



Health & Safety Policy

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Note: OH & S codes refer to the relevant section of the Blackpool Council Occupational Health and Safety Manual

Introduction

Each Academy in the Blessed Edward Bamber Catholic Multi Academy Trust has responsibilities for health and safety and a statutory duty to comply with the health and safety legislation. This Trust policy is produced to supplement the Blackpool Borough Council's Occupational Health and Safety Manual, is reviewed regularly and is brought to the attention of all employees via a range of briefings, online tools and notice board arrangements. Within this Trust policy, when the term "Academy" is used please insert the school name (Christ the King, St Cuthbert's or St Mary's) that relates to the school you associate with or are working in at the time.

This Health and Safety Policy consists of four main sections:-

- Health and Safety Policy Statement
- Organisation
- Health & Safety Arrangements
- Monitoring and reviewing arrangements

This policy should be read in conjunction with many other Academy and BEBCMAT documents and policies, including (this list is not exhaustive):

- Accident Reporting Books
- Supporting Pupils at School with Medical Conditions Policy
- Local Authority Accident / Near Miss Incident Form
- Fire Safety Log
- Fire and Evacuation Procedures (Emergency plan)
- Fire Risk Assessment
- Specific School and Work Environment Risk Assessments
- Educational Visits Policy
- Sickness Absence Policy
- Critical Incident Policy and Procedures
- No Smoking Policy
- Premises Management

Section 1 - Health and Safety Policy Statement

Health and Safety Policy

Each Academy in the Trust recognises its responsibility to promote a culture where Health & Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. Without prejudice, each Academy will ensure, so far as is reasonably practicable, that;

- Plant equipment and systems of work are safe and without risks to health;
- The handling and storage of articles and substances will be safe and without risk to health;
- Appropriate information, instruction, training and supervision is given to assist all employees, students and visitors to avoid hazards and contribute positively to their own health and safety whilst on our academy premises;
- The site is maintained in a safe condition and without risks to health;
- A healthy working environment is provided;
- There is provision of adequate welfare facilities and suitable protective clothing and equipment
- Arrangements are made for the safe introduction of new plant, machinery, substances and procedures;
- There are adequate arrangements made for staff welfare at work and the welfare of students/pupils and visitors.

Each Academy acknowledges that no policy can be completely effective without the full co-operation of all concerned with the safe operation of the Academy. Each will therefore strive to gain this degree of commitment from the staff through training, encouragement and good communication.

Section 2 - Organisation of Health and Safety Matters

This section of the policy outlines the duties and responsibilities of individuals/groups within the Academies.

2.1 Directors

The Directors will ensure that:-

- a) The Trust and Local Authority Health & Safety Policies and Codes of Practice are fully implemented;
- b) Regular Health & Safety inspections are undertaken and reports compiled and shared as necessary;
- c) The Academies' staffing structures appropriately reflect the delegated responsibilities for carrying out the arrangements for Health and Safety;
- d) A positive Health & Safety culture is established and maintained, with staff training given a high priority.

2.2 Headteacher or Executive Headteacher

Each Academy Headteacher or Executive Headteacher is responsible, as far as is reasonably practicable, for;

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- a) Ensuring Health and Safety is an integral part of the management of the Academy. This will include setting of objectives as part of a planned approach to full legislative compliance and producing and updating, as necessary, the Academy's health and safety policy document. This policy details arrangements with respect to implementing local policies and procedures in the Academy;
- b) Ensuring risk assessments of work activities are undertaken, a written record of the assessments is kept and this record is reviewed at least annually to ensure they remain valid;
- c) Ensuring nominated Health and Safety staff are fully aware of their responsibility for their delegated tasks and have been provided with the necessary training with qualifications held in a central file;
- d) Ensuring adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to the Local Authority;
- e) Reporting all known hazards immediately to the Health and Safety Representatives and stop any practices or use of any plant, tools, equipment, machinery etc. that s/he considers to be unsafe until satisfied as to their safety;
- f) Ensuring arrangements are made for the inspection of the Academy premises and working practices on a regular basis;
- g) Maintaining appropriate safety documents and records;
- h) Reviewing annually :
 - the provision of First Aid in the Academy
 - the emergency regulations, and make recommendations for improving procedures and training personnel;
- i) Ensuring that all purchases have been assessed for suitability and compliance with the Provision and Use of Work Equipment Regulations 1998 and are PAT tested at least annually.

2.3 Employees

All employees must:

- a) Take reasonable care for their Health & Safety at work and that of other persons who might be affected by their acts;
- b) Adhere to and comply with statutory regulations and agreed procedures for safe working, observe safety rules or instructions relevant to particular work or locations and use protective clothing and safety equipment that is provided;
- c) Exercise effective supervision of students, giving clear instructions and warnings as often as necessary and giving special lessons in safety where appropriate;
- d) Know the emergency procedures in respect of fire, bomb scare, lock down, hold and secure, First Aid and carry them out;
- e) Report immediately, or as soon as practicable, any defects with equipment, machinery or the workplace in general and any concerns over matters affecting Health and Safety;
- f) Report any near misses or Health & Safety concerns to the Site Supervisor or Academy Office;
- g) Not misuse anything provided for Health & Safety purposes;

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- h) Request protective clothing, guards, special safe working procedures or similar where necessary;
- i) Co-operate fully with management in respect of complying with Health & Safety requirements;
- j) Completing any necessary risk assessments expected of them specific to learning environments or activities that they may undertake eg. classroom risk assessments or specific sporting lessons
- k) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- l) Ensure that suitable footwear is worn for Health and Safety tasks. The Academy will not accept responsibility for staff who wear inappropriate footwear, which includes; Flip flops, Wedges, High Heels or Open toe shoes. (*This list however, is not exhaustive*)

2.4 Students

All students are expected to:

- a) Comply with the Academy rules relating to behaviour;
- b) Comply with all information that is provided both verbally and written relating to Health & Safety matters;
- c) Not misuse anything provided for Health & Safety reasons;
- d) In the case of an emergency, listen to and obey instructions given by staff;
- e) Ensure that suitable footwear is worn. The Academy will not accept responsibility for students who wear inappropriate footwear, which includes; Flip flops, Wedges, High Heels, Sandals in summer.

Section 3 - Health and Safety Arrangements

This section of the policy outlines the procedures adopted by each of the Academies to ensure the safety of all employees, students, visitors and tradesmen while engaged in activities on-site and the safety of employees and students when engaged in Academy business off-site. Where possible they are based on the Blackpool Council Occupational Health and Safety Manual and staff are referred to this document for further guidance.

3.1 Reporting of Accidents and Incidents (OH&S 0012)

All accidents to pupils, students and staff involving injury are recorded either in the primary academies' online recording systems. The location of these documents detailed in staff handbook and shared during induction arrangements.

In addition to completing these documents, a separate Near Miss/Incident Form will be completed if the injury resulted in an ambulance being summoned, the child requiring external medical intervention (dentist/nurse/health practitioner) or the injury was a near miss adventure or incident. These forms will be then forwarded to the Local Authority's Health & Safety department where the information is reported to RIDDOR.

Termly health and safety reports, including the results of accident investigations and statistical analyses, are provided to Directors by each Academy's Headteacher/Executive Headteacher as part of a continuing monitoring system.

3.2 First Aid (OH&S 0007)

The Academy gives high priority to staff training in First Aid. First Aid personnel have all be trained to the First Aid at Work Standard with staff working with primary aged pupils trained in Paediatric First Aid. First Aid kits are maintained in the school offices, First Aid Rooms and near to the most likely areas for accidents to occur (eg. by playgrounds/dining hall).

All staff have a duty of care to carry out immediate First Aid; new staff are reminded of this in their induction. A First Aider is required to provide treatment and parents will be informed except in the case of more minor incidents. A bump to the head is followed up by a letter and a text to, or conversation with, parents. For early years children this involves the parent signing to confirm receipt of information. A text is sent when an inhaler is administered outside of any normal planned delivery of the medication. There is a separate protocol (care plan) for pupils and students identified as needing specialised treatment eg: such as anaphylaxis, severe asthma or epilepsy.

3.3 Fire Safety (OH&S 0006/32/33)

The Headteacher or Executive Headteacher will ensure that a fire risk assessment review takes place at least once a year. All staff will be made aware of: -

- I. The location of the fire alarm exits
- II. The location of the fire assembly points
- III. Fire and Evacuation procedures.

Each academy has several members of staff trained as fire wardens and these people conduct a sweep of the premises when a fire alarm is sounded and ensure effective evacuation is complete. A fire evacuation practice will be carried out at least once a term and the Site Supervisor will keep a log of the outcome in the fire logbook. Fire Evacuation summaries are attached in Appendix 1. Each academy has their own Emergency Plan.

External contractors service the Trust's fire-fighting equipment and fire alarms on a regular basis and records are maintained by the Site Supervisor. The alarm is tested on a weekly basis by the Site Supervisory team.

3.4 Electrical Equipment (OH&S 0016)

The Academy complies with the 1989 Electricity at Work Regulations which identify how to maintain electrical systems safely. Portable appliance testing is undertaken annually. In between annual checks, all electrical equipment should be given a visual check before use, checking the plug for signs of damage and overheating and the cable for damage. Any faulty equipment should be taken out of use immediately and fault reported to Premises Manager/Site Supervisor.

3.5 PE Equipment (OH&S 0015)

An approved contractor checks all wall mounted and large gymnastic equipment annually and all recommendations regarding the repair/replacement of equipment are followed. In addition, teachers will carry out a visual inspection of equipment prior to use. If defects are noticed then the Site Supervisor will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. Faults will then be reported to the Premises Manager

3.6 Play Equipment

All play equipment is approved safe by ROSPA through annual inspections. In addition, members of staff will carry out a visual inspection prior to use by pupils during lesson or break times. If defects are noticed then the Site Supervisor will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. Such defects will be reported to the Premises Manager.

3.7 Chemicals Safety (OH&S 0005)

The Academy will follow COSHH procedures to ensure the careful selection, use, storage and transport of all potentially harmful substances. Chemicals are stored in locked areas in suitable storage spaces. The cleaners, under the supervision of the Site Supervisor, will be responsible for these matters and a COSH register held in every cleaning store.

3.8 Risk Assessments (OH&S 0003)

The Academy's risk assessment process is on-going with risk assessments being undertaken for hazards, activities and locations. All staff have access to these (via Google documents) and are reminded on a regular basis to make themselves familiar with those that affect them. All health and safety documentation is stored within the Academy offices or Headteacher/Executive Headteacher's office secure filing cabinets. Staff are informed of their location at induction.

3.9 Visitors on Site (OH&S 0019/40)

For accidents on site please refer to 3.1 Reporting of Accidents and Incidents.

3.10 No smoking Policy (OH&S 0036)

The Academy has a non-smoking policy that applies to all visitors, contractors, staff and voluntary helpers. The policy applies to the whole Academy site, all inside and outside areas within the school boundary. It is also requested that should smoking take place outside school that it is done so discretely and away from the main entrances and walkways without their lanyard or school logo on uniform visible. This is to ensure our children and visitors are not exposed to passive smoking.

3.11 Educational Visits (OH&S 0020)

During the planning of off-site visits, staff are encouraged to give high priority to Health and Safety considerations and pre-visits are expected, wherever possible. Appropriate student/pupil teacher ratios are expected to reflect the age of the student and the nature of the trip. A risk assessment should be completed by the lead teacher and be approved by the EVC and Headteacher/Executive Headteacher through the use of

the EVOLVE visits database or other local visit protocols. Further details of this can be found in the Educational Visits policy.

3.12 Medical Needs

For more information on managing medical needs please refer to the “Supporting Pupils at School with Medical Conditions” Policy.

3.13 Infectious Diseases (OH&S 0025)

The Academy follows the latest HPA guidance on infection control. Parents are advised of this guidance and encouraged to keep students suffering from infectious diseases at home until they are no longer infectious. The Academy has a duty of care to ensure that those staff/pupils who suffer from auto-immune conditions or are pregnant are informed when such infectious diseases are reported and confirmed.

3.14 Manual Handling (OH&S 0014)

Manual handling legislation requires that any manual handling operation that has the potential to cause a significant injury needs to be assessed. The site supervisor, and other identified staff as necessary, will undertake appropriate training in manual handling for this purpose.

3.15 Security

The premises of the Academy and the equipment within it are protected as far as is reasonably practicable through controlled access to the buildings and a secure site perimeter. The premises are kept in a well-maintained condition so as to be attractive in appearance and kept free of graffiti, litter and other disfigurements. The Academy site has car parking spaces for use by staff and visitors. CCTV covers parts of the school car park and Academy grounds, however each car is parked there at the owner’s risk.

3.16 Well Being (OH&S 0026)

The well-being of staff is seen as an integral part of the Academy’s Health & Safety responsibility. All staff have the right to a reasonable work life balance and to expect the appropriate support or intervention when they experience health or personal difficulties. An ethos of mutual respect and support is promoted amongst all staff. Staff are encouraged to raise any concerns with the Headteacher/Executive Headteacher or their Line manager but also have access to a confidential counselling service. All sickness absence will be managed under the BEBCMAT’s Sickness Absence Policy and Procedures.

3.17 Water Safety (OH&S 0034)

Water temperature controls are checked by the Site Supervisor on a regular basis. The water supply is tested regularly for legionella control and water purity.

3.18 Office Computers (OH&S 0008/22)

Staff are encouraged to plan their work so their routine allows them to change activity and avoid prolonged periods of intense work at a computer. Habitual users of computers are able to benefit from a free eye test on request and all users of technology complete a Display Screen Equipment (DSE) assessment annually.

Section 4 - Premises Management

4.1 Background

Part 5 of The Education (Independent School Standards) (England) Regulations 2010 (ISS) stipulates the minimum standards for academy premises including those for toilet and washing facilities, medical accommodation, health, safety and welfare, acoustics, lighting, water supplies and outdoor spaces. A separate policy exists for this purpose.

4.2 Toilet and washing facilities

The regulations require that:

- Suitable toilet and washing facilities are provided for the sole use of pupils;
- Separate toilet facilities for boys and girls aged 8 years or over are provided except where the toilet facility is provided in a room that can be secured from the inside and is intended for use by one pupil at a time;
- Suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the academic year who receive physical education.

The toilet and washing facilities at each of the Academies have been planned and designed to meet these requirements and are maintained by robust and regular cleaning schedules.

4.3 Medical accommodation

The regulations require that:

- Suitable accommodation is provided in order to cater for the medical and therapy needs of students including:
 - For the medical examination and treatment of students;
 - For the short-term care of sick and injured pupils including a washing facility and proximity to a toilet facility;
- This accommodation cannot be used for teaching but can be used for other purposes provided it is always readily available to be used for the purposes above;

Each Academy has access to a designated room, which is always readily available in order to cater for medical and therapy needs and meets the requirements above.

4.4 Health, safety and welfare including Fire Safety and Accessibility

The regulations require that the academy premises and accommodation and facilities provided are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured. There is also a substantial amount of other health and safety legislation that applies to most buildings, including those of an academy. The Health and Safety at Work etc Act

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1974 (HSWA) and regulations made under it (Workplace [Health, Safety and Welfare] Regulations 1992), are aimed at securing the health, safety and welfare of employees as well as protecting others (e.g. students and visitors) against risks to their health and safety arising from the activities of a work undertaking.

Health, Safety and Welfare – The Workplace (Health, Safety and Welfare) Regulations 1992 requires the following:

- The workplace and the equipment, devices and systems shall be maintained (including cleaning) in an efficient state, working order and good repair;
- Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air;
- During working hours, the temperature in all workplaces inside buildings shall be reasonable;
- Every workplace shall have suitable and sufficient lighting;
- Every workplace and the furniture, furnishings and fittings within shall be kept sufficiently clean;
- Every room where persons work shall have sufficient floor area, height and occupied for purposes of health, safety and welfare;
- Every workstation shall be so arranged that it is suitable both for any person at work and for the work likely to be done there;
- Every floor in a workplace and the surface of every traffic route in a workplace shall be suitable for the purpose for which it is used;
- So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into it shall be securely fenced;
- Every window or other transparent surface in a wall, partition, door or gate shall, where necessary for reasons of health and safety, be of safety material or otherwise protected against breakage and be appropriately marked or incorporate features so as to make it apparent;
- No window, skylight or ventilator shall be in a position when open which is likely to expose any person in the workplace to a risk to health and safety;
- All windows and skylights in a workplace shall be of a design or be so constructed that they may be cleaned safely;
- Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner;
- Doors and gates shall be suitably constructed including being fitted with any necessary safety devices to prevent it coming off, falling back or causing injury by trapping and to allow it to be operated manually (if powered) and providing a clear view of the space to both sides if capable of being pushed from either side;
- Escalators and moving walkways shall function safely, be equipped with any necessary safety devices and be fitted with one or more emergency stop controls easily identifiable and accessible;

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- Suitable and sufficient sanitary conveniences shall be provided at readily accessible places;
- Suitable and sufficient washing facilities, including showers if required, shall be provided at readily access places;
- An adequate supply of wholesome drinking water shall be provided for all persons at work;
- Suitable and sufficient accommodation shall be provided for the clothing of any person at work which is not worn during working hours;
- Suitable and sufficient facilities shall be provided for any person at work in the workplace to change clothing where the person has to wear special clothing for the purpose of work;
- Suitable and sufficient rest facilities shall be provided at readily accessible places including suitable facilities to eat meals and equipped with an adequate number of tables and seating with backs for the number of persons at work likely to use them at any one time.

Each Academy has sufficient facilities to meet the above requirements and a comprehensive schedule of maintenance and cleaning (see Appendix 2 and 3) to ensure the facilities are kept in working order and good repair.

Fire safety – The Regulatory Reform (Fire Safety) Order 2005 requires academies to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants to include ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarizing staff and pupils with emergency evacuation procedures.

Each Academy has a Fire Risk Assessment in place reviewed annually.

Accessibility – The Equalities Act 2010 requires academies to prepare and implement an accessibility strategy to improve the physical environment for students with disabilities and special educational needs (SEN) including consideration of their particular health and safety needs on the academy premises.

Each Academy has an Accessibility Strategy in place reviewed annually.

4.5 Acoustics

The regulations require suitable acoustic conditions and sound insulation in each room having regard to the nature of the activities which normally take place there i.e. there will be good sound quality and minimal disturbance from unwanted noise.

Regular maintenance is performed at each Academy to ensure the acoustics remain suitable for its use

4.6 Lighting

The regulations require that:

- The lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place there;
- External lighting is provided in order to ensure that people can safely enter and leave the academy premises.

Each Academy achieves adequate light levels, giving priority to daylight, with easy to use controls. External lighting is sufficient to ensure safe pedestrian movement after dark and emergency lighting is installed in appropriate areas.

4.7 Water supplies

The regulations require that:

- Suitable drinking water facilities are provided;
- Toilet facilities have an adequate supply of cold and hot water;
- Cold water supplies that are suitable for drinking are clearly marked as such;
- The temperature of hot water at the point of use does not pose a scalding risk to users.

Each academy has a service level agreement in place with an external third party firm, which includes appropriate legionella checks to ensure that water supplies are safe and adequate.

4.8 Outdoor space

The regulations require that suitable outdoor space is provided to enable physical education to be provided to students and students to play outside.

Each Academy has outdoor spaces suitable for outside play and physical education, regularly maintained through a grounds maintenance service level agreement by an external third party.

Section 5 - Monitoring of Health and Safety and Review Arrangements

- Health and Safety inspections will be carried out once a term.
- A fire risk assessment will take place once a year as well as at any time that issues are raised by members of staff or contractors require it
- The Academy's Health and Safety policy will be reviewed annually.

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APPENDIX 1a – St Cuthbert’s Catholic Academy Fire and Evacuation Procedures

YOU DISCOVER A FIRE

1. Raise the alarm at once by operating the nearest fire alarm call point.
2. If it is safe to do so attack the fire with the equipment provided.
 - Always call for assistance – **NEVER FIGHT FIRES ALONE.**
 - Members of staff in charge of students should commence the emergency evacuation procedure immediately.
3. Ensure the Fire Brigade have been called and if doubt dial **9999** from the nearest safe telephone

YOU HEAR THE FIRE ALARM

4. Leave the building AT ONCE using the nearest available exit. Members of staff commence the evacuation procedure immediately.
5. Close all doors behind you.
6. Assemble in the KS2 playground away from the building in year groups.
7. Office staff members will take/receive registers having printed out the entry system sheet recording visitors and staff in school. Class teachers will complete a head count and if necessary take a class register.
8. Inform the Executive Headteacher or a Senior Leader if staff or children are unaccounted for.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER BUILDING FOR ANY REASON

UNTIL AUTHORISED TO DO SO - DO NOT TAKE RISKS

APPENDIX 1b – Christ the King Catholic Academy Fire and Evacuation Procedures

YOU DISCOVER A FIRE

1. Raise the alarm at once by operating the nearest fire alarm call point.
2. If it is safe to do so extinguish the fire with the fire fighting equipment provided.
 - Always call for assistance – **NEVER FIGHT FIRES ALONE.**
 - Members of staff in charge of students should commence the emergency evacuation procedure immediately. [L] [SEP]
3. Ensure the Fire Brigade have been called and if doubt dial **9999** from the nearest safe telephone

YOU HEAR THE FIRE ALARM

4. Leave the building AT ONCE using the nearest available exit. Members of staff commence the evacuation procedure immediately. [L] [SEP]
5. Close all doors and windows, where possible, behind you. [L] [SEP]
6. Assemble on the Multi User Games Area (MUGA playground) at the far end of the playground path away from the building.
7. Office staff members will take/receive registers having printed out the entry system sheet recording visitors and staff in school. Class teachers will complete a head count and if necessary take a class register.
8. Inform the Executive Head Teacher or Fire Officer if staff or children are unaccounted for. [L] [SEP]

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER BUILDING FOR ANY REASON

UNTIL AUTHORISED TO DO - DO NOT TAKE RISKS

Appendix 2

| Cleaning Schedule | | |
|--------------------|--|-----------|
| Area | Description | Frequency |
| Classrooms | Empty dust bins | Daily |
| | Vacuum area | Daily |
| | Clean furniture tops | Daily |
| | Clean internal glazing | Weekly |
| | Clean beams and high level pipe work | Monthly |
| | Clear paper from ceilings | Daily |
| | Remove graffiti | Daily |
| Corridors & Stairs | Sweep and mop with disinfectant | Daily |
| | Remove chewing gum | Daily |
| | Machine scrub floors | Monthly |
| | Wipe window sills | Daily |
| | Clean glazing | Daily |
| | Clean radiators, walls and low level pipe work | Weekly |
| | Remove graffiti | Weekly |
| Toilets | Sweep and mop using disinfectant | Daily |
| | Remove chewing gum | Daily |
| | Disinfect sinks, toilets, hygiene units and rinals | Daily |
| | Wipe hand driers and soap dispensers | Daily |
| | Replenish hand towels, soap and toilet rolls | Daily |
| | Clean radiators, walls and low level pipes | Weekly |
| | Clear paper from ceilings | Weekly |
| | Machine scrub floors | Monthly |

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Appendix 3

| Maintenance Schedule | St Cuthbert's Catholic Academy and Children's Centre | | | | |
|--|--|---------------|--|---------------------------------|---------------|
| | | Frequency | | Contractor | Frequency |
| Mechanical | | | | | |
| Boilers/burners - servicing | Mercer | Bi-annual | | Mercer | Bi-annual |
| Boilers/burners - Statutory | Mercer | Annual | | Mercer | Annual |
| Calorifier | Mercer | Bi-annual | | Mercer | Bi-annual |
| Cold water installation | Mercer | Bi-annual | | Mercer | Bi-annual |
| Electric water heaters | EWFM | Annual | | Mercer | Annual |
| Gas soundness | Mercer | Annual | | Mercer | Annual |
| Over door air heaters | Mercer | Annual | | Mercer | Annual |
| Pipe work | Mercer | Bi-annual | | Mercer | Bi-annual |
| Pressure vessels | Mercer | Annual | | Mercer | Annual |
| Pressurisation units | Mercer | Annual | | Mercer | Annual |
| Pumps | Mercer | Bi-annual | | Waterman | Bi-annual |
| Thermostatic temp control valves | Waterman | As required | | Waterman | As required |
| Thermostatic WHB mixer valves | Waterman | Annual | | Waterman | Annual |
| Under floor heating | EWFM | Annual | | Mercer | Annual |
| Water Traps (Science Block) | N/A | As required | | Waterman | As required |
| Water storage | Waterman | Every 2 years | | Waterman | Every 2 years |
| Water treatment/shower heads | Waterman | Quarterly | | Waterman | Quarterly |
| Ventilation and air conditioning | | | | | |
| AC Units | Mercer | Bi-annual | | All Cool | Bi-annual |
| Air handling units | N/A | Bi-annual | | N/A | Bi-annual |
| Air handling units - filter change | N/A | Bi-annual | | N/A | Bi-annual |
| External condensers | All Cool | Bi-annual | | All Cool | Bi-annual |
| Extract fan units | Mercer | Bi-annual | | Mercer | Bi-annual |
| Fans | Mercer | Bi-annual | | Mercer | Bi-annual |
| Grilles and Louvers | Mercer | As required | | Mercer | As required |
| Natural ventilation | N/A | Annual | | N/A | Annual |
| Supply fan units | Mercer | Bi-annual | | Mercer | Bi-annual |
| CHP system service visits (not yet in service) | TBC | Bi-annual | | Mercer | Bi-annual |
| Solar power photovoltaic's | N/A | Bi-annual | | N/A | Bi-annual |
| Wind turbines (2 year warranty - not yet in service) | N/A | TBC | | N/A | TBC |
| Electrical | | | | | |
| BMS control panel | Matrix | Annual | | JBC | Annual |
| Hard wire testing (5 yearly) | Con Tech Solutions | Every 5 years | | Quartz Electrical | Every 5 years |
| Lifts - service | N/A | Quarterly | | N/A | Quarterly |
| Lifts - statutory | N/A | Bi-annual | | N/A | Bi-annual |
| Lightning protection | Omega Red Group Ltd | Annual | | Omega Red | Annual |
| PAT | Abell | Annual | | M(UK) Ltd | Annual |
| Fire protection | | | | | |
| Bell test | Site Staff | Weekly | | Site Staff | Weekly |
| Emergency lighting - servicing | Auto Alarms | Bi-annual | | Automatic Alarms | Bi-annual |
| Emergency lighting - monthly check | ILS / Site staff | Weekly | | Site Staff | Weekly |
| Fire alarm panel | Auto Alarms | Bi-annual | | Automatic Alarms | Bi-annual |
| Disabled refuge | N/A | Annual | | N/A | Annual |
| Fire dampers | N/A | Annual | | N/A | Annual |
| Fire exit doors/routes - weekly check | Site Staff | Weekly | | Site Staff | Weekly |
| Fire extinguishers - servicing | Walker Fire | Annual | | Walker | Annual |
| Fire extinguishers - weekly inspection | EWFM | Weekly | | Site Staff | Weekly |
| Smoke detector - servicing | Auto Alarms | Bi-annual | | Automatic Alarms | Bi-annual |
| Sprinkler system | FVS | Quarterly | | FVS | Quarterly |
| Dry riser | N/A | Annual | | N/A | Annual |
| Security | | | | | |
| Automatic main entrance doors | GEZE | Annual | | GEZE | Annual |
| Access control system - Electronic | GEZE | Annual | | AEI | Annual |
| CCTV system | Auto Alarms | Bi-annual | | Automatic Alarms | Bi-annual |
| Intruder alarm | Auto Alarms | Annual | | Automatic Alarms | Annual |
| Red wall system | Auto Alarms | Bi-annual | | Automatic Alarms | Bi-annual |
| Other | | | | | |
| Fume cupboards | N/A | Annual | | N/A | Annual |
| Legionella | Waterman | Weekly | | Waterman environmental services | Weekly |
| Mansafe systems | N/A | Annual | | N/A | Annual |
| PA/Music systems | AEI | Annual | | AEI | Annual |
| Plant rooms | Site Staff | Weekly | | Site Staff | Weekly |
| Sports equipment | Crown | Annual | | Crown Gymnastics | Annual |

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| Maintenance Schedule | St. Mary's & CTK | | |
|--|---------------------|---------------|--|
| System | Contractor | Frequency | |
| Mechanical | | | |
| Boilers/burners - servicing | MBS | Bi-annual | |
| Boilers/burners - Statutory | MBS | Annual | |
| Calorifier | MBS | Bi-annual | |
| Cold water installation | MBS | Bi-annual | |
| Electric water heaters | MBS | Annual | |
| Gas soundness | MBS | Annual | |
| Over door air heaters | MBS | Annual | |
| Pipe work | MBS | Bi-annual | |
| Pressure vessels | MBS | Annual | |
| Pressurisation units | MBS | Annual | |
| Pumps | MBS | Bi-annual | |
| Thermostatic temp control valves | MBS | As required | |
| Thermostatic WHB mixer valves | MBS | Annual | |
| Under floor heating | MBS | Annual | |
| Water Traps (Science Block) | MBS | As required | |
| Water storage | IWS | Every 2 years | |
| Water treatment/shower heads | MBS | Quarterly | |
| Ventilation and air conditioning | | | |
| AC Units | MBS | Bi-annual | |
| Air handling units | MBS | Bi-annual | |
| Air handling units - filter change | MBS | Bi-annual | |
| External condensers | MBS | Bi-annual | |
| Extract fan units | MBS | Bi-annual | |
| Fans | MBS | Bi-annual | |
| Grilles and Louvers | MBS | As required | |
| Natural ventilation | JBC | Annual | |
| Supply fan units | MBS | Bi-annual | |
| CHP system service visits (not yet in service) | TBC | Bi-annual | |
| Solar power photovoltaic's | MBS | Bi-annual | |
| Wind turbines (2 year warranty - not yet in service) | Quiet Revolution | TBC | |
| Electrical | | | |
| BMS control panel | JBC | Annual | |
| Hard wire testing (5 yearly) | PEI delta. | Every 5 years | |
| Lifts - service | Schindler | Quarterly | |
| Lifts - statutory | Alliance | Bi-annual | |
| Lightning protection | Omega Red Group Ltd | Annual | |
| PAT | AEI | Annual | |
| Fire protection | | | |
| Bell test | Site Staff | Weekly | |
| Emergency lighting - servicing | Trident | Bi-annual | |
| Emergency lighting - monthly check | Trident | Weekly | |
| Fire alarm panel | Trident | Bi-annual | |
| Disabled refuge | Trident | Annual | |
| Fire dampers | Airvent | Annual | |
| Fire exit doors/routes - weekly check | Site Staff | Weekly | |
| Fire extinguishers - servicing | Walker Fire | Annual | |
| Fire extinguishers - weekly inspection | Site Staff | Weekly | |
| Smoke detector - servicing | Trident | Bi-annual | |
| Sprinkler system | Compco | Quarterly | |
| Dry riser | Walker Fire | Annual | |
| Security | | | |
| Automatic main entrance doors | Dorma | Annual | |
| Access control system - Electronic | Blackbox | Annual | |
| CCTV system | Inhouse (Tech Team) | Bi-annual | |
| Intruder alarm | Blackbox | Annual | |
| Red wall system | Blackbox | Bi-annual | |
| Other | | | |
| Fume cupboards | Clean Air LTD | Annual | |
| Legionella | Waterman/Site Staff | Weekly | |
| Mansafe systems | High Wire | Annual | |
| PA/Music systems | MBS | Annual | |
| Plant rooms | Site Staff | Weekly | |
| Sports equipment | Sport Safe | Annual | |

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Leaving the Premises

- If a fire breaks out please activate the school fire alarm.
- If an emergency situation arises, the fire alarm will still be activated and a site supervisor will inform the fire service if their attendance is not required.
- Another emergency situation could be one of the following,
a) Power cut b) Flood c) Gas leak d) Chemical spill e) Bomb threat
- Upon hearing the Fire Alarm, please ask your class to leave all their bags and equipment in the classroom and escort your class to the nearest exit using the designated emergency route and exit. Staff are to remind students to leave in a calm and orderly manner. Students should walk quietly to the nearest exit and not run.
- Staff members should be the last to leave the classroom and ensure the classroom is empty.
- Please CLOSE the classroom doors and windows but DO NOT LOCK them.
- Make your way to the fire assembly point using the nearest exit unless this puts you or the students in danger.

Bomb warnings and other alerts will be followed as for a fire. (see below)

Gas leaks

If you smell gas do not turn on electric switches on or off and do not use naked flames

Open doors and windows to get rid of the gas

Advise the Premises Manager.

Bomb threat

If a suspicious item is identified, full or partial evacuation must be considered. Minimum safe distances are 100 metres for small items (briefcase or rucksack), 200 metres for larger items (suitcase or car), 400m for a large van or lorry.

Ultimately the decision on whether or not to evacuate rests with the Head Teacher.

- Depending on the circumstances and your site you might be advised/consider that it is safest (for some) to shelter-in-place. See 'Partial and Full School Lockdowns' on this website.
- There is advice on 'Developing Dynamic Lockdown Procedures' on the Gov.uk website.
- The evacuation location, and the route to it, must be dynamically assessed to ensure there are no further suspicious items or secondary devices.

Site Supervisors Actions

- On hearing the fire alarm, NHU should make his way to the Fire Panels that are located in the reception area.
- NHU should immediately ring or radio PGI to inform him if this is a genuine emergency or false alarm. In PGI's absence, this should be ELM/SCO.
- NHU will identify the zone that has caused the activation using the lit L.E.D. on the panel.
- If the panel indicates a fire in the chemical store area please follow the protocol for chemical incidents.
- Using the school map, site supervisor 1 should identify the zone of the fire evacuation and carry out a sweep of the area.
- Site supervisor 1 to check all call points and detectors in the identified zone to see if they have been activated.
- Site supervisor 1 to identify the cause of the activation and check the area around the call point or detector
- If it is a false alarm, site supervisor 1 to silence the alarm.
- Once the emergency evacuation is over, NHU to replace any broken glass panels and reset the alarm.
- NHU to contact the maintenance company if no reason for the activation is found and he suspects a faulty alarm.
- Any other available site supervisors should man the fire evacuation/rescue points to evacuate students with

PEEPS.

- There are separate risk management plans for students with disabilities.

Fire in chemical store area

- In the event of a fire alarm activation in the chemical store area, the following protocol should be followed.
- Site supervisor 2 should meet the lead fire officer in the reception area and explain the chemical or chemicals that have activated the alarm.
- They should wait further instruction from the lead fire officer before proceeding further.

Assembling Points – role of class teachers

ENSURE SOCIAL DISTANCING OF TWO METRES IS MAINTAINED AT ALL TIMES between you and the students

Year 7 – Facing the middle court to the right of the canopy

Year 8 – Basketball courts

Year 9 – Basketball courts

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Year 10 and 11 – South (new concrete MUGA)

Sixth form – to the left of the canopy facing the MICT LH

- Please supervise your teaching group and ensure they are lined up alphabetically and in absolute silence.
- Assemble your form as detailed on the fire evacuation map.
- You will be given a paper register by an admin assistant. Please re-mark the student and note any discrepancies particularly any students who are missing but were marked PRESENT from the previous registration or lesson.
- Please pass your register to the SLT on duty that day.
- Registers for Key worker students will be passed to the SLT running that provision that day.
- Registers for year 10/12 students will be passed to SLT running that provision that day.

Assembly Points – other staff

- Please assemble under the canopies.
- Cover staff, visitors, LINK staff, PT staff and Learning Support staff should be registered by admin staff.
- The Network Manager will check the IT Technicians, Technology technician and Science Technicians have vacated the building and report to the Fire Marshal.
- CSM will check that the chaplaincy team have safely vacated the building.
- From tutors in year groups will be registered by staff listed below.
- Any other staff not grouped in the list above, should assemble under the canopy and be registered by admin staff.

Role of the Fire Marshals

- On hearing the fire alarm Fire Marshalls are to make their way to their designated zone and carry out their Fire Marshall duties as listed below:
- Direct any students/teachers / visitors out of the building via the nearest exit to the fire assembly point.
- Close any doors they find open whilst carrying out their area checks.
- If you locate the source of the fire do not attempt to fight the fire unless practicable to do so.
- Make your way to the fire assembly point and manage the remainder of the evacuation.

Role of Administrative Team

- The administrative team will issue paper registers and ensure signing in and late books are brought with them.
- Other administrative staff to be assigned roles by fire marshal as appropriate but otherwise the following staff will take this role during a fire drill.
- The first aid kit will be brought out by admin staff and the defibrillator by another first aider in school on that day.

Visitors – Receptionist (BST)

Late /sick/signing out books – Attendance Officer (HFL)

Administration staff

- 1) HHO - registers staff that have forms in year 7 - Positioned near the canopy and basketball courts.
- 2) SLR /EHU – registers staff that have forms in year 8 – Positioned near the canopy and basketball courts.
- 3) GJO – registers staff that have forms in year 8 – Positioned near the canopy and basketball courts.
- 4) KWK - registers staff that have forms in year 10 - Positioned on the south black MUGAS.
- 5) VBR / EHU- registers staff that have forms in year 11 - Positioned on the south black MUGAS.
- 6) DPA- registers staff that have 12/13 forms on the canopy north area.

Support Staff Line Managers to register their staff (Registers are be shared with these staff in the event of a fire alarm)

- 1) HDS - LS Staff
- 2) BMC - Behaviour Team
- 3) CSM - Chaplains
- 4) SMO - Finance /Data + MBA, ADY, ARI, KPK, CPO, AWI, AHE.
- 5) NHU - Site Team
- 6) SPR - IT Team

The re-entering of the building will be actioned only after the consent of site supervisor and the fire marshal.

Role of staff

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PGI – Designated FM

SEC – Supervise courtyard and liaise with FM

JLE – Supervise stairs near canopy then supervise sixth form

MSE – Supervise stairs near canopy and then supervise year 10

CMH – Year 7

ELM – Year 11

PBR – Year 8

RJO – Year 9

SCO – Sixth form

HOY – Supervise their year groups

PM – supervise their year groups