

## **Proposed changes to the Health and Safety Policy:**

- *Policy approved by signatory table (as recommended by our H&S providers Carsten & Robinson).*
- *Fire Evacuation Policy updated.*
- *First Aiders information updated.*
- *Assembly Areas updated.*
- *Arrangement 17 Site Security Policy (added at back)*



# **PARK HIGH SCHOOL**

## **HEALTH AND SAFETY POLICY**

**Reviewed by:**                      **Premises Committee**  
(Monday 26<sup>th</sup> June 2018)

**Date of next review:**      **July 2019**

***Policy approved by:***

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Dr John Wise	Chair of Governors		
Mr Emlyn Lumley	Headteacher		

## **1. Statement of Intent**

The Governors of Park High School will take steps to meet their responsibilities under the Health and safety at Work Act and other health and safety legislation.

The school will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety;
- Carry out risk assessments and review them as necessary;
- Ensure that the schools and its systems of work are safe and with the lowest achievable levels of risk to health;
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the students and anybody else that might be affected by their actions;
- Seek and act on specialist advice where necessary;
- Provide adequate welfare facilities for staff and students;
- Maintain all machinery and equipment in a safe condition.

This statement includes a description of the organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

To ensure that this policy and our arrangements are effective, the Governors will:

- Review them at least annually, or if there is a significant organisational change within the school or any significant incident leading to an actual injury or near miss.
- Make any changes known to staff.

## **2. Organisation**

### **2.1 Responsibilities of the Governors**

The Governors are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the school;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;

- Providing appropriate resources within the school's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;
- Seeking specialist advice on health and safety matters which the school may not feel competent to deal with;
- Promoting high standards of health and safety within the school.

## 2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Taking overall responsibility for implementation of the School's health and safety arrangements;
- Regularly reporting to the Governors on health and safety matters;
- Responsibilities of the Facilities and Operations Manager;
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary, and distributing information as appropriate;
- Convening the Health and Safety Committee;
- Reporting to Governors any hazards which require their attention, or budgetary approval;
- Ensuring there is no misuse of plant, equipment etc.

## 2.3 Responsibilities of the Health and Safety Committee

The Health and Safety Committee is responsible for:

- Considering the outcomes of regular Health and Safety checks of the school premises and reporting their findings to the Headteacher and Governors.

## 2.4 Responsibilities of All Employees

All school employees have a responsibility to:

- Takes reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Governors and Headteacher on all matters relating to health and safety;

- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interest for health, safety and welfare;
- Report any serious or immediate danger to their line manager;
- Report any shortcomings in the arrangements for health and safety immediately to their line manager;
- Ensure that they only use equipment or machinery, which they are competent to use or have been trained to use.

Employees should note that their duty to act responsibly on health and safety issues is required by the Health and safety at Work Act and is more than a locally agreed policy.

## 2.5 Responsibilities of Heads of Departments/Curriculum Leaders:

Heads of Department/Curriculum Leaders are responsible for:

- Ensuring that this policy is implemented within their subject area;
- Ensuring that any generic but subject-specific risk assessment are available;
- Communicating any subject-specific health and safety information or implications of their subject teachers to the Facilities and Operations Manager.

## 2.6 The Health and Safety Committee comprises of:

- The Headteacher
- One Governor nominated by Premises Committee
- The Facilities and Operations Manager
- The Business Manager
- A representative from the Science Department
- A representative from the Design and Technology Department
- A representative from the PE department
- Head Prefect
- Teacher union representative(s)

## 3. Arrangements

Arrangements covering the main risks and hazards in the school are as follows

Arrangement 1	Fire Evacuation
Arrangement 2	Fire Prevention, Testing of Equipment

Arrangement 3	First Aid
Arrangement 4	Reporting Procedures
Arrangement 5	Lone Working
Arrangement 6	Health and safety Training
Arrangement 7	Work Equipment
Arrangement 8	Flammable and Hazardous Substances
Arrangement 9	Manual Handling of Loads
Arrangement 10	Health and safety Inspections
Arrangement 11	PE Equipment
Arrangement 12	Premises, Grounds and Contractors
Arrangement 13	Vehicle Movements
Arrangement 14	Out of School Educational Visits and off-site Activities
Arrangement 15	Asbestos
Arrangement 16	Administration of medicine
Arrangement 17	Site Security Policy

## ARRANGEMENT 1

### **FIRE EVACUATION PROCEDURES**

#### **1. RAISING THE ALARM**

- If you discover a fire, sound the alarm immediately and, if it is possible to do so, telephone reception and give details of the location of the fire.
- Warn staff, students and visitors in rooms close to the fire.  
*(Screen pop up to be included if know).*

#### **2. SOUNDING OF THE ALARM**

A continuous bell will sound in all areas.



Fire Alarm  
Sound.m4a

#### **3. ASSEMBLY AREA (A)**

In the main playground.

Unless informed otherwise ALWAYS make your way to this Assembly Area first.

- *appendix 1*

#### **ASSEMBLY AREA (B)**

- *appendix 2*

Inside Centenary Park; far end by Crowshott Avenue Roundabout. Reassemble in same format as if within the playground.

This Assembly area will only be used if directed to do so by the Headteacher/or person in charge at the time of the incident/SLT member co-ordinating the evacuation at Assembly Area A. (Also, dependent upon evacuation type).

### **During School Time (Curriculum and Social Time)**

Students to assemble in tutor group order in a straight line, single file at their allocated tutor Assembly Area. (Appendix 1 – Assembly Area A).

Adequate space should be maintained between groups to enable staff to walk between the lines and keep order.

### **Outside School Hours**

Students and staff should proceed to playground, assemble in front of the English Block and await instructions.

## **4. VACATING BUILDINGS**

- Upon hearing a continuous bell, teachers should instruct students to leave the classroom and proceed quietly, in a steady and orderly manner to the playground. The nearest exit from the building should be used and this should be clearly marked on the Fire Evacuation Notice by each door.
- Please make sure that you are aware of your nearest exit and the relevant Assembly Area and inform your class of the route that you expect them to take.
- Staff teaching – indicate the need for silence, direct groups by the correct route and assemble in the correct location in the playground. Doors should be closed but NOT locked ensure that all rooms are cleared as you go. Do NOT stop to collect belongings. Teachers must retain control of their teaching groups at all times.
- Students identified as vulnerable must remain with a teacher or member of staff at all times and be escorted to the playground.
- Premises staff should inform the Facilities & Operations Manager and Business Manager (Dawn French/Caroline Spence) of location of alarm.

- Facilities & Operations Manager and/or Business Manager – alert Headteacher/Deputy Headteacher and give location of alarm. The Headteacher/or person in charge at the time of the incident will then make the decision as to whether the evacuees should remain where they are or be decanted to Centenary Park (Appendix 2 - Assembly Area B).
- Business Manager – goes to the Assembly Area with walkie talkie radio to communicate with the Facilities and Operations Manager.
- Facilities & Operations Manager – communicates with the Business Manager, giving regular updates along with advising when safe for all to re-enter.
- Office Staff - ensure that the foyer and reception area is cleared of visitors, staff and students as you go.
- Science Technicians – ensure that science laboratories, prep rooms and the resource area are cleared as you go.
- Design and Technology Technicians – ensure that the technology block is clear as you go.
- Sixth Form Administrator – ensure that sixth form reception area, common room and ICT room are cleared of staff, students and visitors. Check toilets and close doors when exiting building. Take Year 13 signing in book to Assembly Area.
- Teachers not taking a class, Teaching Assistants, Cover Supervisors, Technical and Library staff and supply teachers – assist the quiet movement of students on stairs, in doorways and corridors. Ensure the building is cleared as you go. Assist with maintaining order and quiet at the Assembly Area.
- Reception staff (*vacant part-time post 29.06.18*/Mhairi Taffs) – take out the registers, visitors log, cover list and information on relevant staff absences/arrivals as necessary.
- POD Duty Officer – take the student signing in/out book to the Assembly Area.
- Office Manager (Rukhsana Khan) to proceed to reception, call the fire brigade if necessary and then supervise the front of the school until the all clear is sounded.
- Canteen Staff - to assemble in front car park by Burnell Gardens school gate, Catering Manager (Barbara Oyedokun) from Chartwell's has to take a roll call of their staff. Report any missing staff to Business Manager (Caroline Spence) and/or Facilities and Operations Manager (Dawn French) immediately.

- Cleaning Staff - to assemble in front car park by Burnell Gardens school gate, Cleaning Supervisor (Jayshree Patel) from YBC to take a roll call of their staff. Report any missing staff to Business Manager (Caroline Spence) and/or Facilities and Operations Manager (Dawn French) immediately.
- **EVERYONE** else must proceed to the playground – do not re-renter the buildings, even if the bells have ceased, until the all clear has been given.

## 5. SPECIFIC DUTIES

- Registration of Students: Tutors/co-tutors must carry out a roll call of their tutor group immediately on arrival at the Assembly Area and report any missing students to the relevant Head of Year who will then inform the Headteacher/or person in charge at the time of the incident.
- The same assembly procedure is to be followed should the Headteacher/or person in charge at the time of the incident make the decision to evacuate further to the next Assembly Area located in Centenary Park.
- Registers will be distributed by either the receptionist staff member or POD Duty Officer at the first Assembly Area. Tutors must remain with their group, maintaining order at all times.
- Registration of visitors: Visitors should make themselves known to the reception staff at the front of the school.
- Registration of Staff: Heads of Year/Pastoral Support for Year Group to check that all tutors/co-tutors are present and report any missing staff to the Headteacher/or person in charge at the time of the incident. Any member of teaching staff who is not a tutor or co-tutor should report to the reception staff member (*vacant part-time post 29.06.18/Mhairi Taffs*) located at the Assembly Area.

## 6. FOLLOWING EVACUATION

- The Premises Team will check the buildings and take appropriate action, attempt to extinguish the fire (only if considered safe to do so), or declare the all clear and silence the alarm.

- The Headteacher/or person in charge at the time of the incident will be responsible for deciding if and when a secondary evacuation of the playground into Centenary Park is required. If this is necessary staff and students will be directed to the appropriate exit route by senior staff.

Exit routes:

- Via Centenary Park Golf Club and into Centenary Park.
- Via Thistlecroft Gardens or Burnell Gardens into Centenary Park.

*Assembly Area B is located on the large green space by Crowshott Avenue roundabout – tutors and students should line up in the same format as in the playground.*

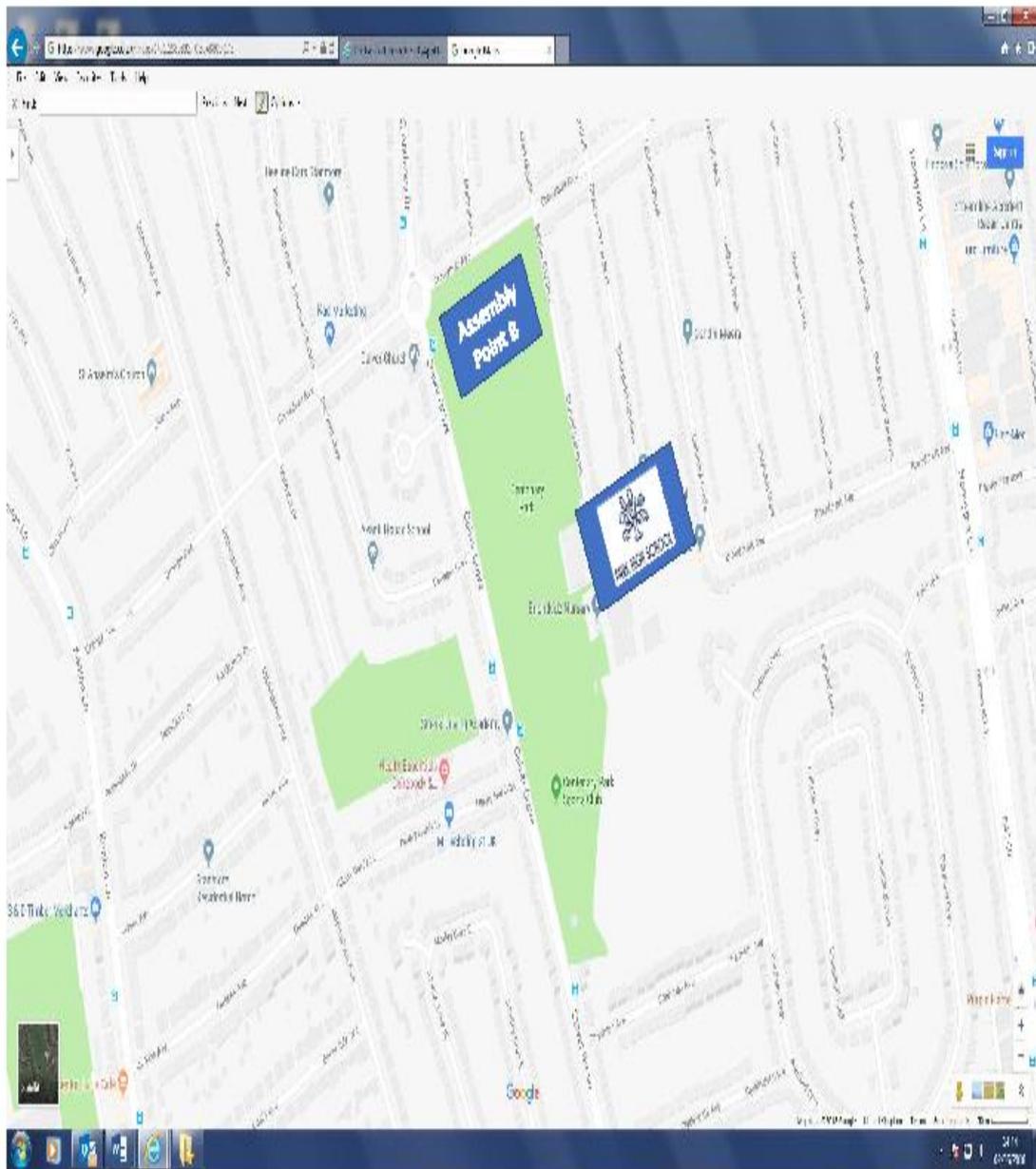
- Instructions will be issued by the Headteacher/or person in charge at the time of the incident when it is safe to enter the building(s). When instructed, class teachers and students will enter the buildings and return to their classrooms. All staff should actively help to ensure orderly return to classrooms.

**DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN GIVEN**



Appendix 2

Assembly Area B



## **ARRANGEMENT 2**

### **MAINTENANCE OF EMERGENCY EQUIPMENT**

The arrangements for fire prevention inspections and testing of equipment are as follows:

#### **Testing of the Fire Alarm**

The fire alarm will be tested weekly, normally between 7.00am and 7.30am on Friday mornings by the Site Supervisor (or member of Premises Team).

A record of the test will be kept. Tests records are kept in the Premises Office.

Defects must be reported immediately to the Facilities and Operations Manager (Ext 217)

#### **Inspection of Fire Fighting Equipment**

The school's contractor, currently Ocean Fire Protection Services undertakes an annual maintenance service of all extinguishers.

The Facilities and Operations Manager has responsibility for checking that this has been done.

Defective equipment or extinguishers that need recharging should be reported directly to the Facilities and Operations Manager who will arrange to have them replaced or repaired. Ocean Fire Protection Services also maintain the fire alarm system.

#### **Inspection of Emergency Lighting Systems**

The school's contractor, currently Ocean Fire Protection Services, undertakes quarterly checks on the system. The Premises Team also carries out regular weekly checks.

## ARRANGEMENT 3

### FIRST AID

The following staff are trained to First Aid at Work Level

<b>Ms K Aldous (Medical Room)</b>	Ext 134
<b>Ms S Hussain (Medical Room)</b>	Ext 134
<b>Mrs R Khan</b>	Ext 146
<b>Ms N Askari</b>	Ext 162
<b>Mr N Stobbs</b>	Ext 140
<b>Mr D Wright</b>	Ext 140
<b>Mr R Lilley</b>	Ext 140
<b>Mrs S Dighe</b>	Ext 177
<b>Ms S Kothari</b>	Ext 166
<b>Ms C Spence</b>	Ext 125
<b>Ms D French</b>	Ext 217
<b>Ms C Visvikis</b>	Ext 152
<b>Mr J Fletcher</b>	Ext 162
<b>Ms V Backory</b>	Ext 171
<b>Ms S Kayn</b>	Ext 152
<b>Mr A Patel</b>	Ext 152

First Aid Boxes are located at the following points:

- ✓ Medical Room
- ✓ Reception

- The Medical Room Staff are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once per term.

- The Medical Room Staff are responsible for checking that the school minibuses are properly equipped with first aid boxes before they are used. Checks should be carried out on a monthly basis.
- The first aid treatment record for recording details of all first aid administered is kept in the medical room.
- Details of contact numbers of hospital accident and emergency departments and other medical services are available in the medical room.

Transport to hospital: If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital, normally by ambulance. Parents/carers will be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. The school will keep records of all incidents and accidents.

Blood spillages: Health authority guidance on protection from blood borne viruses and basic infection control will be followed.

## **ARRANGEMENT 4**

### **REPORTING PROCEDURES**

- Staff must report all accidents, incidents, dangerous occurrences, violent incidents and near misses to the Facilities and Operations Manager and/or Business Manager. The accident book, which is kept in the medical room, must be completed.
- "Near Misses" must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Faulty systems of work, plant equipment, fittings, etc., must be reported and attended to as soon as possible. Faulty equipment etc. must be taken out of use when necessary and must be clearly labelled to that effect.
- The Headteacher must arrange for accidents and incidents to be investigated and take remedial steps to avoid similar instances recurring. Any investigation should be in proportion to the incident.
- Any death or major injury to students or staff must be reported immediately by the Headteacher to The Health and Safety Executive.

## **ARRANGEMENT 5**

### **LONE WORKING**

Lone Working means working alone, out of hours, at weekends or in holiday periods.

All staff should:

- Notify the Facilities and Operations Manager, or whoever has been delegated as responsible for the site and obtain his/her permission on each occasion when lone working will occur. When working within the premises during school holidays, all persons on site must sign in and out at reception. Site staff will check the log before locking up and setting the alarms.
- Take all appropriate steps to keep themselves safe when working alone. This will include:
  - Keeping doors locked for security (but ensuring that fire escapes are not locked);
  - Not carrying out hazardous work (including working at height, with noxious chemicals, etc);
  - Ensuring help can be summoned (mobile phone, walkie-talkie, etc.);
  - Try to notify a partner, friend or colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague. They should not enter the premises unless they are sure it is safe to do so. If in doubt, police assistance must be summoned before attending the site.
- Ensure that they do not put themselves or others at risk.
- Report any incidents or situations where they have felt "uncomfortable".
- Good communication between colleagues, in terms of personal safety is essential.

## **ARRANGEMENT 6**

### **HEALTH AND SAFETY TRAINING**

The Headteacher is ultimately responsible for drawing the following health and safety matters to the attention of all staff or delegating responsibility to named members of staff. This is delegated operationally to the Facilities and Operations Manager.

- Emergency evacuation, e.g. fire drills and routines etc;
- Use of emergency fire fighting equipment;
- First Aid;
- Accident, incident reporting;
- Issues arising from safety inspections;
- Good housekeeping including defect report;
- Manual handling arrangements;
- Safe use of work equipment (tools, machinery and other equipment);
- Personal safety and security including lone working policy;
- Handling of chemicals;
- Safe systems of work;
- Visits, journeys and working off-site with students;
- Use of Display Screen Equipment (computers, etc.);
- Provision of training;
- Use of personal protective equipment;
- Management of asbestos.

## ARRANGEMENT 7

### WORK EQUIPMENT

The following equipment has been identified as likely to involve specific health and safety risks and details are given below on inspection, use and repair.

<b>Equipment</b>	<b>Responsible Person (who can assess risk)</b>	<b>Authorised Users of the Equipment</b>	<b>Authorised Person for inspection and repair</b>	<b>Inspection Period <i>(termly, annually etc)</i></b>
Access equipment e.g. ladders, mobile access platforms, etc.	Facilities & Operations Manager / Site Supervisor	Premises Team	Dawn French Nick Stobbs	Termly
Maintenance equipment including hand tools	Facilities and Operations Manager / Site Supervisor	Premises Team	Dawn French Nick Stobbs	Termly
Cleaning Equipment	External Contractor	External Contractor – YBC	External Contractor - YBC	Termly
Grounds Maintenance Equipment	External Contractor	External Contractor – LBH Green Team	Ray Fox Harrow Council	Annually
PE Equipment	Head of PE	Trained PE staff	Andy Byrne	Annually
Lab Equipment including fume cupboards	Head of Science / Technical Manager	Trained science staff	Carsten and Robinson Marcus Vallance Vithana Perera	Annually
Lab Equipment Gas taps	Head of Science / Technical Manager / Facilities and	Trained science staff / External Contractor	Marcus Vallance Vithana Perera	Annually

	Operations Manager/ Site Supervisor / External Contractor		Dawn French Nick Stobbs J T Edwards	
Technology Equipment	Head of DT / DT Technicians	Trained technology staff	<i>Amanda Attfield</i> <i>(leaving 31.08.18)</i> Vacant Post	Annually
Art and Design Equipment	Head of Art / Art Technicians	Trained art staff	<i>Layla Emin</i> <i>(leaving 31.08.18)</i> Simon Lordan	Annually
Stage Lighting	Head of Performing Arts / PA Technician	External Contractor / Trained staff	Stage Services Laura Molloy	Annually
Portable electrical equipment	Facilities and Operations Manager / Caretaker	Trained Staff	Dawn French / Daniel Wright	Annually
Kitchen Equipment	External Contractor	External Contractors	Chartwell's / J T Edwards	Annually

## ARRANGEMENT 8

### FLAMMABLE AND HAZARDOUS SUBSTANCES

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by:

Science Department	Head of Science
D&T Department	Head of Design and Technology
Art Department	Head of Art
Kitchen	Catering Manager
Cleaner's Chemicals	YBC (External Cleaning Contractor – SLA with Harrow Council)
Site	Facilities and Operations Manager / Site Supervisor

These persons ensure the safe use of these chemicals or substances in the areas they are responsible for and ensure that adequate warning notices are properly displayed especially in storage areas.

Relevant safety information is given on the posters/notices displayed in cleaning and site stores, the staffroom and kitchen. All staff should ensure that they are familiar with the risk assessments for each substance they use and follow the control measures given.

## **ARRANGEMENT 9**

### **MANUAL HANDLING OF LOADS**

- All manual handling activities which present a significant risk to the health and safety of staff should be identified to Facilities and Operations Manager / Site Supervisor.
- Manual handling activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practical to do so a risk assessment must be made and the risk reduced as far as is reasonably practicable.
- Whenever possible, handling equipment (sack barrows, trolleys, etc.) will be used to reduce risks arising from lifting and carrying.
- Staff should advise the Facilities and Operations Manager / Site Supervisor if they require such equipment.
- Written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task.
- The written risk assessment will take into account the task, loads, environment and individual and other factors which might affect the risk to the health and safety of employees or other persons.

#### *Notes:*

Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements – it is not only large load which give rise to risk.

People (students or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.

## **ARRANGEMENT 10**

### **HEALTH AND SAFETY INSPECTIONS**

Members of the Health and Safety Committee will undertake a premises inspection at least once per year.

The Health and Safety Committee members are:

- The Headteacher
- One Governor nominated by Premises Committee
- The Facilities and Operations Manager
- The Business Manager
- A representative from the Science Department
- A representative from the Design and Technology Department
- A representative from the PE department
- Head Prefects
- Teacher union representative

A written report will be prepared after each inspection. The report will be given to the Headteacher and presented at the Joint Consultative Committee (JCC).

The Headteacher, who will check that the actions have been completed, they will delegate responsibility for actions detailed in the safety inspection report to relevant staff.

The Headteacher and selected governors should accompany the Health and Safety Committee whenever possible on inspections, in order to simplify the process and aid consistency.

## **ARRANGEMENT 11**

### **PE EQUIPMENT**

- A competent person as detailed in Arrangement 7 will inspect all PE equipment (climbing apparatus etc.).
- The member of staff taking the class or activity is responsible for making a visual check of all equipment before allowing it to be used by students.

Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to surfaces etc) then the Head of PE will be consulted for a decision based on their assessment of the risk presented.

- Students are not permitted to use any PE equipment without supervision. Risk assessments detailing the required levels of supervision, and any qualifications or training required for each piece of equipment, are available in the PE office.

## **ARRANGEMENT 12**

### **PREMISES, GROUNDS, AND CONTRACTORS**

- Responsibility for ensuring that the premises and grounds are safe for use rests ultimately with the Governors and Headteacher. However, the duty to ensure that regular inspections are carried out is delegated by them to members of staff.
- The teacher in charge of that area will carry out an inspection of individual work areas (classrooms, etc.) Every work area must be checked at the start of each day before students are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the Headteacher should be informed, the area secured, and alternative arrangements made for accommodating the affected students and staff.
- The Health and Safety Committee will make Bi-annual inspections of the whole school (including the grounds) as detailed in Arrangement 10.
- The Facilities and Operations Manager / Site Supervisor is responsible for arranging with contractors.
- Arrangements for security will be discussed with contractors before they start work and detailed in their contracts. Risk assessment will be required from all contractors in advance of work commencing, and adequate insurance cover will be verified.
- All building and maintenance works must be adequately secured (e.g. by Harris Fencing) to prevent access by students or other unauthorised persons. During school hours, potentially hazardous areas (e.g. open manhole covers) must never be left unsupervised.
- Contractors will be required to sign in on arrival and complete the relevant "Permit to Work" documentation.
- Contractors will be provided with relevant health and safety details including the fire evacuation procedures and asbestos management plan.

## **ARRANGEMENT 13**

### **VEHICLE MOVEMENTS**

- All delivery vehicles will be asked to avoid calling at the beginning and end of the day and at lunchtime whenever possible.

It is recognised that it is not possible for the school to totally control their arrival times but every effort will be made to minimise vehicle movements at times when students will be liable to be at the front of the school.

- There are occasions when contractors need to bring vehicles onto the school site. All contracts will state that vehicles must be accompanied at all times.
- A one-way system will operate in the car park. Vehicles will enter via Burnell Gardens and exit via Thistlecroft Gardens.
- The speed of vehicles using the front car park will be restricted to 5mph.
- Staff and visitors may only park in the designated parking bays.
- Students are not permitted to bring vehicles onto the school site.
- Parents/carers are reminded termly by the Headteacher to avoid driving down Thistlecroft Gardens and Burnell Gardens when delivering or collecting their children.

## **ARRANGEMENT 14**

### **OUT OF SCHOOL EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES**

Any member of staff planning an out of school educational visit or off-site activity should involve the Educational Visits Co-ordinator (EVC) at all stages, from pre-planning to completion.

- All school visits and activities are run according to current best practice and advice as set out in the DCSF document "Health and Safety of Children on Educational Visits" and in the school educational visits policy.
- All visits and activities must be authorised by the Headteacher or EVC at the planning stage. The EVC is responsible for ensuring that all necessary documentation (EV7s etc) is completed before any group leaves the school.
- Wherever practicable, leaders of groups must visit the site of a planned visit well in advance.
- Group leaders from the management of the intended visit site will obtain risk assessments, insurance cover and details of health and safety arrangements.
- Group leader will prepare full risk assessments for every off-site visit. Whenever a visit is regular (e.g. weekly sports activity) a generic assessment can be made – there is no need to do a separate one each time unless there are specific factors which vary and which will affect the assessment.
- All group leaders will ensure that they have a mobile phone or other means of contacting the school or use in an emergency.
- All coaches and minibuses used for school trips will be fitted with seat belts, and staff will ensure that all students are securely belted in before allowing the driver to move away.

Minibuses –The Premises Team is responsible for undertaking regular checks of the school minibuses.

All minibus drivers must receive minibus driver training.

## **ARRANGEMENT 15**

### **ASBESTOS**

The school's proposed Authorising Officers are:

- Facilities and Operations Manager
- Site Supervisor

The authorising officers should ensure:

- The asbestos management plan is maintained.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos-containing materials on site is conducted and recorded in the Asbestos log.
- The asbestos management plan is kept in the Reception.
- Any damage to materials known or suspected to contain asbestos should be reported to the Facilities and Operations Manager / Site Supervisor who will contact the specialist adviser.
- Any contractor who is suspected of carrying out unauthorised work on the fabric of the building should be reported to the Facilities and Operations Manager / Site Supervisor.
- Under no circumstances must staff carry out work however minor to the fabric of the building unless it has been authorised by an Authorising Officer.
- Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.
- All contractors undertaking work on areas that may contain asbestos must be appropriately licensed.
- Appropriate training is provided where necessary.

## **ARRANGEMENT 16**

### **ADMINISTRATION OF MEDICINE**

- All medication will be administered to students in accordance with the DCSF document "Managing Medicines in Schools and Early Years Settings".
- Parents/carers are asked to indicate if they do not wish for medicines to be administered to their child.
- The only medication kept and administered within the school are those prescribed specifically for a student at the request of the parent/carer. The welfare officers will keep records of administration.
- All medications kept in the school are securely stored in a locked cupboard in the medical room with access strictly controlled. Where children need to have access to medication e.g. asthma sufferers etc, it will be kept in the medical room and clearly labelled.
- Staff will undergo specific training related to health conditions of students and administration of medicines e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

## **ARRANGEMENT 17**

### **Site Security Policy**

#### Background

All governing bodies have a responsibility under health and safety legislation (Health and Safety at Work Act 1974) to make sure that their school is a safe place in which to work. Schools have always been wary of theft and intruders and there should be careful scrutiny and identification of all visitors to the school site. At the very least, a signing in book and visitors badge should be standard procedure.

Safety and security includes the protection against violent behaviour and schools have a common law right to bar troublesome adults from the school premises. It is an offence under section 547 of the Education Act 1996 to cause a disturbance on educational premises, for which the (police/local authority) can prosecute. Alternatively, the school may apply to the (local authority/police) for an anti-social behaviour order.

Legislation under the Education Act 2011 reinforces the power of teachers to search without consent pupils suspected of carrying an offensive weapon or banned substance.

#### Introduction

The overall responsibility for the buildings and grounds at Park High School lies with the governing body. Day to day management of the school buildings and grounds is delegated to the headteacher under the terms of his/her statutory duties. The headteacher works in consultation with the police and fire services, equipment providers (e.g. CCTV and access control) and maintenance contractors as well as consultants (e.g. health and safety and risk assessments) on matters dealing with site security.

Park High School ensures, as far as reasonably practical, that staff members, students and other non-employees are protected from the risks to health and safety. In return the school expects that all staff and pupils will pay high regard to the security of the school site and report any breaches or potential problems with security to the headteacher. This policy augments our health and safety strategy and in addition addresses ways of helping to reduce the possibility of arson, theft and vandalism.

The governing body controls the use of premises both during the and outside of school hours. The school is sympathetic to the needs of the local community when deciding out of hours use. This policy should therefore be read in conjunction with the lettings policy.

## Objectives and targets

The purpose of this policy is to outline the procedures taken to ensure security on the school premises in order to retain a safe environment for all who learn, work or otherwise attend the school.

## Action plan

The headteacher has determined that the principle keyholder is the resident site supervisor. Contact details are displayed the main entrances and details are held by the emergency services. The senior leadership team ensures up to date risk assessments are carried out in relation to building security as part of the overall health and safety arrangements for the school. The headteacher and the health and safety governor ensure school security is reported to the governing body as part of the overall health and safety updates.

- **Designated duties**  
In order to discharge his/her duties in respect of building security, the headteacher draws upon the expertise of designated members of staff. See appendix 1 for the duties which have been allocated for the current school year.
- **Supervision of students**  
Detailed arrangements for the supervision of students are set out in appendix 2 to this policy under the following headings:
  - Students entering school at the start of the day.
  - Students at break times.
  - Students at lunchtime
  - Students leaving school at the end of the day.
- **Breaches of security**  
If a breach of security occurs then the policy relevant to the incident should be implemented without delay.
- **Personal safety**  
Safety and security includes the protection against violent behaviour and Park High School has a right to bar troublesome adults from the school premises. It is an offence under section 547 of the education act 1996 to cause a disturbance on educational premises, for which the (police/local authority) can prosecute. Alternatively, the school may apply to the (local authority/police) for an anti-social behaviour order.
- **Weapons and banned substances**  
Pupils suspected of carrying an offensive weapon or banned substance on school premises will be searched without consent (under legislation in the Education Act 2011).
- **Out of hours access for staff**  
Only in exceptional circumstances should staff members seek access to the school out of normal opening hours. Such access must be negotiated with the site manager.

- Lone working  
Lone working on site is strongly discouraged. However, it is recognised that under exceptional circumstances it may be that the completion of a task necessitates a staff member remaining behind after others have left. Such lone working is only permissible if the site manager is able to provide staff to secure the premises on completion. Lone working should never continue beyond one hour and the lone worker must be able to access telephone communications at the all times. The lone worker policy must be adhered to.

- Valuable equipment  
Personal electrical equipment must not be used in school unless it has been officially tested and tagged.

Items of school equipment are recorded on the school/department inventory, are security marked and must be stowed away in a secure area when not in use.

- Personal property  
While everything possible is done to ensure the school is secure, the governing body does not accept responsibility for the personal property of staff and students. However, recognising that some normal items brought into school which are of value, the school encourages all staff members to make use of lockers for any items not in use. Students are recommended to hand items in to the administration office.

- Monitoring and evaluation  
Matters of security are given appropriate priority and appropriate systems of communications are used to inform all staff of relevant matters.

Parents and students are involved in matters of safety through the school council, parents association, and the governing body.

- Reviewing  
The delegation of responsibilities for ensuring the security of the school building is reviewed on an annual basis, and earlier should there be changes to personnel or incidents demanding that the procedures need to be altered in any way.

Next school review due: June 2019

Appendix 1

Area of responsibility	Specific duties	Staff responsibility
Control of visitors	All visitors to our site are required to sign the visitors book and wear identity badge while on the premises.	Reception Staff
	Members of staff should report the presence on site of any visitor not wearing an identity badge.	All Staff
Control of contractors	All contractors are required sign in, be identifiable and be aware of relevant health and safety polices e.g. asbestos.	Premises Team
	The work of contractors will be supervised to ensure that the job is completed safely and to contract.	Premises Team
Opening and securing school entrances and exits	All emergency doors must be totally unusable at all times.	Premises Team
	All other doors must be fully operational to allow the safe entrance and egress of personnel before, during and after the school day.	Premises Team
	All doors mand windows must be secured when the school is not in use.	Premises Team
	The time of opening and securing the school will be communicated to relevant staff on a weekly basis.	Facilities & Operations Manager
Site access and perimeter fencing	All vehicles and pedestrian entrances and exits must be fully operational to allow safe access to the school site.	Premises Team
	All entrances and exits must be secured after the building has been vacated.	Premises Team
	All perimeters must be checked to ensure security and safety.	Premises Team
Emergency evacuation procedures	Management of the evacuation of the school, in line with the 'fire evacuation procedures (which includes bomb alerts, secondary evacuations, and lock down procedures)'.  Weekly testing and logging of evacuation alarms.	Headteacher/Facilities & Operations Manager
		Premises Team
First aid/accident procedures	Access to the site for emergency vehicles must be maintained at all times.	Premises Team
	Maintaining fully stocked first aid provisions.	Medical Assistants
	Maintaining an up to date list of trained first aiders.	Facilities & Operations Manager
	Ensuring first aid training is up to date and sufficient for school needs.	Facilities & Operations Manager

	Maintaining high visibility of signage to identify first aid and accident points contact.	Premises Team
Intruder alarms	Intruder alarms must be set when each zone of the school is not in use.	Premises Team
	Unless otherwise directed, intruder alarms should be turned off for all zones when the building is first opened at the beginning of the day.	Premises Team
	Responding to an intruder alarm activated out of hours.	Rota established by Facilities & Operations Manager.
Security money of	Progressively, the school seeks to reduce cash transactions.  When cash is received in school, it must be accounted for, kept in the school safe and banked as soon as practicable.	Finance Manager  Finance Manager

## Appendix 2

### Supervision of pupils

**Enter details of the supervision provided for students at the start of the day.**

Senior Leadership Team (x10) and school staff (x18) rostered on duty at various locations.

**Enter details of the supervision provide for students at break times:**

Senior Leadership Team (x10) and school staff (x18) rostered on duty at various locations.

**Enter details of the supervision provide for students at lunchtimes:**

Senior Leadership Team (x10) and school staff (x18) rostered on duty at various locations.

**Enter details of the supervision provide for students at the end of the school day:**

Senior Leadership Team (x10) and school staff (x18) rostered on duty at various locations.