



Saint GREGORY'S
Bath

HEALTH & SAFETY POLICY

Key Information

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HEALTH and SAFETY POLICY FOR SAINT GREGORY'S CATHOLIC COLLEGE

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ST GREGORY'S CATHOLIC COLLEGE

POLICY ON HEALTH AND SAFETY

SECTION ONE: Statement of General Policy

This policy statement is produced in respect of Saint Gregory's, Bath, and is supplementary to B&NES Council's Health and Safety Policies. It is to be used in conjunction with the school's Contingency Plan in Case of Emergencies.

Our Mission as a Specialist Catholic College is summed up in the words of our motto, *In Christ we flourish*. We aim to provide an education which above all recognises the value and dignity of every person and aims to promote their personal development and well-being. The school regards the promotion of health and safety matters as a mutual objective of all that work here. It is the school's policy to take all such steps as are reasonably practicable to meet its responsibility for providing a safe and healthy working environment for staff and students and to extend such protection to visitors to the school premises.

The Governors of the school recognise their responsibility, so far as is reasonably practicable, to ensure:

- This policy is commensurate with the requirements relating to safeguarding as found in Safeguarding Children and Safer Recruitment in Education (2007) and Keeping Children Safe in Education (September 2023).
- This policy is commensurate with all equalities legislation.
- The provision and maintenance of a safe and healthy working environment for all staff and students and to extend such protection to visitors to the school.
- The development and maintenance of sound health, safety and welfare practices.
- Consultation with competent people to assess risks and advise on adequate control measures and other health and safety issues.
- Adequate information, instruction, training and supervision to enable all staff and students to work safely.
- Consultation with staff on health and safety issues.
- The allocation of resources to fulfil the above objectives.

To this end, the school endeavours to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

This policy does not include issues relating to child protection and student behaviour, covered under separate policies.

Staff are expected to co-operate with the Governors and Headteacher in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, students and visitors.

SECTION TWO: Organisation for Health and Safety

Reference: Appendices A and B.

2.1 Responsibilities of the Strategic Director of People and Communities Directorate

The responsibilities of the Strategic Director of People and Communities Directorate are outlined in B&NES People and Communities Statement of Health and Safety Policy which can be found on the B&NES Intranet site under Health and Safety. A copy of the Corporate Policy is kept in the Premises & ICT Manager's office.

2.2 Responsibilities of the School's Governing Body

The Governing Body has overall responsibility for Health and Safety within the school although, because of the corporate status of Governing Bodies, individual Governors cannot be held to be personally liable when they have acted on collective decisions taken in good faith. The Governors will ensure that all reasonable steps have been taken to fulfil the school Health and Safety Policy and to reduce the possibility of accident or injury to staff, students or visitors.

Specifically the Governing Body will:

- Nominate a governor with responsibility for health and safety.
- Ensure that the school's Health and Safety Policy is produced, implemented and updated as required
- Allocate funding for health and safety purposes and ensure that sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective equipment, overalls or any other clothing identified by assessment as necessary, etc.
- Receive regular reports from the Health and Safety Management Group on health and safety performance.
- Receive and review an annual health and safety audit.
- Ensure arrangements are made to plan, organise, control, monitor, record and review protective and preventative measures in the light of risk assessments.
- Ensure a positive culture is established, and maintained

The Governors Finance and Premises Committee includes health and safety in its terms of reference, reporting to the Full Governing Body.

2.3 Responsibilities of the Headteacher

The Head teacher is responsible to the Governing Body for the health safety and welfare of staff, students and visitors within the school.

The day-to-day management of the school's Health and Safety Policy is delegated to the Facilities and ICT Manager and the Premises & Facilities Manager.

The Headteacher retains overall responsibility and remains specifically responsible for ensuring that:

- All members of staff, students and so far as is reasonably practicable, visitors to the school are aware of their general and specific health and safety responsibilities as set out in this policy.
- The Governing Body and B&NES People and Communities Directorate are kept informed on the health and safety performance of the school.

- Health and safety problems are dealt with promptly and appropriately or referred to the Governors, B&NES Property Services, a Contractor or B&NES People and Communities Directorate as appropriate.
- The risks to which staff and students are exposed at school are assessed, recorded and reduced to the lowest level reasonably practicable, i.e. risk assessments undertaken in accordance with the school's Risk and Opportunities Management Policy.
- Regular inspections of premises, plant, accessible asbestos and equipment are undertaken, e.g. PAT of electrical equipment (Reference Appendix I).
- The appropriate structures exist and operate for consultation with staff and the resolution of health, safety and welfare issues.
- Suitable information, instruction, equipment, resources and training are given to all staff to ensure they are competent to carry out the tasks required of them safely.
- The conduct and work of contractors on the school's premises is monitored (Reference Appendix D).
- Accidents are reported and records maintained, with all serious accidents being investigated to discover the cause and prevent reoccurrence (Reference Appendices G and H).
- Appropriate first aid facilities and trained staff are provided including a Medical Response Officer.
- Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held.
- Ensure all Health and Safety policies/procedures, and Health and Safety information is acted upon, and available to all relevant parties.
- The school has the necessary Health and Safety specific co-ordinators appointed, in accordance with Appendix A.

2.4 Responsibilities of the Facilities and ICT Manager in Liaison with the Premises & Facilities Manager

The 'day-to-day' management of the school's Health and Safety Policy is delegated to the Premises & Facilities Manager, supported by the **Facilities and ICT Manager**

The Premises & Facilities Manager is responsible, as far as is reasonably practicable, for:

- Co-ordinating the work of the school's Health and Safety Management Group, ensuring meetings take place tri-annually and reporting to the Finance and Premises Committee on a regular basis.
- Ensuring that inspections and risk assessments are carried out by those designated responsible staff as required (Heads of Year, Heads of Faculty/ Department and section) for all areas/functions of the school (Reference: Appendix C).
- With guidance from B&NES People and Communities Directorate, keeping up to date with health and safety issues, advising the Headteacher as appropriate
- Liaising with all staff, ensuring good communication exists on health and safety issues and those safety procedures and policy agreements are being adhered to.
- To be responsible for co-ordinating all building contract and maintenance work carried out on the premises and to ensure that all contractors' personnel are aware of the code of conduct for working in the school (Reference: Appendix D) and, where appropriate, complies with Health and Safety Construction Design and Management Regulations Regulations 2015.
- Ensuring that strict procedures are laid down for all building work on the premises, e.g. roofing repairs, excavation and drainage, alterations to building structures, refurbishments and renovations.
- Ensuring that all contracted companies have appropriate health and safety policies and procedures in place relating to their function on the school's premises, e.g. grounds, cleaning,

catering and security.

- Maintaining and managing the Asbestos Register and other registers identifying known hazardous substances and materials.
- Devising, updating and communicating emergency procedures, e.g. severe weather closure, fire and/or 'bomb warning' evacuation of the premises, including preparation of the 'Fire Evacuation Notice' (Reference Appendix E).
- Consulting with B&NES People and Communities Directorate Health and Safety Advisers on issues as appropriate.
- Overseeing the completion of the on-line Accident Forms and investigating each reported incident, reviewing the student accident note book, analysing accidents and identifying any trends (Reference Appendix G).
- In liaison with the Medical Response Officer, ensuring that first aid boxes are checked termly and are correctly stocked at all times (Reference Appendix K).

The Premises & Facilities Manager is also responsible and accountable to the Facilities and ICT Manager for all matters relating to health, safety and welfare with regard to 'day-to-day' management of the school site.

They, as far as is reasonably practicable, are responsible for:

- Ensuring that they are familiar with the school's Health and Safety Policy and in particular, health and safety issues relating to 'day-to-day' site management.
- Promptly reporting to the Facilities and ICT Manager any defects or hazards that are brought to their notice.
- Ensuring all new machinery, equipment and substances purchased for use are accompanied by adequate information and instruction prior to use.
- Ensuring that the Assistant Premises & Facilities Manager and any other staff under their control are adequately informed, instructed and trained in health and safety issues relating to their work prior to commencing an activity, e.g. use of equipment, manual handling, and use of stepladders.
- Ensuring that they, the Assistant Premises & Facilities Manager and any other staff under their control are provided with and are wearing appropriate protective clothing, e.g. steel capped safety boots.
- Informing the Facilities and ICT Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts and that they have been informed of the Code of Conduct for working on the School site (Appendix D).
- Ensuring that where showers have not been used for 2/3 days, flushing is carried out in accordance with agreed procedures in the B&NES Health and Safety Manual.

In the absence of the Premises & Facilities Manager, the Assistant Premises & Facilities Manager on duty assumes the above responsibilities. The Premises & Facilities Manager is the school's COSHH Co-ordinator (Control of substances hazardous to health (Fifth edition) - The Control of Substances Hazardous to Health Regulations 2002 (as amended) and, in line with COSHH Guidance, is responsible for:

- Maintaining a central inventory of substances covered by the COSHH Regulations (referencing separate registers maintained by Science and Contracted Companies)
- Ensuring that separate COSHH inventories are maintained and easily accessible in the Science Faculty and by contract companies, e.g. cleaning, catering and grounds.
- Ensuring that risk assessments are carried out on the use of substances used or generated.
- Determining control measures required.

- Notifying staff that use or encounter the substances of control measures.
- Where control measures involve ventilation systems, or personal protective equipment, the COSHH Co-ordinator will ensure the maintenance of those controls.
- Keeping the assessments under review.
- Ensure that the manufacturer data sheets are obtained, and made available.

2.5 Responsibilities Applying to All School Staff

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.

They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, students and visitors.

Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:

- Ensuring staff and students follow safe procedures;
- Ensuring that protective equipment is used correctly by staff and students when needed;
- Ensuring that footwear worn at work is suitable and appropriate for the work being carried out, including the safe and effective evacuation of the building. Backless sandals or shoes, for example 'flip flops' and 'mules', are not appropriate footwear.
- Bringing safety problems to the attention of the appropriate person.
- Reporting all accidents and dangerous occurrences.
- Checking that class rooms/work areas are safe.
- Checking that equipment is safe and properly maintained before and after use.

2.6 Responsibilities of SLT/ Heads of Faculty/ Department/ Section/ Heads of Year

SLT/Heads of Faculty/Department/Section/Heads of Year are responsible to the Headteacher for the day-to-day management of health and safety in their areas of responsibility.

They are responsible, as far as is reasonably practicable, for:

- Ensuring all staff under their control are adequately trained to carry out their duties efficiently and effectively.
- Being aware of regulations, codes of practice and guidance notes appropriate to their specialist teaching areas.
- Producing their own Faculty/Departmental safety policies, defining safe working arrangements.
- Ensuring that safe working practices have been incorporated in schemes of work and lesson plans.
- In liaison with the Premises & Facilities Manager, ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate in their classrooms/workplace.
- Reporting to the Premises & Facilities Manager all problems, defects and hazards.
- Ensuring that a copy of the 'Fire Evacuation Notice' is prominently displayed in all rooms and areas for which they are responsible.
- Ensuring that instructions are provided and followed for the use of all new equipment, substances, etc.
- Carrying out regular risk safety inspections of equipment used in addition to termly risk

assessments. Report to the Premises & Facilities Manager on any practices, premises and equipment, etc, giving cause for concern as a potential hazard.

- In liaison with the manager responsible for supply cover, ensuring that all supply teachers are aware of health and safety issues and special arrangements and procedures relating to the lesson being covered and in the work area in which the lesson is to be accommodated before commencing work.

2.7 Responsibilities of SLT and Heads of Year

SLT and Heads of Year are responsible, as far as is reasonably practical, for

- Communicating (via briefing, bulletin or individually as appropriate) to Heads of Faculty/Department/Subject Teachers, any information received about any of their students which may have health and safety implications. (Also see separate policy on Child Protection).
- Ensuring that tutors have instructed their tutor groups on evacuation procedures, including assembly points.
- Ensuring that tutors are keeping student attendance records up-to-date, re: evacuation procedures and missing students.

2.8 Responsibilities of the Cover Manager

The Cover Manager is responsible, as far as is reasonably practicable, for:

- Ensuring that all supply teachers are aware of the contents of the school's Health and Safety Policy in relation to their activities at the school.
- Reminding Heads of Faculty and/or individual teaching staff to provide instruction on health and safety issues relating to a particular lesson as a part of setting work for a supply teacher.

2.9 Responsibilities of the SEND Co-ordinator (SENCo)

The SENCo is responsible, as far as is reasonably practicable, for:

- In liaison with the appropriate Head of Faculty and/or teacher in charge, ensuring that all Learning Support Assistants are aware of safety procedures appropriate to a particular lesson and that any resultant specific measures required for the supported student(s) are considered.
- Informing the Facilities and ICT Manager of potential hazards or safety concerns, specifically relating to the school's visually impaired and/or physically impaired students, eg wheelchair users.
- In liaison with the Facilities and ICT Manager, keeping up to date with health and safety issues and legislation specifically related to disabled users, visually and/or physically, and communicating this information to staff as appropriate.
- Ensuring that the Special Needs Register is kept up to date and distributed to all relevant parties.

2.10 Responsibilities of the Medical Response Officer

- Ensuring that the medical room is a safe and clean environment for sick students.
- Ensuring that injured staff and students are seen by a First-Aider as quickly as possible and further medical attention sought if necessary.
- Ensuring that reportable accidents are entered onto the on-line accident system as soon as possible and appropriate action taken.
- Ensuring that clear records are kept of students using the medical room and action taken.
- Ensuring that the administration of medication is only permitted when the child's doctor deems it to be essential and prescribes it (see point 3.2.3 for further details).
- Ensuring that any medical supplies are securely stored in a locked cabinet in the medical room.

2.11 Responsibilities of the Office Supervisor

- Having responsibility for health and safety within the office area, ensuring that the office is a safe environment for the staff working there and the floor is clear of potential tripping hazards, e.g. parcels, cables, etc.
- Ensuring that students are not allowed access to the office unless supervised.

2.12 Responsibilities of Teaching Staff

Teaching staff are responsible and accountable to their Head of Faculty/Department/ Head of Year for the implementation of the school's Health and Safety Policy in the performance of their duties.

They are responsible, as far as is reasonably practicable, for:

- Being familiar with the school's Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department and lesson planning.
- Conforming to responsibilities as laid down in their own departmental health and safety policy on safe working arrangements.
- Ensuring that, where conditions apply, all students or persons under their control (eg: Learning Support Mentors, newly qualified teachers) receive instruction and are provided with 'hands-on' training to enable them to operate in a safe and efficient manner, eg instruction to wear goggles in a science practical lesson.
- Reporting to their Head of Faculty/Department using the agreed procedure, eg Damage Report Form (via on-line site maintenance icon), all problems, defects and hazards that are brought to their notice.
- As a tutor, reporting to their Head of Year any information received about any of their tutees which may have health and safety implications, eg tutee has a sprained ankle and may take longer to move between classes and to evacuate. (Also see separate policy on Child Protection).
- As a tutor, ensuring that the Fire Evacuation Notice is prominently displayed in their tutor group base and that all tutees have been instructed on evacuation procedures, including assembly points.
- As a tutor, maintaining up to date attendance records for their tutor group, re: evacuation procedures and missing students.

2.13 Responsibilities of the Senior Science Technician

The Science Technician is responsible to the Facilities and ICT Manager and Premises & Facilities Manager for maintaining a COSHH Inventory for the Science Faculty as a part of the central COSHH Register and is responsible for:

- Keeping a copy of the register, easily accessible by the Facilities & ICT Manager and Premises & Facilities Manager.
- Supporting the Head of Department in ensuring that risk assessments are carried out on the use of substances used or generated.
- Determining control measures required.
- Notifying staff that use or encounter the substances of control measures.
- Keeping the assessments under review.
- Ensure that the manufacturer data sheets are obtained, and made available.

2.14 Responsibilities of the Facilities and ICT Manager (re Training)

In liaison with the Headteacher and with reference to requests from the school's Health and Safety Management Group, to coordinate health and safety training for staff, prioritising provision, having allocated resources specifically for such training from the school's Staff Development Budget. In normal circumstances, priority will be given to new staff when they join the school and existing staff whenever they are exposed to new risks at work.

2.15 Responsibilities of the Manager Responsible for Transport Co-ordination

The school's student transport (home to school to home) is managed by various groups, including B&NES and the school. Each group is responsible for ensuring that the relevant contractor meets health and safety standards. Each bus service has a designated link member of the SLT who is responsible for promptly informing the contractor, as appropriate, of any issues or concerns relating to the school's transport provision, e.g. overcrowding, apparent evidence of unsafe vehicles and reports of inappropriate driver behaviour. This work is supported by the Transport Co-ordinator.

2.16 Responsibilities of the Director in Charge

The director in charge is responsible for managing an incident and will be the designated member of the school's SLT on duty at the time of the incident.

In the event of an accident the director in charge is required to take charge of the situation and summon medical assistance if necessary. The director in charge should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate.

2.17 Responsibilities of Students

All students are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. See School Behaviour Policy for full details.

2.18 Role of the School's Health and Safety Management Group

The School's Health and Safety Management Group comprises the Headteacher, the Facilities and ICT Manager, the Premises & Facilities Manager, a Staff Safety Representative (Vacancy), the nominated Governor responsible for Health and Safety, other Governor(s) with knowledge and experience of health and safety issues. Any other member of staff or interested party may attend and raise agenda items, subject to the agreement of the group. Minutes of Meetings of the Health and Safety Group will be submitted for review to the Governors' Finance and Premises Committee. The Health and Safety Management Group will:

- meet three times a year, prior to meetings of the Governors' Finance and Premises Committee (where possible)
- annually review the school's Health and Safety Policy and report any changes to the Governors' Finance and Premises Committee.
- determine and implement the strategies to meet the objectives and standards.
- review risk assessments annually and the subsequent assessment of hazard and plan for remedial action.
- review the causes of specific accidents and annually review the pattern of accidents throughout the school.
- review provision of health and safety training and specific training requests, making recommendations on priorities/suitability to the Staff Development Coordinator.
- conduct health and safety risk assessments/audits of specific topics/areas, e.g. faculty reviews, traffic management, and premises.

2.19 Role of the Staff Safety Representative

The Staff Safety Representative will be encouraged by the Headteacher to fulfil their duties as well as being released for appropriate training. The Facilities and ICT Manager will also consult regularly with the Safety Representative on health and safety matters.

- They will be entitled to inspect the school in accordance with the agreed Trade Union procedures/agreement.
- The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school's Health and Safety Management Group of which they will be a member.
- The Safety Representative should receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

2.20 Responsibilities of the Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring that procedures are followed with regard to the planning of all educational visits in line with the school's Educational Visits Policy and the school's Health and Safety Policy and that all visits are compliant with school procedures.

The EVC ensures that all documentation relating to educational visits is current and available to trip leaders and all deadlines are met, liaises with SLT to ensure all trips have the appropriate level of authorisation and staffing levels and ensures that residential trips have also been approved by the Health and Safety Governor.

End of Section 2

3.1 INCIDENT CONTROL

Emergency contact numbers are listed in the school's Contingency Plan in Case of Emergencies. Positions and types of fire extinguishers around the school are given on Appendix N.

3.1.1 Fire Incident - Emergency Evacuation Procedures

If an incident occurs, staff should always endeavour to act in a calm and reassuring manner so as not to worsen the situation by causing panic amongst colleagues/students.

If the incident is a fire or any other imminent danger, e.g. gas leak, roof collapse a member of staff should first activate the evacuation alarm (continuous ringing of the school bell) by using the nearest alarm call point (breaking the glass). On activating the evacuation alarm a member of staff should also immediately contact the school Reception providing clear and concise details of what has happened or is happening. The school Receptionists will then immediately contact the Duty Member of SLT and will contact the emergency services if/as appropriate.

Evacuation as a result of an intruder on site or other threat may need to be achieved without using the fire alarm. Staff and students should not move until instructions are given. If there is a risk of an immediate threat then staff and students should stay under desks/tables until instructions are given.

Evacuation as a result of a gas leak should be achieved without using the fire alarm as it may ignite the leaking gas.

Staff, but never students, may tackle **small** fires using the appliances provided, e.g. fire extinguishers, fire blankets, sand buckets, but only if this can be done without putting themselves or others at risk and without delaying evacuation. If a fire has broken out and been put out staff must immediately inform school Reception.

On hearing the evacuation alarm staff, students and visitors should immediately leave the premises and proceed to the assembly points (Reference Appendix E). Nominated Fire Marshals will sweep their designated areas and proceed to the Assembly Point (Reference Appendix F).

If possible and without causing undue delay, staff should ensure that all doors and windows are closed and electrical/gas equipment is switched off, e.g. cookers in Food Technology. **Do NOT lock doors** as emergency services will need access to all areas.

No one should stop to collect personal belongings. Depending upon the situation, designated staff i.e. the Premises & Facilities Manager and member(s) of SLT will arrive to take over management of the incident.

Teaching staff should escort their teaching group to the correct assembly point (depending on year group) and then proceed to their assembled tutor group to take the attendance register. Teaching staff who are not tutors and all support staff must assemble and register with the HR Manager or, in their absence, with the HR Administrator.

The Receptionists will bring the registers and staff lists to the assembly points.

Reporting Procedures:

- Registering and reporting student presence or absences:
 - Tutors check their students are present;
 - All Tutors report to their Head of Year, advising the HoY whether all students are present or any students are missing;
 - Heads of Year report to Director of Pastoral Care (or in his absence to the Director of Studies);
 - The Director of Pastoral Care reports to the Headteacher.
- Registering and reporting staff presence or absences:
 - All support staff and teaching staff without tutor groups register with either the HR Manager or the HR Assistant, in the absence of the HR Manager;
 - All supply staff register with the Cover Manager;
 - All kitchen staff register with the Sodexo Kitchen Manager;
 - The Cover Manager and the Kitchen Manager report to the HR Manager;
 - The HR Manager reports to the Director of Pastoral Care;
 - The Director of Pastoral Care reports to the Headteacher.
- **Fire Marshals:**
 - All Fire Marshals report to the Science Technician (currently CSP) that they have checked their areas and they are clear. Fire Marshals then report to the HR Manager to register their attendance;
 - The Science Technician reports to the Director of Pastoral Care;
 - The Director of Pastoral Care reports to the Headteacher.

Once registered, support staff and teaching staff without tutor groups move to stand behind tutor groups to help supervise and manage behaviour.

No one should re-enter the building until the evacuation alarm has stopped and the Headteacher has authorised re-entry.

The Premises & Facilities Manager is responsible for maintaining the school's Fire Log Book, kept in their office. A practice of the evacuation procedure will take place once per term and in particular during the first week of the Autumn Term. The Premises & Facilities Manager is also responsible for conducting a weekly test of the fire alarm system.

In general, with regard to fire control and evacuation procedures, all staff should observe the following:

- Report any locked external exits to the Facilities and ICT Manager/Premises & Facilities Manager.
- Ensure fire exits/routes are free from obstruction at all times, e.g. filing cabinets are not placed in front of fire doors.
- Display a copy of the Evacuation Notice showing assembly points, in every classroom/work area.
- Familiarise themselves with the evacuation procedures and bring them to the attention of students.
- Ensure internal fire doors are closed at all times and never propped open. Report missing, empty or tampered with fire extinguishers to the Premises & Facilities Manager.
- Switch off electrical equipment after use (with the exception of ICT equipment which should be switched off at the end of the day as appropriate).

3.1.2 Lone Working Arrangements

Staff should be aware of their personal safety when working alone during 'quiet' periods, e.g. during school holidays or during the 'twilight' period after school closes and before locking up at 6pm. Another member of staff, e.g. the Premises & Facilities Manager should always be aware of your presence in the building.

3.2 ACCIDENTS and FIRST AID

3.2.1 Reporting of Accidents and Dangerous Occurrences

(Reference Appendices G and H).

All minor injuries to students (e.g. bumps, bruises and grazes) should be reported in the Student Medical computer log, which is kept on the Medical Room computer.

Any injury to a student, staff, or visitor that requires First Aid treatment, students taken directly to hospital and/or involves lost time should be recorded on the 'On-Line Incident Report Form' as soon as possible and investigated to try to prevent re-occurrence.

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposable aprons are provided for this purpose and are kept in the Medical Room.

Reportable Accidents/Injuries

Major incidents are those reportable injuries, dangerous occurrences and occupational diseases as detailed in Appendix G. The Children's Services Safety Advisers must report these to the Health and Safety Executive, by the quickest possible means and subsequently, on the correct form. Schools must therefore telephone the Safety Section on 01225 395115 as soon as a major incident occurs and immediately enter the details on the On-Line Incident Form.

3.2.2 First Aid

The school has a Medical Response Officer (a nominated first aider) and 10 other nominated First Aiders (five support staff and five members of Teaching Staff). The Receptionists will know whom to contact at any given time during the school day. The Medical Response Officer or a First Aider is the initial contact for injuries resulting from accidents or medical crises which occur on the school's premises (including the playing field and cross country route). With students, minor injuries should be managed by the member of teaching staff in charge at the time of the accident. Serious incidents likely to result in a student being sent home and/or medical referral should be referred to the Medical Response Officer or school Reception in the first instance.

First Aid boxes are located throughout the school (Reference Appendix K). In addition, First Aid boxes are available for school trips. PE staff should always have a first aid box with them when on a cross country route or attending 'away' fixtures. First Aid boxes are checked regularly to ensure they are complete, particularly after use on school trips.

The First Aiders have received the appropriate training and are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981. No member of staff, including the First Aiders, should render treatment of any kind to students, outside of the Regulations, such as dispensing pain-killing drugs. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of a First Aider, the duty member of the SLT assumes this responsibility.

Defibrillator (AED)

The school has a defibrillator on site to be used in case of emergency. Ten staff have been trained to use the defibrillator, ie five members of teaching staff and five members of support staff. The defibrillator is located in the Medical Room by the main office.

3.2.3 Administration of Medication

Medication is only permitted in school when the child's doctor deems it to be essential and prescribes it and no medication can be administered unless written consent and instructions to do so have been obtained from the parents or carers.

All medication is kept securely in a locked cupboard in the Medical Room.

A separate locked cabinet is kept in the Medical Room for staff medication.

3.2.4 Drugs/Substance Abuse

See separate Policy on Drug Education and the Management of Drug Related Incidents on School Premises for Staff and Students available on the 'P' drive of the school network.

3.2.5 Infectious Diseases

The school follows the advice of the DfE and the Department for Health and the Public Health Laboratory Service on infectious diseases. A copy of their Handbook is kept in the Premises & Facilities Manager's Office and in the main school Office. To minimise the risk to other students and staff, the handbook provides recommendations on minimum exclusion periods from attending school, applying to both staff and students. In consultation with their GP, staff should inform the Headteacher immediately if they know they have contracted, or have been placed at significant risk of contracting, an infectious disease, e.g. co-habitant diagnosed with an infectious disease.

Guidelines are also provided regarding bringing animals into school and trips where animals may be present, e.g. farm visits (animals can pass on some infectious diseases to humans, e.g. E.coli).

The school policy for procedures relating to the outbreak of a flu pandemic or similar is included in the school's Contingency Plan in Case of Emergencies. **Appendix Q** attached shows the Self-Certification Covid-19 Contractors/Visitors Form currently in use due to the 2020 Coronavirus pandemic.

3.3 HAZARD REPORTING AND CONTROL

3.3.1 Risk Assessments

Undertaking risk assessments is an integral part of the school's approach for the safety of staff, students and others to ensure that where hazards are identified action is taken to put in place appropriate measures to mitigate the risk.

A template for Health and Safety Risk Assessments is shown in Appendix C, which is further supported by the schools "Risk Management and Opportunities Policy".

3.3.2 The Control of Substances Hazardous to Health

The school will endeavour to ensure that the risk to staff and students from substances hazardous to health is prevented or controlled. Wherever practical, substances should only be purchased from reputable and regularly used education suppliers who will provide the appropriate COSHH safety sheets, highlighting any hazard(s).

Risk assessments should be carried out by the Head of Faculty and reported to the Premises & Facilities Manager (COSHH Co-ordinator). No new substances should be generated or brought into school unless a risk assessment has been carried out. A central COSHH Register is kept in the Premises & Facilities Manager's Office, except for Science which has a separate COSHH Register kept in Prep Room.

All hazardous substances should be kept in secure areas.

3.3.3 Hazardous fixtures and fittings/equipment (Reference: Appendix I)

Hazardous equipment is tested regularly as appropriate, normally on an annual basis, by approved contractors. If a piece of equipment fails a safety inspection it must immediately be taken out of use and be clearly labelled as faulty and not to be used. A decision will be taken regarding disposal, replacement or repair of the equipment.

3.3.4 Electrical Equipment

All electrical equipment should be purchased new from reputable, regularly used suppliers and thereby should comply with most recent electrical safety legislation. Second hand electrical equipment should not be purchased or used (if donated) until fully tested for electrical safety. The Premises & Facilities Manager is responsible for ensuring that electrical testing of portable appliance equipment is being undertaken on a regular on-going basis. A copy of the PAT Register is kept in the Premises & Facilities Manager's Office, updated termly as testing proceeds.

3.3.5 Buildings - Repairs and Maintenance

Staff should report any defects or problems relating to the fabric of the building or fixtures and fitting that they notice promptly by phoning the Premises & Facilities Manager or logging the issue via the Site Maintenance system on the school network. In an emergency, eg gas leak, staff should follow the evacuation procedure (see section 3.1 above).

An inspection of the workplace, buildings/grounds, has been undertaken in order to identify any failures to meet the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular inspections to proactively identify defects with the workplace.

Fire extinguishers are subject to an annual check by an external contractor and are checked on a weekly basis by the Premises & Facilities Manager to ensure that they are in position and that the pins are in place.

Fire Alarms are serviced and maintained on a quarterly basis; a weekly check is carried out by the Premises & ICT Manager. The emergency lighting is tested on a monthly basis by the Premises & Facilities Manager; the intruder alarm is serviced and maintained on a yearly basis.

3.3.6 PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects

are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. On an annual basis an independent service contractor inspects the PE equipment.

3.3.7 Managing Asbestos

The school Asbestos Policy and Procedures must be followed for the safe management of asbestos within the school. Registers for asbestos are held with the Premises & Facilities Manager and must be checked and signed by contractors prior to any work being undertaken.

Any material suspected of incorporating asbestos in a damaged, loose or fibrous condition should be reported immediately to the Premises & Facilities Manager. The Premises & Facilities Manager will contact the relevant external body.

Where materials suspected to contain asbestos are encountered, the work will stop immediately and the hazard reported to the Premises & Facilities Manager.

3.3.8 Working at height

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. All other alternatives to working at height will be explored before beginning the work. If an alternative to working at height cannot be found, the staff member will assess the risk before beginning the activity and follow a safe system of work.

The school will supply and maintain the correct equipment to complete the task.

All ladders will be visually inspected before use; a safe system of work will be adhered to. All staff members will be trained in using the equipment safely. The school will follow the Work at Height Regulations 2005

3.3.9 Noise

The school adheres to Control of Noise at Work Regulations 2005 (the Noise Regulations 2005).

All areas of the school will be monitored for the level and duration of exposure to noise by staff and students. Suitable risk assessment and control measures will be put into place if an activity or area is too loud.

Personal Protective Equipment will be provided and maintained where required/appropriate. Specific attention will be paid to the technology, music, drama and PE departments.

3.3.10 Temperature

Each room or other space in a school building must have a system of heating which is appropriate to its normal use. Comfortable temperatures will be maintained wherever possible.

If a part of the school is:

- occupied,
- has a heating system, and
- is colder than the temperature appropriate to its normal use

then it will, if possible, be brought up to the temperature appropriate to its normal use for as long as

it is being used for its normal use. However, it is acknowledged that other strategies may be required if this cannot be achieved, including moving individuals to other areas, if possible, and allowing students and staff to put on additional clothing.

All the heating systems within the school use external thermometers to regulate to the room temperatures. The temperatures are pre-programmed. The heaters will switch on if the temperature is too low and switch off if it is too warm.

There are no prescribed maximum temperatures for school premises, although there are standards for ventilation. Uncomfortably high temperatures can hinder effective teaching and learning and affect health, safety and welfare.

3.3.11 Ventilation

Occupied areas must have ventilation controllable at a rate of at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate in normal use. In many newer buildings, background ventilation can be controlled by opening or closing small air vents to take account of differing numbers of occupants. There should normally be no difficulty in meeting this standard without using mechanical ventilation.

There should be the capability to ventilate certain areas (e.g. science labs and the kitchen) at a higher rate of eight litres of fresh air per second for each of the usual number of people in those areas.

3.3.12 Legionnaires Disease

An assessment has been completed by Carewater on the hot and cold water systems. This is reviewed annually. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of Legionnaires Disease. Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan. The Premises & Facilities Manager will ensure that regular testing takes place. See Appendix L.

3.3.13 Kitchen

Only authorised staff are allowed in the kitchen area. All appliances and equipment are tested annually. The extractor fans are cleaned and maintained annually.

The catering contractor will provide full risk assessment; all members of catering staff will be trained in and practice basic hygiene.

3.4 PERSONAL WELFARE

3.4.1 Staff – Personal Health and Welfare

An independent Occupational Health Service supervises issues relating to the physical and mental health of staff in the school. However, if staff have any specific concerns/issues, temporary or permanent, that they wish to be known regarding their personal well-being, particularly if they feel that it will impact on their performance at work, in the first instance they should inform their line manager, or if inappropriate, alternatively the HR Manager or a member of the SLT. All such matters will be treated in confidence.

3.4.2 Students – Personal Health and Welfare

Please refer to separate school Policy on Child Protection

3.4.3 Disabled Persons - Safety

The school actively supports and adheres to the requirements of the Equality Act 2010. Individual arrangements for the safety and safe emergency evacuation of students with disabilities, including those that are visually impaired, will be determined before their entry to the school and following a risk assessment in relation to their needs and the school environment. This will be coordinated by the school's SENCo in liaison with B&NES People and Communities Directorate Advisers and in line with the student's statement, if one has been given. A similar risk assessment will be conducted for staff with permanent disabilities or who become permanently disabled, and subsequently a meeting will be arranged between them, the Headteacher and relevant external bodies to discuss the issues raised. The same procedure will be followed for staff or students with temporary mobility problems, e.g. a broken leg.

3.4.4 Manual Handling

Manual handling is defined as the transporting or supporting of a load, which includes lifting or supporting people.

Wherever possible manual handling will be avoided or done by mechanical means, e.g. trolleys, so that the risk of injury to both staff and students from manual handling is reduced to the lowest level reasonably practicable.

All staff that carry out unavoidable manual handling tasks on a regular basis including the lifting or supporting of students, e.g. Premises & Facilities Manager, staff responsible for wheelchair users, will receive training. Such training will be arranged in liaison with the Premises & ICT Manager.

No individual should attempt to lift a load alone. Even if asked to do so, no individual should attempt to lift a load which they feel is too heavy for them and which may cause them personal injury. Any individual with a known back or other related injury should not attempt to lift a load.

All students who may need to have manual handling support are assessed using the manual handling assessment forms. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified.

Under no circumstances should students be asked or be allowed to move heavy items of furniture or equipment. If unavoidable and only with close supervision, students can carry light items, e.g. two students at each end of one average classroom table or no more than two stacked average classroom chairs per student.

Staff should avoid packaging/posting items in bulk. Portable boxes and storage crates should be filled in relation to weight – not the space available. Heavy boxes/items should be placed on the floor or low shelves and not on high shelves above head height.

3.4.5 Smoking at Work

In line with national law, the school has a strict no smoking policy which applies to all employees,

students, contractors, volunteers and visitors whilst on the school site and throughout the day (regardless of school hours). The no smoking policy also applies when on school trips and for transporting students on school business.

3.4.6 Violence

Violence to staff or students is unacceptable. Violence is any incident in which an individual is abused, verbally or otherwise, threatened or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and students occurring and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported to the Headteacher. The incident must be reported via the on-line reporting system to the Local Authority and if actual injury has occurred the Health and Safety section of the Council's Children's Services Department should be advised immediately by phone.

See separate school policy on bullying to protect vulnerable students and also bullying of staff, following guidelines as set out by B&NES Council. The school's behaviour policy sets out a simple and fair system of the consequences of bad behaviour.

3.4.7 Display Screen Equipment

Qualifying 'users' of Display Screen Equipment (DSE) will be entitled to eyesight tests and, if glasses are necessary for DSE work exclusively, a contribution towards the cost of lenses may be considered at the Headteacher's discretion. Training will also be provided on use, e.g. breaks from looking at the screen, posture, distance. This will normally apply to administration staff only, 'qualifying' determined by HSE guidelines relating to the amount of time a user is expected to use a DSU during their working day.

The Notification of Need for an Eye/Eyesight Test is attached (Reference Appendix J).

3.4.8 Lone Working

Lone working is defined as working alone at any time, day or night, in or outdoors, for significant periods of time. Lone working should be discouraged as much as possible, but where it has to happen, e.g. a Premises & Facilities Manager locking up at night, adequate arrangements must be made to ensure their safety.

Where possible the staff member should let someone know where they will be and how long they will be there. During holidays or weekends all members of staff must sign in and let the Premises & Facilities Manager or Assistant Premises & Facilities Manager know they are on site.

A mobile phone must be carried at all times.

3.4.9 Safer Routes to and around the school

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Pedestrian routes are clearly defined and vehicle movements controlled. Staff supervise the crossing between the main site and the Gateway Building before and after school and the Premises & Facilities Manager actively manages traffic in and around the site as part of his responsibilities.

Consideration is also given to road safety and traffic schemes around the school, maintaining clear markings, information and instructions for staff, students and parents.

3.4.10 Occupational Stress

The school has adopted the Managing Stress in Schools Code of Practice and have written a specific Managing Stress in Schools Policy statement (See Appendix M) and furthermore acknowledge the possibility of occupational stress amongst its staff and often the stigma attached. It will actively identify and manage, and where necessary carry out a specific risk assessment, on occupational (work) related stress. It further acknowledges its responsibilities towards all of its employees and their levels of work related stress as a result of the six management standards and will actively endeavour to counteract them.

3.4.11 Whistleblowing

If a member of staff has concerns about any health and safety matter they should in the first instance try to resolve it with their line manager or Headteacher. If there is no satisfactory outcome they may bring this to the attention of the Governor responsible for health and safety anonymously and the matter will be investigated in line with the school's Whistleblowing Policy. Any safeguarding concerns are dealt with under the school's Child Protection and Safeguarding policies.

3.5 TRANSPORT

3.5.1 Home to School to Home Transport

The school's student transport in the B&NES area (home to school to home) is managed by B&NES People and Communities Directorate who are responsible for ensuring that contractors meet health and safety standards. Areas outside B&NES are provided by the relevant Local Authority or by the school.

Members of SLT are responsible for individual buses in terms of student behaviour. The Finance Manager, is responsible for liaison with the bus provider in relation to administration. Full details are available from the school Office.

3.5.2 Staff Transporting students/equipment in their own cars

Staff who use their own cars for school use are covered for occasional use under motor vehicle insurance provided to the school via B&NES. Staff driving their own vehicle must comply with the requirements set out in Appendix P attached to ensure the safety and wellbeing of the students being transported.

3.5.3 Staff transporting students/equipment in any hired vehicle

Staff who use vehicles hired by the school have insurance cover provided by B&NES. Staff driving the hired vehicle must comply with the requirements set out in Appendix P attached to ensure the safety and wellbeing of the students being transported.

3.6 SCHOOL TRIPS

3.6.1 Please refer to the separate policy entitled Educational Trips and Visits Policy for full details of the health and safety, financial and administration requirements relating to school trips.

3.7 CONTRACTORS

Contractors will be given sufficient information to enable them to work safely in the school. As visitors on-site, contractors are required to co-operate with the school in all measures taken to ensure the safety of students, staff and visitors. The Project Manager is responsible for ensuring that all contractors are aware of the Code of Conduct when working on-site (Reference Appendix D).

All contractors on site will be given access to the asbestos register held by the Premises & ICT Manager.

Construction work carried out by contractors must comply with the Construction Design and Management Regulations 2015.

3.8 LETTINGS

Please refer to the separate school Lettings Policy and the school Lettings Forms and Agreement which relate to all lettings. All hirers have to provide valid insurance and risk assessments to cover their activity. Full details can be obtained from the Site Team.

3.9 SPECIFIC ARRANGEMENTS

3.9.1 Performing Arts and Art & Technology

Stage Lighting will be serviced and maintained on an annual basis by a competent contractor. Staging sections will have a full inspection prior to any use.

The use of kilns will always be in accordance with best recommended practice by CLEAPSS and staff will have received training in their best use.

3.9.2 Science

Science departments operate within the Code of Practice issued by the LA and relevant guidance from CLEAPSS, including Local Exhaust Ventilation (LEVs), maintenance and testing.

Radioactive sources are used in accordance with 'The Use of Ionising Radiations in Educational Establishments'. The school's Radiation Protection Supervisor (RPS) is Mr Stewart Burn, Director of Sixth Form

The specific arrangements for the school have been identified by risk assessment and each individual Department/Faculty will produce a safety policy indicating its own H&S structure. This will also indicate the outcome of the Risk Assessments undertaken and the safe systems of work.

3.10 LOCKDOWN PROCEDURE

3.10.1 Introduction

This procedure is based on the NaCTSO (National Counter Terrorism Security Office), Guidance Note 1/2015 – Developing Dynamic Lockdown Procedures, and should be read in conjunction with the school's '**Contingency Plan in Case of Emergencies**'.

It has been written as guidance for staff, parents or carers and young people in compliance with the following: Health & Safety at Work Act – 1974, and Evacuation Safety in the Workplace

The procedures cover threats that the school may potentially be subjected to, for example aggressive or violent intruder, dangerous animals, chemical or an environmental incident.

However, where a school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe principals of RUN>HIDE>TELL must be followed.

Lockdown, or Dynamic Lockdown, is the ability to quickly restrict the access and egress to a site or building (or part of), through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into a danger area and preventing or frustrating the attackers accessing the site (or part of).

The following sections set out further detail on the procedures and processes to be followed together with responsibilities should a lockdown event be initiated.

Appendix 1 includes a simple flowchart showing the key stages from initiation of Lockdown through to termination and debriefing. Appendix 2 provides a checklist for the various activities associated with the Lockdown procedure.

3.10.2. Procedure

3.10.2.1 Threat

Lockdown will be triggered by a threat with the potential to cause a risk to staff, students and third parties, including:

- A reported incident/civil disturbance in the local community
- An intruder on the school site
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas Cloud, etc)
- The close proximity of a dangerous dog or other animal roaming loose

3.10.2.2 Lockdown

If a threat is realised in any part of the school, then this must be communicated to the Front Office, who will notify a member of the Senior Leadership Team/Headteacher to sound the Lockdown alarm signal, and notify the local police on 999.

In the event that contact cannot be immediately made with the Front Office, then Lockdown should be implemented away from the threat, advising neighbouring classes, and moving to a safe and secure building. Having moved away from the threat, continued contact should be tried with the Front Office, using the emergency internal landline number 555, or by calling 01225 838239 using a mobile phone, or using a two way radio.

If the Front Office cannot contact a member of Senior Leadership Team/Headteacher, then they will sound the Lockdown alarm signal and go to the Main Building Emergency Control Room (Headteacher's Office), where they will advise the Recovery Management Team of their action, and provide more details.

The information to be provided to the police must include confirmation of: **Major Incident**, **Exact Location**, **Type of Incident** Armed Attack, Industrial Pollution, etc , **Hazards**, **Access to Scene**, **Number** and **Severity of casualties/injuries**, **Emergency Services needed**, (acronym METHANE).

A. Once the Lockdown alarm has been triggered the following activities will be carried out simultaneously.

A1. Controlled Migration of Staff, Students, Others to Buildings

- Staff will be alerted to the activation of the Lockdown procedure by the sounding of the Lockdown alarm
- Where an intruder is in a known location by staff, then discretion can be used as to whether the group run and move inside or outside to a safe and secure location
- Students, and visitors that are outside of the school buildings will be brought to the closest securable and known safe space by staff as quickly as possible.
- Staff and students inside the building will remain in their classrooms (unless it is safer to move to a more secure space)
- Staff will direct students who may be on their break or lunch to their tutor base or an alternative and more secure location.
- Staff will also:
 - encourage students to keep calm, close all doors and windows
 - Where classroom doors have glass panels, staff and students should cover the panel and move away from the line of sight
 - use tables and chairs to block access
 - If advised by the Emergency Recovery Team that the threat is an intruder then:
 - lights, smartboards and computer monitors to be turned off
 - staff mobiles switched to silent and students to switch off phones
 - Keep out of sight and minimise movement – sit on floor, stay silent and avoid drawing attention
 - be prepared that you may be in lockdown for some time
- Staff, when it is safe to do so, will take a register of students within their area identifying any missing students or additional students and communicate this information to the Emergency Control Room (ECR) using the emergency internal landline number 555, or by calling 01225 838239 using a mobile phone, or using a two way radio.
- During lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the ECR, as this could delay more important communications

A2. Procedure in Case of Exams Before an examination

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately

- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door
- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the Exams Officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
- The Exams Officer will collate the information from all exam rooms and forward this to the Headteacher immediately
- Invigilators will
 - lock all windows and close all curtains/blinds
 - switch off all lights
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
 - take an attendance register/head count if possible
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

During an examination

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
 - tell candidates to stop writing immediately and turn their papers over.
 - collect the attendance register
 - make a note of time when the examination was suspended
 - instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk
 - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the Exams Officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
 - lock all windows and close all curtains/blinds
 - switch off all lights
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the Exams Officer will collate the information from all exam rooms and forward this to the head of centre immediately
- The Headteacher will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the Exams Officer (or Invigilators in the absence of the Exams Officer) will initiate the emergency evacuation procedure

- The Exams Officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

After an examination

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

Invigilators will:

- stop dismissing candidates from the exam room
- instruct candidates who have left the room to re-enter the exam room
- instruct candidates to remain silent and hide under examination tables
- where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the Exams Officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the Exams Officer will collate the information from all exam rooms and forward this to the Headteacher immediately

A3. Emergency Control Room Set Up and Lockdown Management

On hearing the Lockdown signal all members of the Recovery Management Team will assemble in the Emergency Control Room (Headteacher's Office) if it is safe for them to do so.

The Recovery Management Team comprises; Team Leader (Headteacher), Designated Internal Communications and External Communication Leads, Pastoral Care Lead, Medical Lead, Technical Advice, and Facilities and ICT Manager.

The member of the Senior Leadership Team, or Front Office who instigated the Lockdown signal and has contacted the Police, will brief the Team Leader and other members of the team.

The Internal Communications Lead will set up the incident log and maintain this throughout the incident, as directed by the Team Leader, and maintain contact with staff, students and visitors using internal landline, mobile phone, two way radio, group text, group email.

In the event that any missing students/staff/visitors are reported to the Internal Communications Lead, this will be brought to the immediate attention of the Team Leader to agree how best to address the situation.

The External Communications Lead will follow the communications protocols set out in the school's 'Contingency Plan in Case of Emergencies', making external contact with Emergency Services, BANES on the landline telephone number 01225 838220.

The Facilities and ICT Manager will review with the Team Leader the location of the threat and discuss further actions to protect and safeguard staff/students/visitors including preventing access and egress to/from the site by unauthorised parties.

During the Lockdown the Team Leader will continually review the situation, and if appropriate seek further support to manage the incident.

Communication between staff and students and the Recovery Management Team during the incident will be carried out using internal landline, mobile phone, two way radio, group text, group email, from safe spaces/classrooms.

The Team Leader will initiate communication of the lockdown with parents/carers by text/email, but only when it is practicable and the safety of the students, staff, contractors, and visitors has been secured. Communication with parents/carers will be maintained by the External Communications Lead through the school website, with regular updates agreed with the Team Leader to ensure that parents/carers:

- are reassured that the school is doing everything possible to ensure the safety of all students
- do not need to contact the school, as this may interfere with essential communication with emergency services
- do not come to the school, as this could impair the emergency services, and place them and others at risk
- should wait for the school to contact them about when it is safe for them to collect their children, and how this will be managed

In addition to providing information on the website during the incident, an automated telephone message will be activated by the Internal Communications Lead, to alert external callers of the Lockdown, and reinforce that regular updates will be provided on the school website.

B. Terminating Lockdown

When the threat no longer exists, and it is agreed with the Police/Emergency Services that the Lockdown can be terminated, the Team Leader will notify staff of the “All Clear” by texting to staff mobiles and/or staff deployed, initiating a PC banner message, with the following action then taken:

- Headteacher to organise update for the website, and issue of a text/email to parents/carers, and copy to governors
- Staff and students within the main school building will convene in the Main Hall for a briefing by the Headteacher/Member of the SLT
- Staff and students within the Gateway Building will convene in the Learning Resource Centre (LRC) for a briefing by the Headteacher/Member of the SLT
- If counselling is needed the Headteacher/Member of the SLT will ensure the appropriate support is provided from the Pastoral Care Lead
- Teachers take registers, with any students leaving before the end of the day, to be signed out
- Headteacher/SLT to de-brief all staff in staff room, at the end of the school day, and following this, update the Chair of Governors

Procedure in Case of Exams

- Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT
- Where applicable and if advised to do so by the Headteacher, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination
- Invigilators will then:
 - ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
 - recalculate the revised finish time(s) to allow for the full exam time
 - tell the candidates to turn their papers over and re-start their exam
 - amend the revised finish time(s) on display to candidates
 - note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log)
- The Exams Officer will
 - provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies)
 - safely and securely store all collected exam papers and materials pending awarding body advice/guidance
- Where applicable/possible/available, SLT/Exams Officer will:
 - negotiate any alternative exam sittings with the awarding bodies
 - offer, arrange and provide support services to staff and candidates
- At the earliest opportunity, the Headteacher will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- Where possible, exams staff and candidates will be invited to attend an assembly lead by the Headteacher to discuss the lockdown and offer ongoing support. If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

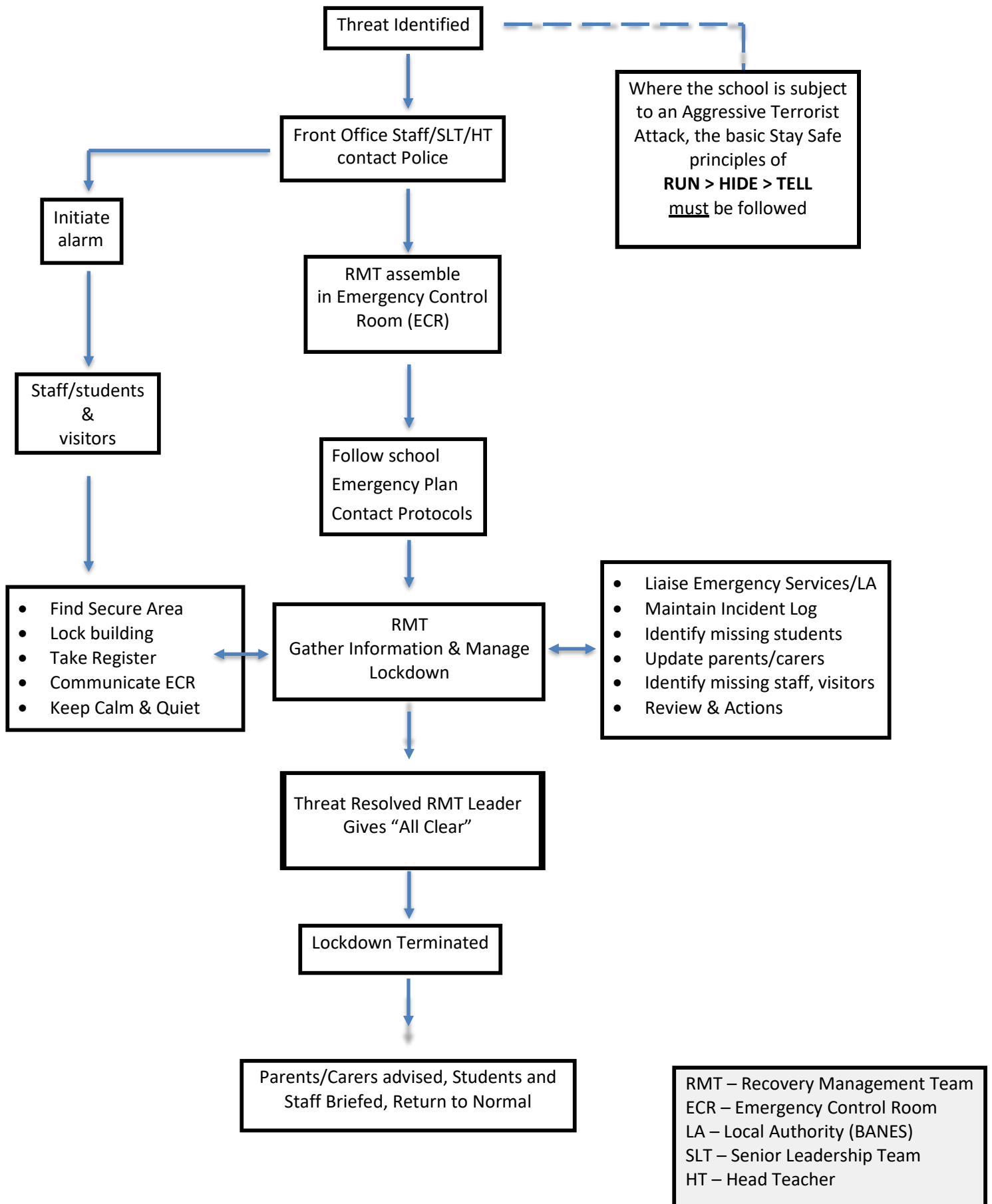
3.10.3 Follow Up and Review

After the Lockdown has been terminated and normal activities at the school have resumed the Recovery Team Leader will conduct a de-brief within 24 hours with the Recovery Management Team, and staff directly involved in the incident.

This will involve staff giving feedback on the event and any areas of immediate concern that need to be addressed. The outcome of this initial review is to be confirmed to the Chair of Governors within 24 hours.

After the debrief a further review will be undertaken within one week to finalise any changes to procedures to address any issues raised, and/or improvements that can enhance the Lockdown process. Any changes to the Lockdown Procedure will be communicated to staff and others being trained in the procedure. The school will undertake two Lockdown exercises each year, to regularly refresh training, and familiarity for staff and students.

APPENDIX 1 – LOCKDOWN PROCEDURE FLOWCHART



APPENDIX 2 – LOCKDOWN CHECKLIST

Recovery Management Team (RMT)	
Role	Responsibility
Team Leader (TL)	Manage the incident and liaise with Emergency Services
Internal Communications Lead (ICL)	Maintain contact and information flow with internal staff, students and visitors, including updating incident log, activate voicemail
External Communications Lead (ECL)	Maintain contact with Emergency Services, Parents/Carers, BaNES, Governors and contacts detailed in Emergency Procedures, including update of school website
Pastoral Lead (PL)	Provide pastoral support for staff and students
Medical Lead (ML)	Provide medical support for staff and students
Premises & Facilities Manager (PFM)	Provide site information and support the RMT
Technical Advice	Provide Technical Support
Other	To be designated

Step	Action	By Whom
1	Threat Identified	STAFF/ STUDENTS
2	Front Office confirm threat	FO
3	Front Office/Headteacher/SLT trigger Lockdown Alarm	FO/ SLT/ HT
4	Staff instigate local lockdown procedure	STAFF
5	Front Office/SLT/Headteacher contact Emergency Services 999*	FO/ SLT/ HT
6	Recovery Management Team Assemble in ECR	RMT
7	Incident Log Set Up/Activate Auto Telephone Voicemail Message	ICL
8	Activate and manage website information	ECL
9	Maintain lines of communication internal** and external**	ICL/ECL
10	Establish contact with any out of building staff/student activities	ICL
11	Identify missing persons and decide appropriate action	ICL/TL
12	Monitor/Review situation liaising with Emergency Services	TL
13	Deploy Premises & Facilities Manager/Medical/Pastoral support as required	TL
14	Threat eliminated (agreed with Emergency Services)	TL
15	Lockdown termination signal “All Clear” triggered	TL
16	Staff Text, Staff Deployed, Parents/Carers email/text, Website Updated	TL/ECL
17	Staff & Students Briefed (Main Hall & Gateway LRC)	TL/SLT
18	Return to Normal, Pastoral Support, Staff Debrief end of Day	TL
19	Chair of Governors updated	TL

9		
2 0	RMT Review	HT
2 1	Follow Up Review	HT
2 2	Lockdown Procedure updated	HT
2 3	Lessons Learned Implemented	HT

NOTES

* Emergency Services advised of Threat Details using METHANE

** Internal communications with staff, visitors, External communications with Emergency Services,

BANES, Parents/Carers, Chair of Governors and in accordance with Emergency Procedures

ABBREVIATIONS:

RMT – Recovery Management Team

HT – Headteacher

FO – Front Office

SLT – Senior Leadership Team

ECR – Emergency Control Room

ICL – Internal Communications Lead

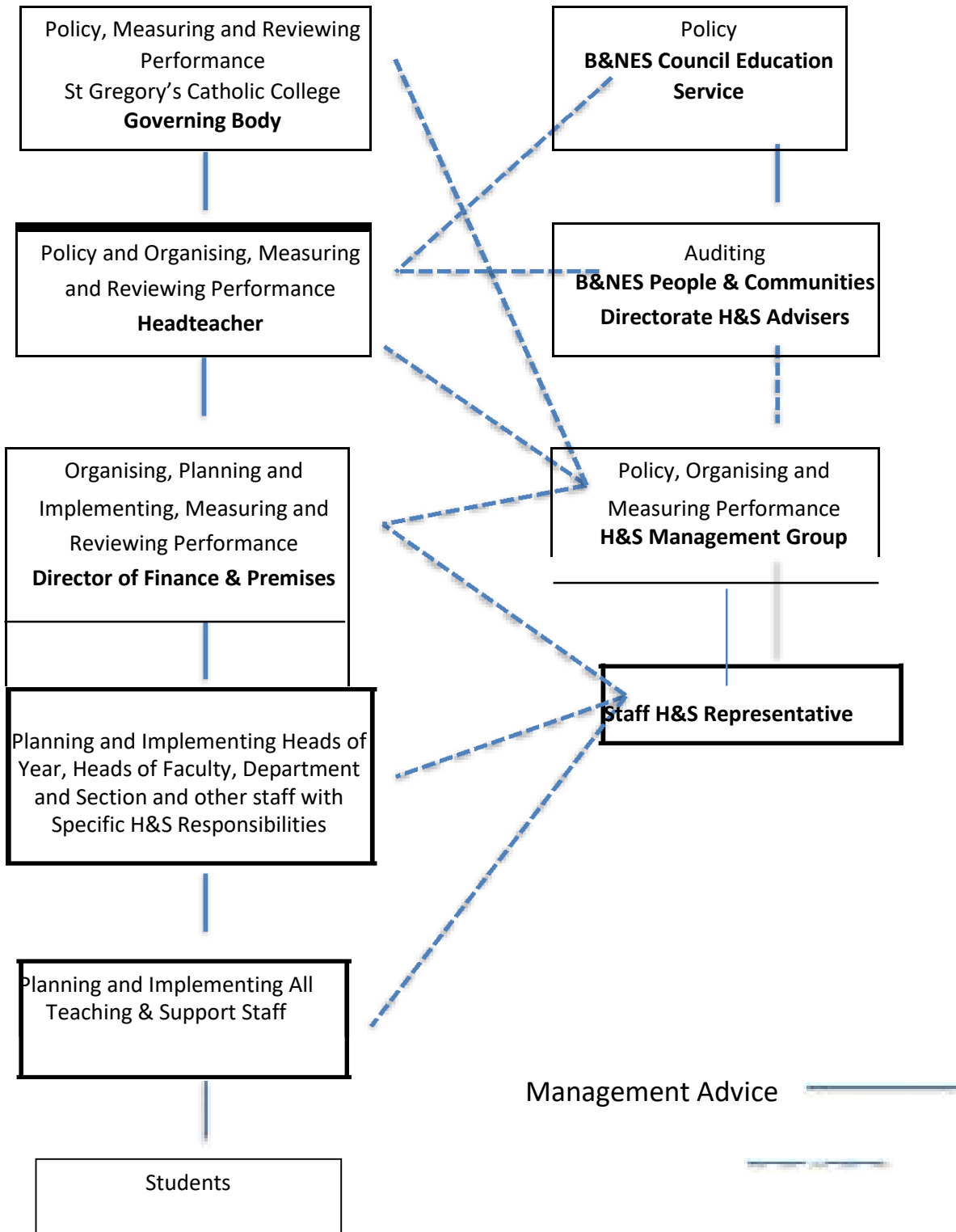
APPENDIX A**STAFF HOLDING RESPONSIBILITIES FOR HEALTH and SAFETY – November 2023**

Position	Name
Chair of the Governing Body	Mr John Eddison
Nominated Health and Safety Governor	Mr Mark Bradley
Health and Safety Committee	Mr Mark Bradley, , Mr Gerry Cross, Mr Simon Legg, Mrs Melissa George
EVC Governor	Mr Mark Bradley
Headteacher	Mrs Melissa George
Premises & ICT Manager	Mr Gerry Cross
Medical Response Officer	Miss Kira Ackling
Premises & ICT Manager (COSHH Co-ordinator)	Mr Simon Legg
COSHH Co-ordinator (Science)	Ms Juliette Taylor
Head of Faculty – English	Mr Justin Davis
Head of Faculty – Maths	Ms Mari Davies (Acting)
Head of Faculty – MFL	Mrs Jannick Lemee
Head of Faculty – Science	Mr Cameron Boutland Smith
Head of Faculty – Performing Arts	Mrs Claire Richards
Head of Faculty – Humanities	Mrs Heather Hillier-Brown
Head of Faculty – PE	Mrs Caron McHale
Head of Faculty – Art and Technology	Mrs Joanna Bowden
Head of Faculty – RE	Ms Rachel Spindler
Director of Sixth Form	Mr Stewart Burn
Head of Year (sixth form)	Mr Ben Ackland, Dr Simon Brooks
Heads of Year	Mr Stuart Brodie; Mr Simon Duffy; Miss Megan Bendall; Mr Matthew Bird; Miss Sarah Hollywood;
Head of Music	Ms Olivia Sterlini
Head of Dance	Mrs Claire Pearson
IT Manager	Mr Stuart Hodder
IT Co-ordinator	Mr Adrian Foley
Office Safety Manager	Mr Adam Sheldon
Cover Manager	Mr Gerry Cross
Educational Trips Co-ordinator	Mr Matthew Robinson
Staff Development Co-ordinator	Mr Gerry Cross; Mr Mike Leaman
SEND Co-ordinator	Mrs Sarah Ponsford
Behaviour Support Managers	Mrs Rita West, Dr Simon Brooks
Transport Co-ordinator	Mrs Shelley Weeks
Portable Appliance Testing	Beaver Electrical
Appointed Person	Team Leader (SLT)
Staff Safety Representative	TBC
B&NES Senior Health and Safety Advisor	Ms Tracy Curtis
First Aiders	Kira Ackling, Stuart Brodie, Ben Ackland, Caron McHale, Craig Spooner, Hannah Morrison, Emma Wright, Jo Lawson, Anita Walker, Mike Leaman
AED Trained Staff	Kira Ackling, Ben Ackland, Kerrie Coombes, Caron McHale, Karen Stack
CONTRACTORS	

Grounds Maintenance Contractor	Greensward - Mr Andy Boyce
Catering Contractor; On-site Kitchen Manager	Sodexo; Mrs Tracey Millard
Cleaning Contractor; On-site Cleaning Supervisor	Direct Cleaning Services (SW) Ltd - Melanie Ward
Security Contractor; Fire Alarm Contractor	Tollgate Security

APPENDIX B

ORGANISATION FOR HEALTH AND SAFETY



St Gregory's Catholic College - RISK ASSESSMENT

Appendix C Risk Assessment Sheet and Analysis

Name and scope of risk assessment:

Service/School name:	Date of risk assessment:
Name(s) of risk assessors	Assessment review date:

What are the hazards?	Who might be harmed and how?	What are we doing already?	What further action is necessary?	Action by who?	Action by when?	Done?

ST GREGORY'S CATHOLIC COLLEGE – GUIDELINES TO CONTRACTORS WORKING ON SITE

These guidelines have been drawn up in line with current health and safety requirements, approved by Bath and North East Somerset Council, and reflect good practice for working within a school environment. These guidelines should be followed by all contractors' personnel, although separate arrangements may be agreed prior to the start of larger projects where a Site Foreman has been appointed to the project.

THERE ARE HEARING IMPAIRED STUDENTS ENROLLED AT ST GREGORY'S CATHOLIC COLLEGE

- Any contractor wishing to work at St Gregory's whilst students are on site must have a valid and current enhanced DBS clearance otherwise they will be accompanied at all times whilst on site.
- In the absence of a Site Foreman agreed to and appointed by the contractor, all outside workers must report to the school's Main Reception, sign in and collect a visitor's badge. Request to meet the school's Premises & Facilities Manager to agree access and arrangements for completing the work required.
- On no account must contractors negotiate arrangements for access with members of staff other than the Facilities & ICT Manager or the Premises and Facilities Manager.
- All work must be carried out following the most recent health and safety regulations; trailing leads or cables, must not be left across corridor floors causing trip hazards. If semi- permanent, cables can be taped down.
- Corridors and access routes must be kept free of obstacles, unless agreed otherwise with the Premises & ICT Manager with adequate notice given to all students.
- Smoking is not allowed on-site or off-site by the main gates; radios must not be used.
- Contractors must dress appropriately, ie dress in a way that is unlikely to be viewed as offensive, revealing or sexually provocative, is absent of any political or otherwise contentious slogans, is not considered to be discriminatory and is culturally sensitive.
- No profane or inappropriate language; no member of staff, visitor or contractor is allowed to use such language on the school site.
- **Under no circumstances** communicate or in any way fraternise with students. If any student is causing a nuisance or attempting to be familiar, report immediately to the Premises & ICT Manager or the Facilities and ICT Manager (or in their absence report to the school Reception). In part, this measure protects contractors from false accusation. If any incident involving inappropriate behaviour occurs the individual contractor concerned will immediately be asked to leave the school site by the Headteacher.

Under no circumstances should there be any physical contact with students. If practical, contractors should avoid congested corridor areas during lesson changeovers and must stay within the agreed work area and access routes.

- All vehicles must be parked in areas agreed with the Premises & Facilities Manager.
- If toilets are to be provided by the school, only staff toilets (indicated as such) must be used. Under no circumstances should a contractor use student toilets.

Thank you for your cooperation.

I have read and understood the above code of conduct and will adhere to the required safeguarding arrangements within this school.

Signature:	
Name (in capitals):	
Date of Visit:	
Approx. duration of visit:	
Purpose of visit:	
Identity badge details:	

DIRECTIONS TO STUDENTS IN CASE OF FIRE

On discovering a fire:

- Do not attempt to put out the fire or fires yourself;
- Inform the nearest member of staff;
- Under direction from your Teacher/Tutor, go to the Assembly point; **this is on the school field beyond the Astroturf;**
- You should assemble in your Tutor group in Year Group Order as shown below.

On hearing the Fire Alarm: FIRE ALARM – CONTINUOUS RINGING OF THE BELL

On hearing the fire alarm, all persons must IN SILENCE immediately evacuate the school's buildings and congregate at the appropriate assembly point (See below).

- If you are in a lesson, follow the instructions of the member of staff and go to the Assembly area;
- If you are not in a lesson, go straight to the Assembly area;
- Take only the belongings that you have with you at the time; do not wait to put on coats and collect bags;
- Do not run. Do not push or overtake another person;
- Remain **SILENT** so that instructions given will be heard clearly;
- Do not on any account go back into the building until the Headteacher has informed everyone that it is safe to do so;
- You should assemble in your Tutor group in Year Group Order as shown below.

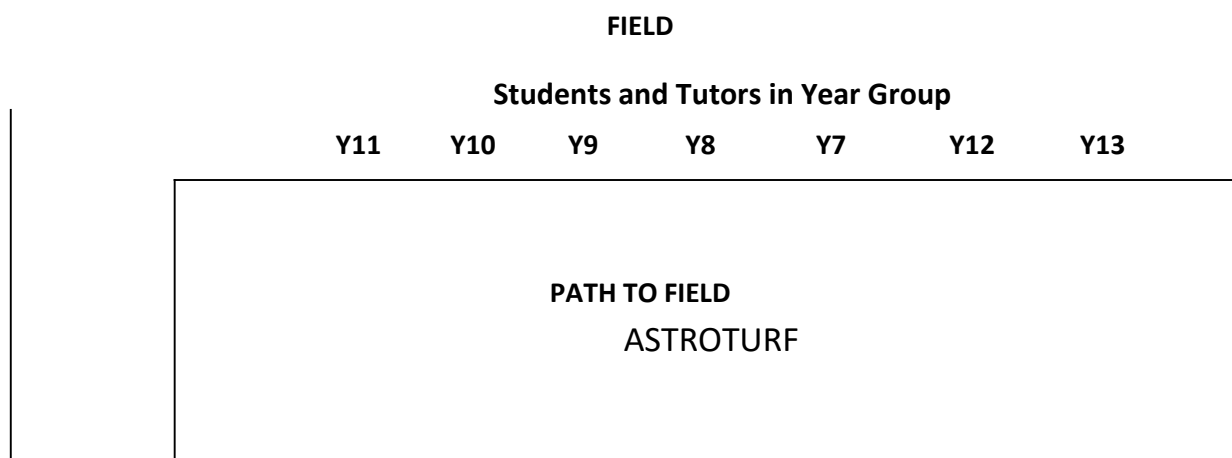
If you are in a public examination:

- You will receive instructions from the Exam Invigilators;
- You will be taken to the field, but to a **different** Assembly Point;
- It is vital you maintain silence and strict exam conditions, otherwise the exam will be void.

ASSEMBLY POINTS

ALL STAFF AND STUDENTS ASSEMBLE ON THE SCHOOL FIELD BEYOND THE ASTROTURF

STUDENTS MUST LINE UP IN SILENCE IN THEIR TUTOR GROUPS IN YEAR GROUP ORDER AS FOLLOWS:



APPENDIX F

FIRE MARSHALS November 2023

Kelly block:

Ground Floor	Mrs A Whitelock; Miss A. Phillips
Middle Floor	Mrs A. Walker; Mr D. Llewellyn
Top Floor	Mrs S. Ashbee/Ms J. Loader; Miss E. Calley

Science block:

Top and Middle Floors	Mr C Spooner; Ms H Morrison
Bottom Floor	Mr C Spooner; Ms H Morrison

The Emmaus Centre

Mrs R West; Mrs Z. jemkins

Technology Block/Student Entrance/Inclusion:

Ground Floor	Ms I Cooper
First Floor	Mrs S Wells; Mrs K Stack

Kitchen

Mrs K Coombes

Dance Studio and Chapel?

Mr M Robinson; Mrs C Sharp/Mrs J. Clarke; Mrs M. Richter

Hall and Bond Pavilion

Mrs S Gormley

Main Building:

Upper Floor	Mr S Hodder; Miss I. Stock/Miss E. Wood
Computer Rooms and Middle Floor	Mrs J. Matovski/Miss L. Griffin
Lower Floor	Mrs E Wright; Mrs H. Summers/Mr D. Wiltshire; Ms L. Boulton-Smith

Gym and Changing Rooms

Mrs H Quinn

Benedict Block

Mr S Harris;

New Sixth Building

LRC and Open Areas	Mrs A Kinch
Ground Floor Classrooms and Labs	
Upper Floor	Dr S Brooks

The **Data Manager** will cover any staff who are absent on the day.

Fire Marshals will report to Mr C Spooner, **Science Technician**, to confirm their areas are clear. All support staff, including Fire Marshals, and all teaching staff who are not tutors or Heads of Year must register their attendance with the **HR Manager** and/or the **HR Assistant**.

PLEASE ENSURE YOU WEAR YOUR HIGH VISIBILITY JACKET

To ensure no-one tries to enter the main site whilst the fire alarm is activated the Facilities & ICT Manager and/or the Finance Manager, will stand outside Main Reception of the main site and the Lay Chaplain will stand at the front of the New Sixth building.

The Premises and Facilities Manager and the Premises and Facilities Assistant will be responsible for contacting the Fire Service and ensuring that the side gate is open to allow staff and students to exit the school buildings and to ensure the emergency services have access to the site.

Accident Reporting Minor Injuries

Minor injuries to students should be recorded by a first aider in the student Medical File. **Entries must be completed in ink and be a precise description of the injury and cause.** Errors should be crossed through, and correction fluid should not be used. These records may need to be used by the Police as evidence when investigating child protection cases. Any injury to a student or any injury to an adult which requires First Aid treatment, person taken directly to hospital, sent home, or sent to their doctor should be recorded by a first aider (normally the Medical Response Officer) on the B&NES On-line Accident Reporting System 'One Stop.' In turn, the accident is given a designated number and then investigated/closed off by the Designated Safeguarding Lead, the Director of Pastoral Care.

If in doubt report the accident.

Reportable Incidents

Reportable injuries, diseases, dangerous occurrences (RIDDOR) are major incidents as detailed below. These must be reported to the Health and Safety Executive (HSE) by B&NES Education's Safety Officer, firstly by the quickest possible means and subsequently on the correct procedure. Schools must therefore telephone the Safety Section on 01225 395114, as soon as an incident occurs, then record it via the B&NES on-line accident reporting system 'One Stop,' and inform the Headteacher and the Designated Safeguarding Lead, the Director of Pastoral Care. The incident should also be recorded in the student medical book.

If in doubt refer to the education pages on the HSE website (www.hse.gov.uk/services/education) or call the safety section.

1. Death of any employee, student or visitor
or
2. Major injury to an **employee** arising out of an accident at work:
 - Any fracture other than to fingers, thumbs or toes.
 - Any amputation.
 - Dislocation of the shoulder, hip, knee or spine.
 - Loss of sight, whether temporary or permanent.
 - A chemical or hot metal burn or any penetrating injury to the eye.
 - Any injury resulting from an electric shock or electric burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
 - Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
 - Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
 - Absorption of any substance by inhalation, ingestion or through the skin causing acute illness requiring medical treatment or loss of consciousness.
 - Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.

- 3 Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.
- 4 Accidents resulting in the death of the person and arose out of or in connection with a work/school activity or the accident results in an injury that arose out of or in connection with a work/school activity and the person is taken from the scene of the accident to hospital.
- 5 Injuries resulting from an 'accident', including injuries resulting from an act of non-consensual physical violence, to employees at work or arising out of their work.
- 6 Accidents/injuries sustained from sport or playground activities are not normally reportable. Incidents are only reportable where the injury results in a student either being killed or taken to a hospital for treatment. Either scenario is only reportable if they were caused by an accident that happened from or in connection with a work activity, e.g. faulty equipment or inadequate supervision.

Dangerous Occurrences

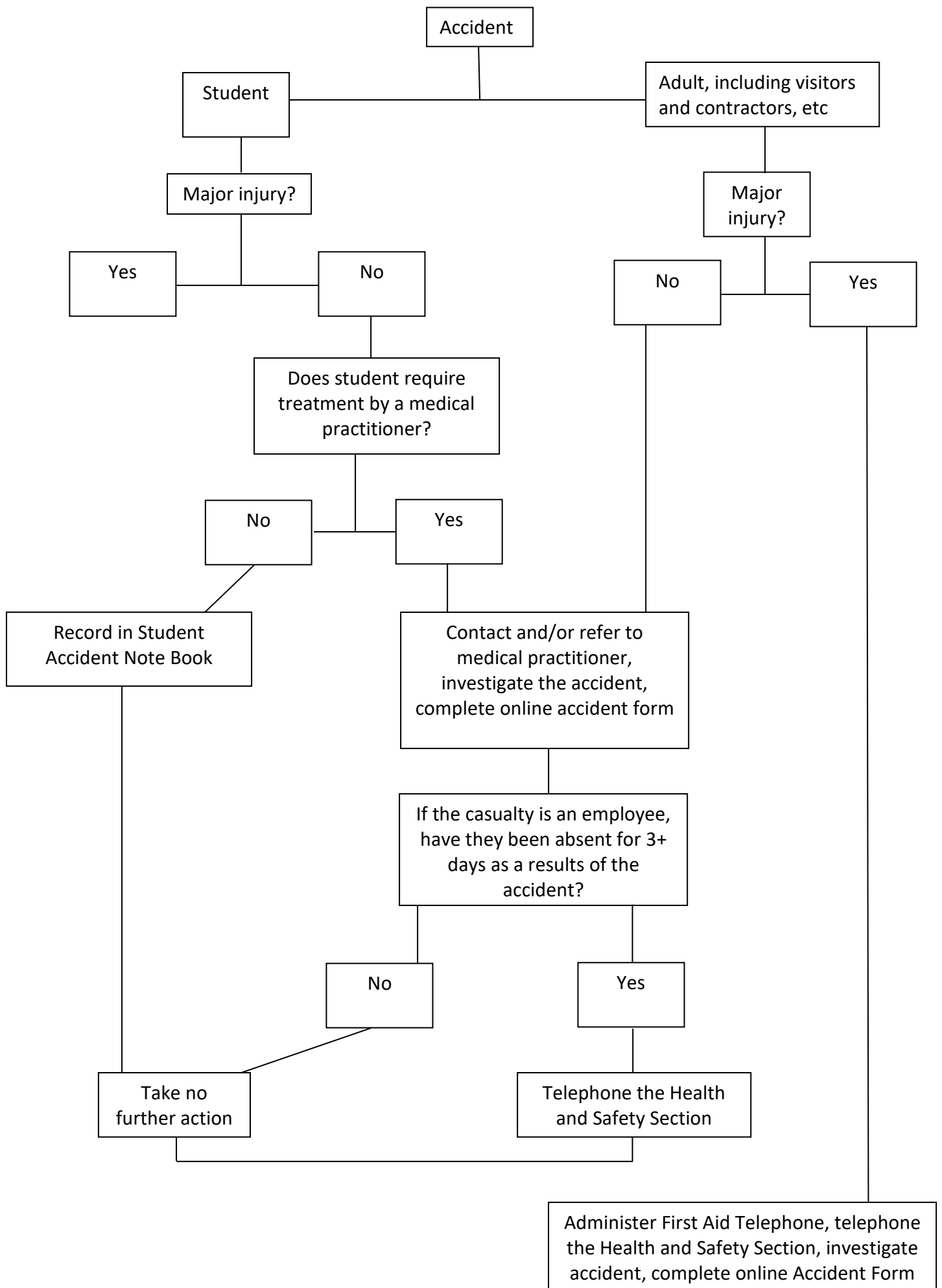
- Lifting Machinery - the collapse, overturning or failure of any load bearing part.
- Pressure Systems - the explosion, collapse, or bursting of any closed vessel or associated pipework which had the potential to cause a death.
- Overhead electrical lines - any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.
- Electrical short circuit or overload causing fire or explosion and which stops use of the plant involved for more than 24 hours or which had the potential to cause a death.
- Biological Agents - any incident resulting in the release of an agent with the potential to cause severe human infection or illness.
- Ionising Radiation - any potential exposure due to the breakdown of equipment or control systems.
- Collapse or partial collapse of scaffolding.
- Pipelines - any bursting, explosion, collapse or damage resulting in the close down of the pipeline for more than 24 hours or with potential to cause a death. Any unintentional ignition of anything in a pipeline.
- Collapse of building or structure - any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.
- Explosion or fire - any incident resulting in the suspension of work for more than 24 hours.
- Escape of flammable substances - any sudden or uncontrolled release
- Escape of substance - any accidental release or escape liable to cause death, major injury or other damage to health

Reportable Diseases

(Reference: The Reporting of Injury, Disease and Dangerous Occurrence Regulations 1995).

An occupational disease is reportable when the employer receives a written statement from a registered medical practitioner that the employee is suffering from one of the occupational diseases specified in Schedule 3 of RIDDOR 1996 and their work involves one of the corresponding specified activities. They include:

- Malignant bone or skin disease, or skin inflammation or ulceration as a result of work with ionising radiation.
- Cataracts due to electromagnetic radiation including radiant heat.
- Work related upper limb disorders due to:
 - repetitive movements of the fingers, hand or arm;
 - work involving prolonged pressure or friction on the hand or elbow;
 - physically demanding work requiring constrained posture;
 - Hand-arm vibration syndrome
- Hepatitis
- Legionnaires Disease
- Tetanus
- Tuberculosis
- Occupational dermatitis
- Occupational asthma



APPENDIX I**Fixture and Fittings/Equipment Checks**

Description	Responsible Person(s)	Frequency	Current Contractor
Gymnasium Equipment	Mrs C McHale	Annual	Sportsafe
Sportshall Equipment	Mrs C McHale	Annual	Sportsafe
Science Fume Cupboard (Prep Room)	Mr S Burn	Annual	Bob Ritchie Machine Services
Microwaves - Science	Mr S Burn	Annual	Site Team
Microwaves – Food Tech	Mr S Legg	Annual	Site Team
Ionizing Radiation	Mr S Burn	Annual	TBC
Boilers	Mr S Legg	Bi-annual	Westex Heating
Plant	Mr S Legg	Annual	Westex Heating
PAT Testing (small appliances)	Mr S Legg	Annual	Beaver Electrical
Periodic Fixed-Wiring Inspection	Mr S Legg	5 Yearly	Beaver Electrical (2022)
Kitchen Equipment	Mr S Legg	Annual	IDS Catering Services
Food Tech equipment (cookers)	Mr S Legg	Annual	IDS Catering Services
Main Hall Stage Lighting	Mr S Legg	2 yearly	Enlightened
Main Hall Lighting Bars	Mr S Legg	Annual	Enlightened
CCTV	Mr S Legg	Annual	
Fire Alarm System	Mr S Legg	Annual	Tollgate
Fire Extinguishers	Mr S Legg	Annual	Firemark
Internal Emergency lighting	Mr S Legg	Annual	Beaver Electrical
Security Intruder alarm	Mr S Legg	Annual	Tollgate

NOTIFICATION OF NEED FOR AN EYE/ EYESIGHT TEST

As a regular user of display screen equipment I wish to make arrangements for:

- A routine eye/eyesight test
- An eye/eyesight test because I am experiencing visual discomfort whilst at work and believe that this may be caused by work with a display screen
- My last eye/eyesight test at the school's expense was carried out on

Date Signed

Name Post

- An eye/eyesight test at the school's expense is authorised. Please make the necessary arrangements with your optician and provide a receipt to support your claim for reimbursement.

Date Signed(Facilities and ICT Manager)

- Should it be found that glasses are necessary, specifically for working with display screen equipment, then the school may contribute towards the cost of the lenses. This is at the discretion of the Headteacher. A certificate from the optician together with a receipt for the purchase must be provided to support your claim for reimbursement.

First Aid Boxes

Below is a list of all the first aid boxes and bags within St Gregory's, and where they can be located.

Please make sure they are kept in the room they are allocated to as signs will be put on the doors of the room containing the box.

Each box needs to be checked each term so that the used contents can be replaced if needed. Please ask someone in your department to do this and get it put as a regular job in the diary.

(If a Vent Aid or Emergency Blankets or Ice Packs are used these will have to be replaced immediately), plasters and antiseptic wipes need to be topped up as required. Please use the oldest / in date first on all medical supplies.

Please ask the Medical Response Officer for replacement items.

	Subject / Faculty	Place kept	Signature of checked box By member of staff
Box	Art 1	M1 Art room Office	
Box	Art 2	M2 Art room	
Box	Benedict Block / Drama /Dance	Drama Office	
Box	Dance and Drama	Drama and Dance Office	
Bag	Educational Visits 1	Medical Room	
Bag	Educational Visits 2	Medical Room	
Bag	Educational Visits 3	Medical Room	
Bag	Educational Visits 4	Medical Room	
Bag	Educational Visits (Mini 6-10) bag 1	Medical Room	
Bag	Educational Visits (Mini 6-10) bag 2	Medical Room	
Box	Food Technology	E6Cookery Room	
Box	Kelly Block	Geography Office	
Box	Music Department	Music Office	
Box	PE Boys	Boys Changing Room	
Back Pack	PE Boys Cross Country pack	Boys Changing Room	
Box	PE Girls	Girls Changing Room	
Back Pack	PE Girls Cross Country pack	Girls Changing Room	
Box	Science Lower	Science Lower Prep	
Box	Science Middle	Science Middle Prep	
Box	Science upper	Science upper Prep	
Box	Special Needs	Special Needs Office	
Box	Science – Gateway	Gateway prep room	
Box	Gateway LRC	LRC / Reception	
Box	Gateway	The Well	

Please do not use the items for anything other than First Aid. Each department is responsible for their box. Boxes should not be removed from any of the rooms. There are four 'Educational Trip' shoulder bags, one box and two small packs suitable for up to 10 people, they all have to be booked through the Medical Response Officer. The bags are to be collected from the Medical Room and are to be returned to the Medical Room; you will also have to take any spare medication we hold for students so the Medical Response Officer must be informed in advance to be able time to get the medical requirements for the trip together. You can book your first aid requirements when the trip has been authorised and logged on the Evolve system.

What needs to be done:	Frequency	By Whom
<p>Hot and cold water outlets (taps) Water</p> <p>temperatures checks: Check the water temperature at regularly used hot and cold water taps. Select a minimum of one outlet from each stored water system. Rotate monthly to ensure that all outlets are tested within a 12 month period.</p> <p>Notes: Within two minutes of turning on the cold water tap, the temperature of the running water should be less than, or equal to, 20°C but it is permitted for the temperature to be 3°C greater than the incoming mains water temperature, however, this temperature should not exceed 25°C</p> <p>Normal hot water outlet (i.e. where no blender is installed): within one minute of turning on the hot water tap, the temperature of the running water should be greater than 50 °C but not more than 60 °C.</p> <p>For taps connected to small storage electric heaters check temperatures soon after turning on the tap.</p> <p>Blended hot water outlet: within one minute of turning on the hot water tap, the temperature of the running water should be set at 43°C. (Blenders are normally installed where users of the hot water supply are particularly vulnerable to the risk of scalding, e.g. in elderly persons' homes and in early years facilities. If you are unsure as to whether a blender is installed in the property for which you have day-to-day responsibility, please contact Property Services for advice.</p> <p>Where numerous wash basins are served by the same hot water source check the temperatures from the taps nearest and farthest from the source.</p>	Monthly	Premises & Facilities Manager

<p>Hot water storage tanks: Water</p> <p>Temperature checks:</p> <p>Where bulk hot water storage cylinders are easily accessible and have temperature gauges fitted, check that gauges indicate a temperature greater than or equal to 60 °C.</p> <p>Where low volume electric water heaters are installed the outlet temperatures shall be not less than 50°C nor higher than 60 °C subject to classification (electric heater volume see 5.3).</p> <p>Note: Schools, such as St Gregory's, who have opted out of BMIS, are required to demonstrate that arrangements are in place to comply with these conditions including monitoring water storage cylinders which are difficult to access.</p> <p>Similar arrangements will be made to clean showerheads every three months and inspect cylinders and electric water heaters annually.</p>	Monthly	Premises & Facilities Manager (where accessible and safe to do so)
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<p>Infrequently used hot and cold water outlets:</p> <p>Run infrequently used hot and cold water outlets for at least two minutes to minimise risk of legionella.</p> <p>If sanitary, kitchen or shower fittings are no longer required, please consult Property Services</p> <p>Report water temperature discrepancies:</p> <p>Promptly advise the Property Services Technical Support of any significant discrepancy between actual water temperatures at time of testing and the required (compliance) temperatures.</p> <p>As a guide, a significant discrepancy would be where the temperature of water running from a normal tap is $\pm 3^{\circ}\text{C}$ of the compliance temperature. St Gregory's will have to instruct its contractors to investigate and rectify the cause of the discrepancy.</p>	Weekly twice weekly EPHs) - at the start of each working week, before they are likely to be used.	Premises & Facilities Manager Assistant Premises Manager
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Stress is the reaction people have to excessive pressures or other types of demands placed on them. Stimulation and challenge are positive impacts at work as they provide motivation and encourage staff to achieve their best. Undue pressure however produces stress levels which can result in excessive, prolonged or overwhelming stress and have potentially negative effects, including reduced work performance and can also be damaging to individuals' health.

The Governing Body of this school recognises that stress is a legitimate occupational health concern and not an indication of individual weakness, incompetence or laziness. It will therefore seek to alleviate stress in the workplace so far as is reasonably practicable.

Specifically the school will:

1. Recognise that proactive and constructive prevention and management of stress is an on-going and integral part of management practice and ensure that school managers receive appropriate training for this.
2. Ensure that risk assessments are carried out in consultation with staff, when potential causes of stress or stressful situations are identified, so that appropriate control mechanisms are developed and adopted.
3. Ensure that a supportive culture is encouraged in the school so that all staff feel able to raise concerns on stress at staff/management meetings and receive a supportive response.
4. Ensure that all staff have agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these.
5. Identify an appropriate forum within the school to focus on stress and stress management issues, within the control of the school, raise awareness and develop strategies to alleviate stress. One of the tasks of this forum will be to determine the training requirements of the school in relation to this issue.
6. Identify channels of support for members of staff in potentially stressful situations and ensure that staff are aware of these.
7. Ensure that school managers and staff recognise the effect that their behaviour can have on the stress of colleagues and accept this responsibility in avoiding causing unnecessary stress in others.
8. Encourage staff to recognise that health and safety responsibilities include a responsibility of individual employees to contribute to development and implementation of strategies for reducing stress. This includes a personal responsibility to seek assistance at an early stage.

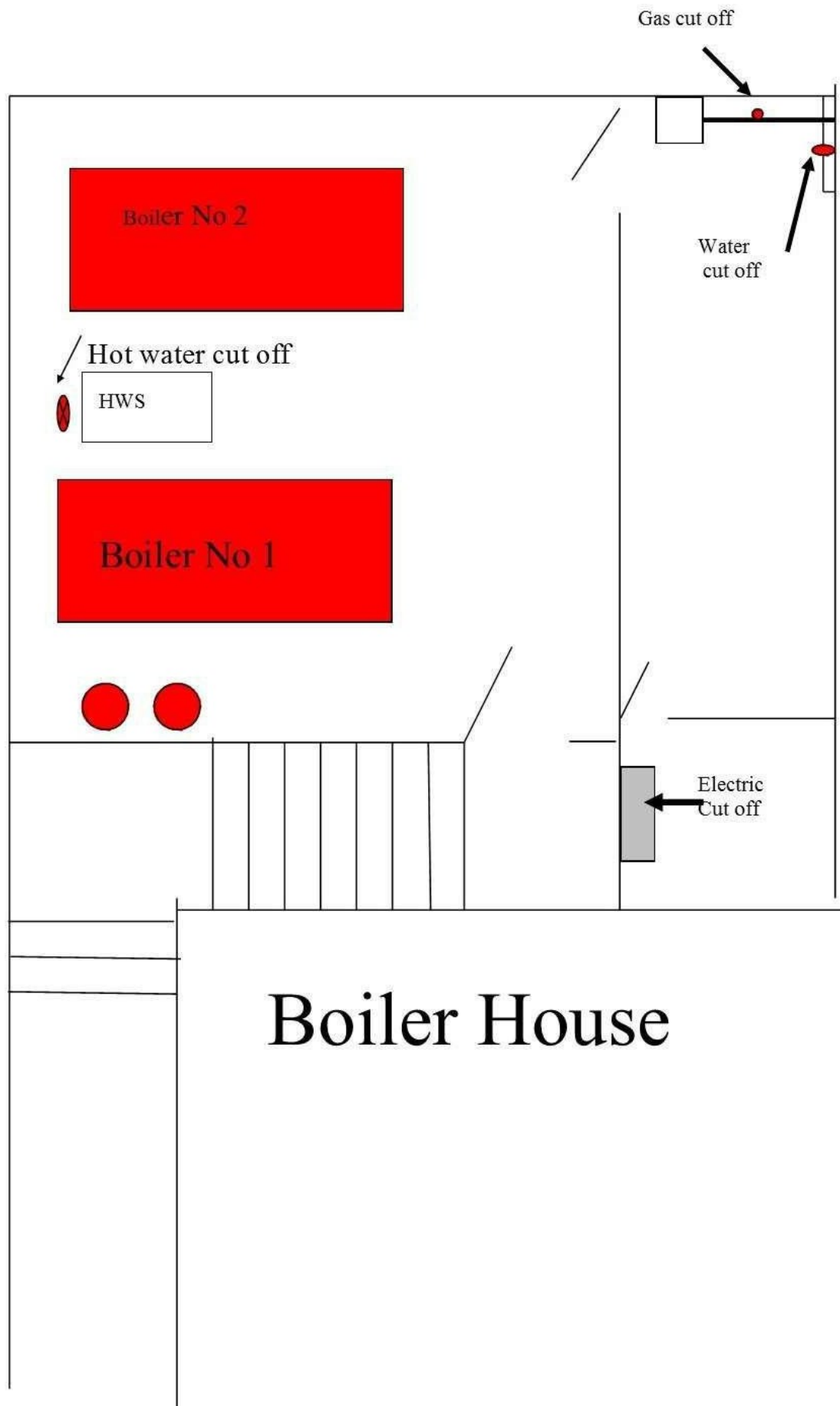
Location of Fire Extinguishers

APPENDIX N

School Building	Room No/ Position	Type of Extinguisher
Main Building	Foyer/Reception	Foam
Main Building	Office	CO ₂
Main Building	Bistro	1 x Water 1 x Foam
Main Building	Hall	Water
Main Building	Stage	CO ₂
Main Building	Studio	1 x CO ₂ 1 x Water
Main Building	Under stage area	Water
Main Building	Studio Balcony	CO ₂
Main Building	Corridor	2 x Water
Main Building	M2	Water
Main Building	M1	Water
Main Building	Middle Landing 1	Foam
Main Building	Middle Landing 2	Foam
Main Building	Top Landing 1	Water
Main Building	Top Landing 2	Water
Main Building	Staff Room	1 x CO ₂ , 1 Water
Main Building	M5	Water + Co2
Science	Ground Floor Landing	Foam
Science	S1	CO ₂ , Fire Blanket and Sand Bucket
Science	S2	CO ₂ , Fire Blanket and Sand Bucket
Science	S4	2x CO ₂ , Fire Blanket and Sand Bucket
Science	S5	CO ₂ , Fire Blanket and Sand Bucket
Science	S6	CO ₂ , Fire Blanket and Sand Bucket
Science	S7	CO ₂ , Fire Blanket and Sand Bucket
Science	Top Prep Room	1 x Met Powder, 1 x CO ₂ , Sand Bucket
HoY/Reset	Main Entrance	1 x Water, 1 x CO ₂
HoY/Reset	Photocopier Room	CO ₂
Technology Building	Student Entrance	Water
Technology Building	E5	Co2
Technology Building	E7	CO ₂
Technology Building	E8	CO ₂
Technology Building	E6 (Food Tech)	2 x CO ₂ , + 2 Blankets
Technology Building	Top Landing	Water
Technology Building	SENDSCO office	CO ₂
Technology Building	LSA's office	CO ₂
Kelly Block	Left Side Entrance	Foam
Kelly Block	Right Side Entrance	Foam
Kelly Block	1 st Floor Landing left side	Water
Kelly Block	1 st Floor Landing right side	Foam
Kelly Block	2 nd Floor Landing left side	Foam
Kelly Block	2 nd Floor Landing right side	Foam
Kelly Block	Ground Floor Foyer	CO ₂
Kelly Block	1 st Floor Foyer	CO ₂
Kelly Block	2 nd Floor Foyer	CO ₂
Benedict	B1 Entrance	CO ₂ + Water
Benedict	B3 Entrance	Water
Gym	Entrance	Foam
Kitchen	Cooking Area	1x CO ₂ , 2 x Fire Blanket

Workshop	Below Distribution	CO ₂
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	Board	
Boiler Room	Boiler Area	Powder
Boiler Room	Store Area	Foam, CO ₂
Gateway	Front Entrance	Foam + CO ₂
Gateway	Exit to Patio	Foam + CO ₂
Gateway	Fire Exit Ground Floor	Foam + CO ₂
Gateway	G2	CO ₂ + Fire Blanket
Gateway	G3	CO ₂ + Fire Blanket
Gateway	Top of stairs	Foam + CO ₂
Gateway	Fire Exit Top Floor	Foam + CO ₂
Gateway	Plant room	CO ₂
Gateway	Cafe	Co2 + Fire blanket
Compound	Site team store	CO ₂



APPENDIX P – Staff transporting students in their own vehicles

1. General

- 1.1 Before any individual is permitted to transport students, they are required to provide their Driver's Licence to the **Headteacher** or **Premises and ICT Manager**, who will record confirmation of this and make a photocopy for school records.
- 1.2 If the **Headteacher** or **Premises and ICT Manager** is not satisfied that the Driver's Licence meets all the necessary requirements, they will inform the driver that they are not eligible to transport students.
- 1.3 Drivers with more than **three** points on their licence will not be eligible to drive students.
- 1.4 Drivers will not drive for longer than **two hours** without taking a break for at least **15 minutes**.
- 1.5 The driver will ensure that the Highway Code is being adhered to at all times.
- 1.6 Parents/carers and students will report any concerns regarding a driver to the Headteacher immediately.
- 1.7 Drivers are expected to act in an appropriate manner at all times, continuously promoting good behaviour and acting in line with the school's Staff Code of Conduct.
- 1.8 Smoking, drinking alcohol and taking drugs is strictly prohibited at all times whilst in a vehicle with students, whether the journey is being made during school hours or not.
- 1.9 Drivers are responsible for ensuring that students, as well as themselves, do not act in a manner which may be distracting to the driver.
- 1.7 Drivers will manage any disruptive behaviour in line with the school's behaviour policy.
- 1.8 Prior to a journey, drivers will be notified of any students who are potentially disruptive or have a medical condition which may require medication to be administered.
- 1.9 Mobile phones are not permitted for use by the appointed driver whilst they are driving the vehicle. If a driver must make a call, they will pull over to a safe stopping place to do so.
- 1.10 A mobile phone will be carried by at least one member of staff on the journey in case of an emergency.
- 1.11 The designated member of staff will have the numbers of all parents and carers of students on the journey, as well as emergency contacts for the school.

1. Health & Safety

- 1.1 If a driver is not employed by the school, it is the school's responsibility to ensure that they are aware of their legal duties regarding the safety and welfare of students in their vehicles.
- 1.2 All vehicles used by the school for the transportation of students must conform to legal requirements and vehicles without seatbelts will not be used under any circumstances.
- 1.3 Students will not be transported in the front passenger seat, with the exception of the driver's own child at their discretion and in accordance with legal restrictions.
- 1.4 If a designated driver is taking any prescribed drugs or medicine that may affect their ability to drive, they must inform the school and will not be permitted to drive.

- 1.5 If an appointed driver feels unwell before or during the journey, and feels that this may affect their ability to drive, they are not permitted to drive. Another member of staff who holds the relevant licence and insurance will be available to drive in such cases.
- 1.6 A first aid kit will always be available on all modes of school transport. The contents of first aid kits will be reviewed and restocked on a **termly** basis.
- 1.7 Additional medicine may be taken for students with medical conditions, though only staff trained to administer medicine will do so, in accordance with the school's **Administering Medication Policy**.
- 1.8 Seatbelts and car seats will be fitted and worn in accordance with relevant legislation.
- 1.9 Additional seat belts will be used for students who require additional postural support.
- 1.10 The driver will instruct all students to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst in the vehicle.
- 1.11 Where possible, emergency exits of vehicles will be kept clear at all times.
- 1.12 Where car parks are not available, safe places, away from busy traffic, are chosen for parking.
- 1.13 If the driver, or the appointed supervisor, has any concerns regarding the safety or roadworthiness of the vehicle, they will inform the **Headteacher** immediately, who will organise appropriate action.
- 1.14** If the driver, a staff member or an appointed supervisor, has any serious concerns regarding the safety or roadworthiness of the vehicle during the journey, e.g. a flat tyre, a call will be made to the **school office for assistance**.
- 1.15 If the driver, or the appointed supervisors, notice any minor defects during the journey which do not compromise the safety of those on board, e.g. a broken head rest, these can be reported to the **Headteacher or Facilities and ICT Manager** after the journey.

APPENDIX R – Minibus Checklist before use

MINIBUS CHECKLIST

DRIVER - It is your responsibility to ensure the minibus is safe to drive before you leave on your journey. If you have any concerns do not take the minibus out. Report your concerns to the Assistant Premises & Facilities Manager immediately and note defects/concerns in the box at the bottom of this checklist

Person performing checks:			
Date:		Please tick	
		Yes	No
Fuel	Is there enough fuel to get you to your destination?		
Fluid Levels	Water? Oil?		
Tyres	Wear and tear? Correctly inflated?		
Indicators	Are front and rear lights, indicators and brake lights working?		
Mirrors	Position the mirrors to meet your own needs		
Wipers	Do wipers work effectively?		
Horn	Does the horn work?		
Seatbelts	Working?		
Seats	Fixed in place?		
Vehicle Log Book	Completed?		
First Aid Kit	Collected?		
Fire Extinguisher	Onboard?		
Ramp	Onboard?		
Defects / concerns identified:			