

## DOCUMENT REFERENCE COVER SHEET

### Section 1

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Author:	Mick Flaherty, H&S Representative (based on guidance and advice from Adam Stonely, Corporate Health & Safety Adviser assigned to Schools)
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# CREATING A SCHOOL HEALTH AND SAFETY POLICY

## MANAGER'S CHECKLIST

1. Create a School Health and Safety Policy using model policy and this guidance document.
2. Ensure that you and your staff are familiar with the policy and responsibilities it allocates
3. Display the school's Health and Safety Policy Statement where staff can easily see it, e.g. in main entrance area and on noticeboards etc

## INTRODUCTION

All schools are required to produce a local Health and Safety Policy. This Policy will be specific to each school as it will contain information on who will do things and how. The Local Authority has produced a model policy that each school will need to customise to fit their own situation.

## HOW TO ADAPT THE MODEL POLICY

An effective policy will address three main areas:

- Part One Statement of Intent
- Part Two Means of Organising
- Part Three The procedures and arrangements for implementing the policy.

### Part One

The London Borough of Hounslow requires all community and controlled schools to operate to the Statement of Intent as laid down in part one of the model. Foundation and VA schools are recommended to accept the model policy, but are free to create their own.

#### ***Actions Required:***

#### **Community and VC Schools;**

The Governing Body accepts the Statement and the Chair of Governors signs at the bottom of the page

Schools are recommended to include this Statement in their school prospectus.

#### **Foundation and VA Schools;**

Either accept the model or create their own.

## **Part Two**

The London Borough of Hounslow requires all community and controlled schools to operate to the organisation and responsibilities as laid down in part two of the model. Foundation and VA schools are recommended to accept, but are free to create their own.

### **Actions Required:**

#### **Community and VC Schools;**

The school creates an organisational chart setting out its management hierarchy for safety

#### **Foundation and VA Schools;**

Recommended to follow as above or create own organisational system.

## **Part Three**

This part of the document states **how** the school will meet the standards set in the Statement of Intent. It involves procedures and arrangements for controlling risks involved in the range of activities in the school as well as for any equipment and plant within the school and the fabric of the school building itself and its grounds.

Again, Community and VC schools must follow the advice given here. Foundation and VA schools are free to create their own.

### **Actions Required:**

Specific arrangements should be produced for the subjects outlined in part three.

For example:

Risk assessment – you must draw up a procedure for completing these that details who will do it, when, and how will it be processed.

This applies to all subjects mentioned. It may be that not all will apply to your school. The number of procedures in a large school will require that an appendix to the main policy is set up.

It is very important that this happens as it makes it clear to members of staff what their roles and responsibilities are. In addition it will be valuable in defending any prosecution or civil claims following incidents.

## **CONCLUSION**

Once completed the Policy should be communicated to all staff in school. The document will form part of the portfolio of documentation required.

# CAVENDISH SCHOOL

## HEALTH & SAFETY POLICY

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# HEALTH AND SAFETY POLICY

## PART ONE

### STATEMENT OF INTENT

#### Cavendish School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name  Sandra Jones  Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of Governors)

# HEALTH AND SAFETY POLICY

## PART TWO

### ORGANISATION

#### INTRODUCTION

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

#### THE GOVERNING BODY

The ultimate responsibility for ensuring that the school premises, the activities undertaken there, access and egress on site, and any plant or substance provided for use within the premises is safe and does not present an intolerable risk to human health, rests with the governing body. The Governing Body will ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Governing Body to 'lead from the top' in all health and safety matters.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work and ensure continual improvement in health & safety performance.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) The school co-operates fully with any health & safety audits carried out by the Local Authority in order to facilitate their effective completion and a meaningful outcome.

#### THE HEADTEACHER

At operational level the Head Teacher, or in their absence their nominated deputy, is accountable to the governors and is responsible, on a day-to-day basis, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the school on their behalf. In particular this will include ensuring that:

- a) **Organisation** - there is an appropriate organisation within the establishment for implementing this policy;

- b) **Health and Safety Policy** - the health and safety policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in the staff room;
- c) **Responsibilities** - individual employees, and supply staff are aware of their responsibilities for health and safety;
- d) **Consultation** - promote through consultation and other means, the active involvement of staff and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;
- e) **Information** – copies of relevant codes of practice, risk assessments, procedures and safe working methods are kept in the administrative office of the school and the staff room. Staff are made aware of how to access the Corporate Health & Safety Manual (containing policies, procedures and guidance) via the Children’s Services’ dedicated website.
- f) **Health & Safety Law Poster** – A copy of the poster is displayed prominently within the school and all required information filled in.
- g) **Implementation** - the provisions set out in the Corporate Health & Safety Manual and other policies, procedures and Codes of Practice are implemented;
- h) **Communication** - other health and safety information is communicated effectively to relevant staff;
- i) **Risk assessment** - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- j) **Visitors** - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;
- k) **New or pregnant mothers** - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- l) **Security** - that the security of premises, staff and pupils are protected;
- m) **Planning** - risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- n) **Manual Handling** - manual handling operations are avoided whenever possible, or where they cannot be avoided, the risks are reduced to the lowest possible level through the process of risk assessment and the implementation of controls such as planning of tasks, use of moving and handling aids, instruction, training and documented safe working methods and limitations;
- o) **Display Screen Equipment** - VDU workstations for “users” are assessed and the risks reduced to the lowest reasonably practicable level;
- p) **COSHH** - exposure to hazardous substances is risk assessed and controlled to prevent ill health and the relevant hazard control data sheets are available and adhered to for all hazardous substances within the school;
- q) **PPE** - personal protective equipment is provided free of charge where identified in the risk assessment process, and that staff or pupils using it are aware of how and why it is to be used;

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- r) **Maintenance** - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept;
  - s) **Educational visits** - that educational visits are adequately planned, organised and the risks assessed in accordance with the Local Authority's Code of Practice, and that performance monitoring of educational visits and staff competency is carried out;
  - t) **Incident reporting** - incidents and hazards are reported, investigated and recorded promptly using the established procedures and forms in the Corporate Health & Safety Manual and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
  - u) **Hazard removal** - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
  - v) **Training, instruction & supervision** - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
  - w) **Induction** - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
  - x) **Volunteers** - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
  - y) **Fire precautions and Emergency procedures** - fire precautions and procedures are implemented (including fire drills) and all staff, pupils and visitors are made aware of these. All staff receive in house fire instruction annually and staff designated as Fire Wardens receive specific training from an external provider. Procedures for a variety of emergencies are developed and implemented and the schools Emergency Plan detailing these is completed and submitted to the Local Authority's Contingency Planning Department;
  - z) **First aid** - staff, pupils and visitors are aware of first aid facilities;
  - aa) **Repair & maintenance** - arrangements are made to deal with premises and management issues eg: repair and maintenance of buildings, selection of and proper management of contractors in accordance with Local Authority guidelines and statutory requirements, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
  - bb) **Asbestos** – asbestos on site is properly managed, the asbestos register is made available to contractors before commencement of work. The visual inspection of all identified asbestos locations forms part of the schools health & safety inspection regime, so that damaged or disturbed asbestos materials can be identified promptly and necessary remedial action taken;
  - cc) **Legionella** – all precautions following a water hygiene risk assessment are implemented, managed and monitored and a written scheme is produced and maintained for preventing and controlling the water hygiene risks on site.

- dd) **Record keeping** - all statutory registers and records are kept;
- ee) **Hirings & Lettings** - appropriate arrangements are made with regard to hirings and lettings, including risk assessment, first aid, child protection & safeguarding, provider credentials and insurance;
- ff) **Performance monitoring** - health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;
- gg) **Audit & review** - if during any internal or Local Authority audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
- hh) **Safety Representatives** - Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;
- ii) **Advice** - specialist advice is sought on health and safety matters when necessary;
- jj) **Review** - the policy, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary
- kk) **Compliance** - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices;

## SCHOOL HEALTH AND SAFETY CO-ORDINATOR

To ensure effective implementation of this policy Mick Flaherty has been delegated specific responsibilities by the Head Teacher to:

- a) co-ordinate and manage the annual (or earlier if required) risk assessment process for the school;
- b) disseminate health and safety information to all staff, pupils, volunteers, contractors and visitors etc. as appropriate;
- c) ensure that staff are adequately instructed and trained in the safety and welfare matters relating to their specific work areas and the school generally;
- d) be the focal point for day to day references on health and safety and to give advice or indicate sources of advice;
- e) make adequate arrangements for first aid;
- f) investigate incidents and revise any risk assessment if appropriate;
- g) report incidents and to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- h) appraise the Head Teacher of compliance with procedures and systems of work on a regular basis;

- i) develop emergency evacuation procedures and arrange drills as appropriate;
- j) ensure health and safety matters raised by staff are dealt with;
- k) maintain a central file of relevant codes of practice and other health and safety information;
- l) co-ordinate the implementation of safety procedures;
- m) ensure that regular monitoring of health and safety is undertaken and that working practices are checked and to co-ordinate the annual Health & Safety Audit and performance monitoring process;
- n) To make provision for the inspection and maintenance of work equipment throughout the school.
- o) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with specified contractors.
- p) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

**CARETAKER:**

The caretaker will have particular responsibility to ensure that:

- a) they are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
- b) access equipment should be inspected at least every 6 months and a record kept, in addition they should be checked prior to use to ensure safety;
- c) access equipment must be used in accordance with HSE and Council guidelines;
- d) any monitoring required to control legionnaires disease is carried out and appropriate records kept;
- e) asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- f) contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the "Contractor pre-Start Declaration" form;
- g) a Type 3 asbestos survey is carried out if asbestos needs to be removed before work can commence
- h) he receives a copy of the health and safety policy of the contractor;
- i) regular inspections of the boiler(s) by a competent person (eg: CORGI registered) takes place;
- j) they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- k) regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively and that the boiler room is not used to store any items;
- l) COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made. Also, that any such

information be made available to relevant personnel (eg: contractors, service engineers, cleaners and own staff);

- m) all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities eg: storage arrangements for materials, equipment, substances etc;
- n) traffic is managed safely;
- o) hazards notified to them are passed onto the Head Teacher and/or Administration Officer;
- p) defects to the premises are dealt with in consultation with the Head teacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- q) any items received from suppliers eg: machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use;
- r) testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals (both in-house and under contract) with records kept;
- s) all fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date etc.
- t) all door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

#### **MID-DAY SUPERVISORS:**

Mid-day supervisors are responsible for ensuring that:

- a) pupils are safe and without risks to health during the mid-day period inside and outside the school building by effective supervision, and by challenging inappropriate behaviour;
- b) spillages are cleaned up immediately;
- c) arrangements for fire and first aid are followed;
- d) play structures e.g. trim trails, climbing frames, monkey bars etc are directly supervised to ensure that children use them as designed, fairly and sensibly to reduce the possibility of accidents.

#### **SUBJECT LEADERS:**

With their special knowledge of the area of work for which they are responsible, subject leaders have a key role to play in the running of those activities safely. They are responsible, so far as is reasonably practicable, for implementing the safety policy within their subject.

In particular subject leaders will be responsible for ensuring that:

- a) codes of practice appropriate to the subject are brought to the attention of all staff;
- b) codes of practice are complied with and appropriate safety signs and notices are displayed;
- c) relevant health and safety information is communicated to staff;

- d) all incidents occurring are reported, the causes investigated and an incident form completed;
- e) health and safety training needs are identified and met, or reported to the Head Teacher;
- f) assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling etc., with appropriate preventive measures being taken;
- g) regular inspections of areas for which they are responsible are carried out;
- h) all equipment is safe for use and, where appropriate, seek specialist advice that this is so;
- i) as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;
- j) effective supervision of pupils takes place, and that pupils are aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas.

**LEADERS OF SCIENCE will be responsible for ensuring that:**

- a) equipment is checked before use and tested as required;
- b) offers of chemicals are not accepted, or viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included;
- c) equipment selected for purchase is safe and suitable for the intended purpose, and that any gifts are treated with caution and carefully assessed, and records of any assessment kept;
- d) no chemicals are stored;
- e) hazardous activities involving chemicals are restricted to those who have received or are receiving proper training;
- f) any field trips etc. are carefully planned and organised, with relevant guidance and information referred to;
- g) spills are dealt with safely and that all relevant staff are trained;
- h) staff are able to carry out immediate remedial measures after accidents that occur in science whilst waiting for first aiders;
- i) safety information, including codes of practice and CLEAPSS Handbook is communicated well to all staff and that staff are kept up to date with any changes or new advice;
- j) adequate monitoring of health and safety is carried out in the teaching of Science.

**LEADERS OF DESIGN AND TECHNOLOGY will be particularly responsible for ensuring that:**

- a) all equipment is checked prior to use and adequate monitoring is carried out in accordance with the appropriate codes of practice;

- b) all equipment is safe to use, and that care is taken in accepting gifts or purchasing new or second-hand equipment to ensure safety;
- c) equipment is not modified unless the modification is only minor and will not affect the integral safety of the machine;
- d) modifications are only carried out by a competent person;
- e) hazards are identified eg: defects to equipment and personal protective equipment (PPE), and appropriate action taken;
- f) any dangerous equipment due to a defect that could be a significant risk to health and safety is immediately taken out of use and appropriate measures taken to ensure it cannot be operated, and appropriate signage used;
- g) only competent trained staff are permitted to use equipment for which training is specified;
- h) records are kept of any training and that training needs are identified and met, including refresher training or reported to the Head Teacher;
- i) equipment not to be used by certain pupils is clearly identified and understood;
- j) practical classes are adequately and closely supervised;
- k) any equipment is examined and tested by a competent person, and that records are kept;
- l) safe working procedures are developed for all equipment and that these are well communicated;
- m) that lighting is adequate in all work areas;
- n) all teachers are trained in action to be taken in the event of electric shock;

### **TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy Headteachers, Educational Visits Co-ordinator (EVC), admin staff, welfare assistants etc They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Local Authority Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that any staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- g) Investigate any accidents that occur within their area of responsibility.
- h) Report to the Headteacher on the health and safety performance of his/her department or area of responsibility.

**TEACHERS (including supply teachers and students on training placements):**

Teachers are responsible for the health and safety of pupils and students while in their care, as are student teachers and supply teachers. A teacher is responsible for ensuring that they:

- a) carry out risk assessments as necessary to ensure the safety of pupils in their care;
- b) follow Local Authority and school procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line with Council Policy, and that performance monitoring / evaluation is carried out;
- c) know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas to ensure they are applied;
- d) exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- e) give clear instruction and warnings as often as necessary (notices, posters, hand outs are not enough);
- f) students' coats, bags, cases etc. are safely stowed away;
- g) manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- h) integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety;
- i) follow safe working procedures personally;
- j) call for protective clothing, guards, special safe working procedures where necessary;
- k) make recommendations on health and safety matters to the head of subject or team leader;
- l) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- m) Report all accidents, defects and dangerous occurrences to the Headteacher.

**NEW AND EXPECTANT MOTHERS:**

New and expectant mothers must inform the Head Teacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. Without being aware of your condition, the school cannot properly support you.

**ALL EMPLOYEES:**

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities:

- a) to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- b) to co-operate with the Local Authority and the school, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- c) to co-operate with school management in complying with relevant health and safety law.
- d) to be aware of, and follow, this policy, codes of practice and guidelines;
- e) Act in accordance with any specific health and safety training received.
- f) to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- g) to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- h) to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- i) to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- j) to ensure good housekeeping and prevention of trip hazards;
- k) to ensure that occasional one off manual handling operations are assessed before attempting them;
- l) to report all accidents, incidents, damage, hazard and defects to the Head Teacher/person responsible;
- m) to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- n) to co-operate with the employer and other employees in promoting improved safety measures in the school;
- o) to co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the Local Authority;

**PUPILS:**

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Are encouraged to report anything which they think is unsafe to any staff member who will forward this on to the responsible person.
- c) Wear personal protective equipment provided;
- d) Follow safe working practices and instructions;

- e) Observe standards of dress consistent with safety and/or hygiene;
- f) Observe all the health and safety rules of the school and in particular the procedures and instructions of staff given in an emergency;
- p) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety and the safety of others.

### **HEALTH & SAFETY REPRESENTATIVES:**

The appointed safety representative is: Mick Flaherty

- a) He will function in accordance with the [Health and Safety Commission's Code of Practice for Safety Representatives](#);
- b) [The Safety Representatives Regulations](#) allow representatives to formally inspect every 3 months (or more frequently if agreed) and to inspect after any notifiable accident, dangerous occurrence or notifiable disease, where there is a substantial change in working conditions or if new information becomes available;
- c) The frequency of safety inspections will be agreed by consultation with the Head Teacher and the governing body;
- d) External Appointed Safety Representatives may wish to visit the school and are not therefore a member of the school staff. Assistance should be offered where possible to allow them to fulfil their duties;
- e) The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.
- f) They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **HEALTH & SAFETY ADVICE:**

Hounslow Council's Corporate Health and Safety Adviser will provide information and health and safety advice. Tel: 020 8583 2610.

### **OCCUPATIONAL HEALTH SERVICE:**

The advice of the Occupational Health & Wellbeing Team is available to managers and employees working in the LA on Tel: 020 8583 2168.

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# HEALTH AND SAFETY POLICY

## PART THREE

### PROCEDURES AND ARRANGEMENTS

<b>INTRODUCTION</b>
---------------------

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

<b>RISK ASSESSMENT</b>
------------------------

**General Risk Assessment** will be co-ordinated by Mick Flaherty following guidance contained in the [General Risk Assessment Procedure and Forms - Document 04 - Man0148](#) of the Corporate Health and Safety Manual.

**Maternity Risk Assessment** will be carried out by Anne-Marie Inwood following guidance contained in:

- [New and Expectant Mothers at Work - Section 05a Risk Control Data Sheet 019 - Man0143](#) of the Corporate Health and Safety Manual.
- [Pregnant Mothers: A Guide for Employees](#) (HSE, March 2003)
- [Pregnant Mothers: A Guide for Employers](#) (HSE, March 2003)

**Return to Work** Assessments will be carried out by Anne Marie Inwood following guidance contained in [General Risk Assessment Procedure and Forms - Document 04 - Man0148](#) of the Corporate Health and Safety Manual.

**Stress** risk assessments will be carried out by Anne Marie Inwood following the Local Authority's [Stress Management Policy, Procedure and Forms - Document 15 - Man0188](#) of the Corporate Health & Safety Manual.

**Curriculum Activities** will be Risk Assessed by relevant Subject Leaders and teachers following Health and Safety Codes of Practice issued by the Local Authority and / or professional bodies:

**Science** risk assessments will be carried out by Naurin Choudri following:

- [CLEAPSS Science Resource \(provided to all LBH Schools on CD by CLEAPSS\)](#) with specific reference to
- [Making and Recording Risk Assessments in School Science \(December 2009\)](#) and
- [Health and Safety Induction and Training of Science Teachers](#) (CLEAPSS, 2004)
- [Codes for Practice in Health and Safety in Science - Primary](#) (LBH, July 2009)

**Design & Technology** risk assessments will be carried out by Avigayil Franklin following:

- [CLEAPSS Design & Technology Resource \(provided to all LBH Schools on CD from CLEAPSS\)](#)
- [BS 4163, Health & Safety for design and technology in schools.](#)
- [Health & Safety training standards in design & technology \(from DATA\)](#)

and advice from professional bodies e.g:

- [NAAIDT – National Association of Advisers in Design & Technology](#)

**PE** risk assessments will be carried out by Simon Shand following safety guidelines produced by the [British Association of Advisers & Lecturers in Physical Education \(BAALPE\)](#) <http://www.baalpe.org/>

**Art** risk assessments will be carried out by Laura Walker following any appropriate guidance from LA or Professional Associations.

**Swimming** risk assessments will be carried out by Simon Shand following: [Swimming Charter \(DFES, December 2003\)](#)

**Drama** risk assessments will be carried out by Mick Flaherty following any appropriate guidance from LA or Professional Associations.

**Fire** risk assessment will be carried out by *an outside contractor* and the school will follow the:

- [Management of Fire Safety Policy and Sample Fire Safety Maintenance Checklist - Document 13 - Man0146](#) of the Corporate Health and Safety Manual and
- [Fire Safety Risk Assessment: Educational Premises](#) (HM Government: Department for Communities and Local Government, May 2006).

**Manual Handling** risk assessments will be carried out by Marcin Siegieda following guidance contained in:

- [Manual Handling - Section 05a Risk Control Data Sheet 12 – Man0134](#) of the Corporate Health and Safety Manual.
- [Getting to Grips with Manual Handling - A Short Guide](#) (HSE, March 2004)

**Display Screen Equipment (DSE)** risk assessments will be carried out by Pragadesh Barithia or other nominated LA technician following guidance contained in [Display Screen Equipment - Section 05a Risk Control Data Sheet 014](#) of the Corporate Health and Safety Manual.

**Hazardous Substances.** Marcin Siegieda will identify hazardous substances, which are not on the approved supply list of substances produced by the Local Authorities [Caretaking Service](#) and for which a generic risk assessment is therefore not available. They will carry out a risk assessment of these substances following guidance contained in [Control of Hazardous Substances Procedure - Document 11 - Man0174](#) of the Corporate Health and Safety Manual.

**Working at Height / Use of Ladders** risk assessments will be carried out by Marcin Siegieda following guidance contained in:

- [Preventing Falls From Heights – Section 05a Risk Control Data Sheet 03 - Man0151](#) of the Corporate Health and Safety Manual.
- [Working at Height - Practical Guidance for Schools](#) (HSE, Spring 2006)
- [Working at Height Flowchart for Schools](#) (HSE, Spring 2006)
- [Top Tips for Ladder and Stepladder Safety](#) (HSE, October 2005)
- [Safe Use of Ladders and Stepladders - An employer's guide](#) (HSE, October 2005)

**Work Equipment** risk assessments will be carried out by Marcin Siegieda following guidance contained in [Work Equipment - Section 05a Risk Control Data Sheet 05 – Man0153](#) of the Corporate Health and Safety Manual.

**Events** will be planned and risk assessed by Anne-Marie Inwood following guidance contained in:

- [Event Safety Planning - Section 05a Risk Control Data Sheet 009 - Man0215](#) of the Corporate Health and Safety Manual.
- [The Event Safety Guide](#) (HSE, Spring 2005)

**Lone Working** risk assessments will be carried out by Mick Flaherty following guidance contained in [Lone Working - Document 05a Risk Control Data Sheet 22 - Man5A022](#) of the Corporate Health and Safety Manual.

**First Aid Provision** will be risk assessed by Mick Flaherty/Alice Goddard following guidance contained in:

- [First Aid at Work - Document 05a Risk Control Data Sheet 03 - Man0172](#) of the Corporate Health and Safety Manual
- [Guidance on First Aid for Schools](#) (DFES, Spring 2000)

**Sun Safety** will be risk assessed by Mick Flaherty following guidance contained in:

- [Care in The Sun - Document 5a Risk Control Data Sheet 011 - Man0158](#) of the Corporate Health and Safety Manual.
- [Heat Wave Guidance to Schools](#) (MET Office, July 2006)

**Icy and Snowy Conditions** will be risk assessed by Mick Flaherty/Anne-Marie Inwood to develop controls that will enable staff to work safely and ensure the operational continuity of the school and safe access and egress by students/pupils and visitors.

**Glazing** will be risk assessed by *an outside contractor* following guidance contained in [Glazing - Document 05a Risk Control Data Sheet 06 – Man0154](#) of the Corporate Health and Safety Manual, safety letters addressed to School Governors and

Headteachers from the Corporate Health & Safety Adviser and glazing surveys carried out by designated glazing consultant 'Durable'.

**Violence.** An assessment of the risks of violence to staff will be carried out by Anne-Marie Inwood/Mick Flaherty following these documents in the Corporate Health & Safety Manual:

- [Avoidance of Violence to Staff Policy - Document 09 - Man0186](#)
- [Avoidance of Violence to Staff Flowchart - Document 09a - Man0186 Section](#)
- [Personal Safety and Avoiding Violence - Document 05a Risk Control Data Sheet 07 – Man0187](#)

**Playground Supervision** will be risk assessed by Mick Flaherty to ensure that supervision levels are suitable and sufficient for the size, shape and layout of the playground and play equipment, taking account of the age and ability of students/pupils.

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 2.

### First Aid

First aid boxes are provided at the following locations: Main provision in the Medical Room, "bum-bag" packs in each classroom, One box goes on each school visit and to sporting events.

The following staff are available to provide first aid:

#### ***Certificated (First Aid at Work qualified) First Aiders:***

- Tina Southgate
- Alice Goddard
- Helen White

#### ***Certificated (Emergency First Aid at Work qualified) First Aiders:***

#### ***Certificated Paediatric First Aiders (required for children up to age 5):***

- Kelly Beauchamp
- Aneta Kucia
- Sangita Talukder

In event of needing first aid assistance, either: -

Locate the nearest first aider or contact the office using a runner or SIMSAlert for assistance.

When dealing with incidents first aid trained staff will follow the [Infection Control Procedure - Document 19 - Man0198](#) of the Corporate Health & Safety Manual.

**Transport to hospital:**

If an ambulance is required, call “999”. It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. Anne-Marie Inwood or senior staff member present at school will designate an accompanying adult in emergencies where parents cannot be contacted.

**Incident Reporting**

See Appendix 3.

**Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

**Chemical Spills**

All staff should follow guidance contained in the LA guidance for dealing with chemical spills.

**HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided for all new employees by Mick Flaherty following the Induction Checklist contained in the Local Authority’s HR document [Induction Procedure for Managers](#).

The following staff have received or will receive health and safety training in the following areas:

**Strategic Health and Safety Management and Premises Management Training**

- [Health and Safety Awareness \(Headteachers and senior Managers\)](#)  
Anne-Marie Inwood
- [Premises Management](#)  
.....

- Asbestos Management  
Anne-Marie Inwood
- Fire Safety Management & Risk Assessment  
.....
- Legionella & Water Hygiene Management  
Anne Marie Inwood 3/12/10 and 11/2/11

### **Curriculum/Subject Specific Health and Safety Training**

#### ***PE:***

- Risk Management in PE and School Sport  
.....
- Safe Supervision of Swimming  
.....

#### ***Outdoor Education:***

- Educational Visits Co-ordinator  
...Mick Flaherty (2006).....

### **Risk Assessment**

- General Risk Assessment  
.....
- Manual Handling  
.....
- COSHH  
.....
- Stress  
.....

### **Essential Skills**

- Client Manual Handling  
.....
- First Aid at Work and Emergency First Aid at Work  
(see above)
- Emergency First Aid at Work  
(see above)
- Paediatric First Aid (for schools with children up to age 5)

(see above)

- Dealing With Aggressive Situations  
.....
- Restraint Technique  
.....All teaching staff and TAs as at 2008.....

### Caretaking

- School Caretakers - Health and Safety Awareness  
.....Marcin Siegieda Oct 2007.....
- Manual Handling  
....Marcin Siegieda Dec 2007.....
- COSHH  
...Marcin Siegieda Oct 2007.....
- Fire Safety Management & Risk Assessment  
.....
- Safe Use and Inspection of Ladders and Stepladders  
...Marcin Siegieda June 2008...(Certified).....
- Safe Use and Inspection of Portable Tower Scaffolding  
.....
- Monthly water temperature checks (legionella)  
.....

### Minibuses

- MIDAS training for all minibus drivers except those with professional PCV licence  
– contact Hounslow Community Transport  
Simon Shand, Tracy Betterton, Helen White (2009)

Training records are held by Anne Marie Inwood/Mick Flaherty/Diana Armstrong

The Health and Safety Co-ordinator, in conjunction with the Headteacher will identify training needs.

## INSPECTION AND TESTING OF PLANT AND EQUIPMENT

### Statutory Inspections

All plant and equipment requiring statutory inspection and testing will be inspected by appropriate contractors.

## Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out following guidance contained in the Corporate Health and Safety Manual:

- [The Safe Use of Electricity - Document 5a Risk Control Data Sheet 015 - Man0175](#)
- [Safe Use of Extension Cables and Multipoint Adaptors - Document 5c Safety Alert 002 - Man SA002](#)
- [Safe Use of Microwaves - Document 5c Safety Alert 001 - ManSA001](#)

An outside contractor will carry out annual portable appliance testing.

## Equipment Maintenance - Curriculum

Subject Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for [Design & Technology](#), [Science](#), [Art](#), [PE](#) and [Drama](#).

## Ladders and Access Equipment

The Caretaker will be responsible for inspection and maintenance of ladders and other access equipment following training provided by the [Caretaking Service](#) and guidance contained in the [Caretaking Code of Practice](#).

## HEALTH AND SAFETY MONITORING

### Inspection of Premises

General Workplace Inspections will be co-ordinated by Mick Flaherty.

### Performance Monitoring

Performance monitoring will be co-ordinated by Anne Marie Inwood following guidance contained in:

[Measuring Health and Safety Performance: Active Monitoring Procedures - Document 28 - Man 0213](#) of the Corporate Health and Safety Manual and the Local Authority's [School Health and Safety Self Assessment Tool](#) or equivalent.

## CONSULTATION AND COMMUNICATION OF INFORMATION

### Consultation

The Governing Body Finance & Premises Committee meets termly to discuss health, safety and welfare issues.

The Trade Unions' appointed Safety Representative(s) on the staff is: Mick Flaherty

### Communication of Information

The Headteacher will ensure that systems are established so that staff and students/pupils are familiar with the arrangements set out in this document.

The [Health and Safety Law poster](#) is displayed in the Dining Hall.

## PREMISES MANAGEMENT

### **Supervision of Pupils**

Arrangements for supervision of pupils are the responsibility of all staff.

### **Security and Visitors**

All visitors must report to the school office where they will be asked to sign the visitors book and wear an identification badge.

### **Vehicles on Site/Parking**

Cars must be parked in designated areas.

The risks of persons and vehicles coming into contact will be controlled by controlled access and office direction.

Delivery/contractor vehicles must park where instructed - the car-park or, in rare cases, at the front of school.

### **Arrangements for Disabled People**

The school has limited access for people with disabilities. Visitors who are wheelchair users may access the school grounds at the front or side of the building for access to ground-floor accommodation. There is an access ramp to the side of the building, which would not pass current regulations, to allow access to the first-floor accommodation. A portable ramp is available to allow passage through the school over the two steps either side of this entry. Steps from the playground have been designed to meet current standards for those with moderate walking disability. All signage has been checked and is of the approved standard for those with visual impairment. There is an assisted access toilet on the first floor and a disabled toilet on the ground floor.

### **Building Maintenance**

General building maintenance is carried out by nominated contractors.

### **Asbestos**

The asbestos register and asbestos management plan is held at the school office and is available for inspection by staff and contractors.

Diana Armstrong is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to Corporate Property Services so that the master CAD drawings of the building held at the Civic Centre can be amended as necessary.

### Control of Contractors

All contractors must report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Diana Armstrong is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

### Hirings & Lettings

Hirings & Lettings are managed by Diana Armstrong / Mina Bullen following:

- *Cavendish School Lettings Policy (2011)*
- [Use of School Accommodation by External Groups and Organisations: Policy](#) (Hounslow, Summer 2007)
- [Providing a Safe Environment for Extended School Activities](#) (Hounslow, November 2008)
- [Guidance on Martial Arts in Local Authority Premises](#) (Hounslow, Autumn 2007)
- [Community Use of Schools - Paper 3](#) (Hounslow, Summer 2007)
- [Advice on Charging - Paper 2](#) (Hounslow, Summer 2007)
- [Compliance with Criminal Record Bureau \(CRB\) Checks \(form\)](#) (Hounslow, June 2006)
- [Third Party Hirers Insurance](#) (LBH Risk & Insurance Team, February 2004)
- [Third Party Hirers Insurance \(form\)](#) (LBH Risk & Insurance Team, February 2004)

<b>OTHER PROCEDURES</b>
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### Emergency Planning & Critical Incident Management

- The school has produced an Emergency & Recovery Plan, *Cavendish School Emergency Plan(2010)*, following London Borough of Hounslow's Contingency Planning Department guidelines (see below) and staff have been made aware of the contents of the document:
- [Schools Emergency and Recovery Plan Guidance](#) (Hounslow, Summer 2007)
- [Schools Recovery Plan](#) (Hounslow, Summer 2008)
- [Emergency Response Template for Schools Emergency Plan](#) (Hounslow, Summer 2007)

## Managing Medicines

Prescribed medication will be administered to pupils following guidance contained in *Cavendish School Management of Medicines Policy (2011)* and in the [Managing Medicines and Healthcare Needs in Schools, Early Years and Youth Settings \(Hounslow, July 2010\)](#).

Alice Goddard has been nominated as the responsible person for control of administration of medicines to pupils.

## Educational Visits

Educational visits will be organised following guidance contained in *Cavendish School Educational Visits Policy (2009?)* and in the DfES (DCSF) documentation and the Council's [Safety Guidance for School Journeys and Off-site Activities](#) handbook. The Educational Visits Co-ordinator is Mick Flaherty.

## Minibuses

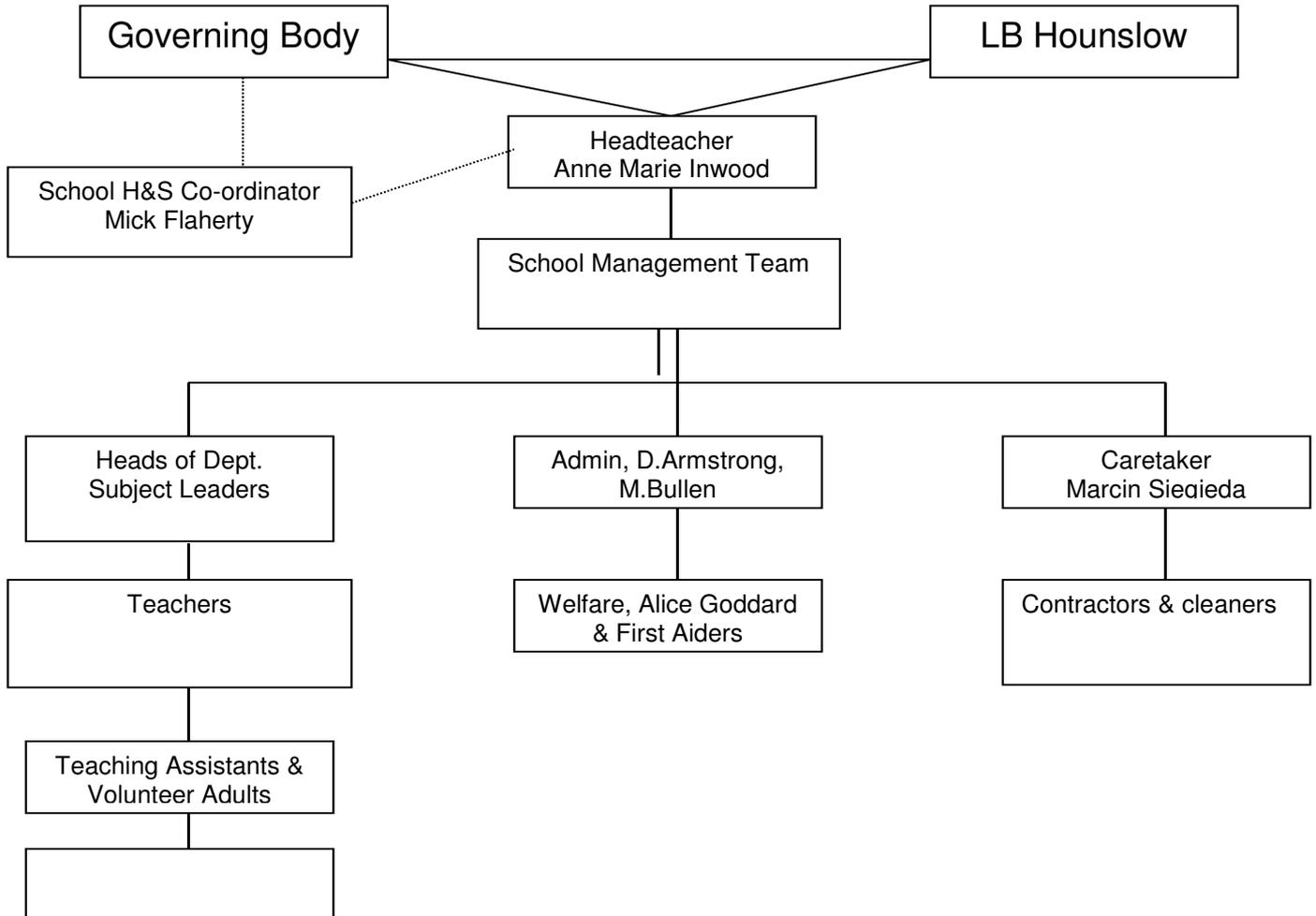
Operation of minibuses will be co-ordinated by Diana Armstrong following guidance contained in the *School Educational Visits Policy* and in the Council's [Safety Guidance for School Journeys and Off-site Activities](#) handbook

<b>REVIEW</b>
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These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Appendix 1

**CAVENDISH SCHOOL**  
**HEALTH AND SAFETY ORGANISATIONAL CHART**



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## Appendix 2

### FIRE AND EVACUATION PROCEDURES

Fire safety will be managed in accordance with [Management of Fire Safety Policy and Sample Fire Safety Maintenance Checklist - Document 13 - Man0146](#) of the Corporate Health & Safety Manual and the model checklist contained therein will be adopted for local Fire Safety Inspections.

- Fire notices are displayed at each call-point and by each classroom door.
- Escape routes are checked by Marcin Siegieda every day.
- Fire Extinguishers are maintained and checked by *a contractor approved by the LA* every 12 months.
- Fire Alarm sounders are tested and logged by Marcin Siegieda every week (one call point tested each week).
- Complete Fire Alarm system tested and maintained by a contractor approved by the LA every 12 months.
- Emergency lighting is tested and logged by Marcin Siegieda every month.

**Emergency evacuation procedures** will be tested annually.

**Fire drills** will be held termly at a range of times to ensure all school user groups including pre- and post-school are aware of the procedures to follow. Details of these will be recorded by Marcin Siegieda/Mick Flaherty who will evaluate performance. If problems are identified or the evacuation is unsuccessful in terms of time taken to leave the building, staff or pupils failing to follow procedures correctly, escape routes obstructed etc, those issues will be addressed and the drill repeated within the same term until it is done satisfactorily.

All staff will receive fire awareness training in the specific precautions and procedures in place within the school, at least annually, or earlier if changes occur or improvements to the system are identified.

Specific training is provided to staff designated as Fire Wardens by a LA nominated contractor. This training is refreshed every as required.

Fire Wardens and their designated areas of inspection are:

Lead Fire Warden / Fire Brigade Liaison: Anne-Marie Inwood.  
Fire Wardens: Diana Armstrong, Mina Bullen, Alice Goddard

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**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows: -

- Staff, visitors or contractors discovering a fire or other emergency for which the buildings should be evacuated should immediately leave the building by the nearest fire exit. They should activate the alarm by breaking the glass of the call point situated at the exit they leave by.

They should then make their way to the assembly point and notify the office staff of the location of the fire. A member of office staff will then inform the Lead Fire Warden of the fire's location by radio.

On discovering a fire, staff with specific responsibilities (e.g. teachers in charge of a class, fire wardens etc) should sound the alarm by breaking the glass of the nearest call point before evacuating their class or performing their specified role.

- Students/pupils discovering a fire or other emergency for which the buildings should be evacuated should enter the nearest office or classroom and notify the member of staff there, who will take charge. The student/pupil should evacuate with that member of staff or that teacher's class and meet their own class at the assembly point for register.
- **The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.**
- On hearing the alarm, office staff will evacuate immediately to the assembly point, taking the emergency grab bag, registers and radio located within the office with them. Once outside, a member of office staff will contact the Emergency Services by dialling 999.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route.

Pupils should leave the classroom ahead of the class teacher into the corridor or outside if there is an exit directly from the room. The last person to leave the classroom should be the class teacher who will check that the room is empty and then close the door. If a member of support staff is in the classroom as well, they will lead the group out. Pupils should walk in their class and remain with their teacher at the assembly point.

If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route and join their class line.

In the event of an emergency during breaks or lunch-time, pupils must leave the building by the nearest marked escape route and go to the assembly area for the site they are on at the time of the emergency. Pupils should assemble in Year groups on their lines.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point.

The Health and Safety Co-ordinator will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a [Personal Emergency Evacuation Plan \(PEEP\)](#) following guidance in [Personal](#)

[Emergency Evacuation Plans \(PEEP\) - Document 05a Risk Control Data Sheet 13 - Man0159](#) of the Corporate Health and Safety Manual.

- The Health & Safety Co-ordinator will also draw up a PEEP with any disabled members of staff and generic PEEPs will be established in readiness for any disabled visitors.
- **The assembly point(s) are: Main Playground (primary assembly point), Staff Car Park (Children's Centre assembly point), Rear Gardens (Riverside and Nursery assembly point).**
- The Headteacher, or in their absence a deputy, will undertake overall supervision of the assembly areas.
- Immediately pupils arrive at the assembly area, they must stand in their class lines in silence while staff take a head count and check their registers. Registers, first aid boxes and contractors' book etc. will be taken out to the assembly point by Office staff. The result of this check must be reported to the person in charge as soon as it is completed who will record the time taken from the time of the alarm being raised.
- The designated wardens will collect a radio from the office and sweep their designated zones of the building. (In case of absence the Headteacher will delegate this responsibility to an appropriate person.
- The Lead Fire Warden will go straight to the fire panel to identify the zone in which the fire is situated and will notify the other fire wardens by radio to warn them of the suspected location. He/She will then remain in radio contact with the designated fire warden for that area to ascertain if the fire is genuine, unless they receive radio confirmation from office staff in the meantime.

Fire Wardens will liaise to check that any named disabled pupils and helper or disabled staff or visitors have been evacuated.

When the school is clear, Fire Wardens will evacuate, ensuring that final exit doors are closed to prevent re-entry to the building, and will report to a senior member of staff at the assembly area.

- The Lead Fire Warden and a senior member of staff will liaise with the Fire Brigade on their arrival. Plans of the building contained in the grab bag identifying fire panel zones and location of fire panel, fire equipment, exits, emergency gas shut off and main electrical intake will be passed to the fire brigade and the location of the fire shown. Details of asbestos locations and Radio Active Sources will also be communicated.

Only when the Fire Brigade and/or Headteacher is satisfied that it is a false alarm, can the alarms be silenced and reset.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Chiswick Community School or William Hogarth School. and arrangements will be made to contact parents.

## Appendix 3

### INCIDENT REPORTING AND INVESTIGATION

All incidents will be reported in accordance with guidance contained in the Corporate Health and Safety Manual:

- [Reporting and Investigation of Injuries, Diseases and Dangerous Occurrences - Document 06 - Man0139](#)
- [Incident Report Form - Health and Safety Manual: Document 06a - Man0182](#)

The London Borough of Hounslow Incident Report Form Book is kept at the school office.

nb all reporting must be done electronically from Sept 2011, Diana Armstrong is responsible for forwarding this.

To comply with the Data Protection requirements, individual incident reports will be forwarded electronically with all names removed, an unedited copy of the incident form will be kept in school by the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

#### Investigation of Incidents and Remedial Action

Mick Flaherty/Anne-Marie Inwood will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence. These actions will be entered onto the back of the Incident Report Form in the space provided.

#### Reporting

The person responsible for recording and reporting of incidents to the Corporate Health & Safety Adviser at the Civic Centre and maintaining records is Diana Armstrong.