



PARK HIGH SCHOOL

# Health and Safety Policy

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

➤ *Department Heads updated*

### **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 1974 and other health and safety legislation.

Responsibility of the Governors are:

- Formulating a statement detailing responsibility for ensuring there are robust health and safety practices 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 from Carsten & Robinson our external provider;
- Promoting high standards of health and safety within the school.

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.

## 2. Organisation

### 1.1.1 Responsibilities of the Headteacher;

- Taking overall responsibility for implementation of the School's health and safety arrangements;
- Regularly reporting to the Governors on health and safety matters;

### 2.2. 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;

- Considering the outcomes of regular Health and Safety checks of the school premises and reporting their findings to the Headteacher and Governors.
- 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(s)
  - Teacher union representative(s)

### 2.4. Responsibilities of All Employees

- 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 1974 and is more than a locally agreed policy.

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

- 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.

### 3. Arrangements

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

Arrangement 1	Fire Safety Arrangements
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Arrangement 3	First Aid
Arrangement 4	Reporting Procedures
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## **ARRANGEMENT 1- FIRE SAFETY ARRANGEMENTS 2019-2020**

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### **1. Introduction**

It is Park High School's policy that it will ensure all its buildings/premises comply with all statutory fire requirements. In addition to this it will ensure staff and visitors are made fully aware of the actions they should take upon the discovery of a fire or upon hearing the fire alarm and all staff and visitors shall be provided with a safe and clear means of escape from any school building.

The fire safety arrangements in this document are provided as generic guidelines and a minimum standard must be achieved in all school buildings and premises.

### **2. Legal Requirements**

The Regulatory Reform (Fire Safety) Order 2005 (RRO) became the primary piece of fire safety legislation and is relevant to all school premises. The RRO requires a 'Responsible Person' should manage fire safety arrangements. Within the governance structure of Park High School this will be the Headteacher. This person must also ensure a fire risk assessment is carried out for every building and reviewed regularly.

### **3. Who is and is not affected by the Arrangement**

The Arrangement applies to the following groups of staff:

- All Employees of Park High School

For services procured from external sources, the supplier should ensure all staff members while working for the school are aware of the relevant health and safety legislation. School staff who procure any contracts must monitor this.

Employees should ensure service users follow this arrangement.

### **4. Responsibilities**

#### The Headteacher

The headteacher has overall responsibility for health and safety throughout the school and is the main duty holder for fire within the school premises.

#### Business Manager

The Business Manager is the person who takes overall control of an emergency evacuation process.

They should:

- Have received training in their role.
- Allocate roles to any available trained staff if necessary.
- Receive information on an evacuation status from the headteacher, facilities and operations manager, premises team.
- Communicate with the fire services during an evacuation process.

#### Facilities & Operations Manager

The Facilities & Operations Manager is primarily responsible to the Headteacher for the implementation and effective management of the school's health and safety policy. They are responsible for delegating specific health and safety roles and responsibilities to nominated officers.

- Ensure a fire risk assessment is undertaken in all buildings they are responsible for.
- Liaise with any external hirers of the facilities regarding fire safety protocols and evacuation arrangements for the school.
- Review and update as necessary, the local fire risk assessment, local policies and procedures on an annual basis as a minimum. This is to be undertaken by a competent person.
- Liaise with the fire brigade as required to ensure all requirements are met.
- Ensure all staff are fully briefed on their local fire arrangements.
- Ensure arrangements are in place for the maintenance, inspection and testing of fire safety precautions and equipment.
- Seek assistance and guidance on any fire related matter from the school's health and safety advisors Carsten and Robinson Limited.

#### Premises Team

- Assist the headteacher during an evacuation in meeting their fire safety duties.
- Report to the headteacher, business manager and facilities and operations manager on the evacuation of the premises.
- Promote what actions staff in the area should take in the event of an evacuation.
- Be aware of any staff member or visitor with special needs within their area and suitable provision has been made to ensure their safe evacuation.

- Ensure all fire doors and escape routes are free from obstruction at all times in all areas.
- Ensure firefighting equipment (e.g. fire extinguishers) are readily available for use at all times in their area.
- Report fire safety defects (e.g. missing, damaged, or discharged extinguishers or a defect fire door) to the Facilities & Operations Manager.
- Report fire safety hazards such as obstructed escape routes or blocked fire exit doors to their manager or arrange for items to be cleared.

Consideration should be given to:

- Good housekeeping practices are carried out.
- Visual checks are carried out to identify any damaged or missing firefighting equipment.
- All escape routes are clear of obstructions and signs are not damaged or obscured.
- All doors are clearly signed and legible and not damaged.

#### All Staff

Have a duty to co-operate with their line manager to reduce risk of fire and to guard against arson and careless acts that could result in a fire.

- Ensure they do not obstruct any of the fire escape routes.
- On hearing a fire alarm or receiving a verbal instruction, evacuate the premises promptly escorting any visitor with them.
- Do not use damaged or defective electrical equipment. Check daily before use. Portable electrical must be labelled to indicate it has passed a Portable Appliance Test (PAT).

### **5. Fire Risk Assessment**

#### Aim

- The fire risk assessment is an organised and methodical examination of premises along with the activities carried out, to establish the source and the likelihood that a fire start and cause harm to those in/or around the premises.
- The aim of a fire risk assessment is to ensure there are adequate fire controls over the building together with the provision of adequate fire safety systems, procedures and processes.
- It is intended to ensure the risk of fire is reduced and there are means of raising an alarm, means of fighting a fire and safe evacuation arrangements.

#### Objectives

A fire risk assessment has three objectives:

- To identify all factors which may cause harm to people and/or the environment either during or as a result of a fire?
- Consider the likelihood or chance of harm actually happening and the possible consequences that could come from it.
- To enable 'the responsible persons' to plan, implement and monitor the preventive and protective measures to ensure the risks are controlled as low as reasonably possible at all times.

Park High School premises must have had a fire risk assessment carried out and a copy should be available on site.

## **6. Fire Safety Procedure**

Below are detailed the general actions to be taken by staff and visitors and apply to all buildings.

### Action to be taken of a fire

Raise the fire alarm at the nearest call point.

Call the fire brigade be dialling 999 and advise them there is a fire at the location.

Leave the building using the nearest available safe exit and proceed to the designated assembly point.

Report the location and nature of incident to either the premises team, facilities and operations manager, business manager, headteacher.

### Action to be taken on hearing the fire alarm

Leave the building immediately using the nearest safe exit.

Where possible close all the windows and doors behind you.

Do not use lifts.

Proceed to the assembly point and report to the coordinator situated there.

Do not re-enter the building until it is declared safe by either the fire brigade or headteacher, business manager, facilities and operations manager, premises team.

## **7. Fire Safety Systems**

### Means of Escape

Means of escape routes are defined as a protected structure forming an integral part of the building whereby persons may escape from a fire by their own unaided efforts to a place of safety outside the building. Where possible there should be an alternative means of escape allowing the occupant to turn their back on a fire and to escape unaided using a choice of exits.

All escape routes, corridors and stairwells must be kept clear and unobstructed at all times and shall be maintained free of all combustible materials. Fire doors must not be wedged or fastened open, unless by an approved method linked to the fire alarm system, to improve or allow free circulation during times of occupancy, these doors must close automatically on activation of the alarm system.

All fire exits must be kept unlocked while staff or visitors are inside the building, all exit doors on escape routes are to be operable in the direction of escape without the use of a key. Keys on hooks or in break glass boxes are no longer permitted except in some circumstances, which would have been fully assessed and documented.

### Fire Fighting Equipment

All workplaces are required to have a sufficient number of portable fire extinguishers appropriate to the level of risk. A good rule of thumb is one nine-litre water extinguisher per 200m<sup>2</sup> of floor area with a minimum of one per floor. Similarly, one two-kilogram CO<sub>2</sub> fire extinguisher should be provided next to main electrical equipment. Fire extinguishers must be accessible at all times.

### Fire Alarm and Detection Systems

Depending on the size of the premises, the type of use and level of occupation, the processes, and procedures and the level of risk being undertaken in premises dictate adequate means of giving a warning in case of a fire. Where an electrical fire warning system is installed it should be tested on a weekly basis from the call points in sequence and the details of the test are to recorded in a log book.



### Emergency Lighting

Park High School is required to have a system of emergency lighting, which will illuminate the escape routes if normal lighting fails. All emergency lighting must be tested and maintained and records kept in log book.

### Fire Safety Notices / Signage

All fire safety signs must comply with the Health and Safety (Safety signs and Signals) Regulations 1996 and BS 5499.

Fire action notices setting out the actions to be taken in case of fire must be provided within the workplace. These should be positioned at every alarm call point, and on staff notice boards. Special considerations must be given to persons with special needs.

### Fire Drills

Fire drills should be carried out at least once per term. A record of the evacuation must be kept.

If carried out and taken correctly and taken seriously, fire drills are a valuable component of fire safety management and should have the following characteristics:

Fire drills must be realistic if they are to be full benefit. If occupants are waiting for the drill with their coats on, information obtained from the drill will be over-optimistic.

All occupants of the building at the time of the drill should fully participate. Meetings should not continue during the course of any drill.

### Assembly Point

An assembly point must be identified so in the event of an emergency all staff assembles in the same place. The route to the assembly point needs to be clearly signed. Ensure your assembly point will not impede the fire brigade obtaining access to the building.

## **8. Training**

Legislation requires that all employees are provided with adequate fire safety training during normal working hours when they commence employment and receive refresher training as appropriate or when circumstances change which affect fire safety.

Training must include the following:

- Actions to be taken in the event of a fire.
- Action to be taken upon hearing the alarm.
- The location of firefighting equipment.
- The location of the fire assembly points
- How and when to call the fire brigade.
- Basic fire safety knowledge.
- Be familiar with the layout of the workplace.

## **9. Persons with Special Needs**

All persons with mobility difficulties visually impaired or with hearing disabilities may have problems in quickly evacuating the premises. It is therefore essential they are familiar with their immediate escape routes. Such staff or student should have a separate risk assessment carried out and a colleague/teacher assigned to assist the person in the event of an evacuation.

The risk assessment will require a Personal Emergency Evacuation Plan (PEEP) to be written, which is suitable for the individual. Those assigned to assist a person with special needs should never put their own safety at risk. If they are unable to assist person to the assembly point they should be left in a place of safety e.g. a

stairwell and promptly inform the premises team, facilities and operations manager, headteacher, business manager or the fire brigade.

When considering evacuation arrangements, these should include any special evacuation equipment required, special fire signage or warning lights.

If the special need person is a visitor, it is the responsibility of the host to ensure their safe evacuation from the building

The PEEP guidance document and template is available on the HSE website.

## **10. Silent Evacuations**

It may be necessary at any time to evacuate premises without using the fire alarm for perhaps a gas leak or a bomb threat reason. At such times the headteacher, senior leadership team, facilities and operations manager will be required to verbally ask staff, visitors and service users to quietly and calmly evacuate the premises.

For a bomb threat there is the additional need to remove personal belongings, which is a contrary instruction to a fire evacuation where everything should be left behind.

## **11. Fire Inspections**

It is a condition of the fire risk assessment that all fire systems and equipment are maintained, inspected and tested at regular intervals.

## **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**

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 Medical Room Staff are responsible for first aid boxes located within the following curriculum departments; science, design and technology, physical education.
- 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 (termly, annually etc)</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	Gary Martin 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 Operations Manager/ Site Supervisor / External Contractor	Trained science staff / External Contractor	Marcus Vallance Vithana Perera Dawn French Nick Stobbs J T Edwards	Annually
Technology Equipment	Head of DT / DT Technicians	Trained technology staff	Anisha Mistry	Annually
Art and Design Equipment	Head of Art / Art Technicians	Trained art staff	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	ISS / 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 (ISS - External Catering Company)
Cleaner's Chemicals	Cleaning Supervisor (Evergreen - External Cleaning Contractor)
Site	Facilities and Operations Manager / Site Supervisor <i>(or member of Premises Team)</i>

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, trollies, 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 consider 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 weekly 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 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 Premises Team
	Maintaining high visibility of signage to identify first aid and accident point's contact.	
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 of money	Progressively, the school seeks to reduce cash transactions.	Finance Manager
	When cash is received in school, it must be accounted for, kept in the school safe and banked as soon as practicable.	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.