BDMAT
Birmingham Diocesan
Multi-Academy Trust

Health and Safety Policy

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1. Statement of Intent

1.1 The Directors of Birmingham Diocesan Multi-Academy Trust (The Trust) acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all employees, children, clients, the community and any other parties that may be affected by our work activities. They recognise this is a non-delegable duty.

1.2 The Trust undertakes, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

1.3 The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties which are referenced in Section 2.0 of this policy.

1.4 As a management body, the Directors must ensure that all staff and premises comply with extant health and safety policies and practices (e.g. reporting accidents, first aid provision etc.), and:

- Develop, implement and annually update a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other staff, the Health and Safety of pupils in school and on off-site visits, and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site, introduce measures to manage the risks, and instruct employees about the risks and measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training), and are actively involved in Health and Safety; and
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

1.5 In meeting this commitment we will, so far as is reasonably practicable:

- Provide adequate control of the Health and Safety risks arising from our work activities;
- Consult with our employees on matters affecting their Health and Safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide safe systems of work;
- Provide information, instruction and supervision for our employees;
- Ensure all employees are competent to perform their tasks safely and give them adequate training;
- Aim to prevent accidents and cases of work related ill health, this includes mental health and well being as well as stress related illnesses;
- Monitor employee's health;

- Maintain safe and healthy working conditions; and
- Review and revise this policy at regular intervals.

2.0 Legislation

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

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

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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

3.0 Roles and responsibilities

3.1 Explanation

This section sets out the different Health and Safety responsibilities of each person working in the Trust. Each person must manage Health and Safety issues within their own area of responsibility.

3.2 Overall Responsibility

The Trust Board of Directors accepts overall responsibility for all operational matters including those regarding Health and Safety.

3.3 Individual Responsibility

In meeting the Statement of Intent (Section 1), the Trust requires its Trustees, Managers and Employees to acknowledge and accept their individual and collective responsibilities, and to ensure so far as is reasonably practicable their actions meet, or enhance, this Health and Safety Policy.

3.4 Responsibilities in Law

The legislation outlined in Section 2 place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self-employed persons and the occupiers of buildings.

A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence at law.

It is in the interests of each person, and the Trust, to understand the potential severity of any failure to comply with Health and Safety legislation, standards and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and / or imprisonment. Such a failure may also result in disciplinary action.

3.5 Health and Safety Responsibilities within the Trust:

3.5.1 BDMAT Members

The Members of the Trust meet once a year and part of their role is to hold the Board of Directors to account.

3.5.2 BDMAT Board of Directors

The Trust Board is a Board of Directors that has responsibility for the effective day to day running of the Trust and the individual schools within it. The Trust Board of Directors currently comprises of Trustees (who act as the Directors for company law) and is attended by the Executive Leadership Team. Aspects of these responsibilities may be delegated to the Local Academy Boards (LAB).

Key responsibilities:

- Recognise and accept overall responsibility for all Health and Safety matters;
- Ensure that a practical system is in place for the management of Health and Safety issues and that it is functioning effectively;
- Provide adequate resources for effective implementation of this policy;
- Provide the final authority on matters concerning Health and Safety at Work arising from business decisions and activities;

- Ensure employees are provided with adequate information, instruction and training to fulfil their responsibilities;
- Ensure effective communication is provided and effectively disseminated on Health and Safety issues to all employees;
- Ensure all employees are aware of their contribution to Health and Safety issues and encourage active involvement;
- Ensure that all decisions on employee Health and Safety are recorded;
- Require routine monitoring and reporting of compliance with statutory and policy requirements;
- Ensure that the Trust has access to competent advisors for Health and Safety matters;
- Ensure that there are processes for the internal and external auditing of systems, policies and premises;
- Make adequate resources available for the continued competent management of Health and Safety issues;
- Ensure that all decisions are made with knowledge of relevant Health and Safety legislation, guidance, standards and codes of practice;
- Accept and act upon updates from the Chief Executive Officer and Head of Operations; and
- Maintain effective communication of Health and Safety information with all those affected by this policy.

Annually the Board of Directors will:

- Review and approve the overarching Health and Safety Policy for the Trust;
- Review Trust-wide Health and Safety performance (against annual plans, training records and accident/incident data) and in light of this and any prevailing environmental and legislative changes, review Policy and Procedures, and set the Annual Plan and Objectives for the forthcoming year; and
- Receive update reports from CEO on serious accidents/incidents and other matters affecting Health and Safety across the Trust.

3.5.3 Chief Executive Officer (CEO)

The CEO takes overall responsibility for Birmingham Diocesan Multi-Academy Trust Health and Safety performance and is required to ensure that:

- Decisions on Health and Safety issues by the Board of Directors are implemented;
- Responsibilities and authority are effectively assigned and delegated to nominated individuals;
- Health and Safety standards and policies are regularly audited and reviewed;
- Accident details, information and statistics are reported to the Trust Board;
- Decision-making is in line with the policy and procedures for Health and Safety and any statutory provisions set out in legislation;
- Suitable action plans for improving Health and Safety are developed and implemented; and

- The performance of Local Academy Boards and Headteachers are measured against Health and Safety targets and objectives.
- Administer the resources provided by the Board of Trustees for Health and Safety to meet legal duties and Trust standards and targets.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Produce a consolidated Trust report annually to the Board on Health and Safety statistics, risk management issues, and any other significant Health and Safety issues together with an action plan for their resolution.

3.5.4 Head of Operations (HoO)

The Head of Operations is the conduit between the CEO and senior Trust employees with responsibility for Health and Safety within schools. The HoO is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The HoO is responsible for ensuring Health and Safety arrangements pertaining to buildings and grounds are managed - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, catering equipment, electrical installations, gas services and control of legionella.

The HoO will:

- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Provide Health and Safety support to schools.
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments.
- Ensure that school asbestos registers and asbestos management plans are maintained and readily available.
- Be the point of contact with the Trust's appointed Health and Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money.
- Provide a central storage location for example risk assessments and other Health and Safety resources and data to support staff within schools.
- Receive from, and report to, the CEO periodic information on significant Health and Safety performance and issues, including outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues.
- Ensure that the circumstances of accidents are properly reported (including under RIDDOR), examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence and that all relevant accidents are reported to the relevant authorities under RIDDOR as appropriate.
- Liaise with the Trust's external health and safety advisors.

- Receive and analyse accident and near miss data.

3.5.5 Local Academy Board (LAB)

The Local Academy Board will comply with any directives issued concerning the Health and Safety of persons on school premises or taking part in school activities elsewhere. The LAB is responsible for Health and Safety matters at a school level.

The LAB must ensure that the requirements of this policy are properly implemented within their school and that the policy appendices relating to their school remain effective and appropriate.

The governor who oversees Health and Safety is detailed in Appendix 1.

The Local Academy Board will:

- Review and approve school-based appendices to this policy;
- Ensure that all relevant Health and Safety issues are adequately addressed;
- Appoint a designated "Health and Safety Governor";
- Receive and act upon reports provided by Headteachers;
- Ensure that any recommendations on the continued Health and Safety of employees are followed;
- Consider accident, incident and ill health records / statistics for the school;
- Consider reports of internal or external inspections;
- Consider the effectiveness and relevance of emergency procedures;
- Consider any proposed changes that are likely to affect the management of health and safety; and
- Provide minutes to the CEO on their Health and Safety discussions.

3.5.6 Headteacher

The headteacher is responsible for Health and Safety day-to-day within their school. This involves:

- Ensuring this Policy, and other policies relating to Health and Safety e.g. Asbestos Management Plan is communicated, understood, and complied with by all relevant persons within the school;
- Implementing this Health and Safety policy;
- Ensuring there are enough staff to safely supervise pupils;
- Ensuring that the school building and premises are safe and regularly inspected.;
- Reporting to the LAB on Health and Safety matters;
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures;
- Ensuring appropriate evacuation procedures are in place (and included in this policy as appendix 2) and regular fire drills are held;
- The appointment of staff to act as fire wardens;

- Ensuring that in their absence, Health and Safety responsibilities are delegated to another member of staff (see appendix 1);
- Ensuring that risk assessments are undertaken by a competent person for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually;
- Ensuring school specific policies are in place for dealing with emergencies;
- Working with the Trust to ensure there are adequate resources within the budget for Health and Safety;
- Ensuring all staff are provided with adequate information, instruction and training on Health and Safety issues;
- Ensuring that there are effective Health and Safety management arrangements for educational visits and authorising all education visits including the use of the Trust's chosen system – Evolve;
- Appointing a named first aid co-ordinator and administrator of medication for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school;
- Receiving Health and Safety concerns and ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors;
- Keeping a log of all Health and Safety qualifications and training courses attended by staff;
- Ensuring risk assessments of the premises and working practices are undertaken by the Premises Supervisor / Site Manager;
- Ensuring safe systems of work are in place as identified from risk assessments;
- Ensuring records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc;
- Ensuring Accidents, Health and Safety Incidents, and near misses are recorded on the Trust's chosen system – Evolve;
- Reporting any observed breaches of Health and Safety rules or policies to the Head of Operations;
- Accidents are investigated, and any remedial actions required are taken or requested;
- Notifying the Head of Operations and the CEO of any correspondence from any enforcement agency OFSTED, Police, HSE, EHO or Fire Service;
- Instigating disciplinary action in cases of non-compliance around Health and Safety; and
- Implementing CLEAPSS where required and ensuring this is adhered to.

3.5.8 Site Manager

Each appointed Site Manager is responsible for:

- Health and Safety matters as reasonably requested by the Headteacher or HoO;
- Ensuring plant and equipment requiring statutory inspection is inspected, where procured by the school or the Trust Central Team;

- Ensuring machinery and equipment is inspected and tested to ensure it remains in a safe condition;
- Monitoring the safe running and maintenance and testing of premises plant and equipment;
- Ensuring the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm, Access Control and CCTV, where fitted;
- Ensuring that an up to date register of hazardous substances is maintained and that appropriate COSHH assessments are carried out and documented;
- Ensuring COSHH and risk assessments are completed for the site team and premises;
- Being responsible for the appointment and monitoring of school initiated contractors (including in respect of H&S competence);
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary;
- Procurement of Health and Safety testing and compliance activities in line with the programme specified by the Head of Operations; and
- Maintaining a key holder log.

3.5.7 Heads of Department (where appropriate)

Heads of Department will:

- Ensure that employees, pupils and others within their departments are aware of, understand and comply with Trust Health and Safety policy, rules and procedures;
- Ensure that a departmental meeting is convened at least once every term and that it is used to communicate and receive Health and Safety information and concerns;
- Receive and act upon Health and Safety matters raised within their department;
- Ensure that all relevant Health and Safety issues within their department are adequately addressed;
- Ensure risk assessments are produced, followed, and documented by a competent person for all hazardous activities within their department;- and
- Provide relevant feedback to immediate managers where necessary.

3.5.8 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own Health and Safety and that of others who may be affected by what they do at work;
- Co-operate with the Trust Board, Governors, Managers, Heads of Department, Employees and others on Health and Safety matters;
- Comply with all Trust rules, procedures and reasonable requests;
- Not interfere with or misuse anything provided to safeguard their Health and Safety;

- Warn others immediately of any known hazards or danger;
- Refrain from any task for which they are not trained, authorised and competent;
- Use the correct tools, plant or equipment, keep them in good order and ensure they are safe before, during and after use;
- Not to introduce any personal work or electrical equipment unless it has been inspected and approved by the Site Manager as appropriate;
- Use as directed any personal protective equipment needed to protect against hazards to Health and Safety;
- Report promptly all Health and Safety concerns, accidents, injuries, incidents and near misses to their immediate manager;
- Model safe and hygienic practice for pupils; and
- Understand emergency evacuation procedures and feel confident in implementing them.

3.5.9 Pupils and parents

When engaged in school related activities, pupils and parents are responsible for following the school's Health and Safety advice, on-site and off-site, and for reporting any Health and Safety incidents to a member of staff.

3.5.10 Contractors

Contractors will agree Health and Safety practices with the relevant person prior to starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors will operate with due care and attention and will ensure they have reviewed the asbestos register before commencing any works.

4.0 Site security

4.1 The Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

4.2 Access is restricted to authorised persons. All reasonable steps are taken to prevent unauthorised access to our premises. Measures in place will depend on the location, but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and staff training.

4.3 A log of key holders will be maintained by the Site Manager.

4.4 Names of individuals who are key holders and who will respond to an emergency are detailed in appendix 1.

5.0 Fire

5.1 A fire risk assessment is carried out at each Trust premises. All of the control measures identified are implemented and the risk assessment is renewed every 3 years or whenever there are any changes to the workplace (whichever is the soonest).

5.2 Fire escape routes, doors and corridors should be kept clear at all times. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by the Site Manager.

5.3 Fire Extinguishers are provided at Fire Extinguisher Points throughout the buildings. Extinguishers are maintained under contract by an approved firm and are inspected daily by the Site Manager.

5.4 Where a Fire Alarm system has been installed, this is maintained under contract by a specialist firm. Fire Points should not be interfered with in any way. Fire Points are inspected daily by the Site Manager.

5.5 Emergency lighting, where provided, is maintained by a specialist contractor.

5.6 Fire Alarms are tested once a week. Emergency Evacuation drills are practised regularly and at least once per term. Fire Marshals are appointed and trained to assist with evacuation. Personal Emergency Evacuation Plans are compiled for those with impaired mobility.

5.7 Records of testing, maintenance and evacuations are held within the school.

5.8 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

5.9 New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

5.10 The fire evacuation procedures for the school are detailed within appendix 2. A fire safety checklist can be found in appendix 3.

6.0 COSHH

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

- Chemicals;
- Products containing chemicals;
- Fumes;
- Dusts;
- Vapours;
- Mists;
- Gases and asphyxiating gases; and

- Germs that cause diseases, such as leptospirosis or legionnaires disease.

6.2 Control of substances hazardous to health (COSHH) risk assessments are completed by the Premises Supervisor / Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage, use and disposal of hazardous substances must be strictly controlled by each authorised person.

6.3 If staff are not trained and authorised, they should not use any substance known to be, or marked as, hazardous.

6.4 Staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

6.5 Any hazardous products are disposed of in accordance with specific disposal procedures.

6.6 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

6.7 Gas safety

6.71 Gas and / or oil-fired boilers are provided in some Trust premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by staff.

6.72 Gas / oil isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

6.73 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

6.74 Gas pipework, appliances and flues are regularly maintained.

6.75 All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.8 Legionella

6.81 Legionnaires Disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person, but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.

6.82 Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop.

6.83 However, it should be noted that most people who are exposed to legionella do not become ill.

6.84 The Trust arranges for legionella surveys and risk assessments to be carried out at our premises by approved contractors. A legionella management plan is provided and followed.

6.85 Depending on the nature of the water system at each Trust premises, regular checks such as temperature monitoring, flush throughs, descaling of shower heads and cleaning of water tanks may be required.

6.86 A water risk assessment has been completed by a competent person. The Premises Supervisor / Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

6.87 This risk assessment will be reviewed every five years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following:

- Weekly flushing of low use water outlets;
- Monthly temperature checks at water outlets; and
- Bi-annual water sampling and testing.

6.9 Asbestos

6.91 Asbestos is a naturally occurring mineral that has been used extensively in the construction of buildings and other products, particularly buildings constructed prior to the year 2000. It was used mainly because of its fire resisting and insulating qualities.

6.92 The Trust takes the management of asbestos seriously and complies with all required legislation to protect our employees from exposure to asbestos as far as is reasonably practicable.

6.93 Asbestos surveys are carried out at all Trust premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building construction. Where asbestos is identified this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.

6.94 Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. The Asbestos Register is made available to all contractors and site staff who will carry out work at the premises. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site

6.95 Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures / exclusion zones will be put in place.

6.96 If anyone suspects they have discovered or disturbed asbestos they should:

- Not disturb it further
- Ensure that access to the affected area is prevented.
- Report it immediately to the Headteacher and Head of Operations.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

7.0 Equipment

7.1 All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place;

- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards; and
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.2 Electrical equipment (Fixed and Portable)

7.3 NICEIC or ECA approved electricians maintain the electrical installation. They work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years with records kept.

7.4 Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept.

7.5 Employees are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the Site Manager.

7.6 Portable Electrical Appliances includes any item that is electrically powered and used in the workplace, whether belonging to the Trust or to an employee, and includes ancillary equipment such as extension cables.

7.7 Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your immediate manager and removed from service until replaced / repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.

7.8 Routine maintenance applied to all portable electrical appliances includes Portable Appliance Testing periodically by an electrical contractor.

7.9 Any new appliances, including those belonging to employees, will be checked and approved by the Site Manager before being used on the premises.

7.10 Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.

7.11 Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a Residual Current Device (which will be tested regularly).

7.12 Additionally:

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Premises Supervisor / Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.13 PE and other subject specific equipment

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

7.14 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time; and
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

7.15 Personal Protective Equipment (PPE)

- PPE is considered a temporary or last resort measure. All PPE will be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, and as identified within the risk assessments and safe systems of work.
- Where PPE is assessed as being required by risk assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned and replaced without charge. Suitable storage facilities will be provided. Records will be kept of issue, maintenance, cleaning and testing.
- Employees are to check that their PPE is in good condition at all times and obtain replacements from their supervisor if required.

- No work is to be carried out without the appropriate PPE being worn.
- Constant supervision of PPE use and condition will be carried out by managers and supervisors. Failure to comply with PPE requirements will be regarded as a formal disciplinary offence.

8.0 Lone working

8.1 Working alone can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible.

8.2 We arrange for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.

8.3 Each person will manage their own risk responsibly and ask for help or guidance as appropriate.

8.4 Lone working may include:

- Late working;
- Home or site visits;
- Weekend working;
- Site manager duties;
- Site cleaning duties; and
- Working in a single occupancy office.

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

8.6 If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

8.7 The lone worker will ensure that they are medically fit to work alone.

9.0 Working at height

9.1 Work at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.

9.2 As such, work at height will be avoided where practical.

9.3 Ladders, stepladders and steps are provided as a means of access and for light / short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves. However, care should be taken not to store heavy or bulky items at height.

9.4 If stepladders are used, the following general rules will apply:

- Manufacturer's guidance will be followed
- The stepladders in use will be British Standard Class 1 'Industrial' or BS EN 131
- The stepladder must be of adequate length so the work can be done without overreaching
- The stepladder must be erected on suitable firm ground and never on loose materials
- Stepladders will be inspected monthly to ensure they remain fit for use with records kept
- If any ladder is considered unsafe it must be reported to the Site Manager and not used until it has been repaired / replaced

9.5 We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

9.6 In addition:

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

10.0 Manual handling

10.1 Occasional tasks will require physical effort (e.g. moving equipment, stock, reorganising furniture). So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations.

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

10.3 The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

10.4 If due to the nature of the work the elimination of manual handling is not possible, the following guidelines should be followed:

- Do not attempt physical effort if you are not confident of your capacity to do it safely.
- Avoid unnecessary handling by the use of any mechanical aids provided.
- Plan the lift and assess the load.

- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- Place materials as close as practicable to workplace to limit distance, time and effort.
- Avoid lifting any loads in excess of 25kg for men and 16kg for women.
- Do not overload shelves.
- Ask for help or guidance if necessary.
- Ensure sufficient personnel are available to undertake the lift taking into account the size, weight and shape of the load and the area in which the lift is planned.
- Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.
- Protect any sharp edges, leaks, etc.
- Wear uniform, gloves, apron, etc. as appropriate.
- During any repetitive work, allow sufficient time between lifts for resting.
- Ensure good communication between all personnel involved in any shared lifts.
- Avoid sudden movements (e.g. by catching a falling object).
- Do not put any other person at risk.

11.0 Off-site visits

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

- All visits are logged and approved via the Evolve system;
- Risk assessments will be completed by a competent person where off-site visits and activities require them;
- All off-site visits are appropriately staffed;
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details;
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate; and
- For other trips, there will always be at least one first aider on school trips and visits.

12.0 Lettings

12.1 This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health and Safety policy and will have responsibility for complying with it.

13.0 Violence at work

13.1 We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

13.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14.0 Smoking

14.1 Smoking is banned inside our premises and grounds. It is a risk to health for smokers and those nearby, and also involves a risk of fire from unsafely discarded smoking materials.

14.2 Smoking within the premises or grounds will be subject to disciplinary action and managed within the parameters of the Disciplinary Policy.

15.0 Infection prevention and control

15.1 We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.2 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels;
- Always wash hands after using the toilet, before eating or handling food, and after handling animals;
- Cover all cuts and abrasions with waterproof dressings.

15.3 Coughing and sneezing

- Cover mouth and nose with a tissue;
- Wash hands after using or disposing of tissues;
- Spitting is discouraged.

15.4 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing);
- Wear goggles if there is a risk of splashing to the face;

- Use the correct personal protective equipment when handling cleaning chemicals.

15.5 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly.

15.6 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment;
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface;
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below;
- Make spillage kits available for blood spills.

15.7 Laundry

- Wash laundry in a separate dedicated facility;
- Wash soiled linen separately and at the hottest wash the fabric will tolerate;
- Wear personal protective clothing when handling soiled linen;
- Bag children's soiled clothing to be sent home, never rinse by hand.

15.8 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy;
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins;
- Remove clinical waste with a registered waste contractor;
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

15.9 Animals

- Wash hands before and after handling any animals;
- Keep animals' living quarters clean and away from food areas;
- Dispose of animal waste regularly, and keep litter boxes away from pupils;
- Supervise pupils when playing with animals;

- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

15.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16.0 New and expectant mothers

16.1 Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. This risk assessment will be reviewed regularly by a competent person until the employee begins maternity leave.

16.2 There is a potential risk to any unborn child if the mother overexerts themselves or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know they are pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort. Employees will, therefore, be considered potentially pregnant.

16.3 Each employee knows their own capacity for manual effort. Employees are routinely reminded to act responsibly both in their own and their potential baby's interests, as well as an employee of the Trust. Capacity for effort varies each day and during each day for many reasons. If they need help they should ask their colleagues, and all colleagues should be ready and willing to provide help to avoid injury. The immediate supervisor will make sure work is shared out fairly without excessive risk to any individual. This is a restatement of normal behaviour and is not a licence to be excused from work or to expect others to do unpopular activities.

16.4 On return to work a further risk assessment will be carried out and acted upon.

16.5 Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a person has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone

who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

- If a pregnant employee comes into contact with measles or German measles (rubella), they should inform their antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant employee should inform their antenatal care and GP as this must be investigated promptly.

17.0 Occupational stress

17.1 The Trust is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

17.2 Although stress can be a significant concern, the Trust can only provide help and support when aware of any employee suffering stress problems.

17.3 Employees are informed during their induction and through routine briefings about the importance of reporting any problems or concerns about themselves or others so that appropriate help can be provided.

17.4 Any employee reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer term needs in accordance with the HSE guidelines for managing stress.

17.4 A confidential Employee Assistance Programme is provided to all staff.

18.0 Accident reporting

18.1 An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.

18.2 All accidents and near misses must be reported immediately to the Headteacher at school and the Head of Operations. The School's Admin Lead will ensure that these are recorded in the Electronic Accident Book (Evolve) on the day of occurrence.

18.3 It is the responsibility of the Headteacher at school and the Head of Operations to ensure each incident is correctly recorded and that an appropriate investigation is carried out, and that incidents are reported to the CEO.

18.4 Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be reported to the relevant authorities by the Head of Operations.

18.5 Accident and Near Miss statistics will be compiled by the Headteacher at school, statistics are stored within the Evolve system.

18.6 The Head of Operations will ensure that accident data is analysed with a view to preventing a recurrence, and that information and statistics are provided to the Trust Board.

18.7 The site of any accident or near miss should not be cleared without the authorisation of the Headteacher at Academies and Office Manager at Trust Offices as the Police, Health and Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.

18.8 Accident record book (Evolve)

- A record of the accident will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of (further details are included in the the Trust Retention Policy).

18.9 Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death;
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes;
  - Amputations;
  - Any injury likely to lead to permanent loss of sight or reduction in sight;
  - Any crush injury to the head or torso causing damage to the brain or internal organs;
  - Serious burns (including scalding);
  - Any scalping requiring hospital treatment;
  - Any loss of consciousness caused by head injury or asphyxia;

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours;

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- Where an accident leads to someone being taken to hospital;
- Where something happens that does not result in an injury, but could have done; and
- Near-miss events that do not result in an injury but could have done.

  Examples of near-miss events relevant to schools include, but are not limited to:

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

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

How to make a RIDDOR report – http://www.hse.gov.uk/riddor/report.htm

18.10 Notifying parents

The Headteacher will ensure parents are informed of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.11 Reporting child protection agencies

The Headteacher will ensure local child protection agencies are notified of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

18.12 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19.0 First Aid

19.1 First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage. Any person may apply a plaster or bandage to him / herself.

19.2 Names of appointed first aiders are displayed on staff notice boards.

19.3 To meet EYFS and Ofsted requirements each primary school and nursery should always have at least one paediatric first aid qualified member of staff available including cover for sickness, holiday and trips.

19.4 As a minimum, the following staff will be first aid trained:

	Primary	Secondary
First Aid at Work		
All Technicians	N/A	Y
Site Team	Y	Y
PA to Head Teacher / Office Manager	Y	Y
All PE Teachers	N/A	Y
Paediatric First Aid		
2 x Learning Support Staff	Y	
PA to Head Teacher / Office Manager	Y	
Emergency First Aid		
All Administration Team	Y	Y
All Learning Support Staff	Y	Y
Curriculum Departmental Leaders	N/A	Y

19.5 Non first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.

19.6 First aid kits and eye wash stations are provided throughout our premises.

19.7 A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked weekly by a nominated person.

20.0 Risk Assessments

20.1 All tasks carried out by the Trust and our employees will be the subject of a Risk Assessment. Risk Assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely.

20.2 Specific risk assessments will be carried out in respect of higher risk areas, such as sports facilities, design and technology departments, science laboratories and kitchens, and in respect of high-risk activities identified by legislation.

20.3 Risk assessments will be undertaken by or under the control of the Headteacher at school or Head of Operations at the Central Trust Office. Training will be provided, as necessary, to any person who is required to record risk assessments.

20.4 Control measures required to remove / control risks identified by the Risk Assessments will be approved by the Headteacher at school or Head of Operations at the Central Trust Office, who will ensure that responsibility for implementation is delegated, communicated and implemented effectively. They will check to ensure that control measures are implemented and that they are operating effectively.

20.5 Copies of Risk Assessments will be held onsite and are available to all employees. All employees will ensure that they are fully conversant and comply with the documents relevant to their activities/work.

20.6 Any new hazards or circumstances which render a Risk Assessment inadequate will require a revised document to be agreed. Risk Assessments will be reviewed routinely (with the date for review recorded on the risk assessment) or when the work activity changes, whichever is soonest.

21.0 Visitors

21.1 Visitors must report their arrival and departure. They are then supervised while on site by the person responsible. Safety rules and emergency procedures will be communicated.

21.2 Employees are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their immediate manager if there are any suspicions.

22.0 Use of Medication

22.1 It is our policy to prohibit the misuse of all non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action.

22.2 Medication should only be held in on school premises when essential; that is where it would be detrimental to the employee's health if the medicine were not administered during the school day. If any medication needs to be taken it should be done so on scheduled breaks, if possible, and away from the children.

Employees are responsible for ensuring that any medication and potential side effects will not be detrimental to their safety or that of the pupils. Any concerns should be brought to the attention of the line manager, these will be handled confidentially and the line manager will complete a risk assessment. If necessary the line manager should contact HR for further support. Any disclosure of a health condition will be treated in confidence with no detriment to the employee.

All and any medication should be held in secure, locked storage out of reach of pupils. This does not need to be designated storage and may be a staff locker or locked drawer/cupboard.

22.3 Any employee taking prescribed medication and undertaking higher risk activities should be subject to an individual risk assessment to determine assess the impact of the medication and the individual's ability to safely perform specific tasks.

23.0 Management of Contractors

23.1 The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees and the public.

23.2 All contractors must satisfy the Trust that they are:

- Competent to do the planned work safely;
- Routinely managing Health and Safety matters competently as part of their activities;
- Providing adequate resource to Health and Safety risk control, including training, documented safe working procedures, method statements, etc; and
- Adequately insured for the planned work.

23.3 When it is planned to use contractors on site, a Method Statement will be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to employees, pupils, visitors and others who may be affected. The Site Manager or Head of Operations must ensure this document is prepared, and then made available to all involved before the work starts. Copies of Risk Assessments and Method Statements will be held by the Site Manager.

23.4 Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at our premises.

23.5 Only approved contractors are to be engaged at Trust premises. The Head of Operations will maintain a register of approved contractors.

23.6 Site induction will be provided by the Site Manager, or by the contractor for sub-contractors, as appropriate. Personnel will be met when starting work on the first day and all operational points covered including task specific risk assessments and method statements, etc.

23.7 Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using permit systems. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

24.0 Workplace Slips and Trips

24.1 Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our employees. This includes the prohibition of high heeled shoes or "flip flops" at all times in our schools.

24.2 Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.

24.3 Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the Headteacher immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

25.0 Skin Conditions

25.1 Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all employees in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).

25.2 The following general protective measures are to be followed:

- All hand jewellery, other than wedding rings, should be removed whilst at work;
- Tongs, etc. are provided for handling food and should be used wherever possible;
- Hands should be thoroughly dried after washing; and
- Any skin rashes, itches, etc. should be reported immediately to your immediate manager.

26.0 Food Safety

26.1 All employees who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

26.2 Controls in place include:

- Ongoing cleaning regime in all work and storage areas;
- Temperature controlled food storage;
- Daily, recorded temperature checks;

- Segregated food storage;
- Food is marked with "use by" dates;
- Pest control points;
- Use of colour coded cutting boards;
- Use of separate knives for different types of food (meat, vegetables, etc.); and
- Regular cleaning of all work equipment and surfaces.

26.3 Any employee whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

27.0 Waste Management

27.1 Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.

27.2 Hazardous waste is collected separately and disposed using suitably registered contractors.

27.3 Records are kept for at least 40 years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

28.0 Training

28.1 Our staff receive Health and Safety training as part of their induction process and annually thereafter on Health and Safety at Work and Fire Safety.

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

29.0 Monitoring

29.1 This policy will be reviewed and approved by the Board of Directors every three years in consultation with recognized trade unions.

29.2 Schools will review Appendix 1 and Appendix 2 annually and when any information changes. The LAB for the school will review and approve Appendix 1 and 2 on an annual basis.

30.0 Links with other policies

This Health and Safety policy links to the following policies:

- BDMAT Staff Code of Conduct

- BDMAT Drugs and Alcohol Policy
- BDMAT Driving for Work Policy
- BDMAT Risk assessment Policy;
- BDMAT Policy for Supporting Pupils with Medical Conditions; and
- School's Accessibility plan.

Appendix 1. Warton Nethersole Primary School Responsible Individuals

Health and Safety Governor	Linda Buckingham
Headteacher	Rachel Sage
In the Headteacher's absence the person responsible for Health and Safety within the school	Jo Dormand & Lewis Norman
Keyholders and Out of Hours Emergency Contacts	Lewis Norman Rachel Sage Claire Parker
First Aiders	FAAW – Lewis Norman PFA – 2 X Admin 6 X TA 3 X Nursery
Fire Control Co-ordinator	Lewis Norman
Fire Wardens	Rachel Sage Claire Parker Clare Sutton

Appendix 2. Warton Nethersole's Evacuation Procedure

FIRE AND EMERGENCY EVACUATION PROCEDURES

(Revised January 2026

This document details the Fire and Emergency Evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

This procedure applies to all staff

1. Action on Discovering a Fire

The member of staff discovering the fire must sound the alarm by using the nearest available alarm point. If the fire can be isolated by closing fire doors or by some other means or can safely be extinguished by the use of firefighting equipment this action should be taken. However, the priority is for safe evacuation of all occupants of the building.

DO NOT FIGHT A FIRE UNLESS YOU ARE TRAINED TO DO SO

2. Action when the Fire Alarm Sounds

All personnel will evacuate the building.

- Staff Supervising Pupils - will escort those students out through the nearest exit and go directly to their assembly points on the front playground.
- Teachers – meet your group at your assembly point and report any pupil absence to the Fire Control Coordinator. In the event of staff member absence, a member of the SLT will supervise their pupils.
- Personnel trained in the evacuation of persons with restricted mobility should make their way to the alarm panel. All specialist equipment should be collected from Reception.
- Persons with restricted mobility should exit the building via the nearest ramp exit and inform the Fire Control Coordinator of their safe evacuation.
- The Admin Team are responsible for bringing out lists of visitors and staff signing out book and for bringing out the list of absent staff and cover arrangements.
- The Fire Control Coordinator - will be located at Reception and have an overview of when the building is clear.
- The Admin Team will mark off staff as they report as having left the building and will mark areas that have been checked by the fire marshals and reported as clear and relay this to the Fire Control Coordinator.

- Fire Marshals will ensure their area of responsibility is clear of all personnel and report this to the Admin Team on exiting the building.

Claire Parker / Clare Sutton
Staff toilets
Hall
Willow
Sycamore
KS1 / EYFS toilets

Rachel Sage
Beech
Maple
Rowan
Oak
KS2 Toilets (in both blocks)
Library
Staff room
Offices / Intervention Space

3. Staff Absences

Where a member of staff is absent from the above list the second in the list would complete the duty. Where the Site Supervisor is absent another member of the site team will pick up the duty.

4. Summoning the Fire & Rescue Service

The Fire Control Coordinator will assess the situation and alert the Fire & Rescue Services.

5. Visitors and Contractors

All visitors (not members of the public) and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

Persons who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

6. Bookings/Lettings

A member of the Academy site staff will be available to assist evacuation. Organisations letting the school facilities must have their own policy in place for evacuation.

A fire action notice is displayed in each room. If you discover a fire, immediately sound the alarm by activating the nearest fire alarm call point. On hearing the alarm, leave the building immediately and make your way to the nearest safe exit and then to the Assembly Point following any instructions given by school staff.

The Assembly Point is situated on the front playground. Once there, personnel can be checked by the group organiser. Any missing persons, or any using Refuge Points, are to be reported to the Fire Control Coordinator (member of site staff at Reception).

Upon arrival of the Fire Service the Fire Control Coordinator (member of site staff) will inform of persons unaccounted for, or persons using a Fire Refuge Point.

7. Fire Drills

Fire drills will be undertaken every term. The first drill in each Academic Year will be notified in advance as it will be used as a training drill for new staff and pupils. Subsequent drills will be without notice.

8. Evacuation of Exam Rooms

See attached procedure

9. Evacuation Routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

10. Fire Alarm Test

The fire alarms are tested weekly on a rota of points. A record is maintained of these tests.

11. Fire Fighting Equipment

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

12. Assembly Point

All Assembly Points are located on the front playground. The allocation of Assembly Points is detailed in below.

Only when all students, visitors, staff and other personnel are accounted for and the Headteacher or their deputy has been informed that it is safe can people return to the buildings.

EMERGENCY EVACUATION PROCEDURE
TO BE DISPLAYED IN ALL ROOMS

IF YOU FIND A FIRE – SOUND THE NEAREST ALARM, INFORM THE NEAREST MEMBER OF STAFF AND EVACUATE THE BUILDING

IN THE EVENT OF THE ALARM SOUNDING

All	Evacuate the building/s quickly and quietly by the nearest safe exit Do not collect belongings or wait for others Follow the GREEN RUNNING MAN signs and/or instructions from the Fire Wardens Do not use the lift Report immediately to the Assembly Area DO NOT USE THE LIFT
Restricted Mobility	If you are on the first or second floor and cannot exit by a stair route, follow the Green Running Man signs to the Nearest Refuge Point (at the top of each stairwell) Wait for a Fire Warden Do not attempt to exit the building unaided The Ground Floor has a number of exits for use
Tutorial Staff	Ensure your group leaves the building. Tell any group member with restricted mobility to wait at the Fire Refuge Point Close the doors of rooms vacated – do not lock doors Immediately notify the Fire Control Coordinator of any person waiting at a Fire Refuge Point
All Others	Close doors – do not lock – and evacuate the buildings as above

Assemble at the Assembly Area
Everyone must enter the Assembly Area

Pupils	Go immediately to your Assembly Point and report to your class teacher. Line up sensibly and quietly and await instructions.
Teachers	Direct pupils to their Assembly Points – Known missing students must be notified to SLT who will notify Fire Control Coordinator. Stay with your group and await instructions
All others	Stay in the Assembly Area and await further instructions

NO-ONE MUST RETURN TO THE BUILDING/S UNTIL ADVISED BY THE FIRE CONTROL COORDINATOR

BDMAT
Birmingham Diocesan Multi-Academy Trust

Emergency Evacuation of an Examination Room

On Hearing the Fire Alarm

The invigilator must take the following action:

- Tell the candidates to stop writing and leave the question papers and scripts on their desks.
- Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.
- The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.
- Assemble the candidates on the MUGA

- When assembled check the candidates against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- Make sure that the candidates are supervised as closely as possible while they are out of the exam room.
- Make sure there is no discussion about the examination. Inform candidates that they are still under examination regulations.
- Make a note of the time of the interruption and how long it lasted.
- At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to return to the examination room.
- On return to the examination room allow the candidates the full working time set for the examination.
- Make a full written report of the incident to the EXAMINATIONS OFFICER.

Examination Room Emergency Evacuation Announcement

In case of emergency

- Candidates will be asked to stop writing and leave the question papers and scripts on their desks.
- The room will be evacuated in an orderly fashion without talking. Candidates must not attempt to collect bags or coats.
- Candidates will assemble as directed by the invigilators.

- The attendance register will then be checked.
- Candidates must not have contact with other pupils and must not have mobile phones in their possession.
- On return to the examination room candidates will be allowed the full working time set for the examination.
- In all circumstances follow the instructions of the invigilators & remain calm.

Assembly Points Layout

Assembly Point (Willow Classroom)							
1	2	3	4	5	6	7	8
Nursery	Willow	Sycamore	Beech	Maple	Elm	Rowan	Oak

Entrance	Gates

Appendix 3. Fire Safety Checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

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Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England.

For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).

Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.

Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.