



Spires Federation

Email: Admin@SpiresFederation.co.uk Website: SpiresFederation.co.uk
 Twitter: @DigbyPrimary @DunstonPrimary @NoctonPrimary

Lincolnshire
 COUNTY COUNCIL
Working for a better future

Health and Safety Policy

Produced by instruction to Stallard Kane Associates Ltd

Our Core Values are: Success, Happiness, Inspiration, Nurture and Happiness

Our Mission:

To provide an aspirational education which inspires all in our community so that they are happy, confident and equipped for life in all its fullness.

Our Aims:

- We will provide our pupils with a solid foundation of essential knowledge and skills.
- We will develop our pupils' social, spiritual, moral and cultural values to help them fulfil their potential.
- We will provide the widest possible range of experiences for all of our pupils.
- We will nurture and develop the strong relationships between the schools and their wider communities.
- At Digby and Dunston, as Church of England schools, we believe that every pupil is unique in the sight of God. We aim to provide a Christian environment for every pupil, including opportunities to worship together and with our local communities.

November 2022

Digby Church of England School,
 Church Street, Digby, Lincoln. LN4 3LZ
 Ph: 01526 320630
 Registered charity: 1045696

Dunston St Peter's Church of England School,
 Back Lane, Dunston, Lincoln. LN4 2EH
 Ph: 01526 320027
 Registered charity: 1045951

Nocton Community School,
 The Green, Nocton, Lincoln. LN4 2BJ
 Ph: 01526 320234
 Registered charity: 1047895

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PART 1: STATEMENT OF INTENT

Health and Safety Policy Statement

1. The Spires Federation (including Dunston St. Peters C of E Primary, Nocton Community Primary and Digby C of E Primary) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation, and the Executive Headteacher recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Federation, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c) Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
 - d) Making regular assessments of risks to employees
 - e) Taking appropriate preventative/protective measures as identified by risk assessment.
 - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.
3. In order that the Federation can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Federation or anyone else concerned, to ensure that their obligations are performed or complied with.
4. The Federation will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Federation and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. The Federation is also committed to the continuous development and improvement of the Federation's health and safety management system. The Federation will ensure that the health, safety and welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Federation agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Federation so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which is available on the staff 'S' drive and is available to visitors on request.

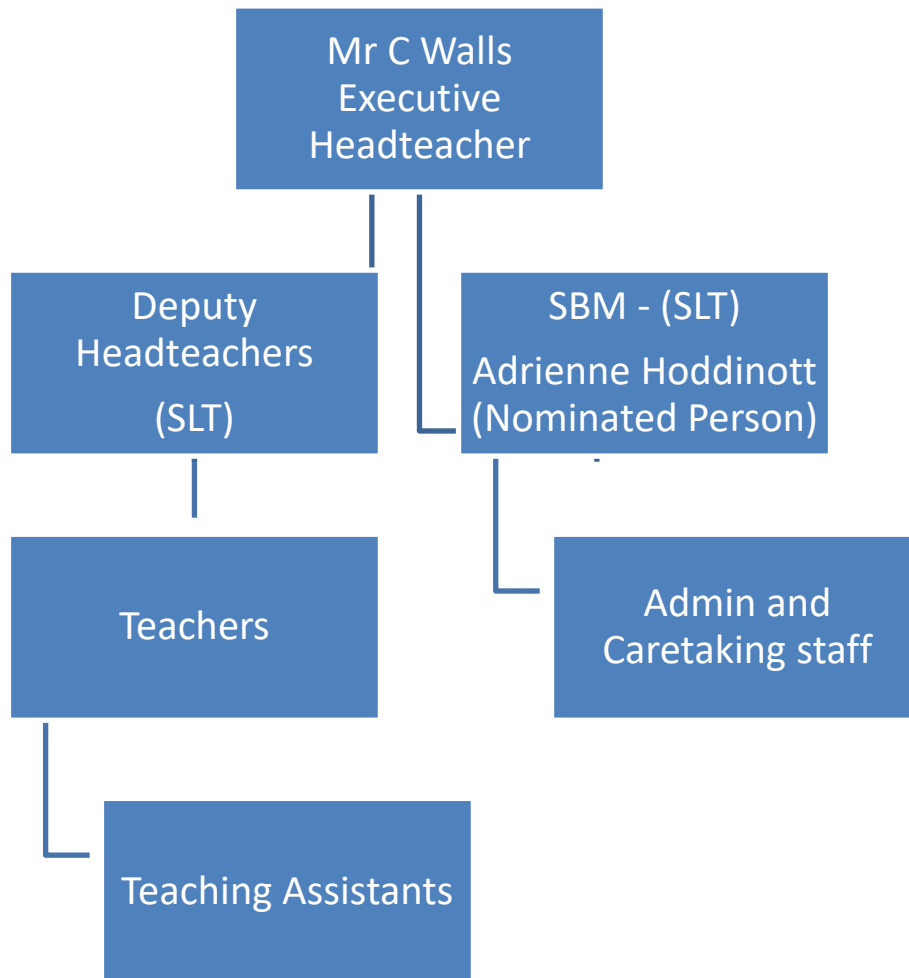
Signed:

Mr C Walls
Executive Headteacher
November 2022

Mr A Hancy
Chair of Governors

PART 2: FEDERATION ORGANISATION AND RESPONSIBILITIES

Federation organisational chart – management structure



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is Stallard Kane Associates Ltd located at:

Head Office: 9 Lord Street
Gainsborough
Lincolnshire
DN21 2DD

Telephone no: 01427 678660

RESPONSIBILITIES

The Governing Body

The Governing Body is responsible for ensuring that the Policy enables the Federation to fulfil its legal duties. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Governing Body will

- Keep themselves apprised of changes in health and safety legislation.
- Ensure that systems are in place to review and up-date this Policy annually, when major staffing changes occur, or when new equipment is introduced
- Ensure sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Take all measures to ensure that the premises are safe for everyone.
- Ensure they consider and address any potential health and safety implications of all their decisions before they are taken.
- Lead by example in all matters relating to health and safety.
- Ensure suitable people are appointed to implement this Policy on a day to day basis and that all employees with specific responsibilities for health and safety are competent to carry out the role and will be given sufficient time and resources.
- Receive and consider the Federation's annual report on health and safety performance against set objectives.
- Undertake an appropriate level of health and safety training relevant to their position.
- Ensure that there is a standing item on the Resources Committee agenda to advise governors of health and safety issues since the last meeting and any current.
- Appoint a health and safety governors for the federation to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the governing body.
- Ensure the Director of Children's Services is informed of any situations of concern where appropriate health and safety standards cannot be implemented.

The federation's health and safety governor is **Mrs Mary Watson**

The Executive Headteacher Responsible for Health and Safety

The Executive Headteacher is responsible for ensuring that the Policy enables the Federation to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

In particular the Executive Headteacher is responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- Having overall responsibility for the health and safety of employees working in the Federation and of other persons who may be affected by the Federation's activities.
- The development and continual improvement of the Federation's health and safety performance by ensuring that an effective health and safety management system is implemented and maintained.
- Approving and signing the Federation's health and safety policy.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures.
- Nominating a member of SLT for the role of health and safety co-ordinator throughout the Federation.
- Ensuring health and safety is recognised as a core function and fully integrated into the activities of the Federation with health and safety objectives being an integral component of Federation objectives.
- Assigning responsibilities for an annual report detailing the Federation's health and safety performance against set objectives and to set objectives for forthcoming periods.
- Being kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Authorising new and revised health and safety policy, procedure and guidance.
- Undertaking an annual health and safety tour.
- Ensuring that each Governor and employee has the appropriate level of competency in health and safety to enable them to effectively undertake their role.
- Reporting to Lincolnshire County Council any significant risks which cannot be rectified within the establishments' budget.

The Executive Headteacher is responsible for ensuring that health and safety standards are maintained. In particular they will ensure the following matters are attended to:

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All equipment is maintained in good working order, and any registered equipment carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all those concerned.
- All staff are conversant with the Federation and Health and Safety Executive accident reporting procedure (RIDDOR).

- Adequate first aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard.
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements.
- All staff are acquainted with the emergency evacuation procedures and emergency plan.
- All new employees undergo induction training by a competent person and receive a written copy of Federation and health and safety rules and guidance booklet.
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training which is recorded for each individual.
- A personal example is set by following Federation rules and procedures.
- Trained and competent supervision is provided for employees (particularly trainees).
- The activities of all contractors working on the Federation's premises are monitored and recorded on a regular basis.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Liaison is maintained directly with the Federation's professional health and safety advisers (Health and Safety Evolution) in respect of providing support in all areas of health and safety arrangements.
- The following statutory notices are displayed:
 - A signed copy of the Health and Safety Policy Statement of Intent
 - Employers liability insurance certificate
 - Health and Safety Law poster
 - First aid (notifying the names and locations of the first- aiders)
 - Fire procedure (with the assembly point)
- Simple records and information are kept on the health and safety performance.
- Health and safety improvement suggestions received from staff are given due consideration.

Nominated Persons

The Nominated Persons within the Federation will be asked to carry out and manage some of the Executive Headteacher's duties. Whilst overall responsibility for health and safety cannot be delegated, they will be expected to manage health and safety on a day to day basis and are deemed competent to do so.

Should they have issues or concerns then they are to communicate these to the Executive Headteacher who will be available to assist them where required.

The nominated person is expected to assist the Executive Headteacher with the following responsibilities:

- Ensure staff within each school are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS {Consortium of Location Education Authorities for the Provision of Science Equipment}, AfPE {Association for Physical Education} etc).
- Ensure health and safety risk assessments are carried out and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff in each school.

- Take appropriate action on health, safety and welfare issues referred to them, informing the Executive Headteacher of any problems they are unable to resolve.
- Carry out six monthly inspections of the school sites.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) are promptly reported and investigated where appropriate.

The federation's nominated person is the health and safety coordinator: **Miss Adrienne Hoddinott, SBM**

Senior Leaders

In their areas of responsibility Senior Leaders are responsible for health and safety individually and also, as members of the Departmental Team, collectively.

Senior Leaders are supported in these roles by Governors, the Executive Headteacher, Teachers, and other stakeholders. In their areas of responsibility, and in addition to responsibilities specified in other associated Federation policies and procedures, Senior Leaders are responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The effective monitoring, review, development and continual improvement of health and safety performance.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken.
- Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate.
- Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities.
- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- Ensuring that there are effective arrangements to receive, collate, and disseminate health and safety information.
- Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- Ensuring that health and safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).

Teachers

In their areas of responsibility Teachers are responsible for health and safety individually and, as members of the Departmental Team, collectively. Teachers are supported in these roles by Governors, Executive Headteacher, Senior Leaders and other stakeholders.

In their areas of responsibility, and in addition to responsibilities specified in other associated Federation Human Resources policies and procedures, all levels of Teacher are proportionately responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The health and safety of employees and of other persons who may be affected by the Federation activities.

- The measurement, monitoring, review, development and continual improvement of health and safety performance.
- Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements.
- Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.
- Ensuring that health and safety objectives are an integral part of their team delivery plans and to also ensure that they consider and address any potential health and safety implications of all their decisions before they are taken.
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities.
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- Keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence.
- Ensuring they inform the Executive Headteacher or Senior Leader of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Providing adequate levels of supervision as identified for pupils and others as appropriate.
- The provision of timely feedback to the health and safety coordinator regarding any deficiencies in health and safety policies, procedures, plans, systems etc.
- The identification and subsequent provision of employees' health and safety training requirements.
- The identification and provision of employees' personal protective equipment requirements, ensuring its correct use.
- Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheel chair users, visually impaired etc).
- Undertaking appropriate health and safety inspections.
- Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.

Federation Competent Person

Stallard Kane Associates Ltd have been appointed to the role of Competent Person and are responsible for advice on overall strategies for health, safety and welfare within the Federation.

At unit level, they will provide advice to the Federation as required in particular:

- Advice on interpretation of legal requirements.
- Assistance with strategy for implementation of the policy
- Provide investigations of serious accidents
- Revise the policy in the light of experience or legal change.
- Advice upon the visit of an Enforcement Officer.

Contact details for Stallard Kane Associates Ltd is 01427 678660 or contact Matt Ellis on 07812 754198 / Matthew@staltd.co.uk

Additional assistance can be sought from Fraser Shooter (Corporate Health and Safety Team Manager, LCC) on 01522 554917.

All Employees

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Exercise effective supervision of pupils, where appropriate, so as to minimise risk to their health and safety.
- Co-operate with management with regard to agreed health and safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare
- If involved in an accident resulting in, or which may have resulted in, injury report the details to the Executive Headteacher as soon as possible, and in all cases before the end of the day on which the incident occurs
- Use equipment only when authorised and properly trained to do so
- Fully familiarise themselves with the Federation health and safety policies and associated procedures, seeking clarification from the health and safety coordinator where necessary.
- Report any defects in plant or equipment to their line management.
- Notify a member of their SLT (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to health and safety.
- Notify their health and safety coordinator of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
- Wear protective clothing and safety equipment as required reporting any defect to their line management.
- Suggest possible amendments to existing practices or procedures which could improve health and safety.
- Set a personal example at all times.

PART 3: GENERAL ARRANGEMENTS **(SAFETY MANAGEMENT PROCEDURES)**

1.0 Systems and Procedures

The Federation recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Executive Headteacher Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the Federation and employees in matters relating to health and safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
 - Abide by safe working systems
 - Make use of facilities and equipment provided for their protection
 - Refrain from any act which could endanger themselves or others
 - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare
 - Report any known defect, which could endanger the health or safety of themselves or others
 - Co-operate as far as is necessary to ensure that we meet our legal requirements

1.1 Consultation with employees

A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for us to consult with our employees in all matters relating to health and safety.

The Federation will convene regular meetings, to discuss all relevant issues relating to health and safety. These meetings will be formal and documented.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety
- The change in appointment of nominated competent persons
- The provision of statutory health and safety information
- Any statutory health and safety training
- Health and safety of implications of introducing new technology, tooling or work activities

1.2 Monitoring, Audit and Review

All health and safety documentation will be kept up to date and in line with relevant requirements. This will be done on an ongoing basis by the Executive Headteacher, Nominated Person, relevant Governors and Teaching Staff along with the assistance of Stallard Kane Associates Ltd Ltd.

A compulsory annual online self-assessment provided by Lincolnshire County Council is undertaken within each school in order to highlight areas of compliance or any area where improvements could be made.

Our health and safety management system, which includes this Policy and all other health and safety related documentation mentioned within, will follow a strict procedure which falls in line with the HSE's "Plan, Do, Check, Act" process.

Plan

Annually, as a minimum, we have meetings with our health and safety consultant which involves a full, in-depth audit of our health and safety management system including paperwork, training, risk assessments and general site safety. From this we then produce a Policy for the coming year (or until the next audit if other times are specified). Outlined in the Policy is the planning for who and what is to be done in that time frame.

A general inspection of the site will be conducted every six months by the health and safety coordinator who will report their findings in writing to the governors. One of the six monthly inspections will be conducted with the Finance Assistant (whilst a regular monthly site visit is conducted) and one of the six monthly inspections will be conducted with the health and safety governor. The health and safety coordinator will submit a six monthly report of their findings to the governors.

Do

Once the Policy, which details the various arrangements within the Federation, is in place, we then focus on implementing the arrangements into practice. We organise the plans with the specified people and from there implement them.

Throughout this part of the process our Executive Headteacher, Nominated Person and Competent Person will liaise on an ongoing basis.

Check

This part of the process we treat as an ongoing as we are constantly checking our health and safety performance to ensure that it remains fully specific to our Federation plans.

We ensure that all paperwork that is to be completed is being done, and we ensure that all risk assessments that are set out are also being followed and adhered to.

We understand that reviewing paperwork is not always a sufficient method of checking health and safety plans, so we ensure that if any accidents, incidents or near misses occur that they are fully reviewed, and the root causes are determined.

Another method we use is to carry out regular documented inspections of the workplace to ensure that practical health and safety practice is being followed as planned.

Act

We are constantly learning from any mistakes that we may make, whether that be any accidents, incidents or near misses. We learn by revisiting plans, Policies and risk assessments to ensure that they are still fully specific to the work and activities that are being carried out by the Federation.

We review any workplace inspections that have been carried out and we also listen to feedback from employees.

Once we have collated all the information required we would then sit down with our health and safety consultants and discuss ways to improve the Federation's health and safety management. This then leads us back to the "Plan" part of the procedure.

2.0 Arrangements for implementing the procedures

2.1 Communication with employees.

We will ensure all employees are briefed on the Federation Health and Safety Policy and other relevant health and safety information, firstly during their new starter induction when joining the Federation, and periodically as the policy is updated or legislation is introduced/removed, or after any changes which may affect their health, safety and wellbeing. All employees will be provided with health and safety information on an annual basis as a minimum, in the form of a Health and Safety Booklet created by our external health and safety advisors. Employees will also be briefed on an ongoing basis by their Line Manager to help continually raise awareness.

In the event that an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication, the Federation will take the necessary steps to ensure the required information is effectively communicated. This communication may include the use of existing employees who speak the same language as the affected employee or employees who can read the same language. Where necessary, we will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that the Federation operates an open-door policy and all employees are free to contact any member of the Senior Leadership Team regarding any health and safety concerns they may have, or where they have ideas which may improve the health, safety and welfare of employees. All concerns or ideas raised will be given due consideration by the management team and feedback will be given to employees where appropriate.

2.2 Fire Safety

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary. It is the Executive Headteachers responsibility to ensure that this assessment is reviewed annually as a minimum.

Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff, however they will have been communicated to all employees upon employment. Equipment checks will be carried out in line with legislative requirements, these involve;

- A weekly test of the fire alarm. This will be from varying call points throughout the Federation.
- An annual service of the fire alarm.
- A weekly sounding of the alarm for familiarisation purposes, conducted at the same time and day when children are in class.
- A monthly test of the emergency lighting throughout the Federation.
- A termly (6 times each year) fire drill should be undertaken and the results recorded on the fire drill record sheet in each school. See appendix A for individual schools fire drill procedures.
- An annual test of the full rated duration (3hrs) of the emergency lighting.

During Term 1 staff and children should be informed before the first fire drill takes place so that new children will not be frightened. No warning should be given to subsequent drills and there will be an additional drill during mid-day lunch break when the children are eating in the hall.

Along with the equipment checks and servicing, we will ensure that regular, termly fire drills are carried out. During these drills all fire wardens will be expected to lead the evacuation and follow their procedures. Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

Fire procedures are displayed in all classrooms which outline the most practical and safest exit route to take in the event of an alarm.

For after Federation events and performances a fire evacuation plan will be created which will be communicated to relevant personnel prior to the event/performance. Fire safety information will be given to the audience prior to the event/performance. Please see the fire risk assessment for the hall capacities for such events.

Staff are instructed to ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. All staff throughout the Federation should be aware of the type and location of portable firefighting equipment and have received basic instruction in its use.

Staff must ensure that all exit routes and heat sources are obstruction free at all times.

2.3 Risk Assessment

All significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced and implemented in respect of all work activities where a significant risk has been identified.

Written assessments and safety procedures will be carried out in all areas of the Federation including playgrounds, classrooms etc. All findings will be recorded on a risk assessment form and communicated to relevant personnel.

Each department will be responsible for creating and maintaining risk assessments relevant to their areas. Assistance can be gained from the SLT, Federation Business Manager and Stallard Kane Associates Ltd Ltd.

Site wide risk assessments will be carried out by the SLT and/or the Federation Business Manager, again seeking assistance from Stallard Kane Associates Ltd Ltd where required.

All risk assessments will undergo a documented review annually as a minimum. Other circumstances that may result in a full, documented review include:

- Accidents/near misses effecting the area/activity that the risk assessment covered.
- A change in process or working practice.
- New machinery/equipment/technology.
- A change in substances being used.
- A change in premises or location within the Federation.

There is also a specific need for the Federation to carry out a risk assessment on any new or expectant mother. This will be carried out by the Federation Business Manager in conjunction with the new or expectant mother and their Line Manager. The assessment will be reviewed on an ongoing basis throughout the employee's pregnancy.

Advice on pregnancy and work is given in the County Council leaflet POEL12 "Health Guidance for New and Expectant Mothers at Work", appendix 3, of the G11 "New and Expectant Mothers at Work Policy" <https://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/employee-health/pregnancy/> and in the Department of Health poster 'Guidance on Infection Control in schools and nurseries' and is displayed in the staffroom and office in each school.

2.4 First Aid

The Health and Safety (First-Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided in the following circumstances:

- One Appointed Person - Where a site employs fewer than 20 persons (direct or sub-contract).
- First Aider - Where there are more than 20 persons on site collectively.
- The First Aid attendant may carry out other duties but must always be readily available.

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Federation premises.

A register of certified first aiders will be maintained, a minimum level of cover will be provided at all times.

The Federation will undertake a First Aid risk assessment as required by the regulations to ensure suitable and sufficient first aid provision will be provided at all times, to include out of hours activities.

No pupil will be allowed to travel to hospital unaccompanied and a member of staff will accompany the pupil where the parent/carer cannot be contacted in time.

Administration of Drugs/Medicines in Federation – see separate policy

2.5 Accident Reporting and Notification of Accidents/Dangerous Occurrences

All accidents that occur on site must be recorded in the accident book provided and communicated to the Nominated Person at the earliest opportunity. All accidents are reviewed on their own merit by the Nominated Person or someone within the Senior Leadership Team before the decision is made as to whether the accident requires a thorough investigation. All accidents that are deemed serious will be communicated immediately to Stallard Kane Associates Ltd and our Insurers. Where required Stallard Kane Associates Ltd will undertake a full investigation into the accident and report back to the Executive Headteacher and Nominated Person. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

Injuries and Ill-Health to People at Work

Various work-related accidents and incidents are reportable to the HSE (see Work-Related Definition).

Under RIDDOR, the Federation will ensure that reporting of the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a specified injury must be reported without delay (see Reportable Specified Injuries).
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

The Executive Headteacher and Nominated Person will also ensure that a report is made for any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable Occupational Diseases'). All employees are encouraged to find further, detailed guidance on the HSE's website www.hse.gov.uk/riddor/.

The Federation will also ensure that any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises are recorded and reported to the HSE.

Work-Related Definition

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- The way the work was carried out.
- Any machinery, plant, substances or equipment used for the work or;
- The condition of the site or premises where the accident happened.

Reportable Specified Injuries and Deaths

Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified Injuries

These include;

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping's (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Reportable Occupational Diseases

These include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma, e.g. from wood dust and soldering using rosin flux.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a staff member sustains a specified injury because a pupil, colleague or member of the public assaults them while on Federation premises. This is reportable, because it arises out of or in connection with work.

Incidents to Pupils and Other People who are not at Work

Injuries that occur to pupils and visitors whilst on site should still be recorded in the accident book and communicated to the Nominated Person. The same level of review and investigation will occur and Stallard Kane Associates Ltd will be informed accordingly.

However, under RIDDOR the reporting requirements differ to those that are employed by the Federation. The accidents are only reportable if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or

- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute as treatment).

The lists of specified injuries and diseases previously described only applies to employees. If a pupil injured in an incident remains at the Federation, is taken home or is simply absent from the Federation for a number of days, the incident is not reportable.

Determining Whether an Accident to a Pupil Is in Connection with Work

The Executive Headteacher and Nominated Person will consider whether the incident was caused by;

- A failure in the way a work activity was organised (e.g. inadequate supervision of an educational visit).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.) and/or;
- The condition of the premises (e.g. poorly maintained or slippery floors).

Accidents to Pupils During Sports Activities

The Federation understands that although sporting activities can lead to sports related injuries that not all injuries in this environment are reportable.

In order for the injuries to become reportable they must have occurred as a result of the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of the activity.

Accidents to Pupils in a Playground

The Federation understands that the majority of accidents that occur in a playground are due to collisions, slips, trips and falls – meaning that they are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

Physical Violence between Pupils

Violence between pupils is a Federation disciplinary matter and will be dealt with accordingly following the appropriate means. This would not be reportable under RIDDOR as it does not arise out of, or in connection with a work activity.

Other Scenarios

All other scenarios involving things such as Federation buses, Pupils on overseas trips, work experience placements etc. will be dealt with accordingly. Advice will be gained from Stallard Kane Associates Ltd and the Executive Headteacher and Nominated Person will make appropriate reports.

Dangerous Occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in the Federations typically include:

- 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.

2.6 Workplace Equipment Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed, so as to be safe and without risk to the health and safety of employees.

An adequately planned maintenance system will be operated, and records maintained where required.

When in house maintenance is required we will ensure that employees follow the written guidance and safe systems provided by the manufacturer. Where these instructions are not provided we will ensure that suitable sufficient safe systems are created and adhered to.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities' approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

All work/maintenance carried out by the Caretaker will be within their abilities and competence. Under no circumstances will any Federation ask a Caretaker to carry out work or maintenance on a machinery or equipment that they are not trained or competent to do.

2.7 Personal Protective Equipment (PPE)

It is the overall responsibility of the Executive Headteacher to ensure that all employees are provided with suitable and sufficient PPE for the work that they are carrying out. The issuing of specific PPE to employees will be recorded.

When a work-related activity requires the use of PPE it will be clearly outlined within the risk assessment. These assessments will have been communicated to relevant personnel prior to them carrying out the work.

All Caretaking activities will be risk assessed on an ongoing basis. The Caretaker will have suitable PPE readily available as they may be asked to carry out work with short notice. Should the PPE not be available for the work that they are being asked to do the Caretaker will be asked to make the area safe where possible and return once the required PPE is in place.

PPE will also be required during certain lessons. It will be the responsibility of the teacher leading the lesson to ensure that all pupils are wearing the required protective equipment prior to them beginning the lesson. They should provide pupils with suitable and sufficient information and instruction in relation to the wearing and use of any PPE.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

2.8 Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on Federation premises without a PAT test or original purchase receipt dated within 1 calendar year.

PAT testing will be conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the school office by administrative staff in each school.

The mains electricity supply will be inspected, and a certificate of test obtained from a NICEIC registered electrician on a five-yearly basis.

It is essential that, where portable electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of a serious electric shock.

2.9 Premises and Welfare

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

The Federation is equipped with sufficient toilet and washing facilities for both staff and pupils. The toilets and washing facilities are cleaned daily as a part of the caretakers' duties. Arrangements for interim cleaning will be made should the need arise.

Drinking water is accessible for all staff and pupils. A water cooler is provided for staff in each Federation to utilise and pupils may use water bottles. Cups are also available for any pupil without a water bottle.

Staff are also provided with the facilities for making hot drinks within the staff room, where these drinks are to be consumed unless insulated mugs with secure lids are used.

Insulated mugs with secure lids should be used when hot drinks/soups are taken out of the staff room. This does not apply when providing hot drinks to visitors at meetings, when away from pupil learning areas/high pupil traffic, although care should be taken when transporting from the kitchen to the meeting.

Within each Federation a fridge is also located in the staff room in order to store items requiring refrigeration. Arrangements for the cleaning of the staff room form a part of the caretakers' duties and they will therefore be kept in a hygienic condition.

Microwaves, toasters, dishwashers, etc should be cleaned by other members of Federation staff.

2.10 Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

Only authorised personnel should access the storage areas and use hazardous substances.

COSHH assessments will be created and communicated to relevant personnel for all hazardous substances used in the workplace. It will be the responsibility of the Executive Headteacher to ensure that these are in place however the creation and review of the COSHH assessments may be delegated to the Nominated Person.

Teachers wanting to use hazardous substances within the classrooms for educational purposes must first gain permission from the Nominated Person who will ensure that a suitable assessment has been carried out and implemented prior to the work commencing.

Any outside agencies (cleaners, contractors etc.) that bring their own hazardous substances to the Federation must be asked for copies of COSHH assessments and the risk assessments which outline how the substance/s are to be used.

Caretakers are responsible for using all chemicals in accordance with the manufactures' instructions and for availability of COSHH data sheets for each product used.

Cleaning materials will not be left in classrooms or staff/pupil toilet areas.

The caretaker/cleaner is responsible for checking the playground area and all footpaths outside the building daily for litter and dangerous objects.

During snow and icy conditions/forecasts the caretaker will keep paths salted and cleared for safe access to the building(s).

Fixtures and fittings (replacing light bulbs, repairing broken door handles etc.) is the responsibility of the caretaker. A qualified electrician should deal with any electrical equipment.

The caretaker is responsible for the maintenance of the battery for the fire alarm and emergency lighting system.

The caretaker is also responsible for the boiler house. This must be clean and tidy and free of flammable and combustible materials. The air ventilators must be open and never obstructed.

The caretaker will keep monitoring inspections in the caretaker's box file.

2.11 Contractors/Sub-Contractors

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Federation rules in regard to health and safety whilst working for the Federation.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of the Federation's staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH Assessments, method statements, or similar documentation, must be submitted and approved by the Federation's person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of the Federation's employees at risk.

The Federation signing in and out procedures will be followed throughout the contractor's time on site. This will be managed by the Office Staff who will also ensure that relevant badges are given to the contractor's and that identification is obtained.

Contractor's will be monitored throughout their time on site and shall not at any time be left in a situation where they may be one on one with a child.

Pupils are not allowed on the field whilst grass mowing/strimming takes place.

2.12 Alcohol and Drug Abuse

In industry generally, there has been a move to greater controls and, in keeping with this, the Federation has adopted a policy in relation to the consumption of alcohol and drugs.

The Federation's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from their Line Manager. This information will be treated in the strictest confidence. The Federation will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform their Line Manager so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs.

Employees must not consume alcohol or illegal non-prescription drugs on the premises.

Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

CONSUMPTION OF ALCOHOL OR ILLEGAL NON-PRESCRIPTION DRUGS IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.

2.13 Federation Smoke-Free Policy

The Federation acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore adopted a 'no smoking' policy.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with health and safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

Smoking is not permitted in any part of the premises including all outside areas.

Visitors

All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform visitors of the no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

2.14 Working at Height

The Federation recognises and accepts its responsibilities under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is avoided where possible
- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- They take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- That suitable rescue procedures are in place for all working at height activities and that employees are trained to use rescue equipment and follow rescue procedures

The Federation will produce safe working procedures for all work at height activities. Staff must use appropriate stepladders or kick stools when putting up displays or accessing storage. Chairs, tables and/or other furniture must not be used.

2.15 Stress

The Federation is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work

- Providing support to employees whose health and wellbeing are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assisting staff in managing stress in themselves and others

As far as reasonably practicable the Federation will:

- Provide Senior Leadership Team with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress
- Provide support to all employees

Staff are encouraged to speak to a member of their SLT or to call Lincolnshire County Council's support service on 01522 554917.

2.16 Asbestos

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training will be given to employees to ensure that they are aware of the health hazards of asbestos and how controls and work methods can reduce these hazards.

In respect of our duties under Regulation 4, CAR 2012, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) will be undertaken.

An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located on the premises.

Within the Asbestos Management Survey, where an asbestos product is identified, a subsequent Asbestos Management Plan will be created to detail how we will effectively manage the risks for the identified asbestos containing materials.

The asbestos log is kept in each school office and should be made available to each contractor/sub-contractor for them to sign on the appropriate page to acknowledge sight of the log, before any work on site is to commence. This must be signed regardless of where any asbestos may reside.

Even pushing a drawing pin into asbestos could release fibres into the air.

The asbestos survey will be undertaken in accordance with HSG 264: Asbestos the Survey Guide and will also incorporate the advice and guidance within the Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, obtaining client knowledge and any registers of ACMs located in the premises.

2.17 Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the Nominated Person. The Nominated Person shall ensure that all 'users' have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare. This will be achieved through a self-assessment form that will be reviewed upon completion.
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where 'special corrective appliances' are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Federation.

Further information and guidance will be available through the health and safety booklets that are supplied to employees upon employment and annually thereafter.

2.18 Safety Training

Training is a significant element of our Federation's safety management system. There is an increasing legislative emphasis on the competence of employees at all levels to undertake work tasks.

If correctly implemented, training throughout the Federation can improve competence performance and job satisfaction. In particular, health and safety training produces higher levels of awareness of health and safety issues and can result in reducing instances of accidents and incidents.

The Health and Safety at Work etc Act 1974 places a legal duty on the Federation to ensure that staff at all levels are "competent" to undertake their duties. Competence is about being able to do something effectively and efficiently. It is brought about by knowledge, skills and experience.

Competency is also about knowing your limitations and when to call on advice from others who have greater knowledge, skills and experience of the subject matter.

Mandatory and Desirable Training

Mandatory training is any statutory or compulsory training that the Federation requires its staff to undertake in order to:

- Comply with the law and requirements of regulatory bodies.
- Carry out duties safely and efficiently.
- Protect staff, pupils, contractors and the public from harm.
- Maintain competence to the required standards.

Desirable training will be identified on an annual basis through a training needs analysis process. This may include training which would enhance the safety performance of the post holder but is over and above the mandatory minimum level.

Induction training

All employees who start work with the Federation will undergo a documented induction. This will cover specific areas within the Federation such as fire safety, first aid, relevant risk assessments etc.

Employees will be asked to acknowledge that they have received the above information and shall have it re-communicated on an annual basis.

Responsibilities

The Executive Headteacher is ultimately responsible for ensuring that all employees, regardless of their job role, have had the correct training in order for them to carry out the work that they are being asked to do safely. The Senior Leadership Team are to assist the Executive Headteacher and ensure that any employee who works under their control have undergone suitable health and safety training.

Record Keeping

All training received, whether it is in-house or external, will be documented. All training will be placed on a training matrix which will outline exactly what training has been carried out and what is required. It will also allow the Federation to keep the training up to date by displaying the expiry/refresher dates.

2.19 Occupational Health

The Executive Headteacher has a duty to ensure that the risks to staff members with disabilities and/or medical conditions are assessed to enable action to be taken to minimise any risk. When assessment has been made, the Executive Headteacher will provide the necessary support and actions to enable the employee to complete their designated duties.

Staff members will ensure that they inform the Executive Headteacher if they have, or develop, any medical conditions or disabilities which could affect their health and safety at work. This will, where possible, be established upon employment and information will be sent to an occupational health specialist who will advise the Federation on any necessary steps to take.

2.20 Manual Handling

Responsibilities

The Executive Headteacher will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work.

The SLT are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with risk assessment procedures. They will ensure that manual handling is avoided wherever possible and that employees who are required to carry out manual operation have been correctly trained.

Employees will avoid manual handling wherever possible by using mechanical handling devices provided by the Federation. Once trained, employees must use correct handling techniques to avoid injury.

Where an employee is injured as a result of a manual handling operation it will be reported in accordance with First Aid and Accident/Incident Reporting procedures.

Manual Handling Risk Assessment

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

Handling and Stacking

When handling, employees must use trolley devices wherever possible. The Executive Headteacher will ensure that trolleys are available and that materials are correctly stacked so that trolleys can be used safely.

Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- The planning of all manual handling activities
- The weight of the load being known
- Heavy items being positioned so that they can be slid rather than lifted
- Employees not being allowed to manually handle any materials which are too heavy

- Work stations being designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation
- All materials being free from burrs or sharp edges where possible
- Wherever possible, materials being stacked so as to avoid handling them twice and also avoid creating any additional hazards
- The use of PPE to avoid hand injuries

Chair and tables limitations:

- Carry no more than three chairs at a time
- Carry no more than one table at a time
- Two people should carry a larger table, for example; heavy plastic lunchtime tables

Paediatric Moving and Handling and the Moving and Handling of Pupils with Special Educational Needs:

An assessment of the moving and handling needs of pupils with special educational needs will be carried out before the pupil begins attending the Federation. Where necessary the Federation will obtain advice and guidance from parents/carers, SEN outreach teams, health professionals working with the child and Health and Safety Advisors. The assessment will identify the moving and handling needs and will plan appropriately for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable.
- Training will be provided for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in the pupil's care plan.
- The assessments shall be reviewed each term or whenever significant changes occur.

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc they are required to use).

All moving and handling of pupils has been risk assessed and recorded by the SENDCO and Health and Safety Co-ordinator. Equipment for moving and handling people is subject to inspection on a six-monthly basis by a competent contractor.

2.21 Construction (Design and Management) regulations 2015

The Construction (Design and Management) Regulations 2015 places responsibilities on various duty holders. The governing body may at times act as a Client.

Under the CDM 2015 Regs a Client must:

- Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
 - Appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
 - allowing sufficient time and resources for each stage of the project.
 - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.

- making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintain and review the management arrangements for the duration of the project.
- Provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where work exceeds 500 individual worker days), commercial clients must:

- Notify the HSE in writing with details of the project;
- Ensure a copy of the notification is displayed in the construction site office

2.22 Educational Visits

Staff should note that pupils could face potentially far higher risks on Federation visits than they do on federation sites. The individual school will ensure that all educational visits are risk assessed and that prior planning and preparation have been carried out.

The Lincolnshire County Council's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or 'wild' country, and all trips overseas. This will be done via the use of LCC's standard Educational Visits risk assessment format, which is an online risk-assessment approval system called EVOLVE. The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to their Federation's Educational Visits Co-ordinator(s) through EVOLVE who will check the documentation and planning of the trip and, if acceptable, initially approve the visit before submission to the Executive Headteacher.

Further information can be found in the Federation's full Educational Visits Policy.

2.23 Technology Lessons

By adopting recommended County Procedures, we are following identified good practice based upon the advice from organisations such as CLEAPPS, ASE, The National Association of Advisors and Inspectors in Design and Technology and the DfE.

Teachers will ensure that within Science and Technology:

- Sharp knives and sharp ended scissors are stored securely and if used are only used by older pupils under close supervision. Round ended scissors are used if possible.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use simple hand tools available to them in the classroom safely. It must not be assumed that they have been taught this previously simply because they have used the tools before.
- Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which can fly off.
- Pupils do not use spray glue and only low temperature glue guns should be used and only under close supervision.
- Class teachers are responsible for teaching children how to use equipment and tools safely, e.g. using outside environment/gardening, heating/cooling materials, cooking with oven/hob etc.
- Class teachers will assess the general layout and prepare the teaching area appropriately for a planned task, with a view to providing a safe work place for those engaged in the activity and those moving around the area.

- The Curriculum Subject Co-ordinator is responsible for ordering safe materials that comply with statutory regulation and standards and for checking tools and equipment regularly to ensure safety.
- All staff should report unsafe, damaged or faulty equipment.

2.24 Physical Education

It is the policy of the Federation to follow the guidance in the document 'Safe Practice in Physical Education' published by the Association for Physical Education (AfPE) and the guidance of the relevant National Governing Body for the activity concerned. The following guidelines are based upon this recommendation.

Only suitably qualified members of staff are to supervise physical education and attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure pupils are involved in activities appropriate to developing their existing abilities.
- Staff shall position themselves where they can see all pupils.
- Appropriate clothing shall be worn at all times. Loose and floppy clothing shall be tucked in and no baggy tops will be allowed.
- Long hair will be tied back.
- Watches should be removed, and earrings should be removed or taped.
- Sports areas and pitches should be checked before activities start to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used.
- Ensure all equipment is safely set up before using it.
- Check equipment regularly for signs of wear/defect.
- Limit the number of pupils using any one piece of apparatus.
- Set up apparatus with adequate spacing between each item.
- If pupils are involved in moving equipment, make sure this is done using correct techniques, with enough pupils to make sure they do not have to struggle.
- All freestanding apparatus should be kept away from walls, radiators and doorways, with sufficient space to move safely around the equipment.
- Pupils must be supervised at all times in the hall.
- All equipment must be put away safely and stored safely.

External Play Equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked before use for any apparent defects by the teachers who are planning on using it. It will also undergo a documented check by the Caretaker on an ongoing basis. PE and play equipment is also subject to an annual inspection by each school's chosen contractor.

2.25 Midday Supervision and Lunchtime Protocol

- Lunchtime staff will comply with manual handling procedures detailed in this policy when setting out or clearing away dining tables and chairs.
- Only authorised chemicals will be used for cleaning equipment and will remain locked away when not in use.
- Lunchtime staff will ensure any apparatus used at lunchtime is used in a manner which ensures the safety of the user and any other persons, e.g.:
 1. Skipping ropes will only be used for skipping or laid on the floor for walking along/jumping over;
 2. Hoops will only be used on floor for jumping in and out or by individuals to skip/hula hoop etc;
 3. Bean bags, bats and balls should be used in a designated area where all are aware of where the apparatus is travelling.
- Injuries will be dealt with and recorded in the accident book. Letters will be sent home as appropriate. Injuries which cause concern should be reported to the Executive Headteacher or whoever is deputising in their absence.
- Accidents will be reported on other forms, as appropriate.

2.26 Playtime Protocol

Most injuries to pupils occur during playtime activities.

General rules which will be followed to ensure safety of pupils:

- A sufficient number of staff will be available to supervise playtimes and be positioned where they can see all pupils.
- Staff shall watch for and control over-enthusiastic behaviour. In particular running and ball games should only take place in designated areas. Running and ball games are prohibited in the 'quiet areas'.
- The retrieval of balls from beyond Federation boundaries is supervised.
- Staff shall not carry hot drinks whilst on play time supervision duties.
- Fixed outdoor equipment shall be inspected visually on a daily basis by staff.

2.27 Lone Working

Lone working will be avoided where possible at all times. If lone working has to be undertaken the controls outlined in the Federation's lone working risk assessment will be followed. Should there be any need for lone working outside of what is covered within the risk assessment specific assessment will be carried out prior to the lone working. Where possible all lone working should be planned. A suitable means of communication will be provided to contact the lone worker on a regular basis and on completion of the task. Only competent operatives will be allowed to undertake any lone working. New starters must gain permission from a member of the Senior Leadership Team prior to carrying out any lone work and any pre-existing medical conditions will be considered prior to permission being granted. Any additional training or equipment required for lone workers will be provided by the Federation.

Certain tasks must not be undertaken by lone workers these are as follows

- Working at Height

- Live Electrical work/testing
- Working in confined spaces
- Working in extreme heat or cold
- Working on/with hazardous machinery or substances
- Or any other activity deemed too dangerous by the site-specific Risk Assessment.

2.28 Federation Security

Federation security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk, eg stranger on or near premises without identification etc.

The Executive Headteacher, staff and Governors regularly review the following security arrangements for the site.

- Each school has an intruder alarm and a fob entry system for authorised personnel only.
- Access for pupils and parents/carers is via the main entrance only once the school day has begun. Staff may open external doors for lunchtimes and playtimes.
- Signs point out the location of the main entrance and detail the need to register with the Federation office staff.
- Signing in must be completed by all visitors and badges are issued to identify authorised visitors.
- Children arriving late or needing to leave the Federation before the end of the day must register at the office.
- The Federation must be informed by the parent/carer if someone not listed on their contact card is collecting their child.
- Foundation Stage and Key Stage 1 children are handed to the parents/carers by the teacher and no Key Stage 2 child should leave Federation alone unless permission has been received.

Procedure for an Intruder/Unauthorised Adult on School Premises

The main entrance in each school is clearly identified. Visitors have to ring the main entrance bell and are met by a member of staff who will:

1. check the visitor is expected and if so check the ID, as in number 2 below. If the visitor is not expected then staff should decide if the visit is acceptable (possibly by contacting the organisation who sent the visitor or by speaking with the person who the visitor is there to see) or politely refuse access until an authorised appointment has been made;
2. check the ID of an unknown visitor to be satisfied that their identity is as expected;
3. ensure the visitor is signed in (as a fire register);
4. ensure the visitor wears a red visitor's badge (or green if the visitor is known to have a current and valid DBS).

They are then either escorted to the member of staff requested or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All children and staff are alert to unrecognised adults in school.

Where the intruder is a stranger who may pose a safety hazard, staff should politely challenge the intruder and ask why they are on the premises. If they are legitimate they should return to the office and complete signing in procedures and obtain an appropriate visitor's badge. If they are not legitimate, they should be asked to leave. Should they refuse to do so they should be informed that the police will be called. The police should then be called and if the intruder attempts to leave after this point, staff should not attempt to detain them.

In the event of an intruder posing a serious threat to the safety of pupils, all staff should be alerted and the police called immediately. If possible, direct the intruder, in a calm reassuring voice, away from areas occupied by children. All staff should remain calm and should not attempt to disarm the intruder, and should await the arrival of the police. Staff should then follow the direction of the police in order to promote the safety of both themselves and the pupils.

Following any incident of this nature, the incident should be logged and school security should be immediately reviewed. If appropriate, parents/carers should be informed that an intruder has entered school premises.

2.29 Vehicle Safety

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious or even fatal injuries. Special care is necessary to ensure that pupils are kept away from vehicles on the Federation premises.

Vehicular access to the Federation is restricted to employees and visitors only and not for general use by parents/guardians when bringing children to Federation or collecting them. Access to the Federation must be kept clear for emergency vehicles. The vehicle access gates must not normally be used for pedestrian access.

- Delivery and contractors' vehicles are encouraged not to enter Dunston School premises at school starting and leaving times.
- Where pupils are brought to Federation and are collected by bus, the arrangements are such that pupils do not have to cross the road and that the bus does not have to reverse.

In order to check that they are current, employees who drive as a part of their duties will provide a copy of their driving licence, MOT and insurance details, showing business cover. These members of staff must exercise particular care and comply with all traffic controls and other aspects of road traffic legislation. Where required, a risk assessment will be conducted for the use of vehicles as a part of the duties of the employees of the Federation.

2.30 Legionella

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold-water storage and distribution systems.

To achieve control of legionella bacteria the company will implement the following:

- Conduct a suitable and sufficient risk assessment to identify potential risks and implement measures to either eliminate or control risks.
- From the above, establish measures to ensure avoidance of conditions favouring growth of organisms.
- As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella.
- The use of materials that may provide nutrients for microbial growth will be avoided.
- Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.

Avoidance of Stagnation

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

System Maintenance

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures.

Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

Sampling

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

Record Keeping

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Selection, training and competence of persons carrying out control measures will receive appropriate training and supervision, so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- Identification of people who may have been exposed.
- Involvement of public health authorities.
- Dissemination of information to employees and other interested parties as to the nature of the risks.

2.31 Relief Workers

The Federation will at times use the services of relief workers, usually in the form of supply teaching staff. The Federation accept their responsibilities regarding all relief workers and they will be given adequate health and safety information to perform their relief duties.

Upon arrival to the Federation the relief workers will undergo a documented induction which will include making them aware of relevant policies, procedures and risk assessments for the work that they are going to undertake. The procedures will include the fire evacuation procedure and the first aid/accident reporting procedure.

All relief workers will be given a tour of the Federation, or as a minimum the areas that they will be working within – this will include fire exits and first aid box locations.

All relief workers will be DBS checked and will fall in line with the safeguarding requirements that the Federation work towards. School office staff will ensure that all supply agency/external cover tutors/coaches have been suitably vetted and DBS cleared by their agency/employer.

Should the relief worker return to the Federation they will undergo another induction relevant to the areas/work that they are carrying out if it affects a different part of the school or sufficient time has lapsed since their previous visit.

2.32 Bomb Hoaxes and Threats – see Critical Incident Policy and Risk Assessments

2.33 Young Persons at Work or Work Experience

If young persons come to any of the schools to work, or are on work experience, special regulations apply. A 'young person' is someone who has not attained the age of 18 and a child is someone not over compulsory school age.

Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their inexperience, immaturity and lack of awareness.

All young persons will work directly under the supervision of an experienced staff member who is responsible for ensuring the appropriate measures are taken to protect their health and safety.

Young persons will ensure that they take reasonable care of their own health and safety and that of others who may be affected by their activities. They will only use equipment in accordance with the training and instruction provided and will not use equipment which they have not been trained to use.

2.34 Violence at Work

Advice on violence at work is given in the leaflet POEL18, within the G15 "Violence at Work" policy: <http://www.lincolnshire.gov.uk/searchResults.aspx?qsearch=1andkeywords=violence+at+workandx=0andy=0> and in the staff handbook.

2.35 Joint Consultative Arrangements

The staff may elect one staff member in each school to act as a Trade Union safety representative who must be a member of, and appointed by, a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her Safety Representative. This role is recognised and encouraged.

If a representative were to be appointed, they would be given copies of all health and safety material and information received by the Governing Body from outside agencies, ie Health and Safety Executive and County Council, or produced by the school. Safety Representatives shall consult with the Governing Body on all health and safety matters. The representative would be consulted during the preparation of the Health and Safety Policy of the schools to enable effective co-operation in the promotion and development of health and safety arrangements. This representative would receive facilities and be released from their normal duties so the Health and Safety representative could carry out the functions of a Health and Safety representative, as detailed in the Safety Representatives and Safety Committee Regulations 1977 (as amended).

The Headteacher has a duty to respond to safety initiatives put forward by Safety Representatives or other employees. Health and Safety is a standing item on the agenda of the Resources Committee and issues identified within this Committee are brought to the attention of Governors in Full Governing Body Meetings.

2.36 Working Time

The schools recognise that when people work too many hours, their health can be affected and the risk of mistakes and accidents increase. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks.

Normal school arrangements usually ensure that staff receive the daily/weekly breaks and annual leave entitlements specified in the regulations.

Some members of staff, during term time, work many hours more than the normal school week, both at school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week, as set by the regulations, is unlikely to be exceeded.

Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Executive Headteacher.

The 48 hour weekly working time limit and the provisions relating to breaks in the working day, daily rest, weekly rest and night working do not apply to managing executives or other persons with autonomous decision taking powers over when and how long they work. This includes Headteachers, although the Governing Body will take steps to ensure that demands upon the Executive Headteacher are kept under review.

As professionals, teachers in general also have a lot of autonomy on working time in relation to carrying out their professional duties. The schools have given a priority to meeting the requirements of the Workforce Agreement (2003) in order to minimise the risks of excessive working hours and to achieve appropriate work life balance for all of our staff.

2.37 Employees with Disabilities or Ill Health

The Executive Headteacher has a duty to ensure that the risks to staff members with disabilities and/or medical conditions are assessed to enable action to be taken to minimise any risk. When assessment has been made, the Executive Headteacher will provide the necessary support and actions to enable the employee to complete their designated duties.

Staff members will ensure that they inform the Headteacher if they have, or develop, any medical conditions or disabilities which could affect their health and safety at work.

The Governing Body recognises the importance of keeping its Health and Safety Policy up-to-date and will review the policy on an annual basis.

Signed:

**Mr Andrew Hancy
Chair of Spires Federation Governing Body**

Date:

Environmental Policy Statement

1. The Spires Federation (including Dunston St. Peters C of E Primary, Nocton Community Primary and Digby C of E Primary) recognises its environmental duties under the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012 and the Executive Headteacher Responsible for Health, Safety and Environmental Issues recognises that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The Federation, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) Minimising disturbance to the local and global environment, and to the local communities and wildlife.
 - b) Following the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. We will follow the hierarchy outlined below for waste generated:
 1. Prevention
 2. Preparing for re-use
 3. Recycling
 4. Recovery
 5. Disposal
 - c) Minimising the use of energy and raw materials and to adhere to the principles of sustainability.
 - d) Considering the environment in the design of processes and products and the maintenance of equipment.
 - e) Providing information on the use and final disposal of products.
 - f) Ensuring that all employees and suppliers are adequately informed about the Federation Environmental Policy.
 - g) Minimising the use of product-related materials and services, such as packaging or transport.
3. In order that the Federation can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Federation or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

Mr Courtenay Walls
Executive Headteacher
Nov 2022

Mr Andrew Hancy
Chair of Governors

Appendix A

FIRE ALARM PROCEDURE – Digby

Digby – Fire Procedures

Practice fire drills are carried out each term to give the children and staff confidence if ever there was a fire. On Tuesday at approximately 11:50am the fire alarm is sounded so it becomes familiar to everyone. The caretaker sounds the alarm every week, outside of school hours, on different call points to identify faults.

The staff member in charge of a class should complete the 'Fire Check List' attached to the classroom wall, by the fire exit, each morning, at the time the register is taken (8.50-9.20 am). Write the number of pupils present in class and amend it at any time this changes throughout the day (e.g. a poorly child going home or a child arriving late).

The Fire Check List stays with the majority of the class at all times. i.e. in class if a small number of children go to the Burrow for interventions, outside with the class if they are having a PE lesson or outside with the Lunchtime Supervisors.

Staff of Pre-School and Pixies Class and Gnomes Class should ensure that the pathway is **always** clear of toys and other trip hazards in their Outdoor Areas. Locks must not be put on any internal gates.

Imps Class (Field classroom) and the main school building run off separate fire alarms and will not be evacuated in the event of a fire / fire drill in the 'other' building. However, as soon as it is apparent that the alarm has been triggered in the 'other' building each classroom should be checked for staff, children and visitors, immediately highlighting any discrepancies to the Administrator or a member of the SLT. There are no green emergency push buttons, or mag-locked doors, linked to Imps classroom.

When the Fire Alarm is activated, be mindful that the perimeter security gates will not be working.

ON HEARING THE ALARM

- The Headteacher, or SLT, will call the Fire Brigade if necessary.
- All children, staff and visitors should exit the building by their nearest fire exit.
- Pixies to exit via the hall side of the building. Gnomes to exit via pre-school side of the building.
- The green emergency push button should be pressed to release the internal security door by Pixies' foyer door/Gnomes cloakroom, if it is necessary to use those exits. All mag-locked security doors will release automatically should there be electricity failure. (The administrator will check every term that the main and bottom playground gates do release and re-lock when the alarm is sounded).
- Members of staff should ensure all doors are closed behind them.
- Members of staff should count pupil heads on exit from the building, checking numbers against the 'Fire Check List'. If there are any discrepancies, they should check the toilets and other areas for the missing children, providing it is safe to do so.
- Everyone should assemble at the fire assembly point, located on the top playground.
- All pupils should line up in their classes.
- There are two ways around the school to access the top playground. However, should both be unsafe everyone should initially assemble in the playground to check that all children and staff are present. Once headcount is completed everyone should exit the bottom playground through the gate and make their way to the main entrance via Church Street, in order to be counted on the top playground as normal.
- The Administrator and SLT (if working in the back office) will take the 'Staff Signing In & Out Clipboard', Visitors Book, Pupil Signing Out Folder and the 'Medication

box' and mobile phone (if the alarm has triggered in the main building). This means that registers can be called if there are any discrepancies in numbers and so that any visitors on site can be checked.

- Class medicines, inhalers, epi pens and Medical Care Plans to be brought outside by the staff from the class.
- Teachers will hold their 'Fire Check List' in the air to indicate they have the correct number of children in their own class.
- The Administrator or member of the SLT will check all visitors are present.
- The Administrator or member of the SLT will check that all children and staff are present and correct in Imps Class for main building fire procedures, or in the main building for Imps Class fire procedures, to ensure there is no-one unaccounted for.

Appendix B

FIRE ALARM PROCEDURE – Dunston Dunston – Fire Procedures

Practice fire drills are carried out each term to give the children and staff confidence if ever there was a fire.

On Tuesday at approximately 11:50am the fire alarm is sounded so it becomes familiar to everyone. The caretaker sounds the alarm every week, outside of school hours, on different call points to identify faults.

The staff member in charge of a class should complete the 'Fire Check List' attached to the classroom wall, by the fire exit, each morning, at the time the register is taken (9.00-9.10 am). Write the number of pupils present in class and amend it at any time this changes throughout the day (e.g. a poorly child going home or a child arriving late).

The Fire Check List stays with the majority of the class at all times. i.e. in class if a small number of children go to the Grove for interventions, outside with the class if they are having a PE lesson or outside with the Lunchtime Supervisors.

When the Fire Alarm is activated, be mindful that the perimeter security gates will not be working.

ON HEARING THE ALARM

- The Headteacher, or SLT, will call the Fire Brigade if necessary.
- All children, staff and visitors should exit the building by their nearest fire exit.
- Members of staff should ensure all doors are closed behind them.
- Members of staff should count pupil heads on exit from the building, checking numbers against the 'Fire Check List'. If there are any discrepancies, they should check the toilets and other areas for the missing children, providing it is safe to do so.
- Everyone should assemble at the fire assembly point, located on the edge of the playground.
- All pupils should line up in their classes.
- The Administrator and SLT (if working in the back office) will take the **'Staff Signing In & Out Clipboard', Visitors Book, Pupil Signing Out Folder and the 'Medication box' and mobile phone** (if the alarm has triggered in the main building). This means that registers can be called if there are any discrepancies in numbers and so that any visitors on site can be checked.
- Class medicines, inhalers, epi pens and Medical Care Plans to be brought outside by the staff from the class.
- Teachers will hold their 'Fire Check List' in the air to indicate they have the correct number of children in their own class.

- The Administrator or member of the SLT will check all visitors are present.
- The Administrator or member of the SLT will check that all children and staff are present and correct.
- Two teaching assistants should use the staff signing in/out book on the playground to check that all school staff are present
- Should any of the responsible persons not be holding their hand in the air, the relevant register should be given to the adult in charge of the class so that it can be called.
- If the Fire Brigade has been called, no-one should re-enter the building until the Fire Officer has given the all clear. Otherwise, the Headteacher, or senior teacher, will decide if it is safe to go back into the school.
- Any child with mobility needs will have a personalised fire-alarm action plan which will be implemented in event of hearing the alarm. This plan will be kept secure next to the evacuation sheet near the classroom's fire exit.

Appendix C

FIRE ALARM PROCEDURE – Nocton

Nocton – Fire Procedures

Practice fire drills are carried out each term and an additional one at lunchtime, after school club and breakfast club. Each fire drill will pose a different scenario.

ON HEARING THE ALARM

- The Executive Headteacher/Deputy Headteacher/Fire Warden will ensure evacuation in progress and investigate **ensuring safety first** if there is a fire.
- All children should exit the building by the nearest marked fire exit.
- Staff to conduct a head count as the children leave the fire exit, using the information on their 'Class Fire Register'. *The Class Fire Register should be completed daily at the time of registration and should a child go home/come in during the day*
- Members of staff should check the toilets on their way out of the building if they have any missing children/are passing them and **close all doors** behind them.
- The admin staff should take the AM or PM Fire List *printed from ScholarPack each AM/PM*, the visitors list, pupil signing in/out book and the staff signing in/out book.
- Class Teachers need to take with them the red fire bag, which contains the daily class fire register and medication.

Assembly Point

- All children should assemble on the village green nearby the hedge/side pedestrian gate.
- If the staff member in charge of a class is happy they have all of their children they should hold their hand in the air until all classes have confirmed attendance.
- Upon evacuation and confirmation that there is a fire the Executive Headteacher/Deputy Headteacher/Fire Warden will telephone 999 Fire Brigade
- Registers will be distributed to teachers should they need them.
- In the event of a real fire the electricity may be cut off; this would release any maglocks.
- Admin staff will distribute staff and pupil signing in books and visitor book to be checked off.
- If the Fire Brigade have been called, no-one should re-enter the building until the Fire Officer has given the all clear. Otherwise Executive Headteacher/Deputy Headteacher will decide if it is safe to go back into the school.
- Any child with mobility needs will have a personalised fire-alarm plan *kept secure next to the evacuation report* which will be implemented in event of hearing the alarm.

ALL staff should know the gate codes for fire evacuation access and fire engine access.