment Policy)**

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by the Finance Office and Subject Leaders.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Arthur Freeman and Julie McDonald
- Curriculum Subject Leaders/Teaching staff
- Offsite Visits Group Leader
- Individual/specific Line Manager/LMT

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by East Sussex County Council and the Department for Education are available either in school or by accessing online. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

The Children's Services Department has published guidance on Offsite Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

### **13.1 Departmental Health and Safety Policies**

All Subject Leaders are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the school policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and held by the Senior Assistant Principal and Health and Safety Co-ordinator.

## **14. Specific Hazards**

Schools are not generally considered dangerous places to work in, but they can still present risks which could lead to injury or health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the associated risks.

### **14.1 Asbestos (also see the Asbestos Management in the Workplace Policy)**

The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within the school and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow the safe working systems within the school and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified. Arthur Freeman has been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school. The Principal is responsible for the development and reviewing of the asbestos management plan for the school.

### **14.2 Legionella (also see the Legionella Policy)**

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the Site Manager/Caretaker.

### **14.3 Contractors (see also the Contractor Management Policy)**

Any contractor working for the school must be effectively managed from a health and safety perspective, for both legal and operational reasons. We ensure that contractors are competent to undertake works by using the County Council's framework agreement or by completing a contractor's assessment questionnaire. Most works will be planned for out of school hours and in school holidays, however, staff will be informed when contractors will be on site. Pre-start meetings will take place to ensure any impact is minimised. Please see 3.18 of this document for further information on liaising with contractors.

#### **Safe system of work (see Appendix 1 of the Contractor Management Policy)**

The Principal must be aware of and agree a safe system of work with contractors for activities carried out on the school site. This will include arrangements for safe access and a safe place of work on the premises; the contractor's response to emergency situations (e.g. fire evacuation); contractor's appropriate and safe interaction with staff, pupils, service users, and others on the premises who may be affected by their conduct and work.

#### **Permit to work**

A formal Permit to Work will be required for high risk activities such as hot work (see template available on webshop). These are the contractor's responsibility but the school should ensure they understand what the work entails and are appraised on any elements likely to impact on the health and safety of everyone else on the premises.

### **14.4 Gas and heating systems**

All gas and heating systems will be regularly maintained by competent contractors. Any faults should be reported to the site manager/caretaker.

## **14.5 Security (see also guidance for schools on security)**

Arrangements are in place for the school site to be as secure as possible and in line with East Sussex County Council guidance. A risk assessment has been undertaken to ensure that adequate controls are in place and it is essential that staff follow these procedures.

## **14.6 Display Screen Equipment (DSE) (also see the Display Screen Equipment Policy)**

The nominated DSE Assessor is the Health and Safety Co-ordinator and an audit of all staff has been undertaken to identify those who would be considered as DSE 'users'. A list of these staff is contained in Appendix 1. The Director of IT Services/Health and Safety Co-ordinator will ensure that all workstations (excluding pupil workstations) comply with the minimum standards as detailed within the County Council Policy. Employee workstations are assessed to identify the risks to health and safety and to remove and reduce any risks to the lowest practicable level.

DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school. The standard form must be completed by the employee prior to the eye test and taken to the optician. The employee must return the completed form to the Principal after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

## **14.7 Electrical Equipment (also see the Electricity at Work Policy)**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Premises Co-ordinator is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible. If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to Julie McDonald or Arthur Freeman immediately.

The Principal must be aware of, and approve the use of, any item being brought into schools by a member of staff, volunteer or a pupil. The Principal must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

## **14.8 Machinery and Equipment (also see the Work Equipment Policy)**

There is a list of all equipment owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturers' instructions are not available the Subject Leader/Technician will prepare instructions for maintaining the equipment and/or machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

## **14.9 Moving and Handling (also see the Manual Handling Operations Policy)**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. Close supervision is appropriate at all times.

Peter Tadros/Arthur Freeman will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for pupils to be moved, the Principal will arrange for suitable and sufficient risk assessments to be undertaken and training for staff.

## **14.10 Work at Height (also see the Work at Height Policy)**

All work at height activities must be properly planned and organised to ensure they are carried out safely. The hierarchy to follow is:

- Avoid work at height if at all possible
- If work at height is unavoidable, control measures must be put in place to prevent falls
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall.

The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture or other equipment not designed for this purpose must not be used to work at height or access.

Work at height activities will only be carried out by staff who are **competent and authorised** for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

Arthur Freeman, the Premises Co-ordinator, will be responsible for undertaking risk assessments for work at height tasks.

Staff without the half day training will not undertake any work at height and will contact the Site Team.

### **14.11 Vehicle Safety in Schools**

Vehicles at work are a major cause of fatal and major injuries nationally every year. All schools have deliveries and waste collections on their sites and some also have provision of parking. All vehicle movements must be considered in relation to how traffic is managed. A risk assessment has been undertaken and it is essential that staff follow these procedures. Available [here](#).

Peter Tadros/Arthur Freeman are responsible for ensuring vehicle safety arrangements are in place including risk assessments.

### **14.12 Managing Slips, Trips and Falls (also see the Workplace Health, Safety and Welfare Policy)**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards such as cluttered walkways. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear walkways and exit routes. The Site Team will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Site Team will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Co-ordinator. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately. A risk assessment has been undertaken for the school site and it is essential that staff follow these procedures and is available [here](#).

The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager.

### **14.13 Waste Disposal**

All waste will be disposed of according to appropriate health and safety guidelines. Arrangements are in place to collect, store and dispose of waste via licensed contractors with the appropriate paperwork completed. Special arrangements have been made for the storage and disposal of hazardous waste with records kept. Where necessary, special arrangements have also been made for the storage and disposal of clinical waste.

### **14.14 Violence at Work (also see the Violence and Aggression at Work Policy)**

All staff must report to their line manager/Principal any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via East Sussex County Council's online incident reporting system.

After an incident, the line manager or Principal will meet with the member of staff concerned to check on their wellbeing and identify if further support is required. A wellness plan will be discussed.



Support is available from our onsite Counsellor and Lay Chaplain.

### **14.15 Lone Working (also see the Lone Working Policy)**

The Lone Working Policy is available [here](#) and a Risk Assessment for Lone Workers is available [here](#)

### **14.16 Offsite Visits**

The school has a separate policy on offsite visits. Staff must ensure that prior to planning or accompanying an offsite visit, that they are aware of the school and Children's Services Offsite Activities and Educational Visits Policy.

### **14.17 Work Experience Placements (also see the Work Experience Policy)**

The school has a separate policy on the arranging of work experience placements. As specific legislation applies to young workers including pupils on work experience, it is essential that the school's work experience policy is followed.

### **14.18 Hazardous Substances (also see the Control of Substances Hazardous to Health (COSHH) Policy)**

Responsibility for implementation of the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Subject Leaders. The main departments that use these types of substances are Design Technology, Art, Science, Reprographics and the Site Team.

The legislation requires that any substance used in the school must have a product safety data sheet and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator.

### **14.19 Radiation (if appropriate)**

The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor (AL) has been nominated within the school along with a Radiation Protection Officer (via the East Sussex County Council Health and Safety Team). The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the school and local authority.

The role of the Radiation Protection Supervisor and Officer is to ensure that the school complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

## **14.20 Pressure Systems**

All pressure vessel systems in the school will be listed on the inventories of the departments concerned and will be subject to annual inspection by a County Council appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Co-ordinator and must be consulted prior to any inspection.

## **14.21 Noise at Work (also see the Noise at Work Policy)**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to Julie McDonald, the Health and Safety Co-ordinator.

## **14.22 Hiring of school premises**

The Principal must be satisfied that the hiring organisation will use the school premises in a safe manner. A signed, written hiring agreement will be completed and copies kept. Copies of hiring agreements are held in the Finance Office. The school will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the hirer. It is the responsibility of the hirer to ensure there is adequate first aid arrangements in place and to report any hazards/ defects or incidents involving the premises/ any leased equipment following the schools hazard/ incident reporting procedures.

# **15. Use of Minibuses and Other Vehicles (if appropriate)**

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on school business.

**Eligibility to Drive – All drivers must:**

- be aged 23 and under 65 and have held a full current driving licence for at least three years without fault claim or conviction
- be authorised by their line manager to drive a minibus
- have passed the East Sussex County Council Minibus Driver Training and Assessment.

Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 5 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify Arthur Freeman or the Assistant Caretaker (Andy Cronin) of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

## **16. Supporting Pupils with Medical Conditions (also see the guidance on supporting pupils with medical conditions)**

The school has a separate policy on the local arrangements for supporting pupils with medical conditions, including the administration of medicines. Staff should make themselves familiar with the content of that document.

As a summary, a lead First Aider will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil's name and dosage instructions.

Kirsten Britt, Learning Support Co-ordinator, will liaise with parents/carers on the development of health care plans, etc. when required and staff should ensure that they familiarise themselves with these documents.

## **17. Personal Protective Equipment (PPE) (also see the Personal Protective Equipment Policy)**

PPE will be provided free of charge to all staff as required.

PPE means all equipment worn by staff or pupils which is designed to protect them from specified hazards. The need for PPE is identified through risk and/or COSHH assessments which will determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis or as and when required. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective.

Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair. When not in use, PPE will be properly stored, kept clean, and in good repair.

## **18. Training and Information (also see the Health and Safety Training Policy)**

A training needs analysis has been undertaken by the Principal and Associate Assistant Principal (EW), in conjunction with the Subject Leaders to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training has been identified by using the County Council's Health and Safety Training Policy and matrix template. The Principal will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Principal will:

- inform staff of any changes in the policy
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform Governors
- assess the training needs of new members of staff.

The school has developed a supply teacher's pack that includes health and safety information and this will be issued to all supply staff.

## **19. Monitoring Health and Safety**

Health and safety standards must be monitored by the Leadership and Management Team in conjunction with the school Governors by the following:

- the Leadership and Management Team will include health and safety as part of the agenda of their regular meetings
- the Principal will conduct a bi-termly premises inspection with a health and safety co-ordinator and trade union safety representative (where appointed)
- the Governors' agenda and Principal's report to the Governors will both have health and safety as a standing agenda item.

### **19.1 Inspections**

To maintain and improve standards throughout the school a formal premises inspection will be undertaken three times per year and records kept. The school will be inspected by Governors Richard Parker-Harding and Mark Weeks-Pearson.

The Health and Safety Governor will review the inspection checklists to ensure that these are being carried out, that they are effective and that issues raised are being resolved.

Local inspections of the outdoor play equipment are undertaken by DTGS Ltd in line with the ESCC Guidance on Outdoor Play Equipment document. A certificated inspection is undertaken by a registered RPII (Register of Play Inspectors International) Inspector on an annual basis with records kept.

## **19.2 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed East Sussex County Council's Health and Safety Team will complete a health and safety audit at least every 3 years. The action points identified through the audit will form part of the school development plan.

## **20. Visitors**

The Principal and Governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in via the app at the school office and sign out via the app when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Elisabeth Wood, Professional Development Lead, will ensure that volunteers have the necessary safety information, in line with East Sussex County Council's Voluntary Work Policy.

## **21. Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Principal on any relevant health and safety matters.

## **22. Health and Safety Policy Monitoring and Review**

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis or after a significant event e.g. accident or change seeking endorsement from the Governing Body.

Monitoring of the policy will be via spot checks, scheduled safety inspections, audits, management reports or accident investigations.

## **This policy is supplemented by the following local documentation:**

- Crisis Management Plan
- Supporting Pupils with Medical Conditions Policy
- Offsite Visits Policy

- Communicable Diseases Policy/Procedures
- First Aid Policy
- Incident Reporting and Investigating Policy
- Stress Management Policy
- Legionella Policy
- Asbestos Management Plan
- Display Screen Equipment Policy
- Work at Height Policy

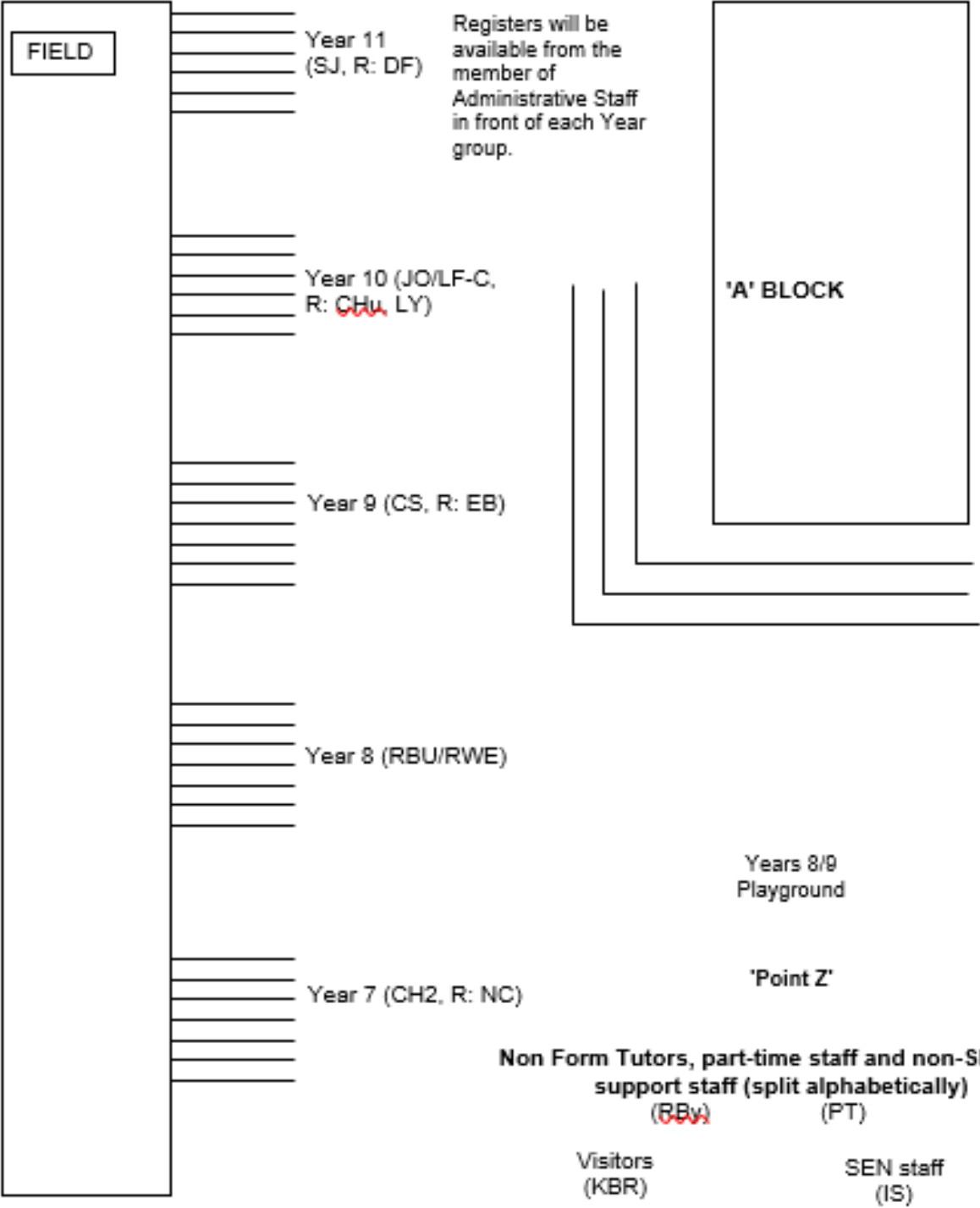
## Appendix 1: List of Useful Contacts in School

Health and Safety Governor:	Richard Parker-Harding and Mark Weeks-Pearson
Health and Safety Co-ordinator:	Julie McDonald
Premises Co-ordinator:	Arthur Freeman
Trade Union Safety Representative:	Fiona Tocknell
Health and Safety Committee Members:	Doreen Cronin, Lis Wood, Peter Tadros, Julie McDonald, Arthur Freeman Richard Parker-Harding, Nina Siddall-Ward, Mark Weeks-Pearson
Educational Visits Co-ordinator:	Philippa Hoyle
Work Experience Co-ordinator:	Caroline Adams
Radiation Protection Supervisor:	Alex Lahache
First Aid Lead	Kathryn Winborn
First Aid co-ordinator:	Tricia Lawrence & Dorcas Magbadelo
First Aiders:	See Appendix 4

### List of Display Screen Equipment 'users'

Kirsten Britt  
 Ruth Butcher  
 Daniela Fletcher  
 Angela Forte  
 Luciana Frangella-Cramp  
 Chris Hollands  
 Mike Hollingsworth  
 Gail Hook  
 Sally Jenkins  
 Tricia Lawrence  
 Kerry Light  
 Thomas Lyons  
 Dorcas Magbadelo  
 Julie McDonald  
 Jenni Oliver  
 Caroline Ralph  
 Fiona Tocknell  
 Rhiannon Weeks  
 Kathryn Winborn

# Appendix 2: Assembly Points





# Appendix 3: Evacuation Procedure

## Evacuation Procedures (as at June 2023)

### School Evacuation

In the event of - Fire / Fire Drill / Emergency

#### ALARM SIGNAL

- A. Continuous siren
- B. Continuous ringing of hand bell - (if electrical failure)
- C. Five rings indicate the lockdown procedure (see below for details).

#### General Principles

- 1. **WALK CALMLY IN SILENCE TO NEAREST CLEAR SAFE EXIT ON WAY TO THE ASSEMBLY POINT. CLOSE CLASSROOM DOOR BEHIND YOU**  
**FOLLOW EVACUATION ROUTE FOR IMMEDIATE AREA**
- 2. **RECEPTION STAFF:** respond to call from alarm monitoring company in case Emergency Services are required.
- 3. **Staff who took registers in the morning must take the same register at Fire Evacuation (Pastoral Leader to cover if there is an issue).**

#### Procedure

- 1. Follow the instructions that are located by the door in every classroom.
- 2. Pupils line up in **form register** (alphabetical) order in designated place in playground assembly point.
- 3. The Reprographics Technician (TL) and the Librarian (FT) to escort any pupils from the sick bay to the playground.
- 4. Attendance Officer prints 'live' registers and distributes to designated admin staff (CH/SJ does this in their absence). If for any reason a live register cannot be used, the Attendance Officer will alert PH and static registers (which are with admin staff) will be used.
- 5. **Form tutors collect registers from designated member of Administrative Staff. Non-form staff to be prepared to take a register if requested by RBy/PT:**
  - **Y7** Chris Hollands (reserve, Nikki Campbell)
  - **Y8** Ruth Butcher (reserve, Rhi Weeks)
  - **Y9** Chloe Seal (reserve, Emily Barr)
  - **Y10** Jenni Oliver / Luciana Frangella-Cramp (reserve, Cecilia Hubbard / Lucinda Yau)
  - **Y11** Sally Jenkins (reserve, Daniela Fletcher)
- 6. Pastoral Leaders to supervise their year group.
- 7. Form tutors return completed registers to designated Administrative Staff, who confirm recorded absences from SIMs checklist and signing in/out sheets held by the Attendance Officer. Names of missing pupils:
  - Names of Lower School pupils who are unaccounted for to PH (reserve, NT).
  - Names of Upper School pupils who are unaccounted for to RJ (reserve, KLW).PH/RJ report to Principal or in her absence to Health & Safety Co-ordinator (Mrs McDonald).
- 8. PT and RBy to register staff (split alphabetically), KBR to register visitors and IS to register members of the SEN department.
- 9. **Names of missing staff to Health & Safety Co-ordinator (Mrs McDonald) immediately.**
- 10. There may be a quick scan of parked cars.
- 11. Insist on **silence in playground assembly areas and staff/visitor area.**
- 12. RJ to patrol main gate entrance and open gates manually if needed by emergency services (reserve A Cronin)
- 13. Await clear instructions for dismissing of pupils or alternative arrangements (e.g. movement to field).

14. Timing of complete operation from siren - evacuation - registration - reporting will be carried out by Health & Safety Co-ordinator. Compilation of the logbook by Site Manager AFr/PH.

### **SCHOOL EVACUATION "ALERT"**

There is no reason to believe that in the event of a real problem/alarm that people behave differently to a drill. A negligent attitude in a drill by pupils or staff could thus have serious consequences in a real emergency.

#### **SUMMARY CLASSIFICATION OF JOBS FOR STAFF WHEN ALARM IS HEARD:**

##### **A TEACHERS IN CLASS**

Insist on silence and direct pupils, using correct route, closing classroom door behind you, as safely as possible.  
Supervise progress of pupils and check toilets on way.

##### **B STAFF WHO HAVE A NON-CONTACT PERIOD**

Supervise evacuation and check nearest toilet area.  
Give positive instructions regarding silence, orderly formation and 'nearest' safe exit.

##### **C FORM TUTORS**

Collect registers from designated member of Administrative Staff.  
Register pupils filling in the sheet, insist on silence and deal with 'talkers' and pupils slow to line up  
Report to designated member of Administrative Staff the names of **any** pupils not present - they will then check names against the absence list. If a pupil is 'missing', then information on any **recent** sighting would be useful in reporting.  
Supervise your form (and adjacent form tutor if the form tutor is involved elsewhere), insist on **silence and order**  
**Await further instructions** and respond as quickly as possible (hence the need for silence and order).

##### **D PASTORAL LEADERS**

Responsibility for year group.  
Each form tutor and pupils to know their role and what to do.  
General supervision during registration and while form teachers are reporting to designated Admin Staff.  
Maintain silence and order at assembly points.  
General supervision of orderly movement to alternative location, if applicable, or back to lessons.

##### **E NON-FORM TEACHERS (FULL & PART TIME), NON TEACHING STAFF, VISITORS and SEN DEPARTMENT**

On way to **assembly point** check with secretaries for registers of PE Form teachers (if not present) and absent Form teachers.  
Report to **RBy, PT, KBR** or **IS** if not supervising a form, AND remain in the staff/visitor assembly area.  
Please stand by for any 'jobs' or quick searches which you may be asked to do or volunteer to do.  
Assemble at point Z in playground plan on page 23.

##### **F SENIOR MANAGERS (RJ/PH) (Reserves NT/KLW)**

Receive reports from form tutors in person of **missing pupils** - refer to **Pupil Signing in/out book**.  
Report **immediately** on missing pupils (as they are reported) to Principal or Health & Safety Co-ordinator.

##### **G KBR/IS/RBy/PT (staff)**

At staff assembly point, check presence of full-time teachers, part-time teachers and non-teaching staff, KBR to register visitors and IS to register members of the SEN department. Insist on silence during the procedure.

##### **H ADMIN STAFF**

Collect registers, sign in/out books, part-time staff timetables.  
Check phone call instructions (include incoming call for clues in case of bomb alert).

Reception Staff respond to call from alarm monitoring company as to whether Emergency Services are required (to be advised by Site Manager/Business Manager).

Make sure RBy, PT, KBR, IS have the necessary registers for staff/visitors.

Go to designated year group to distribute registers and check names of missing pupils against absence list.

Report to RJ or PHo any pupils not accounted for.

Pass details of car registrations of staff and visitors to Police (bomb alert situation) e.g. visitors signing-in book.

**I CONTRACT MANAGER (if applicable)**

Contract Manager to report to the Health & Safety Co-ordinator (Mrs McDonald) (where applicable).

**J KITCHEN STAFF**

At assembly point, Supervisor (**JSL, reserve SH**) to report to Health & Safety Co-ordinator (Mrs McDonald)

**K SCHOOL ENTRANCE 'MONITOR' – KP (A Cronin)**

No entry to 'visitors' cars.

Check entrance is free for emergency services if applicable. Apply code if access is needed by emergency services.

**L FIRE WARDENS**

The designated staff will leave a particular area of the building last, making sure that all pupils and staff have been evacuated and fire doors are shut.

**DEF:** B Block, JTR: A Block, AC: Science, Technology & Linkway

**Secretaries "EMERGENCY FOLDERS"**

1.
  - a) Visitor Evacuation List ([inc. cleaners, peripatetic staff/governors](#)) to be given to KBR
  - b) Staff with Form Groups list to be given to PHo/RJ
  - c) Staff lists to PT/RBy
  - d) Visitor list to KBr
  - e) SEN staff list to IS
  - f) Pupils with a Personal Emergency Evacuation Plans (PEEP) list to be given to IS
  - g) Pupils' Signing In/Out Sheets with Attendance Officer
2. Registers
- . Staff Car Registration Sheets

**By the phone in Reception:**

1. Advice re. Bomb Alert calls/hint sheets
2. Emergency number - Fire/Police/Ambulance **999**
3. Caretaker: Mobile 07973 869308, walkie-talkie channel 3.

**Intruder Alert Procedure**

- If 5 bells sound and/or an Impero pop-up on screen message is received, immediately lock or barricade your door and turn off light. Move pupils away from the doors and windows and pull down blinds. Pupils get down on the floor.
- Wherever possible an email will be sent, so once the door is secure, check emails.
- If you come across an intruder, please do not hesitate to ring 999 or to operate the lock down signal.
- If you can get access to an office there is a way of sending a message out to all phones in the school. Lift the handset and press the Emergency Page button on your handset (top right hand button next to the screen). Your voice will sound through the speakers on every handset and will cut off any phone calls being made at that time. To end the page, replace the handset.

- Note: as only one office has access to the bell as a backup, an Impero pop-up message will appear on screens saying 'LOCKDOWN' (ICT, Admin & LMT have permission to do this).

#### **Reminders**

- Grab Pack: This should identify the risks to attending crews (this covers the Fire Safety Orders requirement to provide information to operational crews). The grab pack will generally contain a site map, location of isolation points for gas, electricity, asbestos information and any other related hazard (chemical storage etc).
  - Medication to be taken out including Epi-pens. Ensure a grab pack is prepared for the medical room.
- List of all chemicals: Science, Art, DT, Kitchen and Caretakers/Cleaning.

## Appendix 4: First Aiders



ST RICHARD'S  
CATHOLIC COLLEGE

### First Aid Trained Staff 2023-2024



Miss Barr



Mr Bligh



Mrs Britt  
SEN Office



Mr Cronin  
Caretaker



Miss Coelho



Mr Dallaway



Mrs Di Mascio



Miss Doyle



Mrs Ellis



Mrs Forte  
Attendance



Mrs Fox



Mrs Harker



Mrs Hollands  
Reception



Miss Kent  
Outdoor activities



Mrs Kerrigan



Mrs Knight  
Dance specific



Mrs Lawrence



Miss Magdadelo



Mrs Massey



Mrs Ralph  
Attendance



Miss Seal



Mrs  
Taylor-Singfield



Mr Trimby



Mr Truss



Mr Varney



Ms Whelan



Mrs Winborn





### Mental Health First Aiders



Mrs Dann  
Mental Health Lead



Mr Bligh



Mrs Britt  
SEN Office



Miss Doyle



Mr Eyre



Mrs Hills



Mrs Knight



Miss Lewis



Mr Smith



Mr Steele

### Mental Health Champions



Mrs Byrne



Mr Campbell



Mrs Campbell



Mrs Di Mascio



Mrs Ellis



Mrs  
Forster-Simmons



Mrs Holder



Mrs Hook



Ms Hubbard



Mrs Lea-White



Mr Padgham



Miss Tester



Ms Tocknell  
Librarian



Mrs  
Taylor-Singfield



Mr Trimby



Ms Whelan