

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

HEALTH AND SAFETY PROCEDURES

(To be read in conjunction with the Health and Safety Policy)

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1. INTRODUCTION

The Governing Body, as the employer has a duty to have an up-to-date written statement of Health and Safety policy, including the arrangements for carrying out that policy; the statement and any revisions must be brought to the attention of employees. All employees have a duty to comply with the statement and any guidance issued to them as part of that policy.

The Governing Body calls the attention of all members of staff at the School to their duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work regulations 1999. They must co-operate with management in Health and Safety matters by carrying out their duties in a safe and healthy manner and to follow safe working procedures, using adequate equipment kept in good repair and reporting hazards in writing at the earliest opportunity. All employees also have a statutory duty to ensure that the law is adhered to.

A copy of this document is in the Staff Handbook and Teacher Planner. Other sections, including risk assessments which are specific to particular Departments, are held and updated by the relevant Department.

It is the responsibility of the Department Head to ensure that all Department staff, including temporary or supply staff, are familiar with this document and procedures.

In particular, it is the duty of all staff to be familiar with the safety procedures laid down in this document; and to check their understanding of it by periodic reference to it, looking out for any revisions; also to follow its provisions and to cooperate with other members of staff in promoting health and safety.

Governors must provide a safe, healthy and secure environment for all those who work on the School site. They should respond appropriately to any concerns raised with the School Business Manager by staff safety representatives.

Governors aim to give the maximum security and protection to students consistent with their need to have a wide and varied experience and to ensure that suitable treatment is available for those who are injured or taken ill on the School site.

Staff, contractors and visitors, to the School should be expected to regard student safety as a top priority at all times. Constant vigilance is required in checking, identifying, reporting and following up on perceived hazards observed anywhere on site. Gas leaks and electrical malfunctions must be reported immediately to a member of site staff. Any potential fire hazards must be minimised without delay. To facilitate attendance of ambulances, fire engines and other emergency services, good parking discipline must be maintained and access routes on site must not be blocked at any time. Traffic on site is restricted to a speed of 5 mph. Students must be given safety briefings before using practical and laboratory areas or when going out on visits.

The SLT member with H&S responsibility and the School Business Manager must review and revise the Health and Safety policy and procedures annually, and Department Heads are responsible for supplementary guidance based on risk assessments in each Department. The Health and Safety policy must be approved annually by the Governing Body. There is separate detailed guidance about safety on School trips and visits.

2. PRINCIPLES

- It is the responsibility of staff to ensure that their rooms are kept to a high standard. It is in the interests of everyone's health and safety that all furniture is left tidy and that books and teaching materials are not allowed to accumulate about the room where they may constitute a hazard.
- In most cases responsible supervision is the key to safety; unauthorised behaviour is likely to lead to accidents. Staff should take every reasonable precaution to ensure that students in their care are controlled and safe.
- All staff have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of students. They have specific duties to be familiar with the procedures, updates, and the safety texts they refer to.
- Staff practice must set a good example to students. Eating and drinking should only take place in the designated areas and hot drinks should not be carried between rooms.
- Staff must be familiar with emergency drills and familiar with the location in each teaching room of: the escape route; fire-fighting equipment if appropriate and nearest first aid box.
- All rooms must be left safe, particularly workshops and laboratories. All gas taps should be completely turned off and all mains-operated apparatus switched off. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out.
- Practical rooms should be locked when not in use unless so doing hinders a fire escape route. Specialist equipment should not be used by untrained staff.
- All students must be encouraged to take care of their own belongings and to be responsible for the locker loaned to them for keeping their belongings.
- Any hazards or defects must be reported. Students should be encouraged to report hazards or defects to their Tutor or subject teacher who should pass them on in writing to site staff or the Facilities Manager

3. ORGANISATION

- Each Department is responsible for its own geographical area and for the internal maintenance of its equipment. The Department Head in each case is responsible for the conduct of the Department staff. The Department Head is responsible for Health and Safety within the Department.
- The School has a Medical Supervisor who is always present when students are on site.
- Site staff are the responsibility of the School Business Manager.
- Contractors working on the site should adhere to the requirements of The Site Rules for Contractors.
- Catering staff are the responsibility of the School Business Manager.
- The maintenance and testing of the kitchen equipment is managed by the School.

4. RISK REDUCTION PROCEDURES

CLASS ROOMS

Flooring:

- Carpets, thresholds and joints are checked for damage by site staff and cleaners and any damage is reported to site staff.
- The vinyl floors and other hard surface floors are kept clean. Any spillage should be reported to the site staff immediately and cleaned up; care is taken to leave the floor in a dry condition.

Doors:

- Doors are checked for normal function. Where door closers are fitted they should be checked periodically to ensure that the door closes firmly. If a door has a borrowed light it should not be completely covered up.

Furniture:

- Furniture is checked for sharp edges and damage regularly. Any damage to furniture should be reported as soon as possible to site staff. If the damage is irreparable the item is removed from the classroom immediately.

Windows:

- Breakages and fractures are reported immediately to the site staff to make safe and repair. Students do not clear up broken glass. Students may not be taught in a room or enter a room in which there is broken glass. Tilting windows should never be tilted down into the room.

Soiling:

- Any soiling of a room is dealt with immediately by the site staff who will wear protective clothing when appropriate. Blood is removed with disposable cloths and the area thoroughly disinfected and dried afterwards. Site staff will wear gloves. Students are not allowed to enter a room in which there has been such a spillage until it is cleaned to the satisfaction of the member of staff.

Illness:

- It is at the discretion of staff in charge whether a student should be sent for First Aid assistance. It is at the discretion of the member of staff in charge whether a student should be accompanied to Reception to request First Aid. If it is necessary for the member of staff to accompany the student, then supervision for the remainder of the group must be arranged.
- If a student cannot be moved because of illness or accident and must be treated in the room, then the room is cleared of students immediately and the nearest qualified First Aider sent for. Supervision for the students leaving the room must be arranged. A student may be retained as messenger but should not under any circumstances be involved in the treatment of the victim.

CORRIDORS

Flooring:

- Carpets and mats near doors are kept clean and are free from damage. Thresholds and joints are inspected regularly by cleaners and damage remedied by site staff.
- The vinyl floors and other hard surface floors are to be kept clean. Any spillage is reported to the site staff immediately and cleaned up. On wet days, areas near exterior doors which may become wet and slippery should be checked regularly by site staff. These areas are particularly vulnerable at key times such as at 8:30am, after the mid-morning and lunch breaks. Care is taken to ensure that floors are in a dry condition.

Stairs & Steps:

- These should not be obstructed at any time. Students should not be allowed to push and run in these areas. Students on stairs should keep left especially when waiting to go into a classroom, and have priority for the handrail. Congestion should be avoided by staff control. No equipment or furniture should be stored in stairwells

Doors:

- Fire doors and exterior doors are checked for normal function. Where door closers are fitted they should be checked periodically to ensure that the door closes firmly. If a door has a borrowed light it should never be covered up completely. Fire doors and exits are never to be obstructed.

Windows:

- Breakages and fractures are reported immediately to the site staff to make safe and to the Department Head for repair. Students do not clear up broken glass. Students may not use that part of a corridor where there is broken glass.

Soiling:

- Any soiling of a corridor is dealt with immediately by site staff who will wear protective clothing when appropriate. Blood is removed with disposable cloths and the area thoroughly disinfected and dried afterward, site staff will wear gloves. Students are not allowed to use a corridor in which there has been such a spillage until it is cleaned to the satisfaction of the site staff.

Illness:

- If a student cannot be moved because of illness or accident and must be treated in the corridor, then the corridor is cleared of students immediately and the nearest qualified First Aider sent for. Other staff, prefects or senior students are used to ensure that the corridor is kept clear. A student may be retained as messenger but should not under any circumstances be involved in the treatment of the victim.

The school has a number of qualified First Aiders currently they are

- Mrs Samantha Dye }
- Mr Gordon Ferguson } These staff are defibrillator trained.
- Mrs Lesley Harris }
- Mrs Sharon Rickard }
- Mrs Karen Walpole
- Mr Ged Barras
- Miss Melanie Brooks
- Mrs Lisa Buckler
- Mr Rob Burgess
- Mrs Leigh Fielder
- Mr Simon Hurst
- Mrs Christine Jackson
- Mrs Cathy Kelly
- Mr Keith Powders
- Ms Kirsty Wallace

5 GENERAL SITE SAFETY

Visitors on Site:

- All visitors on site should sign in at Reception before being issued with the necessary official badge.

Vehicles on Site:

- All vehicles should be parked in the designated areas and separate from pedestrians and students in the playground. Registration numbers of all motor vehicles brought on site should be kept at reception. All vehicles where possible are to reverse into a parking slot.

Student's Bicycles:

- Any student wishing to bring a bicycle to school must fulfil the requirements outlined in the documentation available from the member of staff responsible for cycle permits before bringing in their bike to school for the first time.

Supervision of Students:

- The school accepts responsibility for the welfare of students during normal school hours or whilst under direct supervision of a member of the teaching staff. Students are additionally supervised

by duty teams of teachers for the entrance and exit of students 10 minutes before and after normal school hours.

- Rules governing the supervision of students in areas of greatest risk are outlined in individual department Health and Safety procedures. At no time should a student be left unsupervised in an area of recognised risk.

Supervision of Contractors on Site:

- Before any work is undertaken on site by an outside contractor, all necessary discussions relating to the safety implications associated with the work and appropriate safety arrangements will be held between the Facilities Manager and the contractor.

Personal Safety and Security of Isolated Staff:

- Responsibility for the safety of individual staff and their personal belongings is shared between the school and each individual. The internal telephone system enables all staff to communicate with each other within the school. In the case of any emergency, staff may choose to contact Reception or use the paging facility on the telephone (press feature 60) to seek immediate help.
- Any member of staff isolated on the school field must ensure they carry a radio should they need assistance. It is the responsibility of the SLT to ensure that no member of staff is left isolated on gate duty at the end of the school day.
- If physically assaulted, the Governing Body will (with the support of the member of staff) prosecute their attacker.
- Personal belongings remain the responsibility of their owner.

6 EMERGENCY EVACUATION PROCEDURES

On discovery or notification of a fire, or similar reason for evacuation of the school, the nearest call point should be pressed immediately to raise the alarm.

All teachers must ensure that they are familiar with all means of escape in case of fire and should immediately report any cases of fire doors being locked, hooked or wedged open, or any obstruction in corridors, staircases or exits. The Facilities Manager is responsible for ensuring the free passage to all exits from the building is maintained.

Once the alarm has been raised, every area of the school should be evacuated immediately.

- Students should stop work immediately and stand.
- Having seen that the exit from the door is clear, the teacher in charge of the class will send the students downstairs by the nearest available staircase and /or doorway, according to the classroom evacuation instructions.
- The teacher will leave last having checked that the room is clear and the windows and door(s) closed.
- All students will line up in Tutor Groups headed by Form Tutor, in the main playground and Redgra as marked

- The teacher in charge of the class will ensure, by personal involvement that any disabled student or staff member in the room is escorted to the Assembly Point. **If it is impractical to move such a person a member of staff should remain with them and their exact location advised to the Senior Vice Principal in charge of the evacuation, and the fire brigade, if appropriate. In the event of a fire such persons must be isolated from the fire by at least one fire door.**
- The seclusion staff member is to escort all students in seclusion to the playground and line up.
- All other staff are to assemble in the assembly area on the school car park.

Members of staff on Isolation Duty are responsible for checking that students in their care report to their Form Tutor in the playground.

Responsibility for checking the emergency and/or muting the fire bell, if necessary, remains with the Facilities Manager and the Site/Assistant Site Manager who will first check whether there is a genuine emergency or accidental triggering of the alarm system. Site staff are to ensure they have a radio about their person at all times.

Any instance of the fire alarm going off will result in our security company ADT in the first instance contacting the school. If there is no response from the school they will then contact the key holders accordingly to ascertain if the fire brigade are required. In all instances the whole school will be evacuated and a fire drill position maintained until the Senior Fire Incident Manager (Senior Site Staff Member) is satisfied that it is safe to return to the buildings.

All staff and students should be made aware of these procedures immediately upon entry to the school, with Form Tutors assuming responsibility for reading out these details to their tutor group on the first day of each new school year.

Linked Procedure:

Lockdown Procedure

7 FIRE SAFETY

The first priority of staff is always to evacuate students and themselves. The fire alarm is tested annually and individual call points are tested weekly on a continuous whole School basis. Fire exit notices are posted where appropriate.

The Education (School Premises) Regulations stipulate that it must be possible for every part of a school or college building to be safely evacuated in case of fire. The Regulatory (Fire Safety) Order 2005 requires that employers are to carry out risk assessments and record the significant findings, taking steps to reduce or remove the risks posed by fire. The details can be accessed at:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

All departmental risk assessments should include specific reference to fire risks in their areas and should be retained in the department and be available to staff. A copy should be kept with the Facilities Manager

Fire evacuation instructions should be posted in every classroom and every other room which is occupied on a regular basis. These should be examined for damage and location by the Department representative and replaced as necessary by site staff.

In the event of a fire, staff nearby should immediately sound the fire alarm, by pressing the nearest call point and if they are able, phone Reception and explain what is happening. Isolation switches should be turned off and windows closed.

Should it be necessary the staff supervising students on the playgrounds should reassemble their students on the 'Redgra' to allow fire service vehicles easy access to all parts of the School.

Members of the Science, D&T and kitchen staff are given training in the use of fire extinguishers.

All fire fighting equipment is covered by an annual maintenance agreement. Any equipment found faulty should be immediately notified to the Facilities Manager in writing who will ensure that essential repair or replacement is undertaken.

All escape routes and emergency exits should remain accessible at all times. Responsibility for checking that all corridors and staircases are clear, and exits unlocked, lies with the Facilities Manager who should report all concerns to the School Business Manager.

Access for emergency vehicles, to all buildings, should remain clear. Any parked vehicles blocking these routes should be reported to Facilities Manager who will ensure offending vehicles are removed immediately.

A fire drill is to be practised each term. New students (Year 7) are taken through the procedure carefully on their first day at School.

8 FIRST AID AND MEDICINES

General Principles

- The Medical Assistant is based in the Reprographics Room and is present between 8:00am – 12:00pm and 12:30 pm - 2:30pm. Outside of these hours students are to report to Reception, or when closed to the Duty Site Manager. Students may not seek First Aid during lesson time without written permission from the teaching staff. Staff should be alert to those who demand permission frequently. Accidents will be recorded by the Medical Assistant.
- If a student/member of staff requires hospital treatment urgently an ambulance will be called. If the individual is a student, parents are immediately informed of the situation and the destination of which hospital the ambulance will be attending. If a parent cannot be found then a member of staff must accompany the student to the hospital and will remain at the hospital until a parent arrives. For non-urgent cases parents are contacted and invited to collect their children and take them to a hospital.
- Normally the Principal's PA decides whether an ambulance should be called. In certain circumstances a senior member of staff may make the decision.
- The location and telephone numbers of those qualified in First Aid is kept near Reception and a list is kept with the Principal's PA.
- First Aid boxes are located in areas where immediate attention to injury is likely to be required. The content of boxes must be checked half termly by the Facilities Manager/Medical Supervisor. Out of date items should be replaced. The Medical Assistant has a portable first aid kit for use in the event of a call out to another area of the School.

- The need for a portable First Aid kit for all visits and out of school activities should be part of the risk assessment for the visit.
- Responsibility for checking that the contents of medical boxes are as prescribed, rests with the Medical Supervisor, or the member of staff responsible for that area of the school, who should notify any deficiencies to the member of the office responsible for the medical room.

Medicines prescribed by a Doctor.

- There are occasional circumstances in which students may be prescribed treatment where doses of medicine need to be taken during school hours, even though the Doctor regards them as fit to attend school. The medicines may be required on a prolonged basis (e.g. in asthma, epilepsy or fibrocystic disease), or only for a few days (e.g. antibiotics). In most circumstances only oral medicines and inhalers will be given; other forms of medicines like injections can only be given if they can be self-administered by the child. In the case of epi pens ®, this medicine (adrenaline) can be administered by anyone for the purpose of saving a life. Students with medical issues that may necessitate the use of an epi pen ® or asthma inhaler are permitted to carry this on their person to use as required, as well as having a spare one held by the Medical Assistant. Individual circumstances will be discussed with parents concerned.
- It is the responsibility of the parents to provide drugs in suitable containers which should be carefully labelled with the child's name and form, the name and strength of the drug and clear instructions on how, when and for how long it should be administered. In addition any expiry date and/or batch number should be recorded. A letter should accompany the drugs, containing all the above details, and should be addressed to the Principal's PA.
- For safety and security, drugs are always kept in a locked cupboard. The key will be held by the Medical Assistant in the Reprographics Room.
- A record is kept of all medicines given in school and includes:-
 - The student's name and form.
 - The name and dose of the medicine given.
 - The date and time of administration.
 - The signature of the member of staff responsible.
- Records will be kept for one year after the student has left the school.

Giving pain relieving drugs

- When a student is obviously unwell, the best place to be is at home with an adult. A sick student will be unable to cope with school work and if the illness is infectious, will put others at risk.
- The practice of giving paracetamol, with parental agreement, for headaches and other pains is no longer acceptable legally, and students will only be given paracetamol when prescribed by a doctor with parents' fulfilling the conditions listed above.
- Teachers and other school staff have no obligation to give medicines to students at school. They will do so to co-operate with parents with the best interests of the child, but only on the basis that neither they nor the Governing Body will be held responsible for any problems which may result from their so doing. The passing on of medication/drugs is expressly forbidden.

Protection from the sun

- Parents/Carers are responsible for providing their child with suitable protection from the sun when students are participating in PE activities and off-site activities, e.g., fieldwork trips.

Accidents

- Accidents to students and/or staff whether on or off the school site should be reported to the school office who are responsible for seeing that an accident report form is completed as soon as is practicable. The form should be completed by the first member of staff on the scene, in conjunction with the Principal's PA, who will decide whether further investigation is necessary.
- In the case of serious accident, the injured person should not be moved until help arrives and immediate reference made to the most senior member of staff on site. All head injuries must be thoroughly examined before a decision is made to call an ambulance. No child with a head injury should be left alone but be kept under constant supervision in the medical room.
- Parents must always be informed of serious accidents as soon as possible. Details of next of kin are kept in Reception. The general office is responsible for keeping addresses and phone numbers up to date. In the case of non serious accident, the Medical Assistant is responsible for making initial contact with parent, partner or next of kin.
- For those activities off-site, a register with contact numbers, if necessary, of all those involved in the activity should be left in the office/Reception by the teacher in charge. If a third party is involved in an accident, the teacher in charge should ensure that all particulars are taken before they leave the scene of the accident.
- Whatever the circumstances surrounding the accident no member of staff should indicate any form of liability.
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) is reportable through HSE (Health & safety) guidelines which can be accessed at:

www.hse.gov.uk/pubns/edis1.htm.

9 PREMISES

Notices

- A "Health and Safety Law" poster is displayed in the Staff Room. A copy of the current certificate of Employers Liability Insurance should be displayed in Reception.

Electricity at Work

- The school follows the guidance issued by the Health and Safety Executive guidance note (GS23) and the Code of safe Practice use of electrics at work (HCC), plus the maintenance and electrical services DfEE and Building Bulletin 76. A list of all electrical equipment in the school forms part of the Asset Register and PAT testing records.
- The guidance covers five different areas where systematic checks and safety routines need to be adopted.
 - Electrical installations
 - Temporary electrical installations
 - Apparatus
 - Science laboratories and Practical areas
 - Live working in science laboratories

Electrical Appliance Testing

- All electrical equipment is tested regularly, a record kept and a pass sticker fixed to each item. Any piece of equipment failing the test should immediately be withdrawn from use and not re-introduced until full repairs have been undertaken and a second check made.
- Employees must not use their own equipment on the premises unless the equipment has been PAT tested.
- Where there is a possibility of any persons coming into contact with live conductors at voltages above 25v during the teaching process, the teacher in charge must be electrically competent and must work in accordance with Guidance Note GS23. This note should be made available in the Department's of Science and D&T.
- Power points in all rooms are inspected periodically for damage. Staff responsible for rooms should visually inspect power points daily and report any damage/doubts to the Facilities Manager. Fixed electrical installations are inspected and tested at five yearly intervals and records kept.
- Stage lighting and control gear is tested and maintained regularly.
- The Cleaning Contractor arranges all necessary testing and maintenance of electrical cleaning equipment.

Hazards

- A hazard is defined as any object and or situation which could cause injury and or damage to an individual. All hazardous materials should be clearly marked and stored securely in a locked store together with emergency procedures and a list of the make-up of the substance.
- Risk assessment should form part of the appropriate scheme of work.

Glazing

- All broken windows should be made safe immediately upon notification to the Site Manager(s) through the use of safety film or boarding as appropriate. All glazing repairs are carried out using safety glass where required by legislation.

Environmental Health

- The working environment should not be detrimental to the health of any student or employee of the school. As a result, all lighting, heating and ventilation should meet the standards laid down in the Workplace (Health and Safety and welfare) Regulations 1992, Approved code of practice and HSE guidance notes. All deficiencies and/or necessary repairs should be reported to the Facilities Manager, using the work request form preferably by email. All attempts will be made to rectify defects the same day but if more specialised repair is required, the Site Manager will liaise with the Facilities Manager.

Disposal of Hazardous Waste

- There are two areas on the school site for disposing of waste. The bins outside the kitchen area are for food waste only and the bins should remain covered at all times. The recycling area is located near the DT block. All other clean waste should be taken to these bins. If necessary the

Site Manager will arrange for extra waste collection, at no time should waste of any kind be left outside a bin.

- The Site Manager will ensure there is a contract in place with a recognised hygiene company for the regular emptying of sanitary disposal units.
- Internal litter bins around the school premises will be emptied daily and external ones at least twice a week, or as required.
- No waste should be left at any other point around the school. Specialist waste, including chemical, glass, fluorescent tubes etc. should be disposed of separately. All such waste should be reported to the Site Manager who will assume responsibility for its correct disposal.

Pressure Systems and Transportable Gas Containers

- There are a number of small pressure systems on the premises recorded with the Asset Register. Each Department should notify the School Business Manager with the type and serial number.
- Safe operating limits should be adhered to for all such equipment.
- Operating and emergency instructions must be provided to those who work with such equipment.
- Proper, regular maintenance should be undertaken and records kept.
- Domestic type pressure cookers should be inspected and tested internally on an annual basis using the CLEAPSS GL214a check sheet.
- Regulators, flashback arresters and other ancillary equipment used with compressed gases, which are to be found in the Science and D&T Departments, should be regularly inspected and maintained.
- Redundant equipment should be disposed of correctly.
- All pressure systems are tested annually by qualified specialist engineers. The boilers in the School are inspected annually by qualified specialist engineers. Maintenance and testing of boilers and calorifiers is undertaken by the School's heating maintenance contractor each year.

Work Equipment

- An inventory of all machinery kept/used in departments must be kept by the Department. These records must be maintained and any additions/deletions reported.
- An inspection should take place termly and records kept, in accordance with CLEAPSS G76.
- All dangerous parts of machinery must be adequately guarded. A list of obligatory guards should accompany the machine record and also be displayed prominently near the machine.
- Where electrically operated safeguards are fitted, these should be tested each term and records kept.

Protective Equipment and Clothing

- Eye protection to BS EN 166 suitable for impact, chemicals or dust, must be available and the wearing of eye protection should be rigorously enforced. Students, teaching and non-teaching staff should wear eye protection wherever there is any risk of injury to the eyes. Site staff should take note that many chemicals used are corrosive.
- Where overalls are provided to staff for the protection of their own clothes from contamination, laundering is also necessary.
- All students and staff who have long hair must tie it back when working in practical lessons in Science and D&T. Overalls or aprons should cover loose clothing; if these are not available then any loose clothing should be removed.

The Control of Substances Hazardous To Health C.O.S.H.H.

- The regulations apply to Science, Art, Technology, office work, school cleaning and site staff. Any activity which produces hazardous substances, e.g. dust from woodworking.
- The regulations require that employers assess the risks to health involved with hazardous substances before employees or students are exposed. Risk assessments should be in writing and form part of each Department's scheme of work.

a) Hazardous Substances

- Substances classified as being very toxic, toxic, harmful, corrosive or irritant are identified in the Chemicals Hazard Information and Packaging for supply regulations (CHIP). These substances should never be decanted to other containers. All containers of hazardous substances should be properly labelled with the substance name and the appropriate hazard pictogram.
- Me substances may have a maximum exposure limit (M.E.L.) or occupational exposure standard (O.E.S.). Persons are not permitted to exceed the maximum M. E. L. This can be found in the Material Safety Data Sheet (MSDS).
- Dust of any kind, when present at a substantial concentration in air, maybe hazardous to health. All extractions systems must be used to dispose of any dust that could be produced.
- Micro organisms may create a health hazard. Culture plates are disposed under controlled conditions in the Science Department. CLEAPSS Safety Data Sheet SSS001 must be adhered to.

<http://science.cleapss.org.uk/Resource/SSS001-Microorganisms.pdf>

b) Prohibitions

- D&T - The use of recognised carcinogens including hardwoods is prohibited.
- D&T and Science - The use of benzene is prohibited.
- Redundant supplies of all chemicals must be disposed of correctly.

c) Duties under the Regulations

- There is a requirement to make suitable and sufficient assessments of the risks created by work with hazardous substances, i.e. not the substances themselves but the circumstances under which they are used.
- Each Department should have an up to date inventory of all such substances.
- Material Safety Data Sheets (MSDS) available from the suppliers, should be kept in the areas where they are used.
- Each Department should have the appropriate kit to deal with spillage of such substances.

d) Control of Exposure

- There is a requirement, so far as is reasonably practical, to prevent or adequately control exposure to substances hazardous to health by measures other than respiratory protective equipment. This means, in the case of the school Local Exhaust Ventilation (L.E.V.), fume cupboards and, if necessary, dust extraction for woodworking machines, brazing, welding etc.
- Fume cupboards are tested annually.
- Any Respiratory Protective Equipment (R.P.E.) which is provided must be suitable for the operatives, the exposure and be H.S.E. approved or manufactured to an approved standard. Employees have a legal duty to use R.P.E.
- Records of examinations and tests must be kept for five (5) years, by the School Business Manager.

e) Information, Instruction and Training

- Staff and students working with any substance hazardous to health must be provided with such information, instruction and training as is adequate for him/her to know the nature of any risks created by the exposure. The precautions which need to be taken, the results of air monitoring and information on the collective results of any health surveillance.

Storage of Flammable Liquids

- The amount of flammable liquids kept in any working area should be the bare minimum and should not be in the working area unless in use.
- Containers should normally be kept locked in metal cupboards and an inventory kept. The minimum quantity necessary should be kept as stock.
- Redundant or old liquids should be disposed of in accordance with current regulations. Old containers should be disposed of.

Ionising Radiation Regulations

- The Science Department has appointed Croydon Council as radiation protection adviser and notified the Health and Safety Executive accordingly.
- The radiation container is inspected regularly by designated staff.

Access Equipment and Roof Work

- Only the School Business Manager and the Site staff access the School's flat roofs for maintenance, but only with suitable safety equipment.
- Ladders and steps are inspected monthly and risk assessments should be used. No one should work at height without the appropriate training.

Manual Handling and Lifting

- Work done by maintenance and site staff should be in accordance with the regulations, Manual Handling Operations Regulations 1992. Staff undertaking manual handling should be trained in the correct techniques.
- The movement of chemicals should be restricted as far as possible. Winchesters should never be moved without using carriers.

Work With Display Screen Equipment (D.S.E.)

- DSE risk assessments will be carried out if required.

Training and Instruction

- Staff may not use equipment for which they have not been trained.
- Students may only use equipment under supervision.
- New staff are given general instructions on health and safety as part of their induction. The relevant Department arranges specific training.
- All staff are required to confirm annually that they have read the relevant parts of this Health and Safety document and any documents specific to their area of work.
- Where appropriate individual training needs will be considered during the performance management cycle.

Dissemination of Information

- Matters relating to Health and Safety will be communicated via the most appropriate means, be it notice board, bulletin or staff briefing/meeting. If appropriate, each member of staff will be contacted individually via their pigeon hole.

Monitoring

The Governing Body delegates to the Resources & Finance Committee responsibility for monitoring and evaluating the effective working of the system within the school by the following means:

- Monitoring accident/incident reports. The Principal will report any accident to students and/or staff which necessitates any alteration to equipment, premises, routines or existing procedures.
- Being aware of any reports of Inspections by management or external consultants and ensuring that these are of high quality and carried out on time.

- Receiving reports from the Principal on any evacuation practices and fire drills, complaints and hazard reports from staff and visitors, visits from the HSE Inspectors, relevant new Codes of Practice and methods of implementation, any Safety Audit commissioned from Consultants, any DfE guidance or advice, any new guidance from HSE or ESAC or relevant staff training.
- Where deficiencies are identified, action is allocated to individuals, time limits set and both immediate and long-term remedial action is identified in the case of hazards.

APPENDIX 1 EVACUATION PROCEDURES

Classroom Evacuation

This notice must be read in conjunction with the Fire Drill Notice and Fire Exit Plans displayed in each Room

Year 7-9 will assemble on the Redgra Years 10-13 in the Playground

MAIN BUILDING (A, D, E, G)

Room Reference No	Instructions
D13, D23, D33 D14, D24, D34	Students and staff will leave by going straight down the stairs and out through the door into Russell Square, thence to the playground or the Redgra.
D02	Turn right out of classroom along corridor to the door at the bottom of the staircase and proceed out of the building across Russell Square to the playground or the Redgra.
D01	Turn left out of classroom and leave by the exit door at the bottom of the staircase. Proceed straight across Russell Square to the playground or the Redgra.
D11, D21, D31	Students and staff will leave by going straight down the stairs and out through the door into Russell Square to the playground or the Redgra.

Hall and LRC	Students leave through reception and main door.
Gym, E01 and Sports Hall	Students proceed around the rear of the D&T building.
D00	Turn right into Dining Hall and leave by Russell Square exit.
Dining Hall	By Russell Square exit.
Offices	Down stairs and out through Reception door

G01, G02	Turn left along corridor and out into playground through first door on right.
G03	Turn left along corridor and out into playground through first door on right.
G11, G12, G21 G22	Down stairs and out through the adjacent door to playground.
G13	Down middle staircase and out through adjacent door to playground.
G23 G14, G17	Down staircase and out to playground by end external door. Down staircase and out to playground by end external door.
G05, G06, G07	Leave by the door into the playground.
G04	Leave by the classroom door through the corridor into the playground.

MATHS BLOCK (B Block)

B05, B06	To outside via Fire door, turn right and along to the Russell Square.
B03	Turn right into corridor towards the entrance area and out of right hand door.
B04	Turn left into corridor towards the entrance area and out of right hand door .
B02	Turn left into corridor and leave by door opposite the Dining Hall.
B01	To centre entrance area and leave by the right-hand door into Russell Square.
B11, B13	Turn right down staircase and out by door opposite Dining Hall.
B12	Turn left down staircase and out by door opposite Dining Hall.
B15, B17, B18	Down staircase to middle Entrance Hall and out by right hand door.
B16	Turn right and down staircase to middle Entrance Hall and out by right hand door.
B14	Turn left down staircase and out by door opposite Dining Hall.

PERFORMING ARTS CENTRE (F Block)

F01 F02	Turn left out of room and leave by nearest fire exit
F03 F04	Turn right out of room and leave by first exit
Practice rooms	Turn left out of room and leave by first exit
ALL Rooms	then take the route outside and via the rear of the Technology Block to the playground or Redgra

SIXTH FORM BLOCK (C Block)

C01, Office	Left out of room and leave by main door to playground or Redgra
C02	Right out of room and leave by fire exit door to playground or Redgra
C03a, C03b	Leave by emergency exit door in room to playground or Redgra
C11, C12	Right out of room down stairs and leave by rear fire exit door to playground or Redgra
C13a, C13b	Use emergency exit doors and stairs to playground or Redgra
Meeting Room	Right out of room down stairs out through main entrance door to playground or Redgra

FOOD TECHNOLOGY BLOCK (H Block)

H01	Leave by fire exit door in room to playground or Redgra
H02	Leave by main entrance to playground or Redgra
H03	Leave by fire exit door in room to playground or Redgra

RE BLOCK (J Block)

J01	Leave by main entrance turn right to go to playground or Redgra
J02	Leave by main entrance turn left to go to playground or Redgra
J03	Leave by main entrance turn left to go to playground or Redgra

NO PERSON SHOULD RE-ENTER THE BUILDING FOR WHATEVER REASON AFTER THE ALARM HAS SOUNDED. STAFF RESPONSIBILITY AT ALL TIMES IS TO OVERSEE THE WELFARE OF STUDENTS. UNTRAINED STAFF SHOULD ONLY USE FIRE FIGHTING EQUIPMENT WHEN REQUIRED TO SAFEGUARD THE SAFETY OF A STUDENT, COLLEAGUE OR MEMBER OF THE PUBLIC WITHOUT ENDANGERING THEIR OWN SAFETY.

Checking Procedures

- On every occasion the school is evacuated, the Principal's PA will be responsible for completing the Fire Safety Check List. In an emergency, evacuation of the building should be completed within 3 minutes allowing a further 3 minutes for checking registers and completing the Personnel Check List. This will ensure that we are able to inform the emergency services, upon arrival, of any persons possibly trapped in the building. The responsibility for checking the safety/whereabouts of staff is as follows:-
- Vice Principals to check whereabouts of Heads of Year and report to the Principal's PA
- Heads of Year to check whereabouts of Form Tutors and report to the Principal's PA.
- In the absence of one of the Vice Principals the other becomes a substitute.
- Form Tutors or their substitute to check attendance/whereabouts of students and report to Head of Year
- The SLT member overseeing daily cover, checks attendance/whereabouts of all remaining teaching staff, including students and supply staff and reports to the Principal's PA. Heads of Department are responsible for informing SLT member overseeing daily cover re the attendance/whereabouts of students assigned to their department.
- Teacher in Charge of HRC to check attendance/whereabouts of other staff attached to the Hearing Resource Centre and students in their charge, and report to the Principal's PA.
- SENDCO to check attendance/whereabouts of SENSS staff and report to the Principal's PA.
- Performing Arts to check attendance/whereabouts of peripatetic music staff and report to the Principal's PA. Receptionist to check attendance/whereabouts of all visitors and site staff and report to the Principal's PA
- Catering Manager or Assistant to check attendance/whereabouts of kitchen staff and lunchtime supervisors and report to the Principal's PA.
- Senior Science Technician or nominee to check attendance/whereabouts of all technicians and report to the Principal's PA.
- Clerical Assistant or nominee to check attendance/whereabouts of administrative staff and report to the Principal's PA.
- Reprographics Technician to check attendance/whereabouts of all sick students and report to the Principal's PA.

- The Principal's PA, or in her absence a Clerical Assistant, will station themselves as near as possible to the Reception Area. The Principal's PA to report any missing personnel to the SLT member responsible for Health & Safety.
- In addition to the above, the designated Fire Wardens will check their respective areas and report to the Principal's PA and report their satisfactory evacuation or the location of anyone who cannot be moved.
- All visitors and non-attached staff should assemble by the assembly point in the carpark.