

The High School
Leckhampton

Health & Safety Policy

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1. Statement of Intent

At the High School Leckhampton we are committed to the Health and Safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

In order to discharge our responsibilities, we will:

- Provide adequate control of the Health and Safety risks arising from our work activities
- Consult with our staff on matters affecting their Health and Safety.
- Provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained; and offers protection from danger by being suitably guarded (where appropriate)
- Ensure safe handling, use, storage and transport of articles and substances
- Provide adequate information, instruction, and training to enable adults and pupils to carry out activities in a healthy and safe manner and enable them to contribute positively to their own Health and Safety and that of others.
- Ensure all employees are competent to do their tasks.
- Prevent accidents and cases of work-related ill health.
- Make arrangements within the school for the reporting of all accident/violent incidents.
- Make positive arrangements for fire evacuation, first aid and other emergency situations.
- Provide and maintain a safe and healthy school building/s with safe access and egress, paying particular attention to the structure of the building/s, the electrical installation, draining, glazing, maintenance of floors / corridors / steps / doorways / fire escape routes and security arrangements to minimise the risk of acts of violence
- Provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation.

- Provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings.
- Maintain safe and healthy working conditions
- Have robust procedures in place in case of emergencies
- Review and revise this policy as necessary at regular intervals

This policy is based on advice from the Department for Education on [Health and Safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#)

[The Management of Health and Safety at Work Regulations 1992](#)

[The Management of Health and Safety at Work Regulations 1999](#)

[The Control of Substances Hazardous to Health Regulations 2002](#)

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)

[The Gas Safety \(Installation and Use\) Regulations 1998](#)

[The Regulatory Reform \(Fire Safety\) Order 2005](#)

[The Work at Height Regulations 2005](#)

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

2. Introduction

To achieve compliance, the Governing Body will delegate duties to employees who will provide support to meet the responsibilities.

It is a requirement of The Management of Health and Safety at Work Regulations 1999 that all businesses appoint a Competent H & S advisor. The High School Leckhampton buys into an external organisation that provide an ongoing advisory and support service which will enable the school to achieve and maintain compliance. For 2022 to 2023 the service level agreement will be with Gloucestershire County Council who provide external visits to review the school's documentation and records, telephone advice and guidance on a number of activities that impact on the day-to-day operations of the school.

3. Health and Safety Responsibilities

To ensure the Health and Safety standards are maintained/ improved the follow people have responsibility in the following areas:

- **The Governing Body**

The Governing Body has ultimate responsibility for Health and Safety matters in the school but will delegate day-to-day responsibility to The Headteacher.

The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their Health and Safety. This applies to activities on or off the school premises.

The Governor who oversees Health and Safety is Tim Callaghan.

The Trust, as the employer, also has a duty to:

- Determine the school's Health and Safety policy and its implementation
- Establish clear lines of accountability for Health and Safety
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents
- Provide access to competent Health and Safety advice
- Ensure the provision of a business continuity plan
- Ensure that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- Ensure that suitable Health and Safety provision is made for pupils with special needs and the staff involved
- Ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented
- Ensure hazards are identified, risk assessments are undertaken, and standards are set to achieve Health and Safety objectives
- Ensure clear plans for coping with sudden emergencies are developed and maintained
- Develop a positive Health and Safety culture

- **The Headteacher**

Without limiting the responsibility of the Governors, the Headteacher will generally oversee the day-to-day management of safety and implementation of this policy within the school.

The Headteacher will:

- ensure compliance with Health and Safety policy
- make clear any duties in respect of Health and Safety, which are delegated, to members of staff.
- make themselves familiar with any documentation and/or instruction referring to the Health and Safety

- **Health and Safety Lead**

The nominated Health and Safety lead is The Operations Manager (Wayne Grant).

The Health and Safety Lead, along with the Site Manager, will ensure that:-

- The Headteacher is advised of any relevant changes in Health and Safety legislation and code of practice
- Communicate and consult with staff on Health and Safety issues and regularly attend Health and Safety meetings
- The schedule of statutory examinations of plant, equipment and vehicles is maintained
- Premises, plant, equipment, and school vehicles are maintained in a safe condition
- Adequate arrangements are in place to ensure the security of the school, the staff, visitors, and pupils
- Adequate arrangements for fire are established
- Contractors engaged are reputable, can demonstrate a good Health and Safety record and are made aware of relevant school's Health and Safety rules and procedures
- Health and Safety notices are displayed
- Safe systems of work are developed and implemented
- Risk assessments are completed, recorded, and regularly reviewed
- 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
- Personal protective equipment is provided
- Hazardous substances are stored, transported, handled, and used in a safe manner according to the manufacturer's instructions
- Where appropriate, advice will be sought from the Gloucestershire County Council SHE unit in accordance with the Health and Safety service level agreement

- **All other staff**

All staff are required to comply with the school's Health and Safety policy and associated arrangements. They are required to:

- Take reasonable care for their own Health and Safety at work and of those who may be affected by their actions or by their omissions.
- Comply with the Health and Safety instructions and information and take appropriate Health and Safety training as required

- **Pupils**

Pupils are responsible for following the school's Health and Safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

- **Contractors and Visitors**

Contractors will agree Health and Safety practices with the Operations Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Health and Safety Arrangements at Work (Audit)

A Health and Safety audit will take place *every year*. An example of the Health and Safety Audit can be found in *Appendix 1*.

Health and Safety Committee

The Health & Safety Committee will meet every term and consist of representatives from the staff and governors.

5. Accident, First Aid and Medical Conditions

Accident Reporting

- **Accident record book**

An entry in the Accident Record book will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident.

Information about injuries will also be kept in the pupil's educational record.

Records held in the accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

- **Reporting to the Health and Safety Executive**

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

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

Reportable injuries, diseases or dangerous occurrences include:

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

- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - ❖ The collapse or failure of load-bearing parts of lifts and lifting equipment
 - ❖ The accidental release of a biological agent likely to cause severe human illness
 - ❖ The accidental release or escape of any substance that may cause a serious injury or damage to health
 - ❖ An electrical short circuit or overload causing a fire or explosion

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

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

➤ **Notifying parents**

The Operations Manager will inform parents of any serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

➤ **Reporting to child protection agencies**

The DSL will notify Gloucestershire Safeguarding Partnership of any serious accident or injury to, or the death of, a pupil.

➤ **First Aid and Medical Conditions**

The school has a separate First Aid Policy

- The school has trained first aiders and details are displayed on notices throughout the school
- First aid boxes are in the medical room/ reception and other key areas across the school and are checked termly
- First aid kits to be taken off site for fixtures and or educational visits can be obtained from the Operations Manager
- All accidents/ incidents are to be reported and entered in the relevant accident/ incident book (pupils, staff, and visitors)
- Health Care Plans are written for pupils with an allergy or illness. These are available for all staff on the 'SharePoint'
- Personal Emergency Evacuation Plans (PEEPS) are written for all pupils who require assisting in the event of an emergency. These are available for all staff on the 'SharePoint'

6. Legionella

The school has a designated person, the Site Manager, as responsible for overseeing Legionella Controls and they will receive appropriate training.

A Legionella survey with schematic drawings will be carried out by a competent contractor registered and trained in L8 (as stated in Health and Safety Code of Practice), which will be reviewed every two years. Any work carried out between reviews will be documented.

Risk assessments are reviewed annually to ensure all risks are kept to a minimum or when significant changes occurred to the water system and/or building footprint.

Water temperatures are taken monthly (using a suitable thermometer) and recorded. If temperatures do not meet legal requirements, appropriate action will be taken. Equipment used to record temperatures must be calibrated annually and recorded.

Outlets not used within a seven-day period should be flushed and recorded weekly.

All water heaters must be maintained as per manufacturer's guidance.

The following activities will be undertaken to mitigate the risks from legionella:

➤ **Quarterly**

Dismantle, clean, and disinfect all showerheads and hoses

➤ **Six-monthly**

Safety check of TMV Valves.

Check the water and inlet temperature in storage tanks or cisterns by a competent contractor.

Examination of the internal condition of all storage tanks and cisterns by a competent contractor.

➤ **Annually**

Examination of the internal surfaces of hot water cylinders or calorifiers by a competent contractor.

Service TMV's by a competent person.

Visually inspect water tanks, check the water and inlet temperature in storage tanks or cisterns by a competent contractor.

Chlorination if required by a competent contractor.

Tank water samples tested by a competent contractor.

7. COSHH – Control of Hazardous Substances

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

- Chemicals
- Products containing chemicals

- o Fumes
- o Dusts
- o Vapors
- o Mists
- o Gases and asphyxiating gases
- o Germs that cause diseases, such as leptospirosis or legionnaires disease

Designated staff, including Curriculum Leads for D&T and Science, as well as the Operations Manager will be responsible for identifying all substances that require COSHH assessments.

These designated staff will be responsible for undertaking COSHH assessments.

Heads of department are responsible for ensuring that actions identified in the assessments are implemented.

The use of chemicals for teaching as set out in the national curriculum will be done in accordance with the guidance and hazard cards produced by CLEAPPSS.

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

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

Head of Departments and designated staff will check that new substances can be used safely before they are purchased.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

8. Radiation

The Science Department holds a selection of radioactive substances. The Science Department works closely with CLEAPSS on behalf of the school to ensure that the school complies with the Ionising Radiations Regulations.

9. Asbestos

Asbestos was not used in the construction of the school buildings (which were completed in Sept 2022).

Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record will be kept of the location of asbestos that is found on the school site.

10. Infection Prevention and Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable:

➤ **Handwashing**

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

➤ **Coughing and sneezing**

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

➤ **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

➤ **Cleaning of the environment**

- Clean the environment frequently and thoroughly

➤ **Cleaning of blood and body fluid spillages**

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

➤ **Laundry**

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

➤ **Clinical waste**

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

➤ **Animals**

- Wash hands before and after handling any animals

- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

➤ **Infectious Disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

❖ **Following good hygiene practices**

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

❖ **Implementing an appropriate cleaning regime**

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

❖ **Keeping rooms well ventilated**

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

➤ **Pupils vulnerable to infection**

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

➤ **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

11. DSE (Display Screen Equipment)

All staff who use computers daily as a significant part of their normal work are entitled to have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

12. Visitors

All visitors are expected to sign in at the main reception, where they will be given Safeguarding and Health and Safety information. They will be identified by a visitor's Lanyard which must be worn at all times. Visitors must never be unaccompanied on site, unless they have shown an enhanced DBS and the Headteacher has given permission. Visitors must sign out of main reception at the end of their visit.

13. Off-Site Visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit information about the specific medical needs of pupils, along with the parents' contact details
- We will endeavor to have at least one first aider on every school trip or visit

14. Equipment

➤ Electrical Equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to The Operations Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- A competent electrician will inspect fixed electrical installations every 5 years. A certificate of inspection (EICP report) will be obtained and held on record. Any 1,2 or F1 codes will be actioned as appropriate
- All portable electrical equipment will be inspected annually by a competent person and items recorded as faulty will be repaired or disposed of

➤ **Equipment (General)**

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

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

➤ **Equipment (PE)**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the Sports Hall and Activities Studio floors or other apparatus will be reported to the Operations Manager.

➤ **Machinery Guarding**

The Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11) states that all dangerous parts of machinery or equipment must be guarded or covered. The Headteacher is required to ensure where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment, this can be delegated by the Headteacher.

The machinery must be inspected by a competent contractor annually and appropriate action taken to recommendations.

➤ **Stop Buttons**

Under the Provision and Use of Work Equipment (PUWER) 1998 Regulation 16, emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment. Any repair and maintenance carried out on equipment that may be hazardous to people in the vicinity, will be carried out under strict isolation procedures.

➤ **Fume Cupboards and Kilns**

Fume cupboards and kilns will be inspected annually by a competent contractor and faults actioned either by repair or removal of use. Staff will ensure pupils are taught how to carry out and set up equipment safely and efficiently. Staff are to ensure that equipment is set up safely. Staff using equipment must ensure appropriate risk assessments are carried out and reviewed annually or sooner if there are any significant changes that affect the validity of the risk assessment.

➤ **Local Exhaust Ventilation (LEV)**

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. A competent person will inspect and document weekly with an external contractor inspecting annually. Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

15. Gas/ Electrical Safety

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

Gas pipework, appliance and flues will be regularly maintained and checked annually by a competent engineer.

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

16. External Users of School Facilities

Those who hire any aspect of the schools within the school will be made aware of the content of the school's Health and Safety policy and will have responsibility for complying with it. Hirers are also required to adhere to the Lettings Terms and Conditions.

17. Fire Safety & Evacuation of the Building

New staff and 'at the start of each academic year' staff will be informed of the school's fire procedures within their induction and by the staff handbook.

In accordance with Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999; employers are required to undertake a specific risk assessment of risks posed by fire which will be undertaken annually.

An independent risk assessment is carried out every 2 years by a competent contractor.

Employees or pupils with any form of disability who cannot be adequately protected by the standard fire safety provisions within the premises will have a Personal Emergency Evacuation Plan (PEEP).

Fire Drill (announced or unannounced) will take place every term.

Fire drills/activation of alarm will be recorded in the Fire Logbook including the time for full evacuation to be completed and any changes required to evacuation procedure.

The fire alarm/call points, fire extinguishers, emergency lighting, lightning conductors and flue shaft are serviced/maintained annually by a competent contractor.

The Site Manager is required to check and document the following ensuring that any failures/faults are rectified and documented:

- fire alarm/call points weekly
- fire extinguishers visual check weekly
- emergency lighting percentage monthly
- emergency doors and signage monthly

All staff must ensure any fire door is not wedged, held or open in any manner and any automatic fire door is kept clear of any obstructions for the doors to close on activation of the fire alarm.

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals, by the person with day-to-day control over the area.

The Site Manager will undertake regular inspections and report any defects or obstructions to the Operations Manager

See *Appendix 2* - Fire Evacuation Procedures

18. Food Safety / Technology

The Chef Manager is required to ensure that food safety procedures are adhered to.

Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.

Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned and adhere to the risk assessments in place at all times.

Pest control throughout the school will be managed by an external contractor and records kept on site.

19. Lifts and Hoists

The passenger lift will be inspected by a competent engineer every six months and records retained on site.

20. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

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

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

21. Severe Weather

See *Appendix 3* for the Severe Weather Communication Plan

22. Slips, Trips and Falls

All staff should take care of the school environment, clearing up spillages when appropriate. If they are unable to clear up spillages themselves, this should be reported to the Site Manager.

Staff are reminded to report any slips, trips or falls to the Operations Manager.

23. Site Security (access, gates access control community entrance)

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

They are both key holders and will respond in an emergency.

24. Manual Handling

The Manual Handling Regulations 1992 (as amended) require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks must be carried out.

Individuals are responsible in determining whether they are fit to lift or move equipment and furniture. If an individual feels that lifting an item could result in injury or exacerbate an existing condition, they must ask for assistance.

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

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

25. Working at Heights

The Working at Heights Regulations 2005 state that no work should be undertaken at heights unless there is no alternative.

Working at heights risk assessments must be undertaken.

Training will be provided for all staff who may have to work at heights.

Teaching and other staff who assist in putting up displays within each school of the Trust must be given appropriate training and use appropriate access equipment, e.g., step ladders, kick stools etc.

They must also wear appropriate footwear and clothing whilst putting up displays and not climb on furniture to put up displays.

Ladders are retained by the Site Manager and are checked and documented monthly for safety. Ladders documented as unsafe will be disposed of immediately. Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety and report any safety concerns.

All pupils are prohibited from using ladders.

Contractors are expected to provide their own ladders for working at height.

Access to high levels, such as roofs, is only permitted by trained persons.

26. Waste Disposal

The school has one bin compound that has general waste and recycling waste bins. Confidential waste is disposed of in an internal bin within the school. This is collected by a registered confidential waste disposal company who are contracted by the school.

Hazardous waste (such as computers, light bulbs, fridges, and aerosols) will be disposed of in line with Waste Electrical and Electronic Equipment Regulations (WEEE). Any staff that require disposal of hazardous waste should notify the Operations Manager to ensure the appropriate collection and disposal.

27. Personal Protective Equipment (PPE)

PPE will be provided to employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

28. Safeguarding

All staff will receive annual Safeguarding Training from the DSL and must ensure that they have read and comply with the school's Safeguarding and Child Protection Policy.

29. Transport Movement of Vehicles and Cycles on Site.

Staff are expected to drive slowly around the school car park, obeying a 5 mile an hour speed limit.

30. New and Expectant Mothers

The Management of Health and Safety Regulations 1999 Regulation states that if any employee becomes pregnant, they must inform their line manager as soon as practicable, this can initially be verbally, but must be followed up by written confirmation from their doctor (matb1 certificate).

Their line manager will carry out an individual risk assessment of the work that the employee undertakes to determine any risks to her and her unborn baby that may arise.

Pregnant employees must not carry out manual handling tasks, use or come into contact with any chemicals or work at height (stand on stepladders, step ups etc)

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

31. Risk Assessments

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires that an employer must carry out a suitable and sufficient assessment of the significant Health and Safety risks.

It is the responsibility of the Headteacher to ensure appropriate risk assessments are available and annually reviewed.

All significant hazards must be assessed by the person/faculty creating the hazard and approved by the Headteacher.

Suitable and sufficient risk assessments must be available for staff to view on the Shared Drive where there is a potential risk.

32. Smoking

Smoking (including the use of e-cigarettes) is not permitted on any part of the school premises.

33. Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

34. Training

Our staff are provided with Health and Safety training as part of their induction process.

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

35. Inspections

The Site Manager is responsible for undertaking all the necessary statutory and recommended premises checks and inspection within the school and for keeping relevant up to date records.

36. Violence, Behaviours, Bullying and Harassment

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

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

Links with other policies

- First Aid
- Supporting Pupils with Medical Conditions
- Accessibility Policy
- Safeguarding and Child Protection

Rights Respecting School Statement

The contents of this policy have been reviewed taking into account The High School Leckhampton's responsibilities as a Rights Respecting School. In particular, our commitment to the following articles of the Convention of The Rights of The Child:

Article 28: (Right to Education): *The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.*

Article 29: (Goals of Education): *Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to love peacefully, protect the environment and respect other people.*

Appendix 1: Health & Safety Audit - DRAFT

Completed by:			Date:	
Ref:	Subject	Yes/No	Comment	Action
General	Is the general condition / maintenance of the building(s) acceptable?			
	Is the general condition / maintenance of the grounds acceptable?			
	Is the health and safety law poster on display?			
	Is there a clear structure of responsibilities for health and safety, and do those in posts carrying safety functions understand and fulfil their responsibilities?			
	Does the school have a health and safety committee?			
	Is a system in place for reporting health and safety concerns, and are all staff and pupils aware of it?			
	Is drinking water available from readily accessible areas separate from bathroom facilities and are they from a clean, well-maintained source that's clearly marked as such?			
Monitoring	Does the inspections and checks log show a regular pattern of inspections and checks for the premises?			
	Are all regular maintenance records kept up to date and available for inspection?			
	Is there a system for notifying the site manager of defects found with equipment or premises?			
	Are defects logged immediately and is prompt and appropriate action taken to resolve these defects?			
	Are termly health and safety inspections of the site undertaken by the governor with responsibility for health and safety, along with the operations manager, site manager and health and safety representatives, where customary? Are these inspections documented?			
	Is there a school health and safety action plan?			
	Is regular monitoring of health and safety undertaken by heads of department, and have heads of department received training for this role?			
	Is health and safety a standing agenda item at relevant governing body committee meetings?			

Policy	Is there a health and safety policy, and has it been signed and dated by the headteacher or chair of governors?			
	Is the health and safety policy made available to all staff, parents and contractors?			
	Is the policy included in the induction process and are policy changes effectively communicated to all staff?			
Risk Assessments	Has a risk assessment audit been carried out within the last year to ensure that school-specific risk assessments are in place where needed and fit for purpose?			
	Are risk assessments for individuals being carried out where required, for example for known medical conditions where there are health and safety implications, such as epilepsy?			
	Have heads of department created specific risk assessments for relevant curriculum activities?			
	Have staff, pupils and visitors been informed of the hazards and risks on the site?			
	Are staff aware of the content and location of all relevant risk assessments?			
Accident Reporting	Is there a procedure in place for recording and reporting accidents to staff and pupils, including those that are RIDDOR-reportable, incidents of violence towards staff, and 'near-misses'?			
	Is an employee accident book kept in line with the Social Security (Claims and Payments) Regulations 1979?			
	Are accident records monitored for trends?			
	Are governors routinely notified of any significant accidents?			
Housekeeping	Is general housekeeping satisfactory?			
	Is regular cleaning carried out to a suitable standard?			
	Is a schedule of deep cleaning in place, in particular for dining areas, kitchens and food technology areas?			
	Are materials and equipment stored in an orderly, safe and suitable fashion, including cleaning chemicals?			
	Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?			

	Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?			
External and Access	Are trees in or overhanging the grounds safe and in good condition?			
	Are these trees checked for disease and weakness every 2-3 years by a specialist contractor?			
	Are walls and fences in good condition?			
	Are grounds, including playgrounds and games pitches, kept clear of refuse and litter and regularly checked for damage and disrepair, and are they currently in good condition			
	Is PE and outdoor play equipment inspected annually by a competent contractor?			
	Are waste bins and any external storage spaces covered, secured and located a safe distance away from buildings?			
	Are external pathways and other outside areas checked daily for trip hazards and general maintenance?			
	Is the car park free from surface damage, such as potholes?			
	Is there safe access to and egress from the school?			
	Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?			
	Is there suitable separation between vehicles and pedestrians on the site?			
	Where physical separation between vehicles and pedestrians is not possible, are there suitable signs and traffic calming measures – such as signage, speed restrictions or speed humps? Are these signs in good condition and legible?			
	Is adequate access to the site maintained for emergency services?			
	Is disabled access clear of obstructions?			
	Is salt and grit readily available to treat paths and walkways in icy weather?			
	Is there an accessibility audit and access management plan, and are these kept up to date			
	Are outbuildings in good condition?			

	Are risk assessments and control measures in place to ensure that grounds maintenance is undertaken safely?			
Roof ceilings and walls	Are roofs inspected regularly and repaired where necessary?			
	Are any fragile roof surfaces identified by signage?			
	Are lightning conductors serviced annually?			
	Are gutters, roof outlets, rain pipes etc. inspected every 6 months, or more frequently as required			
	Are external walls, ceilings, partitions and cladding inspected for damage regularly and repaired where necessary?			
	Has a rolling programme of painting and decorating works been established?			
	Are internal and external finishes, including tiling, masonry and paintwork, inspected annually?			
Security	Are windows locked and secured at the end of the day?			
	Are blinds/curtains drawn in ground floor rooms at the end of the day?			
	Are doors locked and secured at the end of the day?			
	Is the intruder alarm set at the end of the day?			
	Is the intruder alarm checked weekly, and any faults reported?			
	Are external lights checked weekly, and any faults reported?			
	Are gates and perimeter fencing of adequate height and well maintained?			
	Are CCTV systems checked weekly and footage kept for a suitable period?			
	Is there a signing-in system and visitors' book in the school reception area?			
	Are all staff and visitors issued with identity badges?			
	Is the number of entrance points onto the school site kept to a minimum and are they adequately controlled?			
	Are doors giving direct access to pupils kept secure against unauthorized persons?			

Lettings	If parts of the premises are used by another organisation, have responsibilities for health and safety been clearly defined?			
	Is a lettings policy in place and up to date?			
	Are key risks and emergency procedures clearly communicated to hirers?			
	Are there formal arrangements in place to notify other users and occupants of the site of new health and safety issues?			
Contractors	Are there arrangements in place for the control of contractors on site?			
	When awarding contracts directly, is health and safety included in specifications and contract conditions			
	Are appropriate competency checks undertaken prior to engaging a contractor directly?			
	Are control measures in place to ensure separation between students and contractors as far as possible? When contact is unavoidable, are contractors DBS checked?			
	When large vehicles and machinery will be moving on the site, are risk assessments carried out and control measures put in place?			
Floors & Corridors	Are floor surfaces and coverings kept clean, in good condition, non-slippery and free of trip hazards?			
	Are corridors, gangways and other internal pedestrian routes kept clear of obstructions?			
	Are any sudden changes in floor level highlighted?			
	Are there procedures in place to deal with spillages?			
Staircases and Ramps	Are stairs even, unworn, and adequately lit?			
	Do the stairs have handrails, Are the handrails in good condition?			

	Are ramps of a suitable gradient and non-slippery?			
Electrical Equipment	Do all items of frequent use or high risk portable equipment undergo portable appliance testing (PAT) on an annual basis			
	Have all infrequently use and low risk items of portable electrical equipment been tested within the last 5 years?			
	Do all portable appliances have an up-to-date portable appliance testing PAT sticker			
	Has all fixed electrical equipment and wiring been inspected within the last 5 years?			
	Are inspection records for all items of electrical equipment available and up to date?			
	Are electrical leads kept tidy and secure, or are there any trailing electrical leads?			
	Are sockets used for no more than one plug each?			
	Are staff checking that appliances, plugs and sockets are safer before they use them?			
	Are there regular briefings to staff and are posters displayed etc. To reminders staff to switch off lights monitors etc?			
	Is all non-essential electrical equipment turned off at the end of each school day?			
	Are electrical meter readings being recorded every month?			
	Are the locations of emergency shut off switches for electricity marked up on an accessible plan. Do relevant staff know their locations?			
Oil and Gas	Are all gas appliances, including gas boilers inspected and safety tested annually by a gas safety contractors?			
	Are gas cylinders stored appropriately			
	Is oil stored in such a way which satisfies the requirements in The Control of Pollution (oil Storage) (England) Regulations			
	Are boiler rooms kept free of combustible materials?			

	Does gas pipework receive a pressure test every year?			
	Are gas meters readings being recorded every month?			
	Is the gas supply turned off in labs, workshops and kitchen when not in use?			
	Are the locations of emergency shut off switches for gas marked up on an accessible plan. Do relevant staff know their locations?			
Toilets and Bathrooms	Are the toilets facilities adequate for the number of staff and pupils, well supplied and hygienically maintained?			
	Are regular checks of toilet facilities carried out during the day?			
	Are tiles and seals in good condition?			
	Are floors clean and dry?			
	Are extractor fans clean and working?			
	Is hot water at the point of use at a temperature that does not pose a scalding risk to users?			
Plumbing and water	If there a procedure in place to mitigate the risks of legionella			
	Has a water risk assessment been conducted for the prevention of legionella?			
	Have the initial recommendations form the water risk assessment been actioned?			
	Is there have been subsequent changes to hot and cold water system since the last assessment, has this assessment been reviewed?			
	Is there an annual legionella inspection carried out by competent authorised contractors?			
	Are the elements of the hot and cold-water systems inspected and serviced regularly?			
	Are waste pipes and above ground drainage systems checked regularly for blockages?			
	Are sewerage pumps and chambers inspected and serviced in accordance with manufacturer's instructions?			

	Are records maintained and available for the checks carried out on the water and sewage systems?			
	Are all checks and maintenance work being documented in the waterlog book?			
	Are the locations of emergency shut off valves for the water supply marked up on a accessible plan?			
Fire Safety	Has a fire risk assessment (FRA) or assessment review been carried out in the last 12 months			
	Has the capacity for communal area (e.g. Main Hall) been calculated as part of this assessment?			
	Have all actions from the FRA been carried out?			
	If changes have been made to the building or occupancy , has the FRA been reviewed?			
	Is an up to date school evacuation plan in place?			
	Are PEEPS in place for staff and pupils who need them? And are PEEPs taken in to account in the school evacuation plan?			
	Have all staff , pupils and visitors been given instructions about fire evacuation and assembly procedures?			
	Are up to date evacuation signs and notices clearly displayed in every rooms?			
	Are all emergency exits and routes clearly signed, available for immediate use and unobstructed?			
	Are the fire assembly points kept free from obstruction?			
	Are internal fire doors in place in key areas, such as corridors and stairwells? Are they opening easily and closing fully, and are they kept unlocked?			
	Do any electronic locking devices used on escape routes unlock automatically on operation of fire alarm or loss of power?			
	Are fire drills conducted termly and recorded?			

	Have any issues identified during fire drills been resolved?			
	Is the fire alarm system audible throughout the building?			
	Does the fire alarm system have a battery back up?			
	Is a full test of the fire alarm , including call points , carried out weekly, and are these tests recorded?			
	Has the fire alarm system been serviced by a competent engineer within the last year?			
	Is the fire fighting equipment checked weekly in house and inspected by a contractor on a annual basis. Are records kept of checks?			
	Are fire extinguishers accessible and clearly signed?			
	is the emergency lighting tested and faults recorded, on a monthly basis?			
	Are all stairwells and under stairs area kept clear on combustible materials?			
	Are high combustible materials stored an secured in their correct locations?			
	Are classrooms and the areas near doors kept free from paper and other combustible materials			
First Aid and Medication	Are first aid supplies restocked regularly and stored in an appropriate place?			
	Is there an adequate number of first aiders on site, and are they appropriately qualified? Is their training up to date?			
	Are the names of the first aiders and the locations of first aid supplies clearly displayed?			
	Are staff and pupils aware of the procedure for summoning first aid assistance?			
	Are pupils with medical needs and allergies clearly identified?			
	Is an annual review of care plans undertaken for those with more complex needs?			

	Is there a procedure for the administration of medication?			
	Is the medicine cabinet kept locked and in a secure place?			
	Are all medicines in their original containers and labelled with the details of the pupil they are meant for?			
	Is the medicine cabinet regularly emptied of old or unwanted stock?			
	Are records being kept of the administration of first aid and medicines?			
	Are appropriate infection control procedures in place?			
	Are all staff informed of infection controls measures annually and new staff upon induction?			
	Is the Public Health Agency poster ' Guidance on infection control in schools and other childcare settings' posted in the school office and the staff room?			
Lighting, Heating and ventilations	Are lighting levels adequate inside and outside the building?			
	Is emergency lighting available on escape routes and is it serviced every 6 months by a contractor			
	Is the heating suitable and sufficient in all parts of the school?			
	Is ventilation (natural or powered) adequate?			
	Are extractor fans clean and working?			
	Have ventilation systems including local exhaust ventilation (e.g. fume cupboards and wood dust extraction systems) been serviced within the last year?			
	Have air conditioning systems been serviced within the last year?			
Windows	Are windows , including window locks, checked for damage weekly?			

	Have window restrictors been fitted and are they in good working order?			
	If open windows pose an injury risk, are rock assessments and control measures in place?			
	Is glazing inspected regularly and reinforced or protected in higher risk areas?			
	Has a glazing assessment been conducted?			
	Have measures been taken to reduce solar gain where necessary?			
Doors	Are doors, including door lock and viewing panels, checked for damage regularly?			
	Are finger guards in place and effectively maintained on vulnerable doors?			
	Have electric powered doors been serviced by a contractor within the last year?			
Classrooms, Staffrooms, and Changing Rooms	Has all school furniture been checked for damage?			
	Do cupboard doors close properly and have steps been taken to prevent the risk of head injury from open cupboard doors?			
	Are overhead projectors secure and positioned to avoid forcing pupils and staff to look directly into the beam?			
	Are there steps or platforms available to access high shelving?			
	Is furniture located in a safe place, without presenting a trip hazard or blocking access?			
	Are rooms large enough for teaching?			
	Is specialist equipment and machinery properly fitted , regularly inspected and serviced?			
	Is there sufficient equipment and clothing for staff and pupils, and is it kept in good condition or replaced when necessary?			
	Are there areas in classrooms, staffrooms and changing rooms for the safe storage of personal belongings (e.g. bags and coats)?			
	Are coat hooks secure and positioned so that they do not present a fire hazard?			
	Are hot surfaces such as radiators and hot water pipes , covered or protected to prevent the risk of burns?			

Kitchen & Catering	Is the kitchen kept clean, in good condition and free from infestation?			
	Have any outstanding items from the local authority environmental health officers report for the school kitchen been dealt with?			
	Do catering providers have a food safety management system compliant with the hazard analysis and critical control point (HACCP) system?			
	Is the food operator aware of all foods related allergies, and is information readily available about the allergens present in food served in school?			
	Is kitchen equipment, including ventilation systems, regularly checked and cleaned?			
	Has catering equipment been serviced within the last year?			
	Are fridges and freezers clean and at the correct temperature?			

Appendix 2: Fire Evacuation Procedures

THE HIGH SCHOOL LECKHAMPTON

FIRE EMERGENCY PLAN

(September 2023)

ACTION ON DISCOVERING A FIRE

- When the school is operational every pupil and member of staff is regarded as an independent mobile fire detection system.
- Report any fire, smoke, smell of burning or gas to the nearest adult to allow them to press the call point alarm.

WHEN THE ALARM SOUNDS

- A continuous fire bell signals the need to evacuate the building.
- On the instruction of the teaching staff /adult, pupils leave the classroom quietly in an orderly line by the nearest accessible exit. Chairs should be placed under the tables to minimise the risk of anyone tripping over.
- All possessions are to be left in rooms.
- Teaching staff/adults check the room and nearest toilets are vacant and closes the door behind them.
- Once you have exited the building assemble in the designated assembly point: **THE MUGA.**
- Anyone not in a classroom leaves the building by the nearest available exit to the designed Assembly Point: **THE MUGA.**
- Staff will help those requiring assistance in accordance with the individuals' PEEP.
- Once at the assembly point teaching staff will undertake a roll call and inform the Fire Evacuation Coordinator (EVC) of pupils that are present and any that are missing.
- Administration staff are required to account for all other adults and visitors on site and advise the EVC accordingly.
- No pupils should be allowed to go back into school if feeling ill. Teaching staff should inform the nearest First Aider.

- **Obvious fire:** The DRS will authorise the call to the emergency services and is responsible for consulting with the emergency professionals when they arrive on site.
- **No obvious fire:** Following the safe evacuation of all staff pupils and visitors, the DRA and the EVC will walk the perimeter to identify any obvious signs of fire (Smoke, smell, heat flames). Once satisfied, the Site Manager and EVC will check both the control panel and internally for the source of the alarm zone activation, attempt to silence and reset the system and report back to the DRA, who will announce the 'all clear'
- The Designated Responsible Person (DRS) will give the 'all clear' to allow pupils and staff to re-enter the building.

Lunchtime Evacuation

- Midday Supervisors and clubs' leaders must direct pupils to leave by the nearest exit to line up in the Assembly Point.

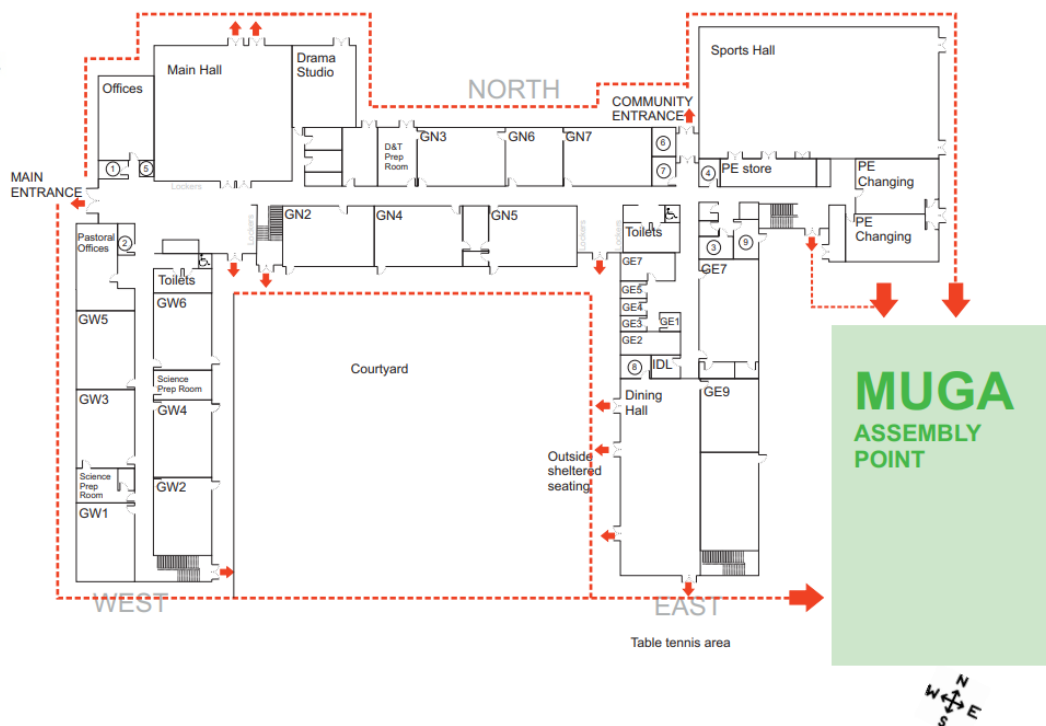
Responsibilities and Duties

Duties	Sound Alarm	First adult to identify the fire
	Classroom evacuation	Teaching staff/ adults
	Toilet evacuated	Teaching staff/ support staff and site enroute
	First Aid Kit	First Aider/ Receptionist
	Registration	Teaching staff/ adults to EVC to DRA
	Call Emergency Services	DRA
	Checks external	DRA & EVC
	Checks internal and fire panel	EVC plus 1 Site Team member
	Liaison with Emergency Services	DRA
Responsibilities	DRA	Headteacher- Helen Wood
	Deputy DRA	Alice O'Riordan - Assistant Headteacher - Pastoral
	Deputy DRA	Chris Newman - Assistant Headteacher - Curriculum T & L
	EVC	Wayne Grant – Operations Manager
	Deputy EVC	Andy Champion – Site Manager
	First Aid Response	Rachael Anderson, Clea Hemans, Jo Hopcraft, Wayne Grant, Chris Newman.
	Pupil Supervision	All teaching and T/A's



School Evacuation Plan

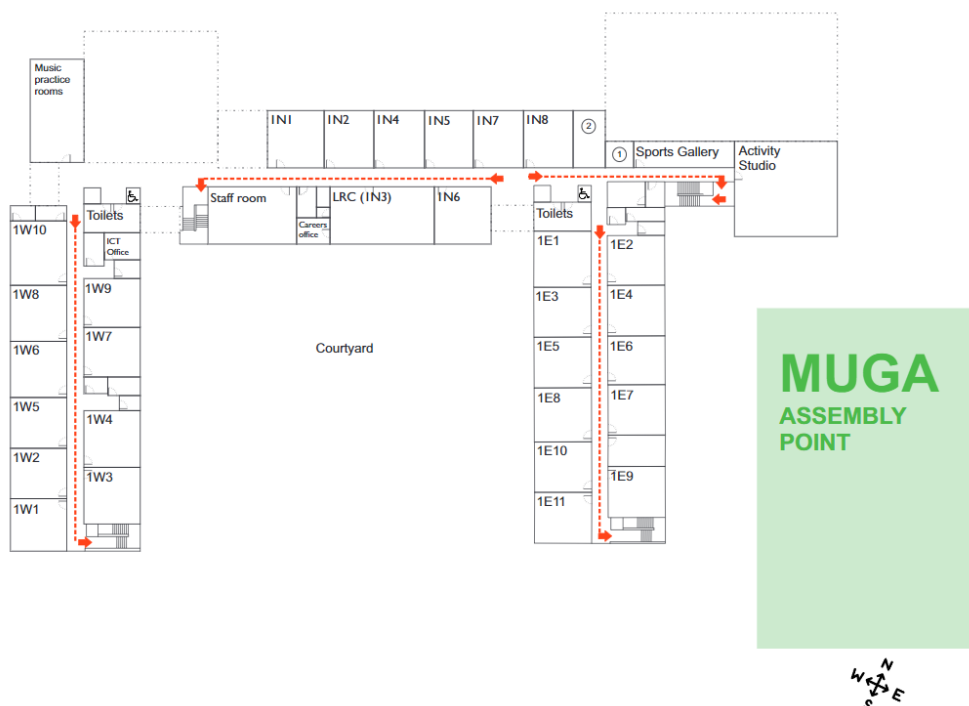
THE NORTH BRIDGE



School Evacuation Plan - First Floor

THE NORTH BRIDGE

FARM LANE



Appendix 3: Severe Weather Communication Plan

Severe Weather Routine

Would all staff please note the following information regarding the **Severe Weather Routine** in case of adverse weather conditions and the procedure if the school is to be closed:

If we experience adverse weather (i.e. snow) overnight:

1. At **6:00am**: HLW will telephone NJH to find out the situation in Leckhampton and WSG will phone GAW to determine whether the kitchen can open at 6:00am. WSG will send a text message to HLW, confirming if the kitchen can open. NJH will then contact RRA, JKH and CSH to see if they are able to come in and text HLW.
2. By **6:15am**: If any member of staff is unable to travel safely to school, they should contact CJN by phone as soon as possible (potentially alerting him to the fact the night before, if snow is forecast) and ideally no later than 6:15am. This will allow us to determine whether we can safely supervise all the pupils on site (including first aid coverage).
3. At **6:20am**: HLW will phone CJN to see which staff are unable to attend school. HLW will then phone WSG and make a decision about school closure. She will then phone AOR to confirm the decision.
4. At **6:30am**: AOR will send a message to all staff via email and parents (using BROMCOM) informing them of the decision (prepared message). She will also put a message on the VLE. WSG will contact the Site Manager and any contractors ensuring they are aware of school closure. WSG will contact GCC with school closure information.
5. By **6:45am**: CJN will put a message on the school website and then liaise with HLW about any arrangements for scheduled school trips and update the website message accordingly.
6. By **7:00am**: Telephone calls to be made by the following staff to part-time/non THSL personnel who are due in school on the day of closure:

CJN – Visiting Music Teachers and LAMDA teacher

LPC – Any trainee teachers (GITEP)

GAW – Kitchen staff

NJH – Lunchtime supervisors

KBK/GMA - Technicians

By 9:00am: Teachers should set work on the VLE for pupils for that day – we recommend that they set a task that will take 20-30 minutes per lesson.