

# Health & Safety Policy

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## Health and Safety Policy Statement

The Redhill Academy Trust Executive Board is firmly committed to doing all that is reasonably practicable to protect the health, safety and wellbeing of our employees, students and any other person affected by our activities through applying the high standards set out within this policy statement and in accordance with the Health and Safety at Work Act 1974.

Redhill Academy Trust will in particular take all reasonably practicable steps to:

- Provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities.
- Provide information, instruction, training and supervision to enable employees to perform their duties.
- Undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities.
- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls.
- Make available all necessary safety devices and protective equipment and supervise their use.
- Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety.
- Be prepared for emergencies such as fire and medical emergencies and investigate incidents of injury or ill health accordingly.
- Promote a positive health and safety culture within the organisation by consulting with employees on health and safety matters, directly and through media and safety representatives.

Redhill Academy Trust is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. Redhill Academy Trust utilises a combination of internal and external specialists to provide competent health and safety advice.

It is the responsibility of the Trust Executive Board to monitor the implementation of this policy statement and the Trust's overall health and safety performance by receiving regular health and safety reports from and commissioning and considering the results of a health and safety audit, conducted on an annual basis, reporting to the Trust Executive Board accordingly.

The Health and Safety Policy Statement and the Organisation and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the Trust or the nature of the Trust's activities.

Signed: 

Mr S. Healy

Date: 15<sup>th</sup> July 2022. Reviewed: 12<sup>th</sup> July 2023.

## Brookfield Community School Policy Statement

The policy is the legal responsibility of Redhill Academy Trust, who is the employer of all staff.

The Governing Body of Brookfield Community School will provide, as far as reasonably practicable, and maintain oversight of a safe, healthy working environment for all its employees and any person who may be affected by its undertaking. Each employee will be given information, initial induction, ongoing instruction and training (as necessary) to enable them to fulfil their role and adhere to a safe programme of work activities. We shall ensure that suitable and sufficient risk assessments are carried out to reduce any risk to their lowest possible level and that any reasonably practicable control measures are implemented.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of Health and Safety. Where appropriate, specialists from outside organisations shall be appointed to assist us in meeting our statutory duties. It is the duty of every employee to co-operate with the Governing Body so as we are able to meet our full statutory obligation.

This policy shall be monitored annually to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in accordance with any legislative or organisation changes.

It is the duty of all staff to co-operate with the Headteacher and the Governing Body to ensure the safety of themselves, co-employees and other persons such as students liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

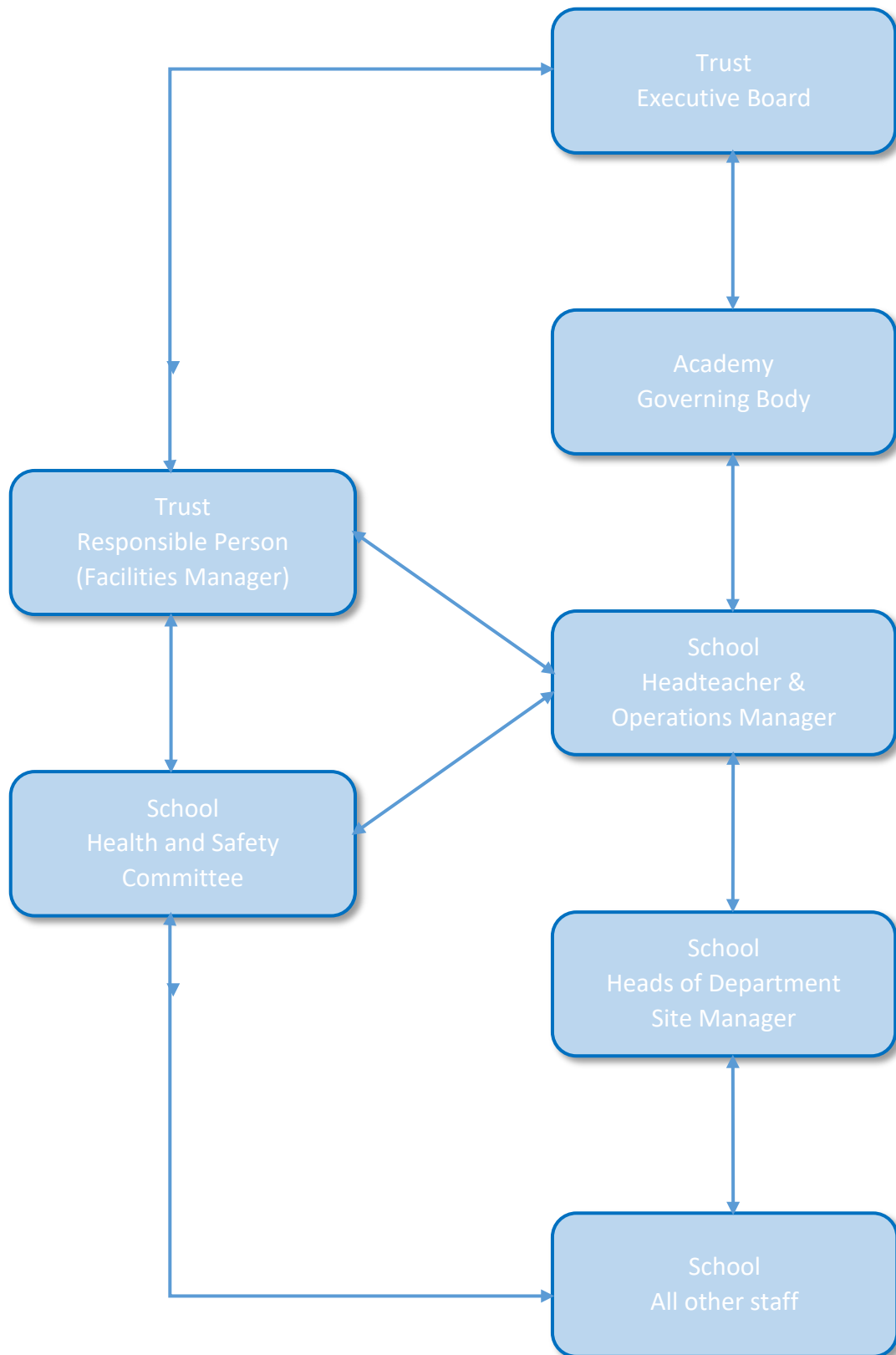


Signed:

Mr J Barker, Chair of Governors

Date: 13<sup>th</sup> November 2023

## Health and Safety Organisation Chart



## **Trust Executive Board**

The Trust Executive Board has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates responsibility for implementation to the individual Local Academy Board and the Trust Facilities Manager acting as the responsible person.

The Trust Executive Board will ensure that:

- The Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Adequate insurance cover is provided through the RPA and renewed accordingly.
- Those with designated health and safety responsibilities are provided with support to enable health and safety objectives to be met.
- A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of communication and consultation with employees is established.
- Effective training programmes have been put into place.
- An annual report on safety performance and compliance is presented to the Board.

## **School Governing Body and Responsible Person**

The Local Academy Board in conjunction with the Responsible Person are the designated persons with overall responsibility for ensuring compliance with Health and Safety legislation in each School. They will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and progress monitored.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- Statutory examinations are planned, completed and recorded.
- There is regular communication and consultation with staff on health and safety issues.
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.

- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Safety issues raised are thoroughly investigated and when necessary, further effective controls implemented and communicated to staff.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Health and safety objectives are set and their achievement is measured and reported in the annual report.

### **School Headteacher and Operations Manager**

The individual Headteacher and Operations Manager will ensure that in their areas of control:

- They actively lead the implementation of their Health and Safety Policy.
- They monitor their staff to ensure that they work safely.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- They communicate and consult with staff on health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary, further effective controls implemented.
- Premises, plant and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed and recorded.
- Personal Protective Equipment (PPE) is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for fire and first aid are established.
- Any safety issues that cannot be dealt with are referred to the Health and Safety Committee for action.
- Welfare facilities provided are maintained in a satisfactory state.
- Health surveillance (if required) is carried out and records are kept.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Health and safety notices are displayed.



- Agreed safety standards are maintained particularly those relating to housekeeping.
- Health and safety rules are followed by all.

### **Heads of Department and Site Manager**

The Heads of Department and Site Manager will ensure that in their areas of control:

- They implement their Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- They communicate and consult with staff on health and safety issues.
- Health and safety rules are followed by all.
- They encourage staff to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary, further effective controls implemented and communicated to staff.
- Any safety issues that cannot be dealt with are referred to the Health and Safety committee for action.
- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Personal Protective Equipment (PPE) is readily available and maintained and relevant staff are aware of the correct use and the procedures for replacement.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Risk assessments are completed, recorded and regularly reviewed, with any changes being brought to the attention of staff who may be affected.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of local health and safety rules and procedures.
- Health and safety notices are displayed.
- Agreed safety standards are maintained particularly those relating housekeeping.

### **Health and Safety Committee**

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the School. They are responsible for ensuring that:

- Management are advised of relevant changes in health and safety legislation, codes of practice and industry standards.
- Risk assessment requirements are co-ordinated and the implementation of any actions required is monitored.

- Risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected.
- Regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided.
- Provide advice on health and safety training requirements.
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities.
- Assist in investigating and recording accident investigations.
- Contact with external organisations such as the emergency services is co-ordinated.
- Health assessment requirements are identified and advised to management.
- The schedule of statutory examinations of plant and equipment is maintained and managers are made aware of impending examinations.
- There is regular communication and consultation with staff on health and safety issues.
- Health and safety issues raised by employees are discussed and considered for action.
- Health and safety performance and standards are monitored.
- Trends in accident statistics across the School are identified and making recommendations for action.
- Health and safety is promoted and new initiatives are considered to progressively improve standards in all areas.
- Employees are aware of significant changes to our health and safety policy documentation.

### **All Employees**

All employees must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by their actions.
- Observe the safety rules.
- Comply with the Health and Safety Policy.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as directed.
- Avoid any improvisation of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to their line manager.
- Report any safety hazard or malfunction of any item of plant or equipment to their line manager.
- Report all accidents to their line manager whether an injury is sustained or not.

- Attend as requested any health and safety training course.
- Observe all laid down procedures for processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

**The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.**

## Arrangements for Health and Safety

### Health and Safety Co-ordinators

Senior member(s) of staff in the school with special responsibility for Health and Safety matters:	Operations Manager – Mrs W Fox Site Manager – Mr J Hodkin (Deputy)
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### Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title	Committee responsibility
Mrs W Fox	Operations Manager	<b>Chair</b> , Training, Policy, Emergency Procedures, First Aid
Mr J Hodkin	Site Manager	Fire, H & S, General Risk Assessments, Asbestos, Legionella
Mr I Webb	H & S Governor	Inspections
Mrs K Knight	Senior Science Technician	COSHH
Mr D Knight	Teacher of PE	Departmental Risk Assessments
Mrs Y Myers	Administration/Reception	DSE
Mr M Robinson	Trust Facilities Manager	Trust Responsible Person, Inspections
All Members		Stress/Well-being & AOB

### Emergencies

Senior members of staff in the school with responsibility for development and implementation of the emergency plan:	Headteacher Deputy Headteachers Operations Manager
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### Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Headteacher Operations Manager Site Manager
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## **Accidents and Medical Arrangements**

### **Accident, Incident and Near miss Reporting and Investigation**

Following an accident/incident which requires First Aid, the member of staff with responsibility for that Employee/Student or who was present at the time of the accident must complete and sign the official accident book available from the pastoral office. This is not the responsibility of the Pastoral Assistants. If in doubt as to whether the occurrence constitutes an accident fill in the form. One copy of the accident form is retained in school. In certain circumstances a copy of the accident form needs to be sent to the Health and Safety Executive (RIDDOR reportable). The Health and Safety Coordinators will ensure that this is done.

It is important that the accident form is completed in full as soon as possible after the accident.

It is not necessary to wait for the student to return to school to sign the form.

The completed form should be given to the Health & Safety Coordinators for countersigning. The form will then be processed by the Health and Safety Coordinators, who will retain a copy in school and send a copy to the HSE if appropriate.

Where accidents or incidents are found to be caused by a faulty plant, equipment, premises, or unsafe systems of work the Site Manager must be informed immediately so action can be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

A list of First Aiders can be found in Appendix A.

### **First Aid Box Locations**

First Aid boxes can be located in the following areas:

- Pastoral Support
- Science Prep Room
- PE Office
- Site Managers Office
- School Kitchen
- School House (TA Office)
- D & T Office
- B7 (Food Tech)
- B8 (Food Tech)
- Minibus

Persons responsible for replenishment are Kerisse Milnes and Kassie Rutherford.

### Administration of Medicines (see also Supporting Students with Medical Needs)

The following employees are trained in the Safe and Accurate Administration of Medicines and Management of Diabetes:

Miss K Milnes	<ul style="list-style-type: none"><li>▪ Safe and Accurate Administration of Medicines</li><li>▪ Management of Diabetes</li></ul>
Mrs A Wagstaffe	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li><li>▪ Management of Diabetes</li></ul>
Mrs R Mason	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li><li>▪ Management of Diabetes</li></ul>
Mrs J Richardson	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li><li>▪ Management of Diabetes</li></ul>
Miss K Rutherford	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li><li>▪ Management of Diabetes</li></ul>
Mr D Knight	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li><li>▪ Management of Diabetes</li></ul>
Mrs A Carter	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li></ul>
Mr D Frost	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li></ul>
Mrs F Allard	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li></ul>
Mr C Mason	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li></ul>
Miss A New	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li></ul>
Mrs H Rippin	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li></ul>
Mr M Robinson	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li></ul>
Ms A Williams	<ul style="list-style-type: none"><li>▪ Certificate in Administering Medication for Education Providers</li></ul>

Tablets do not form part of First Aid kits in school. Students with headaches/period pains etc which are considered to be serious should be sent to Pastoral Support, who will assess the situation and take appropriate action, involving the member of SLT on call if necessary.

Form Tutors should remind their forms regularly, that any student who needs to take a prescribed medicine/drug at school must see Pastoral Support to obtain a copy of the Medicines in School Form (Form 2).

The Pastoral Support Assistants monitor the issue of most prescribed medicines. Other medicines which are required in an emergency are maintained and managed by Pastoral Support. Epipens for emergency injections of students suffering an anaphylactic shock are kept in Pastoral Support, although some students also carry their own pens. Posters of photographs identifying students who may require the use of an Epipen are displayed in offices around School. Regular training is offered to all staff on the use of the Epipen. A list of students requiring emergency drug treatment is available from Pastoral Support. A copy is kept in the School Office and in Pastoral Support.

### **Asbestos**

The School has had an asbestos survey and the report is kept in the Red Box which is situated in the Site Manager's Office.

The trained Duty Holder is the Site Manager/H&S Coordinator.

A Permit to Work system is in place to manage intrusive work on the fabric of the building. All contractors working on the fabric of the building are required to read and complete the necessary proforma before commencing work, the asbestos survey report is reviewed by contractors prior to commencement of works and a demolition survey is obtained as necessary. Please note that this also applies to any member of staff carrying out installations, repairs, cabling etc.

The Permit Folder is kept and managed by the Site Manager, who should be consulted before any work on the building is undertaken.

### **Legionella**

The Site Manager has overall responsibility for managing legionella.

The water temperatures and other maintenance tasks associated with the water system are taken monthly by the Site Manager. Outlets are flushed out weekly including school closure periods. The log book is kept in the Site Manager's office.

### **Fire Procedures**

Full Emergency and Evacuation Procedures form part of each staff members Handbook. Fire Evacuation Drills are carried out on a termly basis and the results are recorded.

Fire Alarms are tested weekly by the Site Team and these tests are logged.

The Fire Alarm system and the Emergency Lighting are tested periodically by electrical contractors. The firefighting equipment is serviced on an annual basis. The resulting documentation is stored in the Red Box in the Site Manager's Office. The Site Manager will inform the Operations Manager of any problems with the above, so that steps may be taken to repair or replace the item at fault.

### **Maintenance**

Any issues arising regarding Health and Safety should be reported immediately to the Site Manager.

Defects should be reported via the BCS site maintenance link on staff home screens or directly to the Site Manager or a Site Assistant if unavailable.

If any member of staff is aware of any requirements missing in the Schools Health and Safety arrangements, then he/she has a duty to inform the Headteacher and the Health and Safety Coordinators.

From time to time items of information received will be communicated to staff via email.

### **Contractors**

All contractors undertaking work on site should be competent, adequately insured and able to carry out their activities, in a way which does not pose a risk to anybody in the vicinity including Students, Staff and Visitors etc. These checks are carried out by the Site Manager and any paperwork is stored in the Site Managers Office.

### **COSHH (Control of Substances Hazardous to Health)**

All substances in any area of the School which have a Hazard Symbol must be controlled under COSHH regulations. This means that all such substances need to be listed on an Inventory of Hazardous Substances. For most substances this will be sufficient, provided that safety instructions on each substance are adhered to. Students should never be allowed to bring into school substances which have a hazard symbol. If seen in the possession of a student, such substances should be confiscated and passed to the Deputy Head or an Assistant Headteacher who will keep them until a suitable method of disposal has been agreed with the student's parents.

If a full COSHH assessment is required, a COSHH Assessment form must be completed. All completed COSHH Inventory and Assessment forms are kept on file in relevant Departments and a copy passed to the Health and Safety Coordinators.



COSHH assessments should be communicated to and readily available at all times to the employees affected.

Blank Inventory of Hazardous Substances and COSHH Assessment forms may be obtained from the Health & Safety Coordinators.

Introduction of new substances:

- Add the substance to the Inventory form
- Complete a COSHH form assessment as appropriate
- Copy form to all who will handle the substance
- Copy form to Health and Safety Coordinator
- Add COSHH details to lesson plans/operating procedures as appropriate

All hazardous substances to be stored in locked areas and the cupboards to display appropriate signage.

Only authorised members of staff to access these substances.

For Ionising Radiation please refer to protocols documented by Science department.

### **Biological Hazards**

The disposal of hazardous or toxic waste is tightly controlled. No substance should be disposed of without the correct procedure being ascertained and followed. Please check with the Senior Science Technician in the first instance.

COSHH is an ongoing, not a one off procedure. The position is reviewed annually.

### **Disaster/Business Continuity/Lockdown Plan**

The School has a Business Continuity Plan detailing action to be taken in any emergency. All staff must read this document. In the event of an emergency a member of SLT must be informed immediately of the situation.

The Site Manager will be responsible for informing Site Assistants and Cleaning staff of any action to be taken.

The Office Manager will be responsible for informing the Sports Hall Staff of any action to be taken.

The Headteacher (or in his absence the Deputy Headteacher(s)) will ensure that the emergency services have been called.

The Site Manager/Site Assistants will isolate gas points if necessary and safe to do so.

## **Display Screen Equipment**

All workstations used for a substantial period of time will undergo an ergonomic survey by the Health and Safety Co-ordinators. The Health and Safety Co-ordinators are responsible for the implementation of an annual review (minimum) of this survey which acts as a Risk Assessment. The Health and Safety Co-ordinators will ensure that all new regular users and or workstations are suitably assessed.

All Staff are reminded that regular breaks should be taken from the computer screen and that the time spent using a laptop is not excessive.

Guidance on workstations and posture are posted in relevant areas.

## **Educational School Visits**

Detailed guidance on all aspects of Educational School visits is to be found on the Evolve system, which will also generate Risk Assessments. The Responsible persons are Assistant Headteacher (Trips and Visits) and the Office Manager.

## **Housekeeping/Storage**

All equipment and materials will be stored in a safe and appropriate manner and where required be labelled accordingly. All members of staff have a role to play in maintaining a clean and safe environment.

The following points should be noted:

- Rubbish and obstacles should not be allowed to build up
- Exit routes must be kept clear at all times.
- Shelving should not be overloaded
- Heater cabinets should not be blocked
- Broken chairs or other items should not be left in corridors.
- Inform the Site Manager of any items to be removed
- Trailing cables should be avoided at all times.

## **Infectious Diseases**

No person who has an infectious/contagious disease should be on the School Premises. If a student appears to fall into this category, a report should be made at once to a Deputy or Assistant Headteacher, who will liaise with the Health Protection Agency and Pastoral Support Assistant as appropriate. Parents will be asked to arrange for the student to go

home. The student should not return to school until he/she has been examined by a doctor.

### **Lone Working**

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when Risk Assessments are carried out. To minimise the risk, all lone workers have easy access to a mobile telephone or land line in case of emergency.

### **Manual Handling**

- Avoid hazardous manual handling operations so far as is reasonably practicable
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury so far as is reasonably practicable
- The appropriate training is given and in the use of mechanical devices/handling equipment.

### **Mechanical/Electrical**

All electrical equipment must be PAT tested before use, see Site Manager. **Please note that this also applies to electrical items brought in by staff from home.**

All items which fail the test must either be repaired and re-tested or disposed of. There is, however, an obligation on all staff, to make a quick visual check every time they use a piece of equipment. If there seems to be a fault (e.g. a loose wire) or if the equipment does not function, it must be taken out of service until the problem has been rectified. Brand new equipment does not need to be tested in the first twelve months, but a visual inspection is required by the Site Manager. Please inform the relevant members of staff if you bring new equipment into the building (i.e. Technicians and Site Staff)

Records must be kept of all testing and servicing and be available for inspection at any time.

### **Minibus**

All minibus drivers must produce a copy of their licence every academic year and disclose any endorsements to the Operations Manager

The Booking Diary and a set of keys are kept in the Finance Office. Minibus weekly check sheets and a spare set of keys are kept in the Site Managers Office.

Please ensure that the required documentation is completed fully for each journey. Always leave the vehicle as you find it i.e. with fuel in the tank and free of litter.

Check that the First Aid Kit and Fire Extinguisher are in the vehicle before you set off.

The daily safety checks must be carried out and the "Driver's Daily Vehicle Report" completed. This is compulsory because if the vehicle were stopped, either at a routine roadside check or as a result of a road traffic offence or accident, **both the School and Driver would be prosecuted** if this paperwork was not correct.

All minibus drivers will receive the relevant minibus training.

Any defects or damage must be reported to the Operations Manager **at once**.

The 'Driver's Daily Vehicle Report Sheet' must be filled in.

Please note the following

- Although each page is headed "Driver's Daily Vehicle report sheet," **one page only is to be used for a whole week**, with daily entries being made in the grid under the appropriate day (M T W T F S S).
- Only the **first driver to use the vehicle each** day should fill in the sheet and initial at the foot of the appropriate column. If someone else has used the minibus earlier the same day and ticked the boxes, you do not need to write anything at all on the sheet.
- It is a legal obligation for the first driver to use the minibus each day to carry out the checks (a)-(i) and place ✓ or x in the boxes. If there is a defect under any of these headings, the vehicle must not be used and the defect must be **reported immediately** to the Operations Manager or Finance Office .

### Risk Assessments

All departments must have safety procedures relevant to the teaching of the curriculum in that area. Each member of the department must be aware of all procedures in place. It is essential that Risk Assessments are carried out by the Head of Department. The classroom Risk Assessment and any additional assessment for each curriculum area should be reviewed annually and is an integral part of the departmental handbook.

Risk Assessments on other hazards will be carried out by the Site Manager or the appropriate member of staff.

There are generic Risk Assessments available for a wide range of activities. These are available from the Health and Safety Coordinators along with blank forms.

A copy of each risk assessment must be kept by departments and a copy should also be given to the Site Manager preferably electronically, so that any necessary action may be taken if required. These will be kept centrally in the Site Manager's office.

All Risk Assessments should be reviewed annually.

### Security

We need to be aware of who is present on the School Premises at all times, therefore **all visitors to the School (i.e. everyone apart from Staff and Students)** must report to Reception (there are signs directing visitors to do this) and sign the visitor's book when they **arrive** and when they **leave**. They are also given the appropriate (dependant on DBS status) Visitors Lanyard, which they must wear whilst in school.

**Staff should verbally challenge** anyone seen on the premises who are not wearing a Visitors Lanyard and/or refer the matter to a member of SLT at once. Students who have completed their education at Brookfield should also follow this procedure.

Staff leaving the building later than the end of the normal school day, should use exits that remain open. Any locked door that is opened to gain exit, must be relocked at the time. Failure to do this allows unsupervised access to the buildings, endangering persons and possessions.

Valuable items of equipment e.g. laptops, cameras should not be left unattended in open rooms, offices and classrooms. Equipment should be locked away at the end of the day and all windows and fire doors closed. Classrooms should be kept locked at all times when not in use.

### Health and Safety in Practical Subjects

Health and Safety within Practical Areas is an issue that cannot be dealt with lightly and yet equally must be dealt with in a reasonable and sensitive manner. Safety should be an integral part of good practice for both Students and Staff. Students must come to regard safe practice as second nature and not an inconvenient imposition upon their working. This knowledge should be extended to a wider consideration of safety as it affects other people and everyday events. This will only be achieved if the correct example is set and reinforced.

All Staff should be aware of the procedure in case of fire, the alarm signals, evacuation procedure and routes and assembly areas.

Each classroom has specific instructions posted.

A clear approach to doors and fire exits should be maintained at all times. Full details are to be found in Appendix 3.

## **Art/Textiles Area**

- All Staff in the Art/Textiles Department should ensure they read and are familiar with the Departmental Health and Safety file which is kept in the Arts Office.
- Make sure Students enter and exit the classrooms in an orderly manner
- Anticipate potential hazards in lessons, incorporate them into your Risk Assessment and take steps to eliminate or mitigate the risks
- Insist on protective clothing for Staff and Students
- All objects attached to walls or placed on shelves should be placed so that they are unlikely to fall
- Work surfaces to be kept clear of all articles except those being used, sorted or processed
- Only paper trimming types of guillotine should be used
- Students should be instructed in the proper use of equipment
- No toxic materials should be used
- All flammable substances to be kept in yellow flammable cupboards e.g. wax crayons, cow gum, turpentine
- Electrical equipment should be checked regularly
- No electrical repairs should be undertaken by staff
- Food should not be consumed in the Art/Textiles areas

## **Design, Technology & Food**

All regulations should be simply and clearly explained to students in a clear manner without sensationalising tales of injuries, which may undermine the confidence of some Students. Young people's confidence and ability to operate safety within an area is increased if they are given a clearly defined personal responsibility for safe behaviour.

## **Student supervision**

Teachers supervising Students undertaking potentially hazardous processes must be appropriately qualified and possess the correct certificate of competence for those processes.

Group size in any area should be determined by the safe level of supervision possible.

Teachers should, under no circumstances, leave Students in a room carrying out any potentially hazardous activity unsupervised.

## **Personal Protection and Hygiene**

All Students and Staff must wear the appropriate personal protection for the activity upon which they are engaged. This includes safety protection related to clothing, eyes, fumes, noise and dust.

Hand-washing facilities must be available at all times and cleanliness encouraged.

Food storage and preparation must be carried out in accordance with current legislation. Food that is to be consumed must be prepared in an area specifically for that purpose. Food areas must not be used for any chemical processes, including the use of non-edible adhesives and dyes.

## **Tools, Machinery and other Equipment**

Students must be clearly instructed how to behave within Technology areas, with the emphasis placed upon responsible adult behaviour. They must be made aware of safety rules and be instructed how to use any potentially hazardous tools or equipment. They must know precisely what they personally are allowed to do; this will normally be controlled by age-related rules which may have been set down by the Local Education Authority.

Students should be encouraged to take responsibility for tool and equipment care and storage, and to report faults, damage spillages etc. They should be made aware of the accident procedure, what to do in case of fire and how and when to use emergency stop buttons.

## **Design, Technology & Food Health and Safety Summary**

Teachers and Technicians working in Technology areas must have obtained the appropriate Health and Safety training.

All Health and Safety documentation must be read and implemented.

## **Health and Safety Publications**

The school will comply with the following Health and Safety Regulations and Inspections:

- BS 4163: 2000- is specific Health and Safety standards for workshops in schools and colleges
- BS 60204-1- 1998- Electrical Safety of Machinery
- PUWER 98 – Machine Braking Regulations
- BS 7611: 2001 – Electrical Installations
- COSHH Regulations (Control of Substances Hazardous to Health Regulations 2002)
- Floor Conditions (Workplace – Health, Safety and Welfare) Regulations 1992
- Portable Appliance (PAT) testing
- Dust Extraction – compliance and inspection

The following information should be communicated to all students.

When in the work area the most important thing at all times is Health & Safety:

- Always wear an apron
- Never run
- Do not leave bags or coats on the floor
- Never throw anything in the work area; not even a piece of paper
- Tie back long hair so that it cannot be caught in machinery
- Tuck in loose clothing
- Do not wear jewellery in the work area
- Wear strong footwear never sandals
- Do not use any equipment which you have not been instructed how to use by a Teacher/Technician
- Make sure that you know the position of the Emergency Stop buttons
- Always wear goggles when using machines
- Only one person is to operate a machine. Never “help” a friend using a machine
- Always use the foot stop to turn individual machines off

## **Safety in the Food Area**

When in the work area the most important things at all times are Safety & Hygiene. The following rules apply:-

- Always wear an apron
- Never run
- Do not leave bags on the floor
- Never throw anything in the work area.
- Tie back long hair for hygiene and safety reasons
- Tuck in loose clothing
- Do not wear jewellery in the work area
- Wear strong footwear, never sandals
- Do not use any equipment which you have not been shown how to use by a teacher
- Always switch off equipment after use and at the mains before cleaning or dismantling
- Wipe up spillages immediately
- Always use oven gloves when placing food in the oven or removing dishes from the oven
- Wash all equipment in hot soapy water and use clean tea towels and dish cloths provided to clean equipment and surfaces after use
- Do not carry knives or hot items/liquids around the room
- Always ensure food is correctly prepared, cooked and stored



Remember: Always work at a steady pace and report to your Teacher immediately any accident, or anything you think might cause one.

## **Drama**

### Guidance for Staff

- Ensure that rostra are secure before use
- Ensure that all cables are safe and do not present a tripping hazard
- Ensure that electrical items have been PAT tested
- Supervise student practical work to ensure safe practices
- When moving equipment ensure that manual handling advice is followed. Seek help as necessary.

### Staff Advice to Students

- Make sure bags are stored safely
- Do not use any equipment unless supervised by staff
- Furniture should only be used for the purpose for which it is intended
- Take reasonable care when in contact with other students
- When in the Hall students should not use the stage unsupervised

## **ICT**

### **How to work safely with ICT**

ICT offers a range of benefits for teaching and learning, but all computers and devices need to be used with care. Computers and peripherals such as printers are electrical equipment, so there are some general points to consider:

- Ensure that all electrical installations are carried out by a qualified electrician.
- All equipment must be of a reliable standard and should be checked annually by qualified electricians.
- Ensure that no cabling is trailing on the floor.
- Ensure that seating is suitable for the size of students using it.
- Ensure that benching is sturdy enough to withstand the weight of the hardware and additional equipment stored on it.
- Follow health and safety guidance regarding the height, position and distance of monitors and keyboards from students when working.
- If using a portable data projector, make sure that all leads are safely located, and that students do not walk around the back of working areas which have cables.
- If using data projectors or interactive whiteboards ensure that no one can look directly into the beam of the projector.

- If you are using an interactive whiteboard, ensure that all students can reach it without standing on anything.
- If you are working with programmable toys such as floor turtles, create a clearly defined working area; use markers or seating to define the work space to ensure that students do not accidentally fall over equipment.
- Students should not disconnect or alter the equipment connections for data or power.

### **Working safely in the ICT suite**

Students should be aware of rules for using the ICT suite:

- Fire exits must be kept clear at all times.
- If students are going to be seated for extended periods, ensure that good-quality seating is provided which supports the back.
- Seating should be height-adjustable where possible so that monitors and keyboards are correctly positioned and students do not have to look up or down at the monitor for prolonged periods.
- All ICT equipped rooms should have blinds fitted to the windows; these should be adjusted to prevent unwanted reflections upon computer screens.
- Ensure that students can see displays adequately.
- Make sure that students have room to make notes or use textbooks alongside the computer.
- Ensure that the room temperature does not get too warm because computers are kept switched on for prolonged periods.
- Ensure that there is enough fresh air circulating.

### **Working safely in the classroom**

There are some issues that are more relevant to working on computers in the classroom:

- Locate the computers in areas where students can sit and work without distracting or disrupting others in the class.
- Ensure that procedures for connecting peripherals (scanners, digital cameras, webcams, control technology equipment and monitoring equipment) are followed.
- Ensure that additional equipment is situated where it will not cause a hazard such as trailing cables.
- If you are using laptops, ensure that they are located on firm desks or tables.
- Ensure that all electrical equipment is located away from water supplies and that students have are aware of electrical safety.
- Ensure that Students do not take drinks to tables if they are working with electrical equipment such as cameras, videos, laptops, computers or data-logging equipment.

## Guidelines for use of Interactive Whiteboards

Instructions for the use of interactive whiteboards and projectors are posted in each classroom.

- Staring directly into the projector beam is to be avoided at all times.
- Standing facing into the beam is minimised. Users should try to keep their backs to the beam as much as possible. In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- Students are adequately supervised when they are asked to point out something on the screen.
- Users should also try to ensure that projectors are located out of the sight line from the screen to the students; this ensures that, when teachers look at the students, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling mounting rather than floor or table-mounting the projector.
- In order to minimise the lamp power needed to project a visible presentation, room blinds should be used to reduce ambient light levels.

## Online Safety

Issues regarding online safety are addressed in the Students acceptable use of ICT policy. Protection is also provided by the filtering through appropriate access levels and key word filtering in email. Students should not have access to email and the internet until approval and acceptance of school policies has been received from parents/guardians. The ICT Network Manager is to ensure that user accounts can be prevented using the internet and email as necessary. Good classroom procedures and use of student PC monitoring software should also be used to ensure students' use of the internet is appropriate. Internet search history can be reviewed by the ICT Network Manager should there be a reason for concern. Intercepted and quarantined email should also be inspected on a weekly basis for evidence of abuse, grooming or other similar activity. Any concerns should be reported immediately to the Head of ICT and if necessary the schools 'DSL.

Students should be taught about online safety within normal teaching schemes and specifically within the introduction to email lessons. If students are observed accessing inappropriate material, the student account should be suspended and investigated as to how the site was reached specific URLs can be blocked on request to the service provider.

## Use of Images

Increasingly the school is using photographs and video images within the school setting, but this shouldn't be taken lightly.

Taking photographs of children in school is not illegal but you need to be aware that taking such photographs may be affected by legal requirements or individual school or Trust policy.

Photographs and video images of students and staff are generally classed as personal data under the terms of GDPR.

Therefore using such images for school publicity purposes will require the consent of either the individual concerned or in the case of students, their legal guardians. A consent form is sent to the parents of all students annually in September. The following points may clarify this issue:

- If the photograph is used, avoid naming the student.
- If the student is named, avoid using their photograph.

Schools should let the person being photographed know whether or not the image will be retained for further use, and ensure that the images are securely stored and only used by those authorised to do so.

### **Learning Support**

Advice for staff:

- Bags and coats to be stored safely to ensure clear walkways. Equipment to be stored safely and sensibly in designated areas.
- Staff to be aware of powered wheelchairs moving around and to alert students to their presence and guide through rooms.
- No hot drinks should be carried when students are about. Any drinks should be moved while rooms are empty.
- Any liquid spillages to be cleared up straight away.
- Staff to avoid physically moving any student wherever possible. If staff are required to move a student, two TA's to be present. Key staff to be identified. Appropriate specialist equipment to be made available (hoists, frames, turntables) and staff trained in their use. Staff to be aware of moving and handling issues and to have received the relevant training.
- Staff to be aware of students/staff with allergies and to be trained in the use of "Epipen"
- Staff to be trained in the use of Evac chairs. Refer to emergency evacuation procedure and fire notices in each room.
- Staff to wear protective gloves/aprons when carrying out personal care and to be aware of the correct disposal methods.

Staff should advise students:

- Bags and coats to be stored safely to ensure clear walkways.
- Be aware of powered wheelchairs moving around and watch out for each other. Do not touch the controls on chairs.
- Tidy up after break time snacks and put rubbish in the bins.
- Alert staff to any spillages.

## **Physical Education Classroom Expectations**

- Students should line up and wait outside the changing room for the member of staff to welcome them.
- Students should get changed into the appropriate school PE kit.
- Hair must be tied back, and jewellery must be removed before the lesson.
- Staff should ensure that the working space is suitable for the activity to take place. Any dangerous foreign bodies found on the fields or the courts should be marked/removed. (please refer to PE Risk Assessment)
- Students who are excused are still expected to change into kit and take an active role within the lesson. (Coach, referee, official, match reporter etc).
- Teachers will follow the School's Behaviour Policy (C1, C2 etc) and any misdemeanours will be recorded.
- Practical lessons will finish with approximately 10 minutes for the students to get changed. Showers will be encouraged when necessary and additional time will be provided.

## **Science**

The Health & safety Policy of the Science Department is very detailed and comprehensive. Copies of the full document are available within the department. Guidelines for Science Staff.

## **All**

- Teachers and Technicians 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 this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report any failure of equipment, which has a safety function.
- Staff practice must set a good example to students and be consistent with student laboratory rules.
- Staff must be familiar with emergency drills and familiar with the location in each science room of the escape route; fire-fighting equipment; the nearest first-aid box;

the water tap with tubing for eye washing or eye wash station; the main gas cock; the main electricity switch and the spill kit.

- Laboratories must be left safe. Special arrangements must be made for equipment, which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.
- Eating, drinking and the application of cosmetics should not take place in laboratories, preparation rooms or storage areas.
- A Teacher or Technician must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the science department. Nothing should be done which could lead to an accident needing a remedial measure.
- In general, students must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of Staff. Special arrangements may be needed for senior students doing project work depending on the hazards involved.
- Science laboratories, preparation rooms and stores should be locked by the staff when not in use, unless so doing hinders an essential fire escape route. They should be available for teacher-supervised club activities only by special arrangement.

### Teachers

- At the beginning of each school year, teachers must make sure that their classes have copies of the student rules and issue them if necessary.
- Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining them, with appropriate demonstrations.
- Lesson preparation should be adequate and include checking on Risk Assessments and, where necessary, the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should explain precautions to students as part of their health and safety education.
- Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.
- If, because of large class size or indiscipline, safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Department.
- The Teacher is responsible for the safety of any of his/her classes taken by a student teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
- Teachers in charge of biology, chemistry, physics and KS3 science are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for

their lessons and in clearing the equipment away. Class teachers may need to repeat such warnings.

### Guidance for Students during Science Lessons

- You must not enter a Laboratory unless instructed to do so by a Teacher.
- You must not do anything with equipment or materials unless told to do so by a Teacher. You must follow instructions precisely.
- You must wear eye protection when told to do so and keep it on until told to take it off when *all* practical work, including clearing away, is finished.
- When instructed to use a Bunsen burner, make sure that hair, scarves, ties etc are tied back or tucked in to keep them well away from the flame.
- When working with liquids, normally stand up; then you can move out of the way quickly if there is a spill.
- Never taste anything or put anything in your mouth when in the laboratory unless your Teacher tells you to do so. This includes sweets, fingers and *pencils* which might have picked up dangerous chemicals from the bench.
- If small amounts of chemicals or microbiological cultures get on your hands or any other part of the body, wash them off. Wash your hands after work with chemicals or with animal or vegetable matter.
- Put waste solids in the correct bin, never in the sink.
- Report any accident to the teacher. This includes burns or cuts and chemicals in the mouth, the eyes or on the skin.
- Keep your bench clean and tidy, with bags put in a place where people will not trip over them. Wipe up small splashes with a damp cloth and report bigger ones to the teacher.

### **IMMEDIATE REMEDIAL MEASURES**

#### **What Science Staff should do while waiting for first aid**

The First Aid Regulations do not necessarily require there to be a qualified first aider among science staff, yet this is clearly desirable. Nevertheless, all staff has a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g., epileptic fits.

#### **Chemical splashes in the eye**

Immediately wash the eye under running water from a tap for at least 10 minutes (or use an eye bath) and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye). If possible take a copy of the hazard.

#### **Chemical splashes on the skin**

Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash gently with soap.

#### **Chemicals in the mouth, perhaps swallowed**

Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.

#### **Burns**

Cool under gently running water until first aid arrives.

#### **Toxic gas**

Sit the casualty down in the fresh air.

#### **Hair on fire**

Smother with a cloth.

#### **Clothing on fire**

Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.



### **Electric shock**

Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

### **Severe cuts**

Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.

Notes on this  
table

Chemical splashes in the eye. More advice on washing is given in [the  
CLEAPSS *Laboratory Handbook* Section 3] / [*Safeguards in the School  
Laboratory* p107].

**Chemicals in the mouth. Sometimes attempts are made to administer an 'antidote'.  
This is likely to do more harm than good and should not be attempted.**

## Procedures in the event of a Fire

### Anyone discovering a fire should:

- Activate the nearest fire alarm point by breaking the glass, see section on Fire alarm system failure if the alarm fails to sound
- Evacuate the building – all Staff are responsible for directing Students/Visitors to the appropriate exits – **THE LIFT SHOULD NOT BE USED** and **ALL STAIRS CAN BE USED IN EVACUATION**
- All Tally Zones should be checked by the nominated person for that area
- Where safe to do so close all windows and doors as you leave the room. Exits should not be locked. All Fire Doors should be closed.
- When a zone has been checked and confirmed clear the Tally should be taken to the Assembly Point
- All confirmed Tally cards should be hung on the Master Tally Board
- Students must assemble in a quiet and orderly manner in tutor groups. They must remain at the Assembly Point and await instruction
- Students should be supervised by Form Tutors, Heads of House/Year
- The Deputy Headteacher/Assistant Headteachers are responsible for the Assembly Area and must not allow anyone to re-enter the building until instructed to do so by the Headteacher, Fire Officer/ Deputy Head in Charge or Site Manager.

### Support Staff and Visitors

- All Support Staff, kitchen staff and visitors leave the building by the nearest fire exit and proceed to the assembly point on the running track.
- All support staff to report to the Operations Manager
- Kitchen Staff should report to the Catering Manager, who then reports to the Operations Manager

### Wheelchair/Disabled Students

- Evacuation of wheelchair students.
- All students with wheelchairs or mobility aids have a PEEP (personal emergency evacuation plan). Any student with a PEEP must be evacuated as per the terms agreed with the SENCO. The Teaching Assistant will be made aware if the student they are with is subject to a PEEP and will implement this in the event of an evacuation.

## Specific Staff Responsibilities

### Senior Leadership Team (Fire Wardens):

- Wendy Fox (Ros Mason back up) to staff the Master Tally Board/open service gates
- Ros Mason to evacuate The House, Sixth Form and Elliott Medway
- Matthew Robinson to be responsible for the assembly points
- Wendy Fox/Jonathan Hodkin (Ros Mason/Site Team back up) verify that the building is clear ie. all Tally Cards are returned.
- Jonathan Hodkin (Site Team back up) to report the state of the building to the Chief Fire Officer when they arrive on site.
- Keith Hirst (Matthew Robinson back up) to confirm with Jonathan Hodkin that the building is safe to enter.
- All the Senior Leadership Team to supervise the orderly return of staff and students into the building when it is safe.
- Wendy Fox (Ros Mason back up) to inform reception staff to return to the building when it is safe to do so.

### Assembly Point Supervisors

- Darren Frost (KS3/4)
- Andrea Williams/Lauren Bradshaw (6<sup>th</sup> form)
- Pippa Allan (SEN/KS3/4)

### Site Manager/Site Team (Fire Wardens)

- Attend the fire alarm panel.
- Identify the fire zone.
- Confirm there is a fire and instruct main reception to call **999**.
- Liaise with the Chief Fire Officer and Senior Leadership Team.

### Main Reception (one person)

- 999 call to be made by the direction of Jonathan Hodkin only (Keith Hirst in his absence).
- Remain at the Chatsworth Road entrance to direct the Fire Brigade when it arrives.
- Direct visitors/trade personnel to the assembly point and account for all visitors.

### Heads of House

- Assemble the students by tutor group and surname order.

## Fire Extinguishers and other Fire Safety Equipment

Fire safety equipment is provided in all appropriate/designated areas as required, this includes extinguishers, hoses or blankets. All equipment is clearly identifiable and a guide to extinguisher types is provided in your Fire Safety Handbook. All Staff should ensure they are aware of the correct extinguisher to be used in the event of a fire. If you discover any used or damaged firefighting equipment please report this to the **Site Manager immediately**.

## Fire Alarm System Failure – Back Up Procedure

If the fire alarm fails to sound when the call point is activated go to the next nearest call point and activate that. If that too fails to sound the alarm follow the following procedure.

- Go to the nearest allocated office (see list)
- Collect the Air Horn & Emergency Whistle (red)
- Proceed to the corridor area – hold the air horn at arm's length and press the button firmly down to activate the horn for approximately 5 seconds followed by three (3) short blasts on the emergency whistle.
- Move around the area and continue the procedure to ensure evacuation commences. As you join the evacuation continue to sound the air horn and whistle but ensure you stand away from other staff and students to prevent hearing damage.
- Other staff hearing the alert should proceed to the nearest back up alarm point and sound the air-horn and whistle and proceed as above
- On leaving the building make your way to the allocated muster point. Once outside stop sounding the warning.
- Wardens should carry out their checks as normal and return all Fire Tallies to the muster point as usual.

## Back up Equipment Locations

### Top Floor:

- Data/Exam Office
- Geography/Humanities Office
- Maths Office

### Middle Floor:

- English Office
- Staff Room
- Library Office

## **Ground Floor:**

- ICT Office (West Stairs)
- Languages Office (East Stairs)
- D&T Office
- Pastoral Support Office
- Operations Manager Office
- Art Office
- Site Team Workshop
- Senior Science Technicians Room
- Reprographics
- Main reception Office
- H1 Office (Drama)
- Performing Arts Office (Music)
- Main School Kitchen Office

## **Sports Hall:**

- Office

## **Elliott Medway Block:**

- History Office

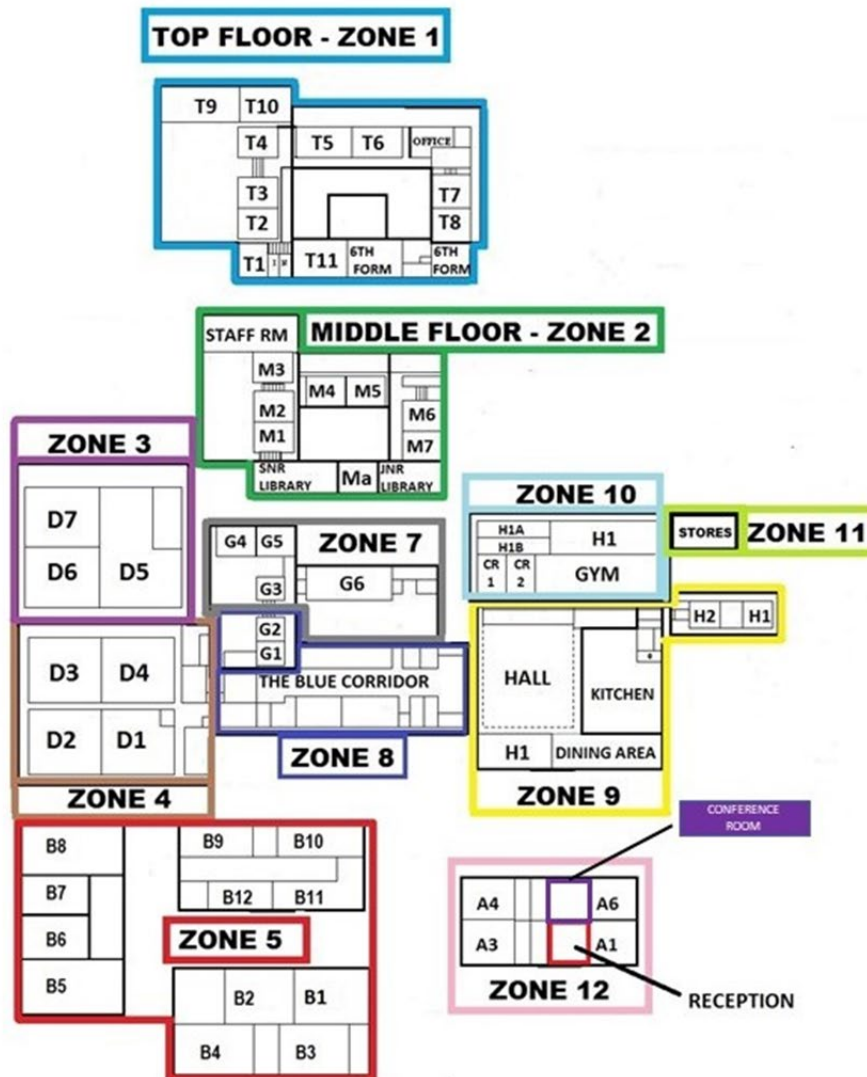
## **6<sup>th</sup> Form Block:**

- S3 (Classroom)

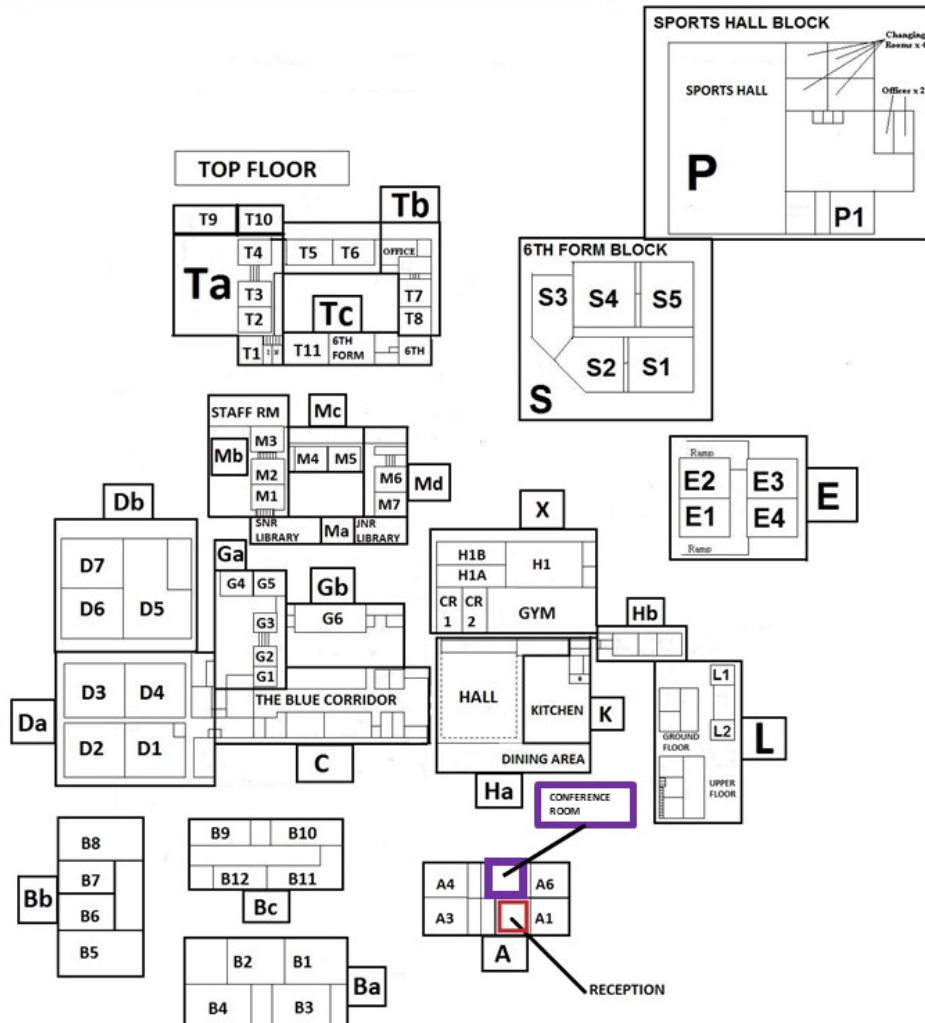
## **School House:**

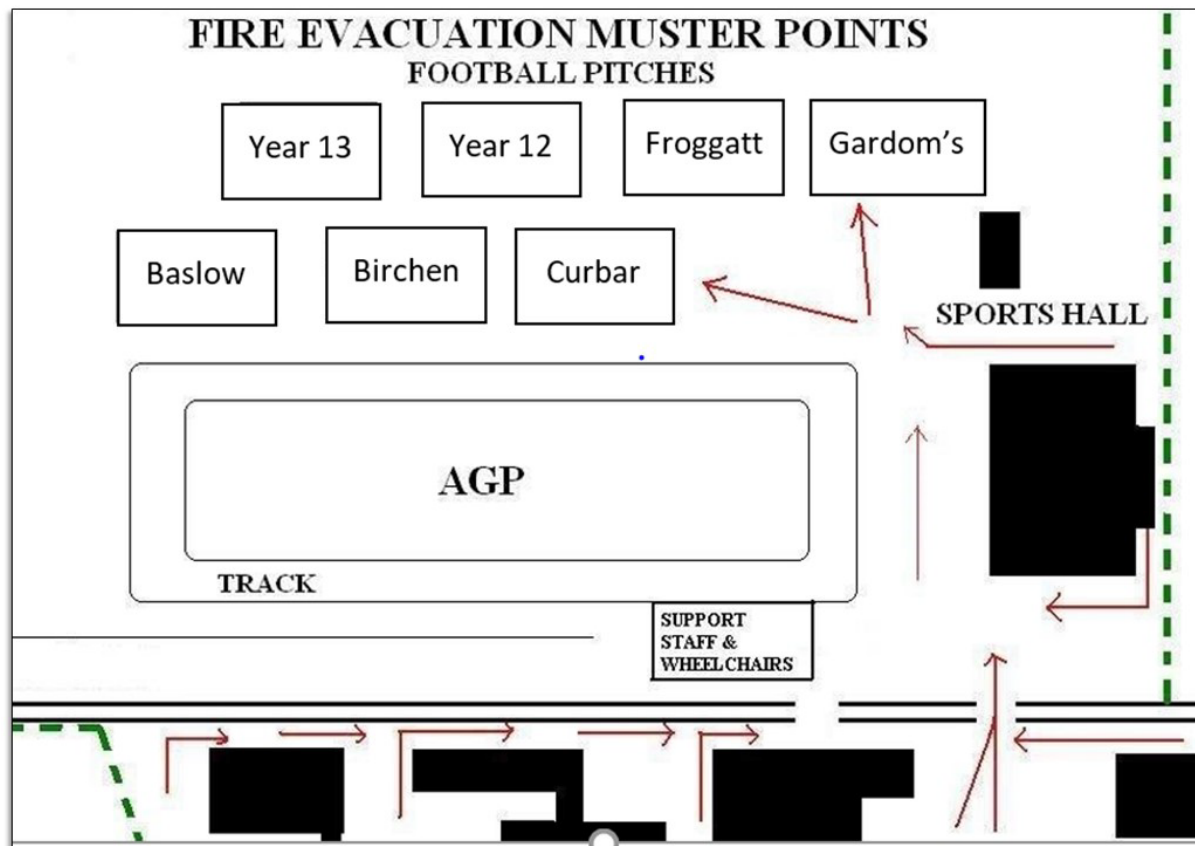
- The Arc (SEN)

## BCS Main Building Fire Alarm Panel Zones



## BROOKFIELD COMMUNITY SCHOOL TALLY ZONES 2023-2024







## Tally Areas

Tally to be handed to Wendy Fox (or Ros Mason in her absence) on arrival at the evacuation point.

<b>Tally Area</b>	<b>Tally</b>
Rooms A1-6 , Conference Room plus toilets	<b>A</b>
Reprographics – Rooms B1, B2, B3 and B4	<b>Ba</b>
Rooms B5-B8 plus Science Staff Room and Office	<b>Bb</b>
Rooms B9-B11 plus ICT Office, Science Prep Room	<b>Bc</b>
Rooms D1-D4, HOH Office, Pastoral Support Office	<b>Da</b>
Technology Rooms D5-D7, Staff area, workshop toilets	<b>Db</b>
Blue corridor including all offices, and toilets	<b>C</b>
Rooms G1-G5 and IT/Business Office	<b>Ga</b>
Room G6, MFL office, Toilets	<b>Gb</b>
Library/Junior Library	<b>Ma</b>
Rooms M1-M3, Staff Room, SLT Office	<b>Mb</b>
Rooms M4-M5 and Disabled Toilet	<b>Mc</b>
Rooms M6-M7 and English Office	<b>Md</b>
Rooms T1-T4, Geography Office, SLT Office, T9-T10	<b>Ta</b>
Rooms T5-T8, Maths Office and Toilet	<b>Tb</b>
Rooms T11 and 2 x 6 <sup>th</sup> Form Areas	<b>Tc</b>
Kitchen	<b>K</b>
Changing Rooms, Gym/H1/H1A and H1B	<b>X</b>
Hall and Stage	<b>Ha</b>
Gym, H2, H3 and Office plus Rehearsal Rooms	<b>Hb</b>
House	<b>L</b>
Elliot Medway	<b>E</b>
Sixth Form Block	<b>S</b>
Sports Hall	<b>P</b>

The most up-to-date version of the fire procedures is in the Staff Handbook which is saved on the BCS Workspace on the Intranet under 'Staff Handbook'.

## APPENDIX A – FIRST AID

The following employees are named First Aiders:

Name	Qualification	Expiry Date of Certificate
Mr C Mason	First Aid at Work (3 days)	31 January 2026
Mrs K Rutherford	First Aid at Work (3 days)	31 January 2026
Miss K Milnes	First Aid at Work (3 days)	24 May 2025
Mrs J Richardson	First Aid at Work (3 days)	14 July 2024
Mrs E Gregory	Emergency First Aid at Work (1 day)	12 November 2023
Mrs T Jones	Emergency First Aid at Work (1 day)	12 November 2023
Mr D Knight	Emergency First Aid at Work (1 day)	12 November 2023
Mrs K Knight	Emergency First Aid at Work (1 day)	12 November 2023
Mrs A Carter	Emergency First Aid at Work (1 day)	12 November 2023
Mrs R Mason	Emergency First Aid at Work (1 day)	12 November 2023
Mrs S Shaw	Emergency First Aid at Work (1 day)	12 November 2023
Miss M Stephens	Emergency First Aid at Work (1 day)	12 November 2023
Mrs H Rippin	Emergency First Aid at Work (1 day)	21 March 2026
Mrs S Birks	Emergency First Aid at Work (1 day)	21 March 2026
Mrs S Petrillo	Emergency First Aid at Work (1 day)	21 March 2026
Miss H Johnson	Emergency First Aid at Work (1 day)	21 March 2026
Mr J Pirie	Emergency First Aid at Work (1 day)	21 March 2026
Mr J Hodkin	Emergency First Aid at Work (1 day)	21 March 2026
Miss M Stancill	Emergency First Aid at Work (1 day)	21 March 2026
Mr D Frost	Emergency First Aid at Work (1 day)	21 March 2026
Mr L Tyrrell	Emergency First Aid at Work (1 day)	21 March 2026
Mr T Greveson	Emergency First Aid at Work (1 day)	21 March 2026
Mrs Y Myers	Emergency First Aid at Work (1 day)	21 March 2026
Miss R O'Connell	Emergency First Aid at Work (1 day)	21 March 2026
Mrs A Wagstaffe	Emergency First Aid at Work (1 day)	12 November 2023
Mr C Greenwood	Outdoor First Aid Incident Management	13 April 2024
Miss L Ridgeway	Activity First Aid (RQF)	26 June 2024
Mr D Knight	Mental Health First Aid (Adults)	23 June 2024
Mrs H Grundy-Cocking	Mental Health First Aid (Children)	26 February 2024