

# Benjamin Britten School



## Health and Safety Policy

## **Introduction**

This policy sets forth the school's commitment to:

- Provide and maintain a safe and healthy environment;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- Have robust procedures in place in case of emergencies; and
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

## **Legislation**

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

## **Roles and responsibilities**

### The Academy Trust and Local Governing Body

The Academy Trust, as the employer, and the Local Governing Body have ultimate responsibility for health and safety matters at this school, but will delegate day-to-day responsibility to the Headmaster.

The Academy Trust and Local Governing Body duties include:

- Taking reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises;
- Assessing the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- Informing employees about risks and the measures in place to manage them; and
- Ensuring that adequate health and safety training is provided.

### The Headmaster and Senior Leadership Team

The Headmaster is responsible for health and safety day-to-day. However, the Headmaster may delegate the following duties to members of the senior leadership team or the Business and Estates Manager:

- Implementing the health and safety policy;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the school building and premises are safe and regularly inspected;
- Providing adequate training for school staff;
- Reporting to the governing board on health and safety matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
- Ensuring all risk assessments are completed and reviewed; and
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the Headmaster's absence, senior leadership and the Business and Estates Manager assume the above day-to-day health and safety responsibilities.

### All staff

All school staff have a duty to take care of pupils in the same way that a prudent parent would. With this, all school staff shall:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with the school on health and safety matters;
- Work in accordance with training and instructions;
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- Model safe and hygienic practice for pupils; and

- Understand emergency evacuation procedures and feel confident in implementing them.

Heads of Department must acknowledge their specific responsibility for managing curriculum subject specific information and liaising with the Business and Estates Manager regarding new or updated legislation or statutory guidance.

### Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### Contractors

Contractors will agree health and safety practices with the Business and Estates Manager *before* starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### **Delegation of tasks**

<b>Task</b>	<b>Name of person(s) responsible</b>
Review of policy	Business & Estates Manager
Approval of policy	Local Governing Body
Annual Governor Report on Health and Safety	Business & Estates Manager
Communication and Information management	Headmaster & Business & Estates Manager
Critical Incident Management	Headmaster & Business & Estates Manager
New staff statutory health and safety training on induction	Business & Estates Manager
Routine updating of health and safety training	Business & Estates Manager
New staff statutory fire safety training on induction	Business & Estates Manager
Routine updating of fire safety training	Business & Estates Manager
Personal safety procedures	Business & Estates Manager, Site Manager & Headmaster
Planned checks (procedures)	Business & Estates Manager & Headmaster
Planned checks (equipment)	Business & Estates Manager & Site Manager
Planned checks (premises)	Business & Estates Manager & Site Manager
Incident reporting/investigation	Business & Estates Manager & Headmaster
Coordination of risk assessment work	Business & Estates Manager, Site Manager, Headmaster & Premises Officer(Contractors)
Fire procedures	Business & Estates Manager & Site Manager
Locally organised building repairs and alterations	Business & Estates Manager & Site Manager
First Aid (training and equipment)	First Aid Lead

Vehicle control and pedestrian safety	Business & Estates Manager & Site Manager
Educational visits coordination	Senior leadership and Trips Coordinator
Wellbeing Co-ordinator	Headmaster & Senior Leadership
School Minibus	Site Manager & Business & Estates Manager
Supporting pupils with medical needs	First Aid Lead, Designated Safeguarding Lead, Business & Estates Manager (Equipment), Year Teams & SENCO
Premises Security	Site Manager & Business & Estates Manager
Contractors on site	Site Manager & Business & Estates Manager
Outside lettings	Business & Estates Manager
Severe Weather Arrangements	Headmaster & Senior leadership, Site Manager (making school site safe)

## **Arrangements**

### Communication and Information Management:

General health and safety information is displayed on the notice boards in both staffrooms as well as the school's website, for staff to refer to at any time.

This shall include:

- This Health and Safety policy
- Health and Safety Law poster from the Health & Safety Executive (HSE)
- Relevant Health and Safety information, including emergency procedures and key staff
- The Fire Evacuation procedure
- Accident reporting procedure

Any information about, or changes to, anything which may affect the health and safety of staff shall be discussed with the nominated trade union representatives. The main points from these discussions shall be minuted.

### Critical Incident Management

The school shall have in place a Critical Incident Management Team (Appendix A) whose responsibility it is to ensure that procedures are in place for dealing with any critical incidents which occur. These critical incidents shall include:

- Fire or flood
- Bomb scares or terrorist activity
- Death, serious accident or near miss
- Attack, threat or aggression

The procedures laid out in the schools publication Appendix B. "Critical Incident Procedures" should be followed as far as practicable.

### Training

New staff are provided with health and safety, first aid and fire safety training as part of their induction. Training is updated annually or sooner where there are changes in legislation or statutory guidance. A record of staff training is held on the Single Central Record available from the main school office.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Nominated fire marshals undertake additional fire safety training. Nominated first aiders undertake additional first aid training. Lists of nominated fire marshals and nominated first aiders are available from the main school office and the notice boards in both staff rooms and are also routinely communicated with all staff via email.

## **Procedures including personal safety procedures**

### Site security

The official holders of keys to the external entrance doors are detailed in Appendix C. No other person shall be permitted to hold keys to external doors except in exceptional circumstances and where permission is sought in advance from the Headmaster. In such exceptional circumstances, the site team, the Site Manager and the Business & Estates Manager shall all be informed.

The Site Manager, Assistant Site Manager and Deputy Site Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. They may also be contacted in emergencies.

All external doors to the school building are fitted with biometric access control, except where the door is used solely for the purposes of an emergency exit and appropriate 'exit only' mechanisms are fitted.

### Visitors

All visitors should be directed to Reception. Signage on the exterior of the buildings clearly indicates the direction to the Reception area. Visitors using motor vehicles should park in the designated spaces for visitors.

All visitors and other persons, including contractors, entering the building should be monitored. They should sign in at Reception and be issued with a lanyard. The sign-in machines in Reception will allow visitors to note the member of staff they are visiting as well as their vehicle registration number. As far, as practicable and dependent on the nature of the visit, visitors should be accompanied whilst on school premises (please also see the school's Child Protection Policy and Procedures for visitor safeguarding checks).

### Lone working

The Site Manager, Assistant Site Manager and Deputy Site Manager will often work alone whilst discharging their duties and a risk assessment will be undertaken to manage this. Staff other than site staff are permitted to stay late and work alone, but only when a member of the site team is on site. Staff wishing to work from school during the school holidays must sign in upon arrival and out upon departure, using the logs provided by the main entrances to the Maths Centre/ Foxborough Building and the main site.

Potentially risky activities, such as those where there is a danger of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, it will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure they are medically fit to work alone.

### Working at height

The Site Manager and Business & Estates Manager will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and

experience to do the work. Where appropriate, a risk assessment will also be undertaken for those working at height.

With respect to the use of ladders in school:

- The site team retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

### Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely. Where appropriate, a risk assessment will be completed where manual handling is to be undertaken.

Basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### Violence at work

Staff should not be in any danger at work, and violent or threatening behaviour towards staff will not be tolerated. All staff will report any incidents of aggression or violence (or near misses) directed towards themselves to their line manager and relevant year team (where involving a pupil) immediately. This applies to violence from pupils, visitors or other staff.

### Planned safety checks

The Site Manager is responsible for arranging for the annual maintenance of electrical equipment as detailed below:

- Large electrical equipment (cookers, washing machines, microwave ovens (including leakage tests) etc.)
- Small Class I electrical equipment (portable electrical appliances, extension cables and other equipment requiring an Earth bond etc.)
- Small Class II electrical equipment (double insulated portable electrical appliances subjected to frequent movement etc.)
- Plugs, sockets and mains leads



- Other equipment (fixed equipment, design technology machinery and equipment and ICT, drama and electrical cleaning equipment along with that owned by staff)

The Site Manager is responsible for arranging the biennial maintenance of electrical equipment as detailed below:

- Small Class II electrical equipment (double insulated portable electrical appliances not subjected to frequent movement etc.)

The Site Manager is responsible for arranging the annual inspection of all equipment (not otherwise covered above) and ensuring that there is an appropriate, programmed and recorded maintenance schedule, with particular regard to that detailed below:

- All indoor and outdoor sports and play equipment
- The schools water system(s)- hygiene, temperature and legionnaires disease checks
- Mechanical equipment used in Design Technology
- Fume cupboards and other dust/vapour extraction equipment
- Catering equipment, including ventilators
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Lifting gear, winches and hoists, lifts and stays
- Printing and reprographics machines
- Kilns, autoclaves

The Site Manager should liaise with the Business and Estates Manager to ensure recommended providers are used where necessary to meet required standards of safety, competence, record keeping, quality assurance and insurance cover.

The whole school will be inspected once a term by the Site Manager and Business and Estates Manager. The purpose of the inspection is to identify any areas requiring maintenance, upgrading or suffering significant deterioration which may affect compliance with health and safety requirements. Further, this inspection should provide the opportunity to update the relevant risk assessments for the premises.

### PE/ Sport equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

### Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

### Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals

- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Business and Estates Manager or Site Manager and circulated to all staff who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products must be kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained. All rooms with gas appliances are checked to ensure they have adequate ventilation

### Legionella

Water risk assessments are conducted routinely and when significant changes have occurred to the water system and/or building footprint. The log of these is available from the Site Manager. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. The risks from legionella are mitigated by the following:

- temperature checks
- heating of water
- disinfection of showers
- regular running of taps/ water outlets which may not be in regular use, for example due to school holidays.

### Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site.

### Incident Reporting/Investigation

An incident report form will be completed as soon as possible after the incident occurs, by the member of staff or first aider who deals with it. This form is available from the main school office.

As much detail as possible will be supplied when reporting an incident and information about injuries will also be kept on the pupil's educational record. First aid and accident records held on Bromcom will be retained by the school for a minimum of 3 years, in

accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of according to the data retention guidelines here: <https://irms.org.uk/page/AcademiesToolkit> .

The Business and Estates Manager will keep a record of any incident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Business and Estates Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, including:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

### Coordination of Risk Assessment Work

Risk assessments may be required under many circumstances, but in general they will only need to be completed when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. The inspection of the school premises (see above) should be used to inform the general risk assessments and indicate the areas for more detailed risk assessment and control work.

Risk Assessments should be written by (responsible person highlighted):

- a) The limited space for pedestrian and vehicle access which creates a serious incident risk – **Site Manager**
- b) The use of the school grounds outside normal school hours – users may leave litter, bottles, or more dangerous articles such as needles and other paraphernalia – **Site Manager**

- c) Natural hazards such as thorny hedges or shrubs or water filled ditches – **Site Manager**
- d) Damage caused by heavy usage or hard play or soft play areas or roadways and paths – **Site Manager**
- e) First aid arrangements (numbers of trained staff, level of training and equipment) – **First Aid Lead and Trip Coordinator**
- f) Lone working situations – **Business and Estates Manager and Site Manager**
- g) Visits and trips – **First Aid Lead and Trip Coordinator**
- h) Tree maintenance – **Site Manager**
- i) Display screen equipment/workstations – **ICT Technicians**
- j) Manual handling – **Site Manager**
- k) New and expectant mothers – **Business and Estates Manager**
- l) Level of supervision in playgrounds – **Senior leadership**
- m) Play equipment – **Site Manager**
- n) Working at height – **Site Manager**
- o) Clinical waste – **Site Manager**
- p) Drama & Musical productions – **Head of Expressive Arts and Business and Estates Manager**
- q) Fireworks displays, etc. or other potentially hazardous events – **Site Manager and Business and Estates Manager**

### Fire Procedures

A fire risk assessment shall be completed and updated annually or whenever there are any significant changes to the premises - buildings or grounds - or when there are significant changes to student or staff numbers or relevant legislation.

- The fire evacuation routes shall be clearly marked with conventional signage and a plan detailing all fire evacuation routes shall be displayed clearly in each workroom, classroom and office.
- A notice which details the fire evacuation procedure shall be affixed to each staffroom notice board and notice boards situated in the Science Department and the Sports Centre.
- A minimum of one fire drill will be held during each term. This fire drill will be recorded in the fire log book. Additionally, each instance of evacuation by false alarm will be recorded similarly.
- All fire extinguishers shall be tested annually during an inspection for that purpose. Fire blankets are in place and fire doors are fitted with self-closing mechanisms.
- All staff shall be instructed to follow the existing fire evacuation routes, clearly identified on plans displayed in each classroom or office.
- The Site Team will conduct a weekly alarm test, each time from a different fire point. These tests shall be recorded in a log for the purpose. Other tests (such as the emergency lighting checks and ABC system) are contracted out and recorded in the same log.
- The Site Team shall make half-termly checks to ensure the correct operation of all fire exits, and daily all main entrance & exit doors.

- All 'wheelie' refuse bins shall be stored in positions away from buildings in order to reduce the likelihood of their being used to start a fire. Flammable materials are also stored away from open flames.
- The Fire Service liaise with the school with regards to fire safety.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points
- Form tutors will take a register of pupils, which will then be checked against the attendance register of that day
- The Headmaster's PA will take a register of all staff and visitors
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities

#### Locally Organised Building Repairs and Alterations

- The Asbestos Report is located in Reception and is available to all visitors and contractors. Any contractor undertaking work on the premises must complete the appropriate form indicating that they have read the Asbestos Report.

#### First Aid – Training and equipment

- The first aid kits are located at several first aid stations around the premises. Posters on both staff room noticeboards and in the main school office, upper and lower school offices detail the location of these first aid stations.
- The contents of the first aid kits are monitored by the First Aid Lead and supplies ordered through the main school office.
- The disposal of all incontinence and sanitary waste is contracted out to PHS.
- The First Aid Lead maintains a register of staff who have undertaken first aid training and this information is also held on the single central record.
- In the event of an incident occurring during office hours for which the ambulance service is required, the main school office shall be contacted and one of the administrative staff shall make the telephone call. When a first aider or other member of staff decides that contact with the local GP or surgery is required then the main school office shall be contacted and a member of the administrative staff shall make the telephone call.
- First aid provision for all educational visits must be in place:

- a) A first aid kit must be taken on all educational visits involving residential, foreign and hazardous activities.
- b) A first aider or an appointed person must accompany all educational visits involving residential, foreign and hazardous activities.
- c) All trip leaders shall ensure that adequate first aid arrangements are available both during travel and at the destination(s).
- d) An Incident Report Form shall be completed for any incidents occurring on an educational visit.

For information on how the school supports pupils with medical need, please refer to the Supporting Pupils with Medical Needs policy available on the school website or on request from the main school office.

#### Vehicle Control and Pedestrian Safety

- Adequate on-site parking is provided for all teaching and support staff. There is a parking bay for visitors adjacent to Reception. There may be limited parking for all other persons.
- All bicycles shall be parked in the cycle racks in the designated areas.
- All buses and minibuses shall use the crescent loop for the delivery or collection of students.
- Routine delivery vehicles should use delivery vehicle park bays adjacent to the main entrances of the school buildings.
- Members of staff shall be on duty at both site entrances, during the periods immediately before and after the school day commences, to assist with the supervision of students in these areas.
- Refuse collection vehicles shall attend the premises at a time which does not conflict with school transport, or other times when students may be present in the vicinity of the refuse bins.

#### Off-site visits

When taking pupils off the school premises, the trip lead will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed, including with a first aider where a risk assessment indicates a need for one
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details

#### Staff wellbeing/ occupational stress

The school is committed to promoting high levels of health and wellbeing, and recognises the importance of identifying and reducing workplace stressors through risk assessment. For further information on this, please refer to the Staff Workload and Wellbeing Policy, available from the main school office.

#### New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

### School Minibus

All staff that drive the minibus will have passed the schools approved driving test and assessment, including the checking of all relevant documents and licences. Minibuses are serviced routinely; records of this are available from the main school office.

### Contractors on Site

All contractors shall report to reception on arrival, where they will be issued with a 'visitors' lanyard. The only exception to this is where there are planned building works, wholly contained within a fenced area approved by the school, and with an on-site manager.

The Business and Estates Manager shall make contractors aware of the school's policies and procedures in place prior to commencement of work and contractors are also expected to adhere to their own health and safety policies. The agenda of site meetings with representatives from the school and contractors shall include the dissemination of information regarding fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions and other items relevant to health and safety.

Contractors who make deliveries to the school shall be restricted to certain areas and certain times which are communicated to the contractor at a site meeting or by the Business & Estates Manager, who may alter the arrangements from time to time to suit the school and the contractor. When there are areas of the premises which are subject to access restrictions for the duration of works or for other reasons, the Business and Estates Manager will notify all staff. Formal records of information given and when shall be maintained by the Business and Estates Manager.

The Site Manager in consultation with the Business & Estates Manager shall monitor the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This monitoring includes checking the contractor's site is adequately fenced, materials are stored safely and any previously communicated restrictions are being enforced by the on-site manager. This monitoring shall include ensuring that the contractor is behaving reasonably safely in respect of his/her own staff, ie following common sense safety precautions and not acting recklessly.

## Outside Lettings

All teaching spaces shall be available for outside lettings with the exception of specialist areas which contain equipment or materials with a significant risk. These specialist areas include Science Laboratories and Technology Workshops.

A written agreement is made with lessees in respect of the use of the premises, please refer to the Premises Management and Lettings policy available upon request from the main school office.

The hirers must report to a member of the Site Team on arrival and sign in. Hirers are responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for. If some other arrangement is agreed with the school the agreement must be recorded in writing.

All statutory requirements, including those relating to health and safety matters, must be observed. School specific requirements must also be complied with. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer. The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning that may be necessary in returning the premises to a satisfactory condition, shall be recharged to the hirer.

The Business and Estates Manager will ensure that hirers are acquainted with the emergency and evacuation procedures, including the location of the fire alarms, extinguishers and emergency exits and assembly points. This can be done during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring.

It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the fire service if a fire is suspected or has been seen, identifying an assembly point and carrying out a check of users. Fire appliances must not be removed or tampered with other than for fire fighting purposes.

The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. Where a modern, electronic fire detection and warning system is not available in the school the hirer must provide the means for alerting the hirers of the need to evacuate. This is particularly important where the school's normal fire alarm system may not be suitable for those with special needs. For example, a fire alarm that provides an audible warning only may not be suitable for a deaf person and the hirer must make suitable compensating arrangements for all similar circumstances. The hirer is responsible for drawing up specific evacuation plans for any disabled people.

The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the Business and Estates Manager concerning the area available.

Smoking is not allowed in any part of the school premises.



All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises declared in the hiring agreement. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.

Should children be present, adults must directly supervise them at all times.

The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting. Attendants and stewards should ideally wear badges identifying them as such. The hirer is asked to arrange for users to park in designated areas only. Grass or roadways may be used with the school's expressed permission. This information must be conveyed to any person who may attend an event/activity

All scenery, costumes and drapes used for stage performances or the like should be of a fire resistant material.

The Headmaster reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.

The hirer is responsible for providing access to a mobile telephone for emergency purposes, but should the school wish to make a land-line available to the hirer during lettings, the agreement should be included in the hiring contract. The hirer must contact the Site Manager or Business and Estates Manager as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school will provide a contact number for such emergencies.

Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Where the hirer is providing a service endorsed by Suffolk County Council then national competence standards and the Children and Young Peoples Services Directorate's supervision requirements must be met in all cases.

If coaching children or vulnerable adults, requirements on Criminal Record Bureau checks must be followed. The hire agreement makes reference to safeguarding procedures to be followed. When hiring the field or other outdoor services, the hirer should consider the need for changing facilities, toilets etc. and negotiate with the Business and Estates Manager about availability. Where practical, these will be made available.

It is the responsibility of the **hirer** to effect suitable public liability and other relevant insurance cover. The School has taken up the option of purchasing the Hirers Liability Insurance Policy for non-commercial hirers and the cost of this is 10% of the lettings

charge, unless evidence of a valid policy is submitted with the booking. This insurance indemnifies the hirer not the school.

In the event of an incident, fire or near miss the school will ensure that Incident Report forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The Business and Estates Manager should follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. The School is not responsible for undertaking risk assessments for hirer's activity(ies).

In the event a fire:

- The Hirer will call the Fire Service (if school staff are not present and supporting the activity)
- All users will evacuate the building via the nearest fire exit and assemble at the designated point.
- Users must not re-enter the building until the "all clear" has been given. The Fire Service will give this.
- Fires must be reported using the Incident Report form.

## **Covid- 19**

The school has a separate Covid-19 Risk Assessment which is reviewed on a monthly basis in line with government guidelines. The school has Covid Compliant Certification.

## APPENDIX A

### **The Critical Incident team**

Headmaster	SLT
Chair of Governors or delegated representative	Site Manager
Business & Estates Manager	Premises Management
Clerical staff as required	

## APPENDIX B

### **Critical Incident Procedures:**

#### **Fire or Flood**

- The person discovering the fire should sound the alarm from the nearest point
- The Fire Brigade should be summoned
- Close all of the windows and doors if this does not put anyone in further danger
- Proceed in an orderly manner along the designated fire exit routes
- Assemble in the allocated area unless impossible to do so
- Missing persons should be reported immediately to the Headmaster, (or other responsible person). In any event the Headmaster should be informed as soon as practicable
- Await further instructions
- At all times be vigilant and attentive to instructions given by the Fire Officer, Headmaster or other responsible person

#### **Bomb Scares or Terrorist Activity**

- Suspicious packages must not be touched
- The alarm must be sounded
- The Police and the Fire Brigade should be summoned
- Proceed in an orderly manner along the designated fire exit routes
- Assemble in the allocated area unless impossible to do so
- The Headmaster's PA will take a register of staff and visitors. Form tutors and year teams will take registers of pupils.
- Missing persons should be reported immediately to the Headmaster, (or other responsible person). In any event the Headmaster should be informed as soon as practicable
- Await further instructions
- At all times be vigilant and attentive to instructions given by the Fire Officer, Headmaster or other responsible person

#### **Death or Serious Incident (including those off-premises or on educational visits etc)**

- The Headmaster and SLT should obtain and collate accurate information about the incident
- HSE must be informed
- Retrieve the existing contingency plan
- Call together the Critical Incident Management Team (CIMT)
- Draw up an incident action plan
- Establish a communications room and a dedicated telephone
- Start the Incident Log
- Contact the families of the children or staff involved
- Make arrangements to inform other parents
- Inform all of the teaching and support staff
- Inform the students
- Contact appropriate support services
- Respond to and/or inform the media as appropriate
- Inform associated schools
- Ensure that the procedures detailed in the short, medium and long term plans for Critical Incidents are followed

#### **Attack, Threat or Aggression (including unauthorised entry to a teaching space)**

- Remain calm at all times

- If no attack or threat is likely then ask the person to state who they are and upon what business they have come
- Ask if they have reported to Reception
- If they have not reported to Reception then they should be requested to do so – if they are calm enough then accompany them. If they refuse and you have access to a telephone then call Reception
- If you have no telephone and it is possible to send a student to Reception then do so as soon as it is practicable
- Under no circumstances must you do anything which would put yourself or any student at further risk
- If unable to summon help then remain calm until the end of the lesson when someone else may arrive to raise awareness of the incident
- If the incident involves attack or significant threat then the following procedure should apply as soon as it has been notified:
  - a) The Headmaster and SLT should obtain and collate accurate information about the incident
  - b) The LEA should be informed
  - c) Retrieve the existing contingency plan
  - d) Call together the Critical Incident Management Team (CIMT)
  - e) Draw up an incident action plan
  - f) Establish a communications room and a dedicated telephone
  - g) Start the Incident Log
  - h) Contact the families of the children or staff involved
  - i) Make arrangements to inform other parents
  - j) Inform all of the teaching and support staff
  - k) Inform the students
  - l) Contact appropriate support services
  - m) Respond to and/or inform the media as appropriate
  - n) Inform associated schools
  - o) Ensure that the procedures detailed in the short, medium and long term plans for Critical Incidents are followed

#### **Unauthorised Removal of a Student from the Premises by Person or Persons Unknown**

- Remain calm at all times
- If possible, and if no attack or threat is likely, then ask the person(s) to state who they are
- Resist the removal of the student only if the situation is not likely to lead to injury or harm to any party
- Under no circumstances must you do anything which would put yourself or any student at further risk
- Obtain a description of the person(s) and the registration number of any vehicle if possible
- Call the police
- If the incident involves attack or significant threat then the following procedure should apply as soon as it has been notified:
  - a) The Headmaster and SLT (for incidents occurring during sports sessions out of school hours) should obtain and collate accurate information about the incident
  - b) The LEA should be informed
  - c) Retrieve the existing contingency plan
  - d) Call together the Critical Incident Management Team (CIMT)
  - e) Draw up an incident action plan
  - f) Establish a communications room and a dedicated telephone

- g) Start the Incident Log
- h) Contact the families of the children or staff involved
- i) Make arrangements to inform other parents
- j) Inform all of the teaching and support staff
- k) Inform the students
- l) Contact appropriate support services
- m) Respond to and/or inform the media as appropriate
- n) Inform associated schools
- o) Ensure that the procedures detailed in the short, medium and long term plans for Critical Incidents are followed

In all of the above cases an Incident Report Form must be completed.

## APPENDIX C

Key holders to External Doors:

Site Manager  
Assistant Site Manager  
Deputy Site Manager

Emergency contact numbers for key holders:

Steve Agger - Site Manager	07921087856
Ray McCaffrey - Assistant Site Manager	07526445768

## **APPENDIX D**

Location of First Aid Kits:

- The medical room
- The school kitchens
- School vehicles
- The Textiles room
- Art Studio 1
- Art Studio 2
- Expressive Arts office
- Lower School Office
- Upper School Office
- Science Prep room
- PE office
- Exclusion Unit
- Product Design Workshop 1
- Product Design Workshop 2
- Food Technology Kitchen
- The Maths Centre staff room