



# Health & Safety Policy



**Approved by:** Resources Committee

**Ratified:** 20<sup>th</sup> May 2019

**Last reviewed on:** May 2019

**Next review due by:** May 2021

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## Southville Primary School

# **HEALTH, SAFETY & WELLBEING POLICY**

This Statement of Health, Safety & Wellbeing Policy is produced in respect of Southville Primary School only and forms the basis of future planning and implementation of Health, Safety & Wellbeing matters within the school. This Policy implements the Bristol City Council (BCC) Corporate Health, Safety and Welfare Policy together with the Children and Young People's Services (CYPS) Health, Safety, and Wellbeing Policy.

Guidance on the legal position of Governors, Headteachers and CYPS is attached as Appendix A. Further guidance is provided by DfES paper reference DfES/0803/2001 'Health and Safety: Responsibilities and Powers'.

### **1 Statement of General Policy**

- 1.1 The Governors accept their responsibility for setting out the overall Health Safety & Wellbeing Policy for Southville Primary School.

It is the policy of the Governors to take all reasonable steps within their power to prevent, or reduce the possibility of:

- harm and injury to pupils/students, employees, contractors, members of the general public, and
- damage to property, plant, machinery, equipment, tools, materials, and the environment

by providing protection from foreseeable risks by promoting continuous improvement in Health, Safety & Wellbeing standards.

- 1.2 The Governors will ensure, so far as is reasonably practicable, that the school budget reflects the finance necessary to implement Health, Safety and Wellbeing requirements.

- 1.3 The Governors accept their responsibility under the Health and Safety at Work Act 1974, so far as is reasonably practicable to:

1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health

1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health

1.3.3 Provide suitable and sufficient information, instruction, training, and supervision to enable all employees and pupils/students in the school to perform their work and studies safely and efficiently

1.3.4 Promote the development and maintenance of sound health, safety and wellbeing practices ensuring that any actions taken are inclusive and non-discriminatory

1.3.5 Maintain the premises in a condition that is safe and without risks to health and the maintenance of safe access to and egress from the premises

1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and pupils/students

1.3.7 Provide as necessary personal protective equipment (PPE) to all

employees and pupils/students in the school, for the safe use of plant, machinery, equipment, tools, materials, and substances

1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school.

1.3.9 Be kept informed of all developments relating to Health, Safety and Well-being matters by the clerk to the Governors, who will include such matters on the agenda of regular meetings.

- 1.4 The Governors recognise the requirement to consult staff on health and safety matters; this will be achieved by discussion within the necessary Committees.
- 1.5 The Governors will agree a member to be designated the Health and Safety Governor who will attend meetings and speak on Health, Safety & Wellbeing matters at the Resources Committee and Full Governors.
- 1.6 The Governors will delegate authority for the implementation of this Policy to the Headteacher who will ensure that arrangements will be made to bring this Policy to the notice of all employees (including new, temporary, and part-time employees), agency and other contract staff, and volunteer helpers.
- 1.7 The Governors recognise their responsibility for monitoring Health, Safety and Wellbeing performance and will require the Headteacher to present an annual report on health and safety performance plus evidence that safety inspections are carried out at least three times a year.
- 1.8 The Governors will adopt, and adapt where necessary, the Health, Safety and Wellbeing Policies, Procedures, Codes of Practice, and Guidelines developed and circulated by the Bristol City Council Department of Children and Young People's Services (CYPS).
- 1.9 This Policy will be reviewed by the Governors on a regular basis to confirm that the arrangements are still appropriate, and in any event at least every two years.

## **2 ORGANISATION**

- 2.1 The Governors recognise the need to ensure suitable organisational arrangements within the school for implementing, monitoring and controlling health, safety, and wellbeing matters. The Governors also recognise the need to consult individuals before allocating particular health and safety functions. Individual duties, including reporting arrangements and accountability are as follows:
- 2.2. Headteacher:
  - 2.2.1 The Headteacher is accountable to the Governors for implementing the school's Health, Safety & Wellbeing Policy and for all matters relating to Health, Safety and Wellbeing within the school. He or she will report to the Full Governing Body annually including an audit of Health, Safety and Wellbeing.
  - 2.2.2 The Governors require the Headteacher to ensure that the school's Health, Safety & Wellbeing policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.
  - 2.2.3 The Headteacher may delegate the day-to-day administration and

management of Health, Safety, and Wellbeing matters to an appropriate competent member of staff who will be designated the Health and Safety Coordinator.

2.2.4 The Headteacher will delegate the coordination of off-site visits to an appropriate competent member of staff who will be designated the Educational Visits Coordinator.

2.2.5 The Headteacher will, together with the CYPS Management Group, be designated joint Asbestos Duty Holder for the school, and will ensure compliance with the Control of Asbestos Regulations 2012 in so far as they relate to preventing the release of asbestos fibres within the school.

2.2.6 The Headteacher will be designated the Responsible Person for the school in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the school and its activities, and as a consequence appropriate Fire Precautions are put in place.

2.2.6 The Headteacher, along with the designated Responsible Person, will ensure that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on the school premises to a Responsible Person who will liaise with all staff to ensure safety procedures and policy agreements are observed.

2.2.7 The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters is brought to the attention of the relevant pupils, employees, contractors, and members of the general public.

2.2.8 The Headteacher, along with the designated Responsible Person, must ensure that accidents and all other Health and Safety incidents including near misses are reported in accordance the CYPS Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at the school, and that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

2.2.9 The Headteacher, along with the designated Responsible Person, will liaise with BCC Safety Representatives and will consult with them on all Health, Safety and Wellbeing matters and co-operate with them in the execution of their duties.

2.2.10 The Headteacher will be a member of, and participate in, the school's Safety Committee.

2.2.11 The Headteacher will, with the Safety Committee, review at least once a year:

- i) Fire and Evacuation procedures;
- ii) First Aid provision both in the school and on off site visits; and from time to time, according to a plan.
- iii) All other Health, Safety, and Wellbeing polices, procedures, codes of practice, risk assessments, and guidelines

2.2.12 The Headteacher will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.

2.2.13 The Headteacher will have the authority to stop what she considers unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances which she considers to be unsafe.

2.2.14 The Headteacher will make arrangements, with appropriate members of staff, for improvements to premises, plant, machinery, and equipment which are the school's responsibility.

2.2.15 The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the school to other duties.

2.2.16 The Headteacher will ensure that appropriate health, safety, and wellbeing information, instruction, training and supervision is in place for all schemes of work for pupils, including both internal and external work experience arrangements.

### **2.3 Health & Safety Co-ordinator**

The member of staff designated as the school's Health and Safety Coordinator will administer and manage day-to-day health and safety matters on behalf of the Headteacher by:-

2.3.1 Acting as the day-to-day link between the school and:-

- CYPS Health, Safety, and Wellbeing Team
- BCC Corporate Safety Advisors
- BCC Security Services
- BCC Occupational Health and Counselling Service
- Other providers of Health, Safety, and Wellbeing services.

2.3.2 Working with personnel in the school who have a lead role in Health, Safety, and Wellbeing e.g. the Educational Visits Coordinator; Catering Manager; Senior leadership team (particularly those subjects with high hazard activities such as Arts & Drama, DT, PE, Science); Site manager; Caretakers; Special Needs Coordinator; by:-

- requesting inspections; coordinating inspection reports; reporting issues arising from inspection to the school Safety Committee;
- Requesting risk assessments; maintaining the Risk Assessment; reporting issues arising from risk assessment to the Safety Committee. Holding the main Risk Assessment file and ensuring Risk Assessments are reviewed according to time scales.
- Disseminating Health, Safety, and Wellbeing Information e.g. passing on information from CYPS and professional bodies e.g. CLEAPSS, to appropriate persons and the school Safety Committee;

2.3.3 Taking a pro-active interest in the Health, Safety, and Wellbeing aspects of all school activities including:-

- joining with others to undertake inspections and risk assessments as appropriate;
- being involved in pre-start contract meetings with contractors;
- advising the Headteacher of potential breaches of legislation and/or Bristol City Council/CYPS Policy;
- Prohibiting activities which may, in the opinion of the post holder, cause harm, injury, or damage, pending the involvement of the CYPS Health, Safety, and Wellbeing Team/ Corporate Safety Advisors.

2.3.4 Organising the school Safety Committee meetings as frequently as may be appropriate to give time and full consideration of all aspects of school Health, Safety, and Wellbeing, and in so doing arrange for the:-

- attendance of permanent committee members

- attendance of occasional contributors
  - management of the agenda to include:-
    - Accident and near miss incident monitoring
    - Receiving Risk Assessments & Safe systems of work
    - Receiving Inspection Reports and resulting Action Plans
    - Taking and distribution of minutes
- 2.3.5 Recommending revisions to the school Health, Safety, and Wellbeing Policy to the Headteacher and Governors.
- 2.3.6 Referring irresolvable local matters via the Headteacher and the CYPS Health, Safety, and Wellbeing Manager to the CYPS Departmental Safety Committee.
- 2.3.7 Representing the school on CYPS Health, Safety, and Wellbeing Working Groups, professional bodies etc
- 2.3.8 Being familiar with the content of Bristol City Council CYPS Health, Safety and Wellbeing Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the *Headteacher* and *Lead Teachers* as necessary.

## **2.4 Premises/Site Manager**

The Site Manager will be responsible for co-ordinating all contractual work and maintenance carried out on school premises and must make the Headteacher and senior leadership team aware of all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts whilst also liaising with all staff and others to ensure safety procedures and policy agreements are observed.

The Site Manager will have authority from the Headteacher to check that contractors have adequate safety procedures in force and that they are aware of the school Health, Safety & Wellbeing Policy as it affects them.

The Site Manager will be responsible for:

- 2.4.0 Communicating Health and Safety procedures to the caretakers and others as appropriate.
- 2.4.1 Ensuring that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- 2.4.2 Health, Safety and Wellbeing matters regarding Grounds Maintenance, Cleaning, and Catering Contracts and in particular ensuring that the catering/cleaning/ grounds maintenance managers/supervisors are aware of any implications of the school Health, Safety & Wellbeing Policy as it affects their work activities e.g. The storage arrangements for materials, equipment, and substances.
- 2.4.3 Identifying known hazardous substances and materials (e.g. asbestos, lead, flammable materials and substances etc.) so that these can be added to the whole-school risk assessment.
- 2.4.4 Ensuring that (i) a seasonal inspection is completed three times a year with defects reported accordingly and (ii) a property survey of the school buildings/premises is carried out annually.
- 2.4.5 Keeping the Premises Log Book up-to-date with the results of repair & maintenance, taking action to organise work when equipment is overdue for attention.
- 2.4.6 Establishing Emergency Procedures for the evacuation (e.g. gas leaks, fire, bomb warnings) or lockdown (e.g. severe weather, trespassers, industrial

- incident) of the school.
- 2.4.7 Ensuring that competent person(s) or specialists are consulted as necessary to advise on Health, Safety and Well-being matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
- 2.4.8 Ensuring that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers for school use is accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. prior to use.

## **2.5 Senior leadership team**

- 2.5.1 The senior leadership team are accountable to the Headteacher for all matters relating to Health, Safety, and Wellbeing within their areas of activity. The senior leadership team will liaise on a day-to-day basis with the Premises/Site Manager regarding Health, Safety, and Wellbeing matters.
- 2.5.2 The senior leadership team must ensure that all staff under their control:
- receive information on their duties regarding Health, Safety, and Wellbeing matters
  - Are appropriately inducted, instructed and trained to carry out their duties efficiently and effectively.
  - That they are supervised appropriately according to their level of competence.
- 2.5.3 The senior leadership team must make themselves familiar with Regulations and Approved Codes of Practice.
- 2.5.4 The senior leadership team are responsible for ensuring all risk assessments are carried out, producing their own safety procedures and safe working arrangements, and bringing them to the attention of members of staff including new employees, supply teachers, parents etc.
- 2.5.5 The senior leadership team must ensure that all Learning Support Assistants, Supply Teachers, School Meals Supervisory Assistants, and any other person or persons likely to work or be present in a classroom, or any other area for teaching and learning activity, are made aware of the arrangements and procedures, including risk assessments, relating to the work area, before commencing work.
- 2.5.6 The senior leadership team are responsible for consulting with Safety Representatives and Trade Unions on Health, Safety, and Wellbeing matters.
- 2.5.7 Members of the senior leadership team are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.
- 2.5.8 Members of the senior leadership team must ensure that a copy of the Fire Evacuation Procedure is prominently displayed in all rooms and areas for which they are responsible.
- 2.5.9 The senior leadership team are responsible for liaising with the Headteacher and making arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.5.10 The senior leadership team are responsible for ensuring that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers are accompanied by appropriate information, including in particular Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. so that appropriate risk assessments can be undertaken prior to use. The original or a copy of the original information must be given to Premises/Sitemanager.
- 2.5.11 Members of the senior leadership team must carry out a safety inspection of



their areas three times a year. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments for the use of substances and general facilities.

2.5.12 Members of the senior leadership team must first isolate then report to the Premises/Site manager (verbally and then in writing) all problems, defects and hazards as soon as they become apparent.

2.5.13 The senior leadership team will report and if appropriate make recommendations to the Premises/Site manager on any practices, premises, equipment etc, which gives rise to risks to health, safety and wellbeing concerns.

## **2.6 Contract Managers (where applicable)**

*Contractual requirements as part of a Catering/Cleaning/Grounds Maintenance Contract.*

As a condition of contract the Catering/Cleaning/Grounds Maintenance Manager:

2.6.1 Must familiarise him/herself with the school Health, Safety and Wellbeing Policy and its implications for catering/cleaning/grounds maintenance activities and working arrangements for his/her staff.

2.6.2 Work in accordance with both the school Health, Safety and Wellbeing Policy and the Safety Policy of the Catering/Cleaning/Grounds Maintenance Company, and other appropriate guidance issued by the school and the Catering Cleaning/Cleaning/Grounds Maintenance Company, bringing any inconsistencies to the attention of the Premises/ Site Manager.

2.6.3 The Catering Manager must be familiar with the Food Safety Act 1990, The Food Safety and Hygiene Regulations 2013 and the implication of other appropriate regulations as far as the school is concerned.

2.6.4 The Catering Manager must provide the School Site manager with a copy of all Environmental Health Hygiene inspection reports, the original of all repair and maintenance reports, and must inform the Sitemanager of any potential hazard or defects.

2.6.5 The Cleaning Manager must provide the School Site manager with evidence that the repair and maintenance of equipment and the assessment of work activities is in accordance with Regulations relating to portable electrical equipment testing and the Control of Substances Hazardous to Health (COSHH).

2.6.6 New employees and other persons involved with catering/cleaning/ grounds maintenance provision must be inducted into the health and safety practices and procedures for their work activity.

## **2.7 Employees**

2.7.1. Every employee has a responsibility under the Health and Safety at Work Act 1974 to take reasonable care not only for their own personal safety but the safety of any others that may be affected by what they do or what they do not do. Employees must cooperate with their employer in the performance of the employer's health & safety duties.

2.7.2 All employees will be given access to the school Health, Safety & Wellbeing policy and are required to make themselves familiar with all documents relating to health, safety and wellbeing in the school. They should pay particular attention to the departmental policy and risk assessments as they relate to their particular work activities.

- 2.7.3 All employees must be familiar with the school Health, Safety & Wellbeing Policy, the implications of that policy, and any procedures, arrangements and practices relating to their department/section.
- 2.7.4 All employees are responsible and accountable to the Senior Leadership Team for the implementation of the school Health, Safety & Wellbeing Policy in the performance of their duties.
- 2.7.5 All employees must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- 2.7.6 All employees must ensure that all pupils or persons under their control receive instruction and are provided with suitable training to enable them to operate in a safe and efficient manner.
- 2.7.7 All employees must first isolate then report, (verbally and in writing) all problems, defects and hazards to the Sitemanager and/or Senior Leadership Team as soon as they become apparent.

## **2.8. Safety Representative**

- 2.8.2 Safety Representatives will be entitled to inspect the school in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school Safety Committee.
- 2.8.4. Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.

## **2.9 Specialist Advisers**

The Governors recognise there will be occasions when the school will require specialist advice. The procedures to be adopted and recommendations to obtain outside advice will be clarified and decided at school Safety Committee level.

## **3. ARRANGEMENTS**

### **3.1 Emergency Procedures**

These will comply with the CYPS 'Policy, Procedures and Guidance for Emergencies and Business Continuity Planning'.

#### **3.1.1 Fire Precautions**

The arrangements for general fire safety will be in accordance with the outcome of an annual school Fire Risk Assessment.

The school's Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire Brigade, emergency crate inspections etc.

The school Premises Log Book will hold the Fire Log Book repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting etc.

#### **3.1.2. First Aid Provision**

The arrangements for first aid in the school will be in accordance with the policy

as laid down in the CYPS 'First Aid at Work Policy for Education Establishments'.

First aid boxes must be located in high hazard areas e.g. kitchens. The names of First Aiders and Appointed Persons must be posted at strategic locations within the school.

Arrangements for the Administration of Medication in the school will be in accordance with the policy as laid down in the CYPS 'Policy for the Administration of Medicines in Education Establishments'

### **3.1.3 Incident Reporting/Investigation**

The reporting procedure will be in accordance with the policy as laid down in the CYPS 'Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at Education Establishments'. This procedure must be brought to the attention of all employees.

All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an accident occurs.

## **3.2 Wellbeing**

The Governors recognise the benefits of taking steps to promote improved staff wellbeing and its links with improved school performance. The Senior Leadership Team will obtain feedback from staff to identify areas of stress in school which can compromise performance and will work with staff to make improvements which will lead to:

- Increased staff morale, helping to encourage staff retention and recruitment
- Lower supply costs and greater stability as a result of fewer staff absences
- Improved emotional wellbeing, which will contribute to a reduction in staff absence
- Improved standards through increased stability and motivation
- Improved communication and school effectiveness
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

## **3.3 Off Site Visits**

3.3.1 Procedures for all Off-site Visits such as field trips and extra-curricular activities will comply with the 'CYPS Policy, Procedures and Code of Practice for Off Sites Visits/School Trips'.

## **3.4 Transport**

3.4.1 The use of transport by the school will be in accordance with CYPS 'Policy, Procedures and Guidance on the Use of Transport'.

## **3.5 Work Experience**

3.5.1 The Senior Leadership Team will be responsible for internal work

experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided as determined by a risk assessment, undertaken in advance of the placement by the trainee's supervisor, which relates the individual trainee to the working conditions which the trainee will experience.

### **3.6 Unacceptable Behaviour**

3.6.1 The prevention of, and the dealing with, unacceptable behaviour will be in accordance with the CYPS 'Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling'.

### **3.7 Lone Working**

3.7.1 The precautions to be taken in relation to lone working will be in accordance with the CYPS 'Lone Working Policy'.

### **3.8 Risk Assessment**

3.8.1 The procedure for assessing risks will be in accordance with the CYPS 'Risk Assessment Policy'.

### **3.9 Contractors**

3.9.1 All contractors entering or working on premises will do so only with the permission and authorisation of the Headteacher/Site manager and will be expected to arrange their work so as to avoid disrupting the primary purpose of the school.

3.9.2 All contractors must be informed in writing as to the point of contact at the school and will be issued with a copy of the school 'Health & Safety Guidance for Contractors' and will be expected to follow that guidance.

3.9.3 The Headteacher/Site manager will be responsible for liaising with contractors to ensure safe working arrangements, and providing contractors with a copy of the school Policies, Procedures, Codes of Practice and other guidelines, including the school Asbestos Survey, appropriate to the working circumstances.

3.9.4 The Headteacher, along with the designated Responsible Person, will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems.

### **3.10 Caretaking**

3.10.1 The school will adopt, adapt and improve the CYPS 'Safe Working Policy and Practice for Caretaking Personnel at Education Establishments and other sites'.

### **3.11 Lettings**

3.11.1 The school will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for Health, Safety, and Wellbeing matters including:-

- Insurance arrangements

- Risk Assessments
- First Aid
- Emergencies

All hirers of the school premises or grounds must be given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use.

### **3.12 Extended Activity outside Core Hours**

3.12.1 The Governors recognise the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Play schemes etc. In addition to arrangements already in place for Lettings (see 3.2.7), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises etc.

### **3.13 Plant, Machinery, and Equipment**

3.13.1 The provision and use of Plant, Machinery, and Equipment in the school will be in accordance with the policy as laid down in the CYPS 'Policy and Procedures for the Maintenance of Installations, Plant and Equipment'.

3.13.2 The Governors recognise that specialist advice is available to determine the safety requirements for the:

- adequate and correct guarding of machinery
- run-down and emergency stopping of machinery
- general inspection of plant, equipment and machinery
- storage and transportation of toxic substances, gases etc
- disposal of toxic and other waste substances and materials.

3.13.3 The Senior Leadership Team will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their department. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the Premises Log Book held by the Sitemanager.

3.13.4 A thorough inspection of the school will take place three times a year as decided by the school.

3.13.5 New plant, machinery, equipment, materials, substances will be brought onto the premises only if approved by the Headteacher/Site manager.

3.13.6 The Senior Leadership Team will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery, equipment in their respective areas.

3.13.7 The Senior Leadership Team will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.

### **3.14 Portable Electrical Equipment**

3.14.1 The procedure to be adopted is as specified in the 'CYPS Policy and Procedure for the Maintenance of Installations, Plant and Equipment'. Inspection reports will be kept in the Premises Log Book.

### **3.15 Utility services**

3.15.1 The provision and use of utility services in the Senior Leadership Team will be in accordance with the policy as laid down in the CYPS 'Policy and Procedures or the Safe Provision and use of Utility Services'.

### **3.16 Local Exhaust Ventilation**

3.16.1 The Governors recognise there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed. Provision will be made to ensure this takes place. A record of all such tests will be kept in the Premises Log Book held by the Site manager.

### **3.17 Noise and Vibration**

3.17.1 The Governors recognise there may be problems experienced with noise and vibration. The Senior Leadership Team will report all such cases to the Site manager. If required, specialist advice will be sought to monitor.

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

3.18.1 The Governors recognise the requirement for the school to carry out risk assessments in accordance with the COSHH Regulations. The school will seek training wherever necessary for specific staff members to ensure regulations are maintained.

### **3.19 Housekeeping**

3.19.1 Arrangements will be put in place to ensure that the school is kept clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, and all designated escape routes will be kept clear at all times. Rubbish bins, skips etc. will be located away from school buildings and secured.

3.19.2 The Senior Leadership Team will make regular checks of their areas of responsibility, maintaining tidy work areas and arranging adequate storage.

### **3.20 Playing Areas**

3.20.1 An inspection of playing areas must be carried out before using. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that the area is free from broken glass and other sharps.

### **3.21 Playground Equipment**

3.21.1 All playground equipment will be installed in accordance with the current standards, and will be maintained in a sound condition.

There will be:-

- an annual condition inspection by RoSPA;
- a risk assessment carried out annually by a competent person;

- an operational inspection to a frequency based on the risk assessment and agreed by CYPS;
- daily visual inspections in accordance with the risk assessment.

### **3.22 Manual Handling**

3.22.1 The manual handling of loads, including when necessary the lifting and carrying of children, will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place, including the deployment of appropriate equipment e.g. hoists, the issue of personal protective equipment (PPE) e.g. gloves, and suitable and sufficient training e.g. in lifting persons.

### **3.23 Training**

3.23.1 Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff.

There are various categories of training requirements in school. They can be defined as induction training, informative/awareness training and specific 'hands-on' training.

#### **3.23.2 Induction Training**

This will apply to new employees, employees transferred within the school to other activities, contract & agency staff, and volunteer helpers all of whom will need to be shown over the school and host department, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements etc.

#### **3.23.3 Informative and Awareness Training**

A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

#### **3.23.4 Specific Training**

This is a hands-on training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- i) Design Technology (D&T) - Employees who use, and/or operate and instruct upon, machinery or equipment e.g. for woodwork, metalwork, heat treatment will be required to meet the Health & Safety standard as laid down by DATA.
- ii) First Aid - Employees designated as First Aiders will be trained in accordance with the CYPS 'First Aid at Work Policy for Education Establishments'

- iii) Administration of Medication - Employees designated as persons able to administer medication will be trained in accordance with the CYPs 'Policy for the Administration of Medicines in Education Establishments'
- iv) Health and Safety and Other tasks - where employees will require a recognised level of competence

### **3.24 Communicating Information to Employees**

3.24.1 The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc, received are passed immediately to employees who have a direct interest.

3.24.2 Information relating to activities shall be passed on or highlighted in a specific safety policy or safe working arrangements.

### **3.25 Safety Committee**

3.25.1 The Governors recognise that the way forward in achieving effective management of the school Health, Safety and Wellbeing Policy and the arrangements necessary to fulfil the obligation is through the school Safety Committee.

The Safety Committee will comprise:

- The nominated Health and Safety Governor;
- Headteacher;
- Deputy Headteacher
- Site manager
- Safety Representative(s) if appropriate; and other persons as appropriate to contribute to matters under discussion e.g. the Educational Visits Co-ordinator, Senior Leadership Team, pupils, parents

3.25.2 The Safety Committee shall meet so as to give time and full consideration of:

- risk assessments, safety procedures and working practices;
- reports on premises inspections;
- The resources required for training & development and other health, safety, and wellbeing matters

3.25.3 The Safety Committee shall in addition meet annually in order to exercise an overview of the school Health, Safety and Wellbeing performance and to produce a report for the Governors

### **3.26 Arrangements for Safety Representatives**

3.26.1 The Headteacher and the Senior Leadership Team will liaise with and communicate to Safety Representatives about problems, hazards, or defects either arising from or relating to the Safety Representatives' sphere of activity. Problems other than sources of imminent danger will be discussed at the Safety Committee.



3.26.2 Specific issues that require immediate action will be taken after consultation with the Headteacher.

### **3.27 School Animals/Pets**

3.27.1 The Governors and Headteacher recognise the benefits of having animals within school that the students can interact with. Chickens are an ideal first animal to have for novice animal carers.

- The animals will have a secure enclosure and an area that they can be allowed to roam freely in, if required.
- The animal's enclosure will have a quiet, nesting area so that they can lay their eggs if required.
- They will have suitable feed and water as required.
- The animal's enclosure will be cleaned on a regular basis.
- The health of the animal will be monitored and appropriate action taken if they become ill.
- The animals will be securely locked away at night.
- A risk assessment will be carried out and regularly reviewed.
- Parents will be informed about all aspects of the animals.
- Students will be taught how to look after and care for the animals.
- Students will be taught what health and safety measures they need to take washing hands etc.

3.27.2 Specific issues that require immediate action will be taken after consultation with the Headteacher.

## **4 Monitoring Health, Safety and Wellbeing Performance**

4.1 The Governors will require the Headteacher to provide an annual report on all health, safety, and wellbeing matters which will identify strengths and weaknesses, propose achievable remedies, and set objectives for continuous improvement.

4.2 The report will provide an annual overview of:

- i) reported incidents; incident investigations, bump book analysis; lost time data; and resulting preventative measures;
- ii) Emergency procedures, including fire precautions and first aid arrangements;
- iii) policies introduced, risk assessments undertaken, and procedures implemented;
- iv) internal/external inspections and audits.

4.3 The Governors will forward a copy of the report and the minutes of their discussions to the CYPS Second Tier Health, Safety, and Wellbeing champion.

## APPENDIX A

### NOTES:

1. Bristol City Council Corporate Health, Safety & Welfare Policy
2. Health and safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).
3. The Governors /Full Governors have the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of personal accident or injury, either on school premises or school trips or activities. It must be emphasised that individual responsibility cannot fall on individual members of the Governors, unless there has been an element of negligence, fraud, or other criminal actions.  
The Headteacher, employees cannot avoid responsibility by referring urgent matters to the Governors for information and for decision.  
See Appendix C - The Legal Position of Governors, Headteacher and CYPS
4. An example organisation structure is shown in Appendix B and a responsibility Training Matrix is shown in Appendix D.
5. Safety Representatives and Safety Committees Regulations 1977; Health and Safety (Consultation with Employees) Regulations 1996
6. The choice of Health and Safety Coordinator will depend upon the school specific circumstances. It may be a person with a wealth of previous health, safety & wellbeing experience, and/or a specific post e.g. Business Manager, Bursar, Premises/Site Manager, School Secretary, Deputy Head, Headteacher
7. notwithstanding the statutory right of two or more Safety Representatives to request the convening of a Safety Committee at any reasonable time.
8. Health, Safety & Wellbeing issues may also be addressed as standing agenda item within resources Committee
9. The extent of 'considering' could include some or all of the following:-
  - Making recommendations on Health, Safety & Wellbeing via the Headteacher to the Full Governors
  - Undertaking inspections and investigations
  - Carrying out surveys and audits
  - Initiating/designing/approving Health, Safety & Wellbeing documentation including Risk Assessments, Safe Systems of Work
  - Communicating Health, Safety & Wellbeing information e.g. by newsletter, noticeboards
  - Authorising expenditure on Health, Safety & Wellbeing training
  - Authorising expenditure on Health, Safety & Wellbeing equipment
  - Authorising expenditure on non-capital Health, Safety & Wellbeing repairs and maintenance.
10. In many cases the Site Manger will also be the Health & Safety Coordinator.  
In the case of an Establishment where facilities are managed under a PFI contract it will be for the contractor to satisfy the Establishment Headteacher that the duties under 2.4

are being carried out to BCC CYPS Policy standards.

11. CYPS Policies, Codes of Practice, guidelines can be found on the CYPS intranet; the school Health, Safety & Wellbeing policy can be found on the intranet and copies will be available at all times in the Headteacher office.

Bristol City Council Corporate Health, Safety & Welfare Policy  
Section 3.6

Children and Young People's Services Health, Safety, & Wellbeing Policy

Bristol City Council Joint Agreement on Safety Representatives and Safety Committees

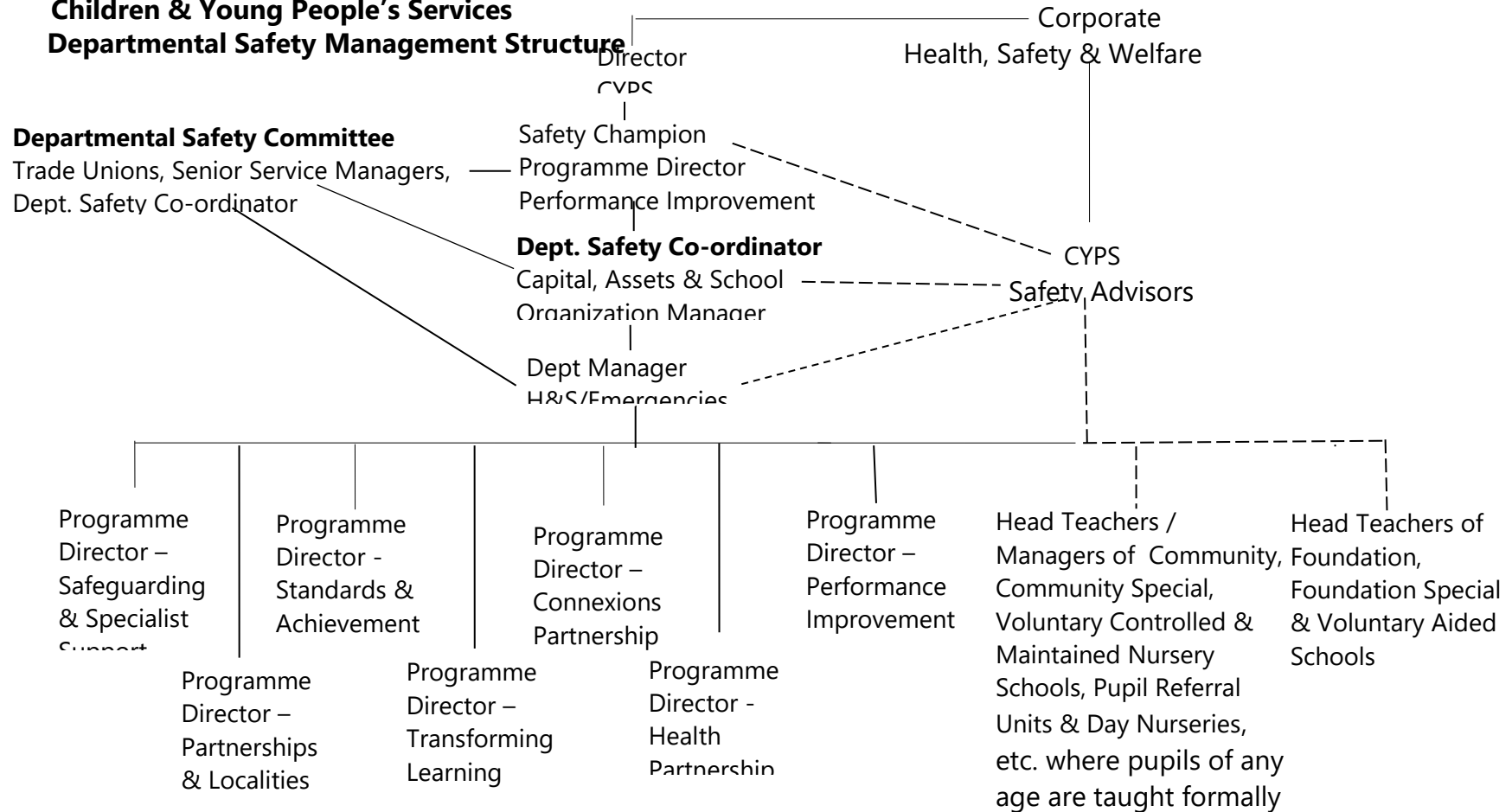
### **Reference Material**

Senior Leadership Team are reminded that the most up-to-date issues of CYPS Policies, Procedures, Codes of Practice and other guidance are available on the CYPS Intranet. Further advice can be obtained from the CYPS Health, Safety & Wellbeing and Emergencies and Continuity Manager.

In the absence of specific CYPS Policy, Procedure, Code of Practice, or Guidance reference should be made to the appropriate Bristol City Council Corporate Health, Safety & Welfare Policies.

## Appendix B

### Children & Young People's Services Departmental Safety Management Structure



-- = Advisory Line of Communication & Responsibility

— = Direct Line of Communication & Responsibility

## APPENDIX C

### The Legal Position of Governors, Headteacher and CYPS

#### Health and Safety - The Legal Position of Governors, Headteacher and CYPS

##### 1. Introduction

The relevant legislation is the Health and Safety at Work Act, 1974. This sets out the general duty of every employer (e.g. CYPS and **Governors**) to ensure the Health, Safety and Welfare of employees and others, e.g. school pupils, so far as reasonably practicable.

This duty includes:

- Provision of systems of work that are without risk to health
- Provision of information, instruction, training and supervision
- A safe and healthy place of work and working environment.

Employees have to take reasonable care for the safety of themselves and others who may be affected by their actions or omissions at work. They must also co-operate with their employers regarding statutory obligations.

For Education Establishments, this means that it is either CYPS (for community and voluntary controlled schools etc.) or the Governors (for voluntary aided and foundation schools) who are primarily responsible for ensuring the Health, Safety and Welfare of Education Establishment staff and the Health, Safety and Welfare of pupils and visitors to the Education Establishment.

In practice, it will usually be the role of the **Headteacher** to ensure the safe day-to-day running of the Education Establishment and that the employer's (CYPS or Governors) policy is maintained.

The duty to provide a safe working environment is a qualified one, i.e. so far as is reasonably practicable. This means that resources (or the lack of them) can be taken into account. However, this should only be used in extreme cases where everything has reasonably been done to ensure a safe working environment.

##### 2. Responsibilities

The main actions employers must take under the Health and Safety at Work etc. Act, 1974 are to:

- Prepare a written Health and Safety Management Policy
- Make sure that staff are aware of the policy and their responsibilities within that policy
- Make sure that appropriate safety measures are in place
- Make sure that staff are properly trained and receive guidance on their responsibilities as employees.

Damaging anything used for safety purposes may also be a criminal offence. This applies just as much to pupils (those over the age of 10) as to adults.

The Education Establishment must have a Health, Safety and Welfare Policy and this must be kept up to date. This policy shall normally provide that the **Headteacher** is the

person with overall responsibility for Health, Safety and Welfare within the Education Establishment. This means that the **Headteacher** could be seen as the most obvious person to prosecute for any breach of Health, Safety and Welfare requirements.

The Management of Health and Safety at Work Regulations, 1999 require employers to:

- Make an assessment of the risks of activities
- Introduce measures to control these risks
- Tell their employees about these measures.

The Health and Safety Executive is responsible for enforcing Health and Safety legislation.

### **3. Pupils**

The employer (CYPS or Governors) is legally responsible for Health, Safety and Welfare matters. However, **Headteacher** and teachers have a duty of care towards the pupils in their care as they are acting *in loco parentis*.

It is the responsibility of the employer to make sure that safety measures cover the needs of all pupils at the Education Establishment. This may mean making special arrangements for particular pupils, e.g. those with special or medical needs.

### **4. Education Establishment Policy**

The Health and Safety Executive recommends that all employers devise their own policy statements covering Health, Safety and Welfare issues.

A clear Education Establishment policy which is understood and accepted by staff, parents and pupils, provides a sound basis for ensuring pupils receive proper care and support at Education Establishment.

### **5. Curricular Health and Safety**

CYPS and governing bodies must do all they can to ensure the Health and Safety of pupils within Education Establishments. The duty of care also extends to all Education Establishment sporting and other activities, whether on or off Education Establishments premises.

### **6. Monitoring and Compliance**

CYPS cannot fulfill its statutory duty unless it monitors how its Education Establishments are complying with CYPS policy. CYPS has to ensure that the required standards are reached and must take action regarding non-compliance.

CYPS's Fair Funding Schemes contains a number of provisions enabling CYPS to ensure that Education Establishments have regard to Health, Safety and Welfare requirements. Where CYPS believes that the Health, Safety and Welfare of anyone on-site, or of anybody engaged on Education Establishment activities off-site, is at risk it can make a statutory direction (see Section 39(3) of the School Standards and Framework Act, 1998) to the Governors and **Headteacher**.

A direction can specify action to be taken or it can require the Governors and **Headteacher** to comply with a specific aspect of CYPS's Health, Safety and Welfare Policy.

In the event of non-compliance with such a direction, CYPS can apply to the Secretary of State for a direction under Sections 496 and 497 of the Education Act, 1996.

As a last resort, compliance would be enforceable, by the Secretary of State, through the court. Substantial persistent non-compliance with scheme requirements is a ground for suspending delegation, subject to the Governors' right of appeal.

CYPS may need to obtain information in order to exercise any of its general responsibilities. It must be able to do this as employers or owners of Education Establishment premises. Where this is not reasonably possible, CYPS may use its right of entry to any Education Establishment maintained by the Authority. For Health, Safety and Welfare purposes, this enables CYPS to enter the premises of any community, community special or voluntary controlled school to obtain the information needed. (Education and Inspections Act 2006).

## **7. Enforcement of Health and Safety Law**

The Health and Safety Executive enforces Health and Safety law relating to the activities of CYPS and Education Establishments.

HSE Inspectors have the power to prosecute organisations, i.e. CYPS or governing bodies, or individuals breaking Health and Safety law.

If the Inspectors identify a problem, they may issue formal notices requiring improvements or prohibiting activities or the use of equipment. Recipients of such notices can appeal to an industrial tribunal.

The HSE will normally take action against the employer who is responsible for Health and Safety in the workplace and on work activities.

In some circumstances, e.g. where an employee has failed to take notice of the employer's policy or directions in respect of Health and Safety, the HSE may take action against the employee as well as, or instead of, the employer.

In practice, employers may delegate specific Health and Safety tasks to individuals. For example, CYPS may delegate specific tasks to Education Establishments. However, the employer retains the ultimate responsibility no matter who carries out the tasks. The employer must therefore make it very clear who is doing what and confirm that these tasks are being carried out.

## **8. Personal liability of Governors**

There is no clear statement of law establishing when or whether individual **Governors** can be held personally accountable for what happens in their Education Establishment.

There is a limited statutory protection in that the **Governors** of an Education Establishment are not liable for anything done in good faith in the purported exercise of their powers in connection with a delegated budget.

Generally speaking, the only liability that **Governors** would have under common law is a duty to act honestly and in good faith. A **Governor** would not automatically be personally liable for the Education Establishment's contractual obligations or other legal liabilities. There has to be an element of personal wrong-doing which is either negligent or fraudulent.

In terms of Health, Safety and Welfare responsibilities, this means that governing bodies must take all measures within their power to ensure that the Education Establishment premises are safe and not hazardous to staff, pupils or visitors. The Governors must make sure that there are procedures for carrying out CYPS's Health, Safety and Welfare Policy. The procedures must be reviewed regularly.

A negligent **Governor** may be held liable for loss that arises. The negligence has to be significant and there has to be clear carelessness or recklessness in the way a decision was made.

Fraudulent **Governors** will be held liable.

All governing bodies should have insurance cover against personal liability claims. However, it is not possible to obtain insurance cover for criminal actions.



### ORGANISING FOR HEALTH and SAFETY

#### Allocation of CYPS H&S Policies and Procedures

##### Background:

The Health and Safety at Work Act 1974 states '.....it shall be the duty of every employer to prepare .... a written statement of his general policy with respect to Health & Safety at Work of his employees and the organisation and arrangements for carrying out that policy....' Section 2 (3)

The Bristol City Council Corporate Health, Safety and Welfare Policy comprises  
(i) a General Statement (the laminated A4 sheet on Health & Safety notice boards),  
(ii) Organisation (who does what), (iii) Arrangements (what is done).

The Corporate Policy requires each Department to have its own Health & Safety Policy.

The Children and Young Peoples Health, Safety and Wellbeing Policy in turn requires each Education Establishment to have a Health, Safety and Wellbeing Policy.

A updated and revised Model Health, Safety, and Wellbeing Policy was distributed to Education Establishments in December 2007 to Adopt, Adapt & Improve.

Appendix D of the Model Policy provides an organisational structure for adoption, adaption, improvement, and for incorporation within each individual Education Establishment's Health, Safety, and Wellbeing Policy.

Post H&S Role	Headteacher	Health & Safety Governor	Principal First Aider	Site Manager & Caretaker	Educational Visits Coordinator	Safety Representative(s)
Principal H&S Policy areas:	(i) Corporate HSW Policy (ii) CYPS HSW Policy (iii) School HSW Policy (iv) Lone Working Policy (v) Policy, Procedures, and Guidance on Emergency Planning & Business Continuity (vi) Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling (vii) Policy, Procedures and Guidance on the Use of Transport		(i) First Aid Policy (ii) Policy and Procedure for the Reporting of Incidents of Violence, Injuries, Diseases, and Dangerous Occurrences <i>and possibly</i> (iii) Administration of Medicines Policy	(i) Risk Assessment Policy (ii) Maintenance of Installations, Plant and Equipment Policy (iii) Policy and Procedures for the safe provision and use of Utility Services (iv) Pest Management Policy	(i) Policy, Procedures and Code of Practice for Off Site Visits (ii) Policy, Procedures and Guidance on the Use of Transport ( <i>for off site visits</i> )	Bristol City Council Joint agreements - <i>as per Safety Representatives and Safety Committees Regulations 1977 et seq.</i>
Day to day activity:	<b>School H&amp;S Coordinator</b> - if not delegated to a deputy.  Act as Responsible Person under Fire Safety Order.  Act as Joint Asbestos Duty Holder (with CYPS mgt) under Control of Asbestos Regs.  Act as Section 547 Officer.  Contact Officer for DATA, CLEAPPS, afPE.  Authorise off site visits.	Act as a critical friend to Headteacher/ School;  Contribute own H&S knowledge;	Oversee First Aid provision; Record and report Incidents;  Oversee procedures for Administration of Medication; Finalise care plans; Liaise with School Nurse;	Monitor Site Security; Act as Section 547 Officer; Undertake/ Review Risk Assessments; Inspect playground equipment; Monitor Contractor activity collect inspection and maintenance reports and file in the Yellow Premises Log Book.	Undertake/ Review Risk Assessments; Coordinate off site visit arrangements;	Contribute own H&S knowledge;
Periodic Activity:	Join Site Inspections; Review H&S Training needs for self & staff;	Join Site Inspections; Monitor implementation of School H&S Policy;		Undertake Site Inspections; Act as COSHH coordinator;	Organise & take part in a representative number of off site visits, including residential;	Undertake Site Inspections;
School Safety Committee:	Member of Safety Committee.  Table CYPS information  Write an annual H&S report to Governors.	Member of Safety Committee.  Act as link to Full Governors.	Member of Safety Committee.  Analyse and present school site incident statistics.	Member of Safety Committee.  Present school site Inspection Report.  Present Risk Assessments.	Occasional Member of Safety Committee.  Analyse and present off site visit incident statistics.  Present Risk Assessments.	Trade Union nominee member(s) of Safety Committee; Table information from Trade Unions;  Act as link to CYPS Departmental Safety Committee.

## Appendix E

### Roles and Responsibilities

#### Fire Alarm

Employee	Action	Reason for role
Teaching staff	<ul style="list-style-type: none"><li>• To remove all children safely from the classrooms / school building</li><li>• To stand children in designated Fire Assembly Point</li><li>• To register the children</li><li>• To alert SLT if any children are missing</li><li>• To maintain good behaviour and quiet children</li></ul>	Keeping children safe
Administration staff	<ul style="list-style-type: none"><li>• To check internal toilets</li><li>• To shut doors</li><li>• To deliver registers to teaching staff</li><li>• To ensure all visitors are accounted for</li></ul>	To maintain the safety of all visitors and children
Senior Leadership Team	<ul style="list-style-type: none"><li>• To ensure all children have exited the building</li><li>• To ensure all children are accounted for after registers have been taken</li><li>• To ensure all children are safe</li><li>• To ensure all stakeholders are accounted for.</li><li>• To maintain a high level of behaviour</li><li>• To liaise with outside agencies where necessary</li></ul>	To ensure all stakeholders are accounted for To ensure the safety of all persons

## Appendix F

### Roles and Responsibilities

#### Lock down

Employee	Action	Reason for role
Teaching staff	<ul style="list-style-type: none"><li>• To ensure all children enter the school building safely and quickly</li><li>• To get all children sat in the hall</li><li>• To register the children</li><li>• To alert SLT if any children are missing</li><li>• To maintain good behaviour and quiet children</li></ul>	Keeping children safe
Administration staff	<ul style="list-style-type: none"><li>• To shut and lock all outside doors</li><li>• To deliver registers to teaching staff</li><li>• To ensure all visitors are accounted for</li></ul>	To maintain the safety of all visitors and children
Senior Leadership Team	<ul style="list-style-type: none"><li>• To ensure all children have entered the building</li><li>• To ensure all children are accounted for after registers have been taken</li><li>• To ensure all children are safe</li><li>• To ensure all stakeholders are accounted for.</li><li>• To maintain a high level of behaviour</li><li>• To liaise with outside agencies where necessary</li></ul>	To ensure all stakeholders are accounted for To ensure the safety of all persons

## **Appendix E**

### **Specific emergency control duties in the event of an emergency outside of Normal School Hours (during a school letting)**

#### **Introduction**

The following procedures are designed to provide guidance in the event of an emergency on Southville Primary School Site during the hours of 1800 hrs to 22.30hrs on weekdays, at weekends and at any other holiday periods when the School Site is open but is not designated as a normal working day.

#### **Responsible Person**

In the event of an emergency the person taking out the letting will assume overall responsibility until such a time as an appropriate member of the emergency list is contacted and able to assume control and/or the emergency services arrive on site.

#### **Action to be taken in the event of fire**

Anyone discovering a fire should set off the alarm at the nearest available fire alarm point (e.g. break glass call point). Thereafter, that person should call the emergency services giving details of the location of the fire.

On hearing the alarm, all persons must evacuate the building promptly.

#### **Building Evacuation**

It is the responsibility of the person taking out the letting to ensure all parties exit the building safely and ensure all persons assemble at the designated Fire Assembly Point.

#### **Action to be taken in the event of a medical emergency**

In the event of anyone suffering a medical emergency the person taking out the letting will assume overall responsibility and administer first aid where appropriate and/or call the Emergency Services providing information for a rapid response.

#### **GENERAL ACTION IN THE EVENT OF FIRE**

- Any persons discovering a fire should set off the alarm at the nearest available fire alarm point.
- It is the responsibility of the person taking out the letting to immediately call the Emergency Services.
- When the alarm sounds, all persons should evacuate the building along the nearest fire escape route as quickly as possible.
- As a rule all fire fighting should be left to the professionals i.e. the Fire Service. An attempt to fight a fire with the firefighting equipment available would only be relevant for authorised trained staff, where the fire was of a very small nature or impinging on an exit route. The first

priority is to raise the alarm and evacuate.

- All occupants should proceed to the designated Fire Assembly Point. Assembly points are indicated on Fire Action Notices throughout the building. It is important that all persons do not remain near the entrances of the buildings which have been evacuated; this can restrict the evacuation and hinder access for Fire Brigade personnel.
- At all times during the emergency, all persons should comply with all instructions given to them by the responsible person acting in the role of Lead person
- Do not re-enter the building until advised to do so by a member of the Fire Service or by the Lead Person.

**NB: THE STOPPING OF THE ALARM DOES NOT MEAN THAT THE FIRE IS OUT OR THAT THE BUILDING IS FREE OF HAZARDS**