



# WOODFIELD ACADEMY

## HEALTH AND SAFETY POLICY

Ratified on 14<sup>th</sup> November 2018

Signed (Chair of Governors)..... Date.....

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## SECTION 1

### THE STATEMENT

#### 1.1 Statement of Safety Policy

The Governors of Woodfield Academy recognise their responsibility under the Health and Safety at Work etc. (1974), so far as is reasonably practicable, to:

- a) Provide safe systems of work, plant and equipment;
- b) Provide for the safe use, handling, storage and transport of articles and substances;
- c) Provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work and study safely;
- d) Provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) Provide a safe and healthy working environment with adequate welfare arrangements;
- f) Provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) Encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor or Worcestershire County Council Directorate of Educational Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are allocated in the school budget and reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

## **1.2 Risk Assessment**

The policy has due regard to national guidance (as stated below) and the Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999,
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- the Manual Handling Operations Regulations 1992,
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002)
- the Workplace (Health, Safety and Welfare) Regulations 1992
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2014

This policy has due regard to national guidance including, but not limited to the following,

- DfE 'Health and Safety: advice on legal duties and powers' 2014
- DfE 'Health and Safety' for school children' 2015
- DfE ' Keeping children safe in education' 2014
- HSE 'Sensible health and safety management in schools' 2014

## **SECTION 2**

### **THE ORGANISATION**

#### **2.1 Woodfield Academy**

Legally employers have responsibility under the Health and Safety at Work Act which is overseen by the Governors who have overall operational responsibility for all aspects of health and safety and the welfare of employees, pupils and other persons at Woodfield Academy. However the following groups of people / individuals also have responsibilities:

The Headteacher

The School Safety Officer (The Business Manager)

Heads of Department / Subject Co-ordinators in areas of particular risk (i.e. Art and Ceramics, Design and Technology (including Food and Textiles), Drama, Physical Education and Science).

Other Teaching, Teaching Assistant and Technician Staff

The Site Manager and Assistant Site Manager

Contractors

The First Aiders

Lunchtime Supervisors

Pupils

Safety Representatives (Appointed by Trade Unions / Professional Associations)

Catering / Kitchen Manager

## **2.2 Employer's Responsibilities**

### **The Governing Body**

- a) Has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Woodfield Academy (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) Has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) Has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

## **2.3 Governors' Responsibilities**

The Governing Body, through the Headteacher, is responsible for:

- a) Ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility.
- c) Monitoring the (health and safety) need for building maintenance in the school and overseeing the implementation of repairs as necessary.
- d) In conjunction with the Headteacher, advising the Head of Property Services or the schools independent architects of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.

- f) Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced to include the public liability certificate.
- h) The adoption of safe working practices by staff and pupils, and by contractors on site.
- i) Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.
- j) To approve and have input to all policy relating to Health and Safety practice.

#### **2.4 Head Teacher's Responsibilities**

The following areas are the responsibility of the Headteacher, though the duties in areas (d) to (n) below, (not the responsibilities), can be delegated to other staff e.g. the School Safety Officer, if a separate person has been appointed in this capacity.

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Ensuring that all identified problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with and recorded via the appropriate channels.
- g) Notifying the Governing Body and WCC of any serious accidents to pupils or staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- h) Notifying the Governing Body of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- i) Emergency procedures, including evacuation in case of fire or critical incidents or lock down threats.
- j) Ensuring that adequate provision is made for the administration of First Aid to include ample provision for both trained personnel and first-aid equipment on site.

- k) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- l) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings with relevant appointed H&S staff.
- m) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

## **2.5 Heads of Department / Subject Co-ordinators are responsible for:**

- a) All matters of health and safety in their department or subject area and to carry out their work in accordance with training and instructions.
- b) Bringing to the notice of the School Safety Officer or Site Manager any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Producing a departmental / subject safety policy and revising it as necessary.
- e) Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken) and to ensure that staff, pupils and visitors adhere to the rules and procedures in place
- f) Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained and to co-operate with the employer on health and safety matters.
- g) Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- i) Ensuring that all machinery and equipment and tools are in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- j) Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.) and emergency cut-off switches and that these signs are updated as necessary.
- k) Reporting any defects in equipment or facilities to the designated health and safety officer and site team.
- l) Comply with risk assessment policy and practice and to submit risk assessments when requested

## **2.6 Other Teaching, Teaching Assistant and Technician Staff are responsible for:**

- a) Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Department or Subject Co-ordinator to the School Safety Officer or Site Manager.
- c) Co-operating with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974 (i.e. by following Woodfield Academy guidance and policy).

## **2.7 The Site Manager and Assistant Site Manager are responsible for:**

- a) Ensuring that they are familiar with and comply with the school safety policy and all supporting policies pertaining to safe working practices and that any improvements to these are advised to the SBM.
- b) Taking part in off site and on-site modular training in health and safety and other training modules e.g. COSHH, Asbestos Management, Legionella Management, First Aid, Infectious Control, Risk Assessments, Manual Handling, Working at Height, Lone Working, Security, Adverse Weather, Fire Evacuation and Lock Down, Accident Reporting Procedure. This list is not exhaustive and there may be others to be added to this.
- c) Bringing to the attention of the Headteacher or School Safety Officer any problems or defects affecting the health and safety of any person on the school premises.
- d) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons e.g. in use and storage of equipment and materials).
- e) Ensuring that any staff under their direct control (i.e. cleaning staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- f) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- g) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work), use of electronic and manual gardening tools / equipment.

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.) and to implement the school gritting plan.

- h) Informing the School Safety Officer of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor) and to ensure that all paperwork gets passed immediately to her, especially when remedial works are required.
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) Infection control is part of the site team's responsibilities and cleaning staff will be advised to disinfect toilet sets, handles, door handles and any other surfaces that pupils may have touched. The site team and cleaners are responsible for ensuring that there is an adequate supply of soap and paper / other towels always available and that mid-morning toilet checks are completed.
- k) Spillages and bodily fluids will be immediately cleared up by the site team.
- l) There is a colour coded mop system and cleaning staff are advised of which mop to use for each circumstance.
- m) Anyone displaying signs of infection will be sent home with a request that they consult a doctor.
- n) Posters are displayed in toilet areas ensuring that students and staff are instructed to wash their hands.
- o) The safe use and maintenance of all plant and equipment (e.g. Boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler de-scalers).

## 2.8 Contractors

- a) The principle person in charge of activities will take responsibility for the safe practice in the areas under their control for work purposes. In the case of building work, the company's health and safety policies and guidance and DBS records will be submitted to the academy.
- b) Contractors working on the school premises are required to identify safe systems of work and identify and control risks arising from their activities.
- c) Contractors will inform the Headteacher of all potential risks to staff, pupils and visitors.
- d) All contractors are required to adhere to the schools policies i.e. in relation to signing the Asbestos Register and to adhere to Hot Work advice.
- e) Contractors are required to sign in using the academy's electronic signing in system and to report to the Site Team.

## 2.9 The First Aiders are responsible for:

- a) Maintaining the First Aid box (es) and controlling and maintaining any other First Aid supplies as may be kept separately.
- b) Recording accidents and incidents including RIDDOR reportable ones. The SBM / First Aid Co-ordinator will record these onto the on line reporting system and deal with any necessary administration.

### **3.0 Lunchtime Supervisors are responsible for:**

- a) Reporting any issues relating to health and safety to the School Safety Officer and to comply with the academy's policy on health and safety.
- b) Dealing quickly with any slip hazards or wet surfaces.

### **3.1 Pupils are responsible for:**

- a) Exercising personal responsibility for the health and safety of themselves and others.
- b) Dressing in a manner that is consistent with safety and hygiene standards.
- c) Respond to the instruction of staff given in an emergency
- d) Observe the health and safety rules of the school.
- e) Not misuse, neglect or interfere with items supplied for theirs and others health and safety.

### **3.2 Safety Representatives (Appointed by Trade Unions / Professional Associations)**

The Health and Safety at Work etc. Act 1974 provides allowance for the appointment of "Safety Representatives" by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LA should be informed of their appointment by the appropriate union, not the school. (If the LA is not informed in this way, the representative(s) may carry out their functions, but there will be no central funding for training costs to cover their absence while they do so.) Further details on safety representatives may be found at <http://www.hse.gov.uk/involvement/unionappointedreps.htm>

Woodfield Academy recognises that Union appointed safety representatives expertise can be very useful, given the training that the unions provide.

Under the "Health and Safety (Consultation with Employees) Regulations 1996, "Staff Safety Representatives" can be elected by staff, other than through a Trade Union, to represent them to the employer and sit on safety committees. They have the same rights to time off with pay for reasonable training and safety inspections as Trade Union safety representatives.

Whilst safety representatives (of either sort) do not have responsibilities within the school, they do form a useful part of the overall organisation for safety.

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.

- e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

### **3.3 Catering / Kitchen Manager who is currently employed by Aspens is responsible for:**

- a) Ensuring that he/she is familiar with and complies with the school health and safety policy.
- b) Bringing to the attention of the Headteacher or School Safety Officer any problems or defects affecting the health and safety of any person in the area for which they have responsibility.
- c) Being aware of school procedures in relation to those students with allergies and other medical conditions and how to use them and in training their staff in the welfare needs of these students and familiarising themselves with where the medical supplies are and procedures for use in an emergency situation.
- d) Ensuring that an adequate number of staff are trained in Health and Safety given that sometimes staff are off-site during the day.

## **SECTION 3**

### **THE ARRANGEMENTS**

- 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
- 3.2 Accident reporting, recording and investigation
- 3.3 Asbestos Management (General)
- 3.4 Contractors (Management of)
- 3.5 Contractors (Management of Asbestos)
- 3.6 Contractors and Visitors on site
- 3.7 Control of Substances Hazardous to Health (COSHH)
- 3.8 Defect reporting procedures
- 3.9 Display screen equipment (DSE)
- 3.10 Electricity at work
- 3.11 Fire precautions and Emergency Plans (including Evacuations)
- 3.12 First aid and Medication
- 3.13 Health and Safety Advice
- 3.14 Information dissemination procedure
- 3.15 Kiln
- 3.16 Lettings/shared use of premises (Extended Services)
- 3.17 Lifting Equipment
- 3.18 Lock-Down Procedure
- 3.19 Lone Working and Personal Safety
- 3.20 Maintenance/Inspection of Equipment, include fume cupboards
- 3.21 Manual handling
- 3.22 Minibus
- 3.23 Monitoring arrangements
- 3.24 Noise at Work
- 3.25 Offsite and Educational Visits

- 3.26 Outdoor play equipment
- 3.27 PE Equipment
- 3.28 Personal Protective Equipment (PPE)
- 3.29 Risk assessments
- 3.30 Slips, Trips and Falls
- 3.31 Smoking
- 3.32 Sports pitches / playing fields
- 3.33 Staff Consultation / Trade Unions
- 3.34 Stress and Staff Well Being
- 3.35 Swimming Lessons (public pool)
- 3.36 Training and Development Health and Safety Related
- 3.37 Vehicles on Site / Car Park Arrangements
- 3.38 Violence to staff / School Security
- 3.39 Water Hygiene
- 3.40 Work experience pupils
- 3.41 Working at Height

### **3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal**

The Cleaning staff, under the direction of the Site Manager will ensure that rubbish is collected daily and removed to the secure waste/recycling collection point. Every effort will be made to ensure premises are kept clean, to minimise the accumulation of rubbish.

Hard Floors will be cleaned at the end of the day and the appropriate safety signs placed for wet floor cleaning to minimise risks of slips.

Glass and other sharp items of refuse will be disposed of safely by the Site Manager.

The Site Manager is responsible for the clearing of ice and snow and adhering to the Gritting Policy of the academy.

The Site Team are responsible for keeping pathways around school clear of fallen leaves.

External waste bins (general and recycling) are stored at the top end of the visitor car park. Waste should be put in the appropriate bin. They are emptied weekly. Any changes to this collection should be made through the School Safety Officer.

The Site Manager is responsible for the disposal of hazardous waste such as fluorescent tubes and computers etc.

There is a separate arrangement for clinical waste disposal with an external company.

### **3.2 Accident reporting, recording and investigation**

All serious accidents that occur on the site should be notified to the School Safety Officer who will record the information on a WCC County Council accident / incident form, i.e. PAF 01 accident to Pupils and Youth Centre Club members, RIDDOR 3 injury/near miss/violence report form (for all persons except pupils or youth club members, RIDDOR 3A injury/aggression / violence report form (for all persons except pupils, youth club members) and this should be keyed onto the portal. The School Safety Officer will forward the details immediately or as soon as possible to Children's services Health and Safety Team, Worcester. An investigation will take place to avoid reoccurrence

of the accident. Patterns or trends should be identifiable and action then taken to correct or minimise future risk.

All minor accidents should be recorded in Accident, Incident & Illness Logs which are located in the medical room and at the individual First Aid point stations, one in each year group and the gym. Where necessary, parents / guardians or other persons are notified of the accident e.g. bumped head, either via a slip home or via a telephone call.

If the accident is serious, management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The School Safety Officer is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

The Headteacher will be advised of all serious accidents and there are protocols in place for calling the emergency services.

- a) Following an accident or serious injury the first aider will call emergency services and notify Reception that he / she has done so, so that they can direct the ambulance. It is permissible for the staff member to use a mobile telephone if this will prevent any time delay.
- b) If there is no first aider available a common sense judgement will be made by those attending the injured party about whether to contact the emergency service.

### **Reporting of Injuries, Diseases and Dangerous Occurrences**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident).
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or released.
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders,
- decompression illness and hand-arm vibration syndrome.

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The person will complete the relevant report on the HSE website:

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

The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

Fatal and specified injuries, as outlined above, may be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

### **3.3 Asbestos Management**

- In accordance with HSE guidance, an asbestos management survey has been carried out.
- Risks are accordingly monitored and controlled.

- Following removal works, the asbestos management survey is updated.
- Further details about the asbestos management can be found in the asbestos log book and guidelines.

### **3.4 Contractors (Management of)**

- The Head teacher and School Safety Officer are responsible for selecting contractors and ensuring they have the relevant qualification or competency e.g. IOSH Managing Contractors certificate and method statements and risk assessments prior to commencement of work and safe systems of work
- The School Safety Officer and Site Manager will make arrangements for induction of contractors and exchange information and agree safe working arrangements.
- All areas affected by the work will be adequately sectioned off from pupils and staff with appropriate signage if needed.
- The School Safety Officer and Site Manager will be the main contact for communication with contractors.
- Contractors will be responsible for providing adequate facilities for workmen - not the school.

### **3.5 Contractors (Management of Asbestos)**

- The asbestos register is located in the school office. It must be shown to all contractors prior to commencing any work with any intention of disturbing the fabric of the building. Those persons must read the register before commencing work, are satisfied that no Asbestos Containing Materials (ACM's) are not going to be disturbed and sign to confirm that this is the case.
- All staff are informed about the presence of ACM's (both known and suspected) and must report any disturbance or concerns to the Headteacher or School Safety Officer immediately.
- Training will be provided for staff e.g. Site Manager or Assistant that may have an elevated risk of exposure to disturbed asbestos fibres. Place Partnership (property services) must be consulted if any significant improvement project that will involve disturbance of the building fabric, to obtain a Permit to Work.
- Specific contractors from the Place Partnership list are used to work with asbestos.

### **3.6 Contractors and Visitors on Site**

- All contractors and Visitors must report to reception upon arrival on site, sign in and wear a visitor badge at all times. They will be collected by the member of staff whom they have come to see.
- Fire evacuation procedures are given on the back of the visitor badge.
- Visitors can be referred to the 'Visitors in School' policy if required.

### **3.7 Control of substances hazardous to health (COSHH) – including radiation**

- When purchasing cleaning materials and chemicals selection and use of substances is based on less hazardous alternative substances are purchased and used wherever possible.
- The Site Manager must bring to the attention of the School Safety Officer any new cleaning materials or chemicals before the purchase is approved.
- The School Safety Officer maintains a copy of all COSHH risk assessments and data sheets.
- All COSHH materials have a safety data sheet. These are located with the substance in each individual cleaning cupboard.
- All cleaning materials are kept in a locked cupboard. Keys are held by the cleaners and Site Manager.
- The Site Manager and will carry out risk assessments with cleaning staff and will make staff aware of how to identify COSHH materials.
- No COSHH substances should be decanted into unlabelled containers.
- The Site Manager and Assistant Site Manager is responsible for the provision and instruction on the use of specific Personal Protective Equipment.
- Safe storage and transportation of hazardous substances will be handled by the Site Manager.
- Emergency procedures for cleaning spillages/escape are located with the substances.
- The Site Manager is responsible for the disposal of any waste, unwanted or spilt substances.

### **3.8 Defect reporting procedures**

- All staff are responsible for bringing to the notice of the School Safety Officer or Site Manager any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area.
- Any defects should be recorded via the online reporting system with 'School Asset Manager' via [premiseshelp@woodfield.worcs.sch.uk](mailto:premiseshelp@woodfield.worcs.sch.uk) Serious Health and Safety issues are reported verbally to the School Safety Officer who will then investigate.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The School Safety Officer will ensure all defects are rectified.

### **3.9 Display screen equipment (DSE)**

In accordance with the Display Screen Regulations:

- All staff that is classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction.

- DSE Self assessments for all staff members using a display screen equipment including laptops should be completed and reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The School Safety Officer or ICT Co-ordinator will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

### **3.10 Electricity at work**

- All hardwired equipment is checked every 5 years with an Electrical Conditions Survey via an external contractor. All electrical rewiring in public places or as part of the entertainment licensing regulations are checked every 3 years. The School Safety Officer and Site Manager are responsible for ensuring this is carried out.
- Portable appliance testing (PAT) is carried out every 12 months. Staff should not bring into school any electrical equipment that has not been PAT tested.
- Documentation relating to the above is retained in the School Safety Officers office.
- The Site Manager is responsible for checking hirer's equipment.
- Any defective items are reported as per the defective reporting procedure and repaired or removed.

### **3.11 Fire Precautions and Emergency Plans**

- The fire risk assessment is undertaken by an external company currently through Arthur J Gallagher, the schools insurers. This is undertaken every three years and will be re-evaluated by the School Safety Officer when due for review.
- The Governing Body will ensure that an Emergency Evacuation Plan is maintained and reviewed regularly.
- The Headteacher is responsible for certifying that procedures for ensuring that fire safety precautions are properly formulated, managed and that staff are trained.
- Fire Wardens (approximately 10 plus kitchen staff member) are trained on a 3 year basis and all Fire Wardens have specific duties. These are noted on the EEP. Fire Wardens are assigned orange fluorescent jackets to assist with evacuation.
- Emergency Evacuation Procedures including any specific responsibilities for staff are pinned up in all main areas around school and in every classroom. These include the taking of registers and visitor's book and collecting the fire discs. These procedures are updated by the School Safety Officer as changes occur.
- The EEP is available to all staff and should be displayed in their classrooms / areas and a copy is pinned up in the staff room.
- Upon hearing the fire alarm or at the request of a member of the Senior Leadership Team the Business Manager will call the emergency services. The Fire Wardens will be the Evacuation Control Offices.

- The School Safety Officer is responsible for organising termly emergency evacuation drills and preparing a report of the time taken to evacuate and any recommendations.
- The evacuation of visitors or contractors will be the responsibility of the person they are visiting or working for.
- The Site Manager will stay by the control panel in the case of drills and the Assistant Site Manager will patrol the front door to guide any emergency vehicles.
- The Site Manager has a daily responsibility for
  - Inspection of fire exits and escapes routes to ensure they are unobstructed. However all staff have a responsibility for ensuring they keep escape routes clear.
  - Inspection of main fire alarm panel to ensure that it is functioning correctly
  - Ensuring all fire doors are closed last thing at night
  - security and locking up of the school
- Regular inspections and maintenance of fire extinguishers are undertaken by an external company and the Site Manager undertakes a visual check on a monthly basis.
- The Site Manger is responsible for checking emergency lighting on a monthly basis. This should include inspecting the system for cleanliness as well as checking the luminaries are working effectively, by simulation of a failure of the normal lighting supply, for sufficient time to allow all units to be checked for proper function. Records of inspections should be kept on the school asset management software where possible.
- Fire Evacuation Notices are updated annually.
- Six monthly inspections and maintenance of the systems are undertaken by an external company.
- The Site Manager and Assistant Site Manager are responsible for the weekly testing of the fire alarms and recording details in the premises compliance manual and the school asset management software.
- All hirers have been issued with fire evacuations procedures and have been given contact numbers for the Site Manager or Assistant Site Manager. Regular hirers are advised to undertake 6 monthly evacuation practices.
- The Site Manager or Assistant Site Manager will open and secure the building after all lettings.
- The Headteacher, Site Manager and Assistant Site Manager are registered key holders.

### **3.12 First Aid and Medication**

#### First Aid

- First aider details including qualifications are displayed on the Health and Safety notice board situated outside the deputy's office and the medical room.
- The Head's P.A. is responsible for checking when staff require refresher training.

- First aid kits kept are kept in the medical room and PE Department and in each year group. First Aid records slips are also at each of the locations. First Aid is also available for taking on school trips and events, including individual medication for children with medical needs. A checklist is provided for staff to check all medications and dosage instructions. An administration form is signed by two members of staff who administer medications off site.
- A first aider will summon an ambulance if necessary and a pupil will be accompanied to hospital by an appropriate member of staff if necessary or if off-site the child may be taken to hospital.
- The school will ensure sufficient first aiders are trained to ensure cover is available at all times. This includes staff on the playground.

## **Medication**

As a general guide, the school does not take responsibility for the administration of any medicines unless prescribed by a doctor. Please refer to the school's separate Medication in School Policy which is located on the staff shared area. However, school will administer prescribed medication if a form is completed by a parent. Painkillers will not be prescribed until midday; parents are advised to administer the first dose of the day.

### **3.13 Information Dissemination Procedure**

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

#### **Employees**

- All staff are given a copy of the Health and Safety policy and any other relevant policy relating to H&S and sign to say they have read and understood it. It is available on the staff shared area for future reference and given to them on induction on a memory stick.
- There is a health and safety notice board situated in the staff room.
- All new staff receive a health and safety induction from the School Safety Officer.
- New staff also receive a copy of the school staff handbook which has a health and safety section.
- Health and Safety information is communicated to staff using the most appropriate method which may be via staff meetings, briefings or emails. Minutes and records are kept. Presentations and updates are also given on TED days.
- Health and safety information can be obtained from:
  - Staff Shared area
  - School Safety Officer
  - HSE website

## **Pupils**

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done in PSHE lessons or assemblies.

### **Visitors / contractors**

- Staff are responsible for the health and safety of their pupil visitors.
- Visitors will be offered a leaflet by the office staff which will list all health and safety arrangements which may affect them during their visit.
- Information is also printed on the back of the visitor's badge.
- Individual risk assessments are completed by the School Safety Advisor where students have sustained injuries that may impact their movement / educational delivery around school. Relevant parties are advised of the expected outcomes.

### **Governors**

The "Behaviour and Safety Committee is responsible for Health and Safety. The School Safety Officer and Headteacher attend this meeting, which meets every half term.

### **Trade Unions**

The Headteacher will ensure that Trade Union health and safety representatives are informed of new health and safety information if necessary.

## **3.14 Kiln**

- The Head of Art and DT Technician is responsible for the operation and use of the kiln which is located in the art room. Only authorised access is allowed and it is kept free of combustible materials.
- The Head of Art is responsible for the undertaking of a risk assessment with all staff that uses the kiln. This is available on the staff shared area.
- Head of Art and DT technician are all trained and competent to operate the kiln and personal protective equipment is available to them.
- Procedures including those to be taken in the event of an emergency are displayed near to the kiln.
- The Head of Art determines when the firing cycle takes place.
- There is an appropriate ventilation system in place and the kiln is serviced annually by an external company.
- The kiln is serviced on an annual basis.

### **3.15 Lettings/Shared use of premises/Extended Services**

- Woodfield Academy has adopted a Casual Lettings Policy.
- The School Safety Officer is responsible for discussing and agreeing health and safety arrangements regarding lettings.
- A written lettings agreement / booking form is completed by the hirer and approved by the Headteacher.
- DBS checks, public liability insurance and risk assessments are requested, checked and documented by the Finance Assistant.
- The hirer is responsible for their own first aid provision while hiring out the school facilities.
- The hirer is issued with the schools fire and emergency evacuation arrangements. Emergency lighting is available throughout the school and is regularly serviced.
- The Friends of Woodfield arranges school fetes and other fund raising events and completes the appropriate risk assessment forms. These are approved by the School Safety officer.
- The Headteacher is responsible for ensuring compliance with relevant legislation or licensing requirements, in particular the Licensing Act 2003. (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- The school has Hirers Liability insurance up to the value of £2,000,000. If a hirer does not have their own insurance then an extra 10% is added to the cost of the letting.
- The Site Manager or Assistant Site Manager is responsible for security arrangements and locking and unlocking the school.
- Terms and conditions of hire are always given on the back of the booking form which is reviewed annually with the policy.

### **3.16 Lifting equipment (including lifts and hoists)**

The school currently has no lifts and hoists.

### **3.17 Lock-Down Procedure**

Woodfield Academy has a separate lock-down policy – please refer.

- All staff are trained in lock-down procedures. The appropriate procedure will be followed whether the staff believe it is a hoax or not.
- There are various levels of alert – intruder alert and bomb / local community alert.
- Internal movements are monitored by SLT and the ICT Manager.

### **3.18 Lone working and Personal Safety**

- The Academy has its own Lone Working Policy – please refer.

- The school's Lone Working Procedures should also be adhered to at all times. These are available on the staff shared area.
- An annual risk assessment for lone workers is carried out.

### **3.19 Maintenance / Inspection of equipment**

- The School Safety Officer maintains a record of equipment that requires periodic inspection, examination and testing.
- Fire alarm and smoke detection, emergency lighting, fire extinguishers are maintained and inspected under separate service level agreements.
- Other equipment e.g. PE equipment, D&T machines are inspected by external companies.
- The Site Manager is responsible for undertaking an annual safety check of ladders and kick stools and other garden equipment.

### **3.20 Manual Handling**

- Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of an action, the force and / or posture involved in the completion of the task and / or a person's ability to hold or grasp a particular item in a safe and balanced manner.
- Woodfield has a separate Manual Handling Policy – please refer.
- Appropriate procedures are available for activities that require a manual handling operation e.g. setting up chairs and tables in the hall.
- All appropriate staff are offered Manual handling training e.g. lunch time supervisors and cleaners and can have access to an on-line training portal.
- The School Safety Officer and Site Team will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks.
- The appropriateness and safety of staff must be considered before allowing any tasks to be completed that requires lifting heavy items.

### **3.21 Minibus**

- The school owns one minibus and has one on a leasing agreement. Their use is governed by the schools minibus policy. This has been issued to all staff and is available on the staff shared area.
- The School Safety Officer maintains a record of all approved drivers and renews their permit when they fall due.
- The minibus keys are held by the Receptionist and The School Safety Officer will approve all use of the vehicles, including use by other schools and voluntary organisations.

- The School Safety Officer and Site Manager ensures the minibus is insured, taxed, MOT'd and serviced.
- If the minibus is loaned to another school, this cannot be for reward but the vehicle must be inspected before it goes out and when it is returned. Any damage is chargeable. The cost of the fuel is the responsibility of the hirer. Any hirer is expected to sign a disclaimer that the £250 excess for any damage will be paid by the school / organisation.
- Seatbelts MUST be worn at all times.
- Fines accrued are the responsibility of the driver.
- Starting and closing mileage will be recorded in the log.

### **3.22 Monitoring Arrangements**

Inspections will be undertaken by the following:

- WCC Health and Safety school team – annual check
- Governors – annual inspection checklist
- Site Manager or Assistant
- Schools Safety Officer
- Senior Leadership Team
- Trade Union Health and Safety representative

The Governing Body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The Governing Body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual or termly reports on:

- accidents or incidents
- results of internal or external health and safety inspections
- maintenance reports
- complaints, hazards and defects reports
- reviews of any procedures carried out by the Headteacher, Site Manager or School Safety Officer.

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to contractors and regulatory bodies, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

### **3.23 Noise at Work**

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen the Site Manager is required to carry out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not

possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas. This would be covered in the permit to work document for external contractors.

### **3.24 Offsite and Educational Visits**

- The School Safety Officer is the school's Educational Visits Co-ordinator and maintains the Offsite Visit Approvals.
- There is a separate policy for Educational Visits Off-Site (please refer).
- A trip application form and costing report application form must be completed for all proposed trips at least four weeks in advance of the trip. These are available from the staff room.
- A deputy leader should be appointed for all trips.
- The Senior Leadership Team approves all trips.
- Appropriate trip insurance has been taken out and the policy is retained in the School Safety Officers office.

### **3.25 Outdoor Play Equipment**

Outdoor Play Equipment e.g. soft balls, hula hoops are available at lunch time. Lunch time supervisors must check equipment at the time of issuing for any damaged or broken items.

### **3.26 PE Equipment**

- The PE Department has a PE policy that includes a PE Safety Management Policy. This includes risk management for activities, areas and equipment. This policy is updated on an annual basis or sooner if the any circumstances change. The policy is available on the staff shared area.
- Pre-use visual checks are carried out by staff prior to pupils' participation in an activity. This is a standard part of a risk management procedure and should normally be recorded via the lesson plan.
- Risk assessments are an integral part of all PE lessons. Risk is an inevitable part of physical activity, although through thorough management it should remain a 'low risk'.
- PE equipment, within the gym, both fixed and portable is inspected annually by an external provider. All other small equipment is inspected before teaching staff prior to use. Where appropriate it is disposed of and replaced when found to be defective or outside its serviceable life.
- Equipment is normally set out by PE staff. On occasions, pupils are required to set out equipment as part of group work. This always features as part of the teachers planning and therefore as part of their risk management. Equipment is always removed from storage area by teaching staff.

### **3.27 Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The school Safety Officer will purchase the equipment.

### **3.28 Risk Assessments**

- A risk assessment will be carried out for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of Health and Safety at Work Regulations 1999).
- The Head of Department, Site Manager and School Safety Officer will undertake appropriate risk assessments for their area of responsibility.
- A risk assessment will be undertaken for new and expectant mothers. This will be carried out by the School Safety Officer or the member of staff's line manager.
- All risk assessments will be shared with the relevant staff they affect signed (by the risk assessor and the responsible person) and dated that they have been read and understood.
- Risk assessments are available on the staff shared area and a copy is retained by the School Safety Officer.
- Risk assessments are reviewed annually.
- All off-site visits are risk assessed by the trip organiser.

### **3.29 Slips, Trips and Falls**

- In line with HSE guidance, control measures are in place to effectively control slips and trip risks. The school utilises a procedure for identifying and controlling slip or trip hazards.
- Visual warning barriers or tape is used to identify uneven surfaces.
- The site team will immediately report any incidents to the School Safety Officer.

### **3.30 Smoking**

The Site is a 'NO SMOKING SITE'

- Signage is displayed on all main external doors used by the public and staff and around the 3G pitch.

### **3.31 Sports pitches / playing fields**

- Currently a grounds maintenance contract with an external company is in place.
- The field and playgrounds and 3G pitch are visually inspected before each use by the teacher leading the session.

### **3.32 Staff Consultation / Trade Unions**

- The Behaviour and Safety Committee meet every half term. The Headteacher, School Safety Officer and Site Manager are members of it.

Staff can raise issues of concern and make suggestions for health and safety improvements at any time or formally in team meetings or staff briefings.

- The Headteacher will be responsible for informing and consulting “in good time” with trade union health and safety representatives on:
  - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site
  - Appointment of competent persons on site who will to comply with health and safety requirements
  - Risks to employees health and safety and preventative measures
  - Planning and organising of health and safety training
  - Introduction of new technology and health and safety consequences
- All health and safety information is available on the staff shared area for access by all staff. In addition there is a notice board situated in the staff room for health and safety information.
- The health and safety law poster is also situated on this notice board.

### **3.34 Stress and Staff Wellbeing**

- A staff well-being policy has been developed and will be implemented from 2019.
- Any member of staff experiencing problems should in the first instance refer to the Deputy Headteacher.
- Expectant mothers are encouraged to report as soon as possible so that a risk assessment can be undertaken to protect both the mother and the unborn child.
- The staff room provides an area for rest and lunch breaks.
- The school buys into a Simply Health health-care scheme which includes counselling services.

### **3.35 Swimming lessons (Public Pool)**

- Swimming lessons take place at Tudor Grange and pupils are transported by a qualified instructor who also supervises the pupils.
- In addition Tudor Grange also provides a qualified swimming instructor.

### **3.36 Training and Development related to Health and Safety**

- The School Safety Officer is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- The School Safety Officer is responsible for new staff health and safety inductions.

- Line Managers are responsible for establishing minimum health and safety competencies for certain roles e.g. Site Manager or Assistant.
- The Deputy Headteacher is responsible for training and keeping of records.

### **3.37 Vehicles on site / car park arrangements**

- There is no parking on site for parents dropping off or collecting children.
- There is a small visitor car park at the front of the school, which has one disabled space and 3 x senior staff parking bays.
- There is also an additional visitor / staff car park at the side of the school.
- Staff car parking at the rear of the school is via an area controlled by electric gates and requires a fob to gain access. The Site Manager can arrange for the gates to be left open. The school minibuses have their own designated spaces.
- Caterers and other staff are advised not to park in areas where the signage prohibits.
- Staff use the school car park at their own risk and the school takes no responsibility for any damage.
- A car park risk assessment has been carried out and is available to all staff on the staff shared area.
- The academy has a policy of reversing into parking spaces and of one way foot traffic.

### **3.38 Violence to Staff / School Security**

- Woodfield has a Visitors to School Policy – please refer.
- Access to the school is controlled by an electronic fob. The Assistant Site Manager issues these to new staff.
- Visitor access is through the main reception and all visitors must sign in and wear an appropriate badge.
- Staff are required to report all incidents of verbal and physical violence by completing an Incident form which is located on the Pastoral Board outside the Headteachers office. These are recorded on the on-line portal.
- A notice is displayed stating that staff do not have to deal with aggressive visitors.
- A risk assessment is carried out for hazardous circumstances.
- The school visitor policy also covers security and theft and procedures for handling cash.

### **3.39 Water Hygiene**

- The school has adopted WCC Legionnaires and Water Hygiene Policy. The Site Manager and Assistant Site Manager are responsible for carrying out water hygiene sampling in accordance with the policy. The log book is kept in the store cupboard. As part of this process, the site team also undertakes flushing of showers.
- Air conditioning units are serviced at six monthly intervals by an external company.

### **3.40 Work Experience**

- The Deputy Headteacher is responsible for newly qualified teachers (NQT's) induction and supervision whilst on site.
- Head of KS2 is responsible for students' induction and supervision whilst on site.

### **3.41 Working at Height**

- The school provides the appropriate access equipment (ladders and kick stools) to enable staff to work at height if this activity or work cannot be undertaken in any other manner. This equipment is stored in accessible places and near to use where possible.
- Under no circumstances should staff, pupils, contractors or visitors use tables or chairs etc. for access. All users must carry out a pre visual check before using any access equipment. Any defect found must be reported immediately to either the Site Manager or School Safety Officer, who will quarantine the equipment.
- The School Safety Officer has undertaken a working at height risk assessment and this is reviewed annually. This is available to all staff in the staff shared area.
- All roofs will be considered as fragile unless known not to be and two people must be present when leaning ladders are in use. Access equipment must not be used when weather conditions make use dangerous.

# EMERGENCY EXIT PROCEDURES

## General

1. Emergency evacuation must follow a continuous ringing of the school bell.
2. Classes will leave under the direction their teacher, silently and in single file, leaving their personal belongings and **closing doors behind them.**
3. Details of any child with a personal evacuation plan will be displayed in the staff room.
4. Children must assemble in class lines on the correct playground, either upper or lower.

## Fire exits/Assembly Points

1. **Yr 5 / 7** exits via the nearest route and assembles on the **upper playground.**
2. **Yr 6 / 8** exits via the nearest route and assembles on the **lower playground and faces the field**
3. **Gym / Hall / Art / DT** exits to rear of building and assembles on the relevant playground via the gate to the rear of the Yr 5 block.
4. **Alternative assembly point** is the grass at the front of the school, using the main doors in the hall or front reception.
5. **Music Room / Labs / Computer Room** exits via lower ground floor doors next to the PPA Room and then assembles at their appropriate assembly point.
6. **Kitchen staff** to exit through the rear of the kitchen and assembles on upper playground. The Kitchen Manager/ Assistant will turn off the gas as they leave.
7. **All other staff, visitors and contractors** to assemble on the **upper playground**

## Staff with specific duties

1. Mrs Harwood (or another member of SLT in the event of Mrs Harwood not being on site) will ring the Fire Service.
2. Office staff (or Mrs Harwood in the event of the office not being staffed) to take iPad for registration of Visitors and Staff.
3. All staff to take iPads for class registration. The names of any unaccounted persons should be reported to Mrs Harwood.
4. An appointed Fire Marshall (T Coward) will report to Reception to prevent access to the school (only if safe to do so) and meet Emergency Services.

## Fire Marshalls (FM)

The following staff have responsibility for obtaining the "Fire Disc" and ensuring their designated area is clear of occupants and all windows and doors have been closed.

<b><u>Disc #</u></b>	<b><u>Area</u></b>	<b><u>1<sup>st</sup> Responsible Person</u></b>	<b><u>2<sup>nd</sup> Responsible Person (in the absence of 1<sup>st</sup>)</u></b>
1	Reception / Office / Medical	Mrs Little (FM) + inVentry on upper playground	Ms Stafford
2	Year 6 / Toilets / Library	Mr Schofield (FM)	Miss Doidge (FM)
3	Isolation / Music room / Computer room / Labs	Mrs Dean (FM)	Miss Williams
4	Year 8 / Learning Skills room	Ms Whiteside (FM)	Miss Southall
5	Disabled Toilet / Staff room / Year 7	Mrs Crooks (FM) + inVentry on lower playground	Ms Stafford
6	Year 5 / Toilets	Mr Kimberley (FM)	Mrs Freeman
7	Gym / Changing rooms	Mr Thornewill	PE Staff
8	Design & Technology Block	Mr Barnes (FM)	Mrs Chapman
9	Kitchen	Phil Long (FM)	
10	Art	Mrs Dowling	Mrs Chapman

In the event of a threat to the school building, all staff will be directed to regroup on the upper field.

**Only re-enter the school when told to do so by The Fire Services or Mr Bond**