

Testwood Sports College Health & Safety Policy



Key Responsibility area:	JB
Last Review:	Oct. 2015
Next Review:	May 2016

*Appendices follow on from policy

A) Purpose

Testwood Sports College accepts its responsibility to provide, as far as reasonably practicable, a safe and healthy environment for pupils, staff and other users of the premises. The school will take all reasonable steps to meet this responsibility and expects appropriate support from children staff and visitors.

B) Organisation

The governing body has overall responsibility for health and safety. As part of its strategic role the governing body will:

- 1) ensure health and safety is given a high priority and informs relevant decisions that need to be made
- 2) ensure adequate resources for health and safety are available consult staff and provide training opportunities
- 3) monitor and review health and safety arrangements on a regular basis or as required

The headteacher is required to:

- 1) instil a safety culture throughout the school and enable the implementation of agreed procedures
- 2) take day to day operational decisions regarding H&S issues that arise
- 3) ensure staff are aware of their responsibilities for maintaining H&S procedures
- 4) update governors
- 5) manage the college's safety procedures to develop safe practice
- 6) monitor the effectiveness of procedures

Heads of Department will :

- 1) ensure staff in the department are aware of specific health and safety issues relating to their subject
- 2) ensure regular risk assessments are carried out in the department

All staff are required to:

- 1) support the implementation of health and safety arrangements
- 2) take reasonable care of themselves and others

- 3) ensure as far as is reasonably practicable, that their classroom or work area is safe
- 4) report shortcomings on any safety issues to the caretaker, using the pro-forma available in the staffroom

The school health and safety co-ordinator will:

- 1) Liaise closely with the caretakers and elected health and safety representatives over matters of health and safety
- 2) Maintain contact with outside agencies able to offer expert advice
- 3) Chair the health and safety group in school

This policy was approved by the Governing Body and will be reviewed annually.

Date policy agreed: October 2015

Date of review: May 2016

Signature of Panel Chair:

Date:

Signature of Chair of Governors:

Date: December 2015



C) Specific Arrangements

1. Evacuation Procedures in case of Fire or other incident:
 - a) All rooms should display a red fire evacuation notice.
 - b) The detailed procedure can be found as appendix 1
2. Site Security and upkeep of grounds:
 - a) Day to day security and safety of the grounds is the responsibility of the caretaking staff who will ensure that the site is inspected regularly and defects attended to according to level of risk.
3. Use of equipment and classroom display:
 - a) Equipment will be used only for its intended purpose. It will be maintained according to manufacturer's recommendations. Defective equipment will be taken out of use and labelled accordingly. All second hand equipment and equipment brought into college by staff must be safety checked by a qualified person before being used.
 - b) Teachers should not bring power tools for use in the college without prior permission from the H&S coordinator. Such tools must not be used by students under any circumstances
 - c) When working at height (e.g. displaying materials), step ladders or kick-stools should be used. Chairs must not be used for this purpose.
4. After school activities:
 - a) Staff running any after school activity must ensure that they fully supervise the pupils at all times. No activity involving pupils may take place without staff supervision.
5. Welfare provision:
 - a) Pupils who are unwell should be referred to the school nurse or in her absence the front office; where support will be offered and necessary action taken.
 - b) Accidents will be recorded in the accident book along with names of any witnesses.
6. Reporting Hazards:
 - a) All staff should be alert for hazards and report any concerns immediately. If possible staff should ensure that the area is made safe or the hazard cordoned off. Yellow slips for reporting concerns, which are passed to the caretaker, can be found in the staffroom.
 - b) Such conditions could include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.
7. Use and control of hazardous substances :
 - a) Staff must be aware of the COSHH regulations and ensure that appropriate risk assessment has been carried out when using chemicals or hazardous materials.
8. Moving and handling activities :
 - a) Students and staff should only lift equipment and furniture within their individual capability. Training will be provided for any hazardous moving and handling activities, particularly if these relate to support for children with physical disabilities.

9. Vehicles / Cycles on Site:

- a) All vehicles should be parked in designated areas of the college. Access to the rest of the site is restricted and vehicles only given access when there is a specific need. All reasonable care should be taken moving in these restricted areas.
- b) If a pupil wishes to ride a cycle to College, it must be roadworthy including working brakes. Pupils must wear a cycle helmet to and from College and walk their bike when on College grounds.

10. Contractors on site:

- a) The College will liaise with contractors working on site so that normal health and safety provisions are not compromised at these times.

11. Smoking Policy:

- a) The College is a non-smoking site.

12. Staff training :

- a) Training needs for identified staff will be provided subject to need and resources.

13. Health and safety checks:

- a) The governor with responsibility for health and safety will walk the complete College site and buildings with the School Health and Safety Co-ordinator and caretaker at least once a year, recording their findings for action and report back to the Buildings and Finance committee of the governing body. The task may be broken down into manageable sections to allow for a thorough and proper inspection to be completed.

D. SMOKING

Rationale

Smoking is the single most preventable cause of premature death and ill-health in our society

- a) Passive smoking - breathing other people's tobacco smoke - is also potentially fatal. It has been shown to cause lung cancer, as well as many other illnesses, in non-smokers
- b) Smoking is a health and safety issue for all adults who use the college, including staff, parents and other adult visitors
- c) Everyone has the right to breathe clean air, and non-smokers are in the majority. The College has a major role to play in working towards non-smoking being seen as the norm in society
- d) Students need to receive consistent messages and require non-smoking role models within the college

Restrictions on smoking

Smoking is not allowed on the school premises - building and playgrounds and college grounds. This applies at all times and external hirers will be informed of this through the hiring procedures and will be expected to maintain this policy throughout the period of hire.

Visitors

The smoking policy applies to all visitors to the school - for example, parents, suppliers, supply or temporary staff, and repair people. The following arrangements have been made for informing visitors of the policy's existence:

- a) Clearly worded signs will be sited to announce the policy
- b) Staff members will inform visitors of the policy when necessary

EMERGENCY EVACUATION

Visitors:

- a) It is a requirement that all visitors sign in at reception so they may be checked off in the event of an emergency evacuation.
- b) Specific arrangements will be made with contractors working on the site to ensure they can be included in the checking procedures

ALARM

In the event of an emergency evacuation the nearest alarm should be sounded. The ALARM is a continuous sounding siren

NOTE: EXIT BY NEAREST AVAILABLE EXIT

- a) The first duty of every member of staff is to see all students safely out of the building and supervise their arrival at the Assembly Points
- b) Accompany your class, make your way immediately to the assembly point, supervise pupils and ensure pupils walk in an orderly way
- c) When you have seen your class safely to the assembly point carry out the pupil register procedure. If you have information relating to the site of the fire/activated alarm please pass this on to the Assistant Head responsible for Emergency Evacuation
- d) Do not delay your exit by investigating a fire/activated alarm
- e) Please ensure that your room/office always displays the Red 'Fire Evacuation' notice and familiarise yourself with its contents.

Working practice:

EMERGENCY EVACUATION ARRANGEMENTS

1. The AHT responsible for Emergency Evacuation is responsible for the over-all assembly and dismissal of the school. The AHT will position themselves at the front, centre of all staff and students, wearing a high-visibility jacket.
2. The Director of Finance is responsible for telephoning the emergency services. (Duty caretaker in Director of Finance's absence).
3. Site Manager, Duty Caretaker, Director of Finance will position themselves ready to liaise with the emergency services within the main entrance drive outside the staff room area and hand over an emergency services information

pack and give a verbal report of the situation.

4. The Office Staff are responsible for taking to the assembly point, registers, on/off site signing in/out books and first aid kit in school nurse's absence.

5. All other staff with Fire Drill responsibilities should report to the AHT responsible for Emergency evacuation during the drill

6. Progress Leaders and AHT (Y11) will check that all tutors (or staff covering) are present and report and staff missing to the AHT responsible for Emergency Evacuation.

7. Tutors are responsible for checking that all members of their tutor groups marked as attending that session are present. Please collect your register from the office staff, who will bring them out to the assembly point. Absences must be reported to the Progress Leaders/AHT (Y11) who will check the "pupil signing out" list with the office staff.

8. Progress Leaders and AHT (Y11) must report confirmed absences to the AHT responsible for Emergency Evacuation.

9. Responsibility for assisting any pupil with a physical disability to the assembly point lies with the member of staff teaching that pupil at the time of the drill.

10. All Support staff will report to the Assistant to the Director of Finance, positioned on the artificial cricket strip who will mark them present.

11. Catering staff will report to the Head Chef, position on the artificial cricket strip and once accounted for remain together by him/her and wait direction from the AHT responsible for Emergency Evacuation as to whether you may return to the kitchen.

12. School Receptionist is responsible for checking all visitors, ITT students and contractors on site are accounted for.

13. Pastoral Support Staff, teaching staff who are not tutors and LSAs will support and assist the Progress Leaders as required and to maintain good order.

14. DHT Curriculum will check that all teaching staff who are not tutors and SLT are present and report to the AHT responsible for the emergency evacuation.

15. The School Nurse is responsible for bringing to the assembly point a fully equipped first aid bag and ensuring any student or staff visiting the medical room at the time of an emergency evacuation is assisted to the assembly point. In the nurse's absence the first aid kit will be situated in the school office.

16. Visitors (including ITT Students) & Contractors will report to the receptionist and remain together with her at the assembly point and wait direction.

17. THE COLLEGE EXAMINATIONS OFFICER. will ensure all invigilators are fully briefed of the evacuation procedure before an exam and the assigned

assembly area. Candidates are to be escorted to the assembly area in silence by invigilators. The examinations officer will ensure all invigilators and candidates are accounted for and report to the Assistant Headteacher. An invigilator/s will be nominated to assist any student with any physical disability to the assembly area.

18. The AHT responsible for Emergency Evacuation will dismiss pupils when it is deemed safe to do so.

19. All staff to remain at assembly points until groups they are responsible for are dismissed.

20. Tutors to directly supervise orderly walking of pupils across the field until back to classrooms.

21. The arrangements for evacuation for school holidays and early morning shift cleaners are included in appendix A.

22. The arrangements for evacuation during an evening school event are shown in appendix B.

IT IS ESSENTIAL THAT ALL STAFF TAKE PART IN A FIRE DRILL

APPENDIX A

SCHOOL HOLIDAY AND EARLY MORNING SHIFT CLEANERS/FIRE AND EMERGENCY EVACUATION PROCEDURE

- a) In the event of the fire alarm being activated at any time during the school holidays or early in the morning before school hours immediately stop what you are doing and leave the building you are in and proceed to the car park beside the staffroom for a roll call and further instructions.
- b) Please note the alarm is routinely tested every Friday morning at 7a.m.
- c) The cleaning supervisor (Lyn Pointer) will conduct the roll call.
- d) The duty caretaker will investigate the source of activation.
- e) If required the duty caretaker will telephone the emergency services if the college receptionist is not in work.
- f) The Site Manager or duty caretaker is the only person who can give permission for staff and visitors to re-enter the building if it has been established it is safe to do so.

DO NOT CUT THROUGH ANY OTHER BUILDING FROM THE BUILDING YOU ARE IN TO REACH THE ASSEMBLY POINT OR RETURN TO THE CLEANERS ROOM TO COLLECT PERSONAL BELONGINGS.

CLEANERS - AFTERNOON SHIFT

- a) In the event of the fire alarm being activated follow the normal arrangements as detailed for the in school hours procedure detailed under the main heading "EMERGENCY EVACUATION ARRANGEMENTS". APPENDIX A and report to Lyn Pointer who will conduct a roll call.
- b) If at the time of arriving for work and an emergency evacuation is in progress DO NOT ENTER THE BUILDING TO SIGN IN but immediately join your colleagues at the assembly point.

APPENDIX B

FIRE AND EMERGENCY EVACUATION DURING AN EVENING SCHOOL EVENT /

PARENT EVENING FROM THE MAIN HALL

- a) The senior member of staff on duty will take responsibility for the safe evacuation from the premises and instruct all personnel present.
- b) The assembly area is the grassed area beside the youth club building opposite the main student entrance.
- c) The duty caretaker will source the point of activation and keep in touch by radio with the senior member of staff responsible for the evacuation.
- d) False alarm. The duty caretaker will silence the alarm and inform the senior member staff of the situation who will make a decision based upon evidence whether to continue or abandon the event.
- e) Actual emergency The duty caretaker will inform the senior member of staff of the situation and telephone the emergency services.
- f) Fire Fighting If the fire is small and the risk appears low a member of staff trained and confident may decide to extinguish a fire/risk trained and able, tackle a small fire with an extinguisher.
- g) Caretaker to make themselves visible to meet and brief the fire service of the situation.