



AL KAUTHAR

ACADEMY

Health and Safety Policy

2024-2025



1. PART ONE: STATEMENT OF INTENT

The school's Governing Body and Head teacher recognize and accept their responsibilities under law as responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

In compliance with the Management of Health and Safety at Work Regulations 1999, this school's Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained including Offsite visits.
- Sufficient information, instruction, training and supervision are available and provided.
- Arrangements exist for the safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

Al Kauthar Girls Academy aims to provide a safe, healthy, Islamic environment for all who work, study and visit there. In order to reduce hazard levels, all members of staff and all pupils must understand and appreciate that their own safety and that of others depends on their conduct and vigilance at all times.

In addition to the above commitment, the Governing Body also recognises its obligations to non- employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to protect the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff is required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full cooperation of employees and others who use the premises.

Employees are reminded of their own duties:

- To take care of their own safety and that of others.
- To cooperate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully.

All relevant Regulations, Codes of Practice will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

2. PART TWO: ORGANISATION

2.1 Duties of The Governing Body

In the discharge of its duty, the Governing Body, in consultation with the Head Teacher, will:

- Make itself familiar with the school's Health & Safety Policy and the advice and guidance provided by the health & safety Officer.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- Identify and evaluate all risks relating to:
 - The premises.
 - School activities.
 - Educational visits.
 - School-sponsored events.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Create and monitor the management structure to enable the implementation of health and safety.
- In particular, the Governing Body Undertakes to Provide:
 - A safe place for staff and pupils to work including safe means of entry and exits.
 - Plant equipment and systems of work which are safe.
 - Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take into account all appropriate:
 - Statutory requirements.
 - Codes of practice.
 - Guidance.
- Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever

training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive

information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

- The required safety and protective equipment and clothing together with information on its use.
- Adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Head teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- This policy.
- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.2 The Duties of the Head Teacher

As well as the general duties of all members of staff, the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Deputy Head, senior members of staff, teachers and others as appropriate.

The Head Teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times. In particular, the Head will, on a day-to-day basis, be responsible for:

- Ensuring safe working conditions of the school premises and facilities.
- Ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- Ensure safe working practices and procedures throughout the school so that all risks are controlled.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body are made aware of the findings.
- Identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Ensure that any defects in the premises, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- Collate accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent reoccurrence.
- Monitor the standards of health and safety throughout the school, including all school-based activities.

- Monitor the management structure, in consultation with the governors; consult with members of staff, including the Health & Safety officer, on health and safety issues; and encourage staff and others to promote health and safety.

2.3 The Duties of Supervisory Staff (This includes Head teacher, Senior Leadership Team, Deputy Head and School Administrators)

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Head Teacher or the member of staff nominated by the Head, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will oversee that:

- Safe methods of working exist and are implemented throughout their area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- New employees are given instructions on safe working practices.
- Risk assessments are conducted in their area of responsibility as required by the Head Teacher or as necessary.
- Regular safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary.
- Positive, corrective action is taken where necessary to protect the health and safety of all staff, pupils and others.
- All machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- A Coshh Risk Assessment is carried out for all chemicals used in the Science Lab and throughout the school for cleaning
- They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety.
- All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Head Teacher or Deputy Head.

2.4 Duties of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Head Teacher on health and safety equipment and on additions or necessary improvements to the school, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education.
 - Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation and report all accidents, defects and dangerous occurrences to the Head Teacher/Deputy Head.
 - Report all accidents, defects and dangerous occurrences to the Head Teacher/Deputy Head.

2.5 Duties of All Employees (including temporary and volunteers)

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Health & Safety Officer.
- Act in accordance with any specific H&S training received.
- Report all accidents in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform the Head Teacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform the Head Teacher of any shortcomings they consider being in the School's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Health and Safety Officer.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy them that those responsibilities as appropriate are re-assigned in their absence. The Head must approve such re-assignments.

2.6 School Health and Safety Representatives

The Governing Body and Head recognise the role of Safety Representatives. The Health & Safety Officer will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. (Refer to Safety Representatives and Safety Committees Regulations 1977).

2.7 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

2.8 Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see 2.5 above). Head Teacher/Deputy Head will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

2.9 Parents

Parents are required to ensure that the school has up-to-date contact addresses and telephone numbers so that parents (or other responsible nominated adults) may be contacted in emergencies.

- Ensure that pupils attend school in good health.
- Explain all absences promptly.
- Support the teachers' roles and the discipline of the school.
- Ensure early contact with the school over matters concerning the health and safety of their own and other children.
- Allow pupils to take on an increasing amount of responsibility as they progress through school.
- Accept responsibility for the conduct of their own children in and out of school.

3. PART THREE: GENERAL ARRANGEMENTS – HEALTH, SAFETY AND WELFARE

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

3.1 Accident Reporting, Recording and Investigation

All staff will be encouraged to report accidents, incidents and near misses and Head Teacher/Deputy Head will investigate such incidents and identify and implement means to prevent a recurrence.

All completed accident forms must be handed into the office.

3.2 Asbestos

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- Complying with all regulations and county policy concerning the control of asbestos.
- Removing asbestos containing materials where the risk to building users is unacceptable.

3.3 Contractors

The school follows the guidance issued by the HSE as outlined for the selection, appointment and monitoring anyone undertaking works. These include:

- Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into consideration nature and scale of the works required).
- Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions, etc.
- Having clearly identified personnel who are points of contact for contractors and visiting workers.
- Having all significant and unusual hazards and risks on site clearly identified.
- Exchanging information on hazards and risks.

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- Segregation of traffic and pedestrians.
- Segregation of contractors and occupants of the school (where possible).
- Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled.
- Implications on fire precautions due to possible increased risk and interference with fire alarm.
- System and routes of evacuation.

3.4 Communication

The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:

- Providing visitors with copies of appropriate hazard registers such as the asbestos register.
- Telling visitors about hazards on site.
- Asking visitors about the hazards and risks which they are bringing on site (e.g. Creating noise, dust, fumes).
- Asking visitors about any possible interference with normal working practices (e.g. Re-routing of emergency escape routes).
- Controlling access so that contractors know who may also be working on site.
- Sign-off/safe completion certificates.
- Ensuring completion of the Premises Visitors Log Book by contractors and visiting persons.

3.5 Curriculum Safety (including extended schools activity/study support)

The school recognise that programmes of study require that pupils should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for pupils to use. All guidance material will be reviewed where available.

All non-teaching assistants must be apprised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- Where close supervision is required.
- Suitable group size.
- Suitability for whole class participation.
- Where particular skills need to be taught.
- Personal Protective Equipment (PPE).
- Levels of hygiene required.

3.6 Drugs & Medications

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist bodies will be approached to provide additional background information for staff.

Please note that the school does not administer medicines.

Administering Medicines in the short term

Individual staff will decide whether they can assist in giving a pupil short term medication e.g. to complete a course of antibiotics. If they agree, school procedure will be followed (see below). If staff are not prepared to administer medication, parents should be referred to the Deputy Head.

Long-term, special medical needs

The decision whether the school can assist with long-term medical needs e.g. diabetes, epilepsy, administering daily medication, rests solely with the Head Teacher. If agreed, staff need sufficient information to support the pupil, including contingency plans for emergencies but information is otherwise confidential.

Procedure for Medicines in School

- A course of medicines including extra inhalers can be kept in the School Office. Pupils do not have unsupervised access to this room.
- A pupil needing medication or to check their blood glucose levels must be clear about when and where to go and who to report to.
- Pupils can administer their own medicine, by agreement with parents and the school.
- If pupils refuse to take their own medication, staff do not force them to do so. Inform the parents as a matter of urgency.
- Staffs do not dispose of medicines. Parents collect any left over.

3.7 Request for School to administer medication

The School will not give your child any medication, but may assist a child if she has her own medication and requires support. This would have to be agreed with the Head Teacher/Deputy Head.

3.8 Guidance for Pupils with asthma

Pupils with asthma are encouraged to take full part in all school activities.

Asthma causes the narrowing of the airways in the lungs, making it difficult to breathe. Symptoms include attacks of breathlessness and coughing and tightness in the chest, which can exacerbate the difficulty in breathing.

Individuals with asthma are often sensitive to a number of common irritants, including grass pollen, tobacco fumes, smoke, glue, paint and fumes. Animals, such as guinea pigs, hamsters, rabbits or birds can also trigger attacks.

Most children are able to lead a normal life by managing their asthma and being aware of situations which could lead to an asthma attack. However, staff must be fully informed and able to cope with this potentially fatal disease.

Teachers must:

- Know in all classes taught, which pupils have asthma.
- Be aware of the situations that can lead to an asthma attack.
- Know what to do if this happens in one of your lessons.

Below are examples of curriculum areas and specific activities which could trigger asthma attacks.

PE

Exercise is a common trigger for an asthma attack, but this is not a reason for children not to participate in P.E.

Be particularly aware of pupils with asthma when working outside on cold, dry days or when there are strong winds.

Asthmatic pupils are commonly allergic to grass pollen, so this should be considered, especially during the summer months.

Swimming is a good form of exercise for asthmatic pupils, who are unlikely to suffer an attack unless the water is very cold or heavily chlorinated.

Teachers should be aware of competitive situations when pupils with asthma may over-exert themselves.

Other subjects

Be particularly aware of asthma sufferers during activities producing dust and fumes. e.g. glue, paint, varnish.

Take particular care in the production of irritant gases and when burning materials. During field trips, grass and other pollen can present difficulties for asthmatic pupils.

School Outings

During field trips, grass and other pollen can present difficulties for asthmatic pupils.

Names of all pupils who are asthma sufferers are noted on the School Risk Assessments. These should be kept with staff at all times during the outing. The Risk Assessments should then be returned to the school office where they can be destroyed.

Preventer Inhalers

These are brown, orange, cream, maroon or green. They are used regularly early morning and evening and are of no use during an asthma attack. There is therefore no need for these inhalers to be in school.

Reliever Inhalers

- These are blue. In the event of an asthma attack, these inhalers work quickly and are effective for about 4 hours. However, if a pupil needs to use her inhaler more often, let her but inform parents.

- Reliever inhaler must be kept on or near the pupil. It is recommended that an additional inhaler is kept centrally in the office.
- These reliever inhalers should be used whenever the pupil is suffering from asthma symptoms. They can also be used prior to exercise and must be available during exercise if needed.
- Inhalers should not be stored where there is excessive heat or cold.
- Reliever (blue) inhalers must always be taken with the pupil on all off-site activities e.g. educational visits, swimming.
- It is parents' responsibility to check the date on the medication and wash spacers when necessary.
- School should ensure all devices are taken home before the summer holidays and replaced in September.
- If high doses of the reliever inhaler are taken, the worst that will happen is that the pupil will feel very shaky but this will soon wear off.

3.9 Electrical Equipment (fixed and portable)

Portable electrical equipment testing will be inspected In-House by a competent person every 2 years. This is currently undertaken by the Health & Safety Lead who has received relevant training. Staff should not use their own electrical equipment unless it has been inspected by the Health & Safety Lead first.

3.10 Fire Precautions & Procedures

An annual fire risk assessment is carried out using county guidance assessment. The standards required within this risk assessment can be found in the 'Fire safety risk assessment guide for educational establishments'.

The Deputy Head has responsibility for implementing the Fire Management Plan by:

- Taking note of any significant findings from the fire risk assessment and any action taken.
- Testing and checking of escape routes, including emergency exit devices and any electromagnetic devices.
- Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person.
- Recording of false alarms.
- Testing and maintenance of emergency lighting systems.
- Arranging contractors (currently 'Fis Ltd') to test and check fire extinguishers, etc.
- Arranging contractors (currently 'Fis Ltd') to test and check other fire safety equipment such as fire alarms, etc.
- Overseeing all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

3.11 First Aid

The School Administration officer is qualified in First Aid Skills and has overall responsibility for First Aid. Staff assess if a child is unwell or requires simple first aid, but will involve the School Administration officer or other first aider for further assessment if necessary.

Every person carrying out first aid must wear protective gloves if they will come into contact with blood or other body products. (First Aid & managing bodily fluids)

All minor & serious injuries (and always for injury to the head) must be reported to the School Administration officer. The Admin Officers will require details to report the incident in the Accident Book kept in the school office and to the Emergency Services (if required). A photocopy of the record is given to the pupil to inform parents.

Cuts and grazes are cleaned by rinsing under running water. Pat dry with white kitchen roll. Never use cotton wool or paper towels. Bleeding is easily stopped by pressure and elevation. Surrounding area can be cleaned with soap.

3.12 Glass and Glazing

All glass in doors or panels must be safety glass. All replacement glass must be of safety standard. Continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken.

3.13 Hazardous Substances

Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used, the Deputy Head or Health & Safety Officer will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

3.14 Handling & Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

3.15 Lettings/shared use of premises

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

3.16 Lone Working

Deputy Head will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, signing In & Out Sheets and other means of monitoring staff whereabouts

Staffs themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.17 Maintenance / Inspection of Equipment

Guidance issued by HSE on servicing, testing or inspection is followed and records kept.

3.18 Physical Contact and Intervention

This guidance applies to all staff.

Physical contact can and should be used appropriately, positively and with consent to reinforce relationships. Touching can give welcome reassurance to the child. However, touching should never take place in private. Staffs are protected from unfounded accusations if witnesses are present.

Physical intervention as a means of control should always be the minimum the situation requires. It should:

- Only be used as a last resort
- In the best interests of the child
- Never be punitive
- Be reasonable, proportional and necessary.

Holding: (which falls short of restraint) can be used to direct or calm pupils. Restraint can be used where there is immediate risk of injury or significant damage where it may be possible to

demonstrate credibly that there were strong indicators of injury, e.g. tripping up a pupil, pulling hair, twisting an arm etc.

Staff should not place themselves in danger but staff are expected to engage in some risk where there is evident danger to children. Staff should not put themselves in personal danger merely to safeguard property.

Please refer to the Safeguarding Children Policy and Procedures for issues involving allegations or child protection.

3.19 Risk Assessments

Risk assessment is the responsibility of the schools management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

Guidance on minimising risks regularly encountered e.g. journeys, manual handling of a disabled child, swimming pool safety, use of gym equipment, are recorded centrally in policies. Risk Assessment for other significant activities e.g. off-site visit destinations, should also be recorded.

Some risk assessments are more immediate e.g. whether to restrain a child, where to salt/sand on frosty mornings. A written assessment is not appropriate but any lessons learnt should be noted.

3.20 School Trips/ Off-Site Activities

The school complies with DfES and LA guidance on educational visits and school journeys Team

Leaders and the nominated Education Visits Coordinator will:

- Support the Head Teacher and governors with approval and other decisions.
- Assess the competence of leaders and other adults proposed for a visit. It may include practical observation or verification of experience.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Review systems and, on occasion, monitor practice.

3.21 Vehicles on Site

The governors will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic.
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site.
- Wherever possible avoid same-access for all.

3.22 Staff Consultation

Every opportunity will be taken to consult with staff regarding health and safety matters. The governors, Head teacher and Deputy Head will ensure that any necessary on-the-job training is given: particular attention will be paid to new staff. Where appropriate, staff may be encouraged to attend health and safety courses. It is the responsibility of individuals to identify for themselves possible training requirements.

3.23 Violence to Staff / School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Head Teacher and Deputy Head and governing body will liaise with their local Crime Prevention Officer.

Head Teacher and Deputy Head are responsible for assessing the risks of violence to staff.

Where violence is identified as a significant risk the Head teacher and Deputy Head will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

Access to the school is controlled by visitors using an intercom system connected to the school office. All visitors to school must report to the school office where they sign in a visitor's book and are issued with a badge. Visitors also report back to the office to return their badge and sign out on departure.

All voluntary helpers in school have enhanced DBS clearance.

Staff should always courteously challenge anyone on site who they do not recognise and who is not wearing a badge.

During the school day, external doors are kept locked. The main entrance can only be accessed by a release switch from inside the office or a keypad inside the door.

Pupils are not allowed to allow visitors in to school without permission from a member of staff.

All pupils are informed that once they have arrived at school, they must not leave without permission.

All adults should exercise due care and diligence to ensure their actions do not compromise security measures.

3.24 Working at Height

Deputy Head/staff will ensure that working at height is risk assessed in accordance with H&S guidance and that appropriate control measures are put in place to mitigate those risks.

Staffs themselves have a responsibility to ensure their own health and safety and assist in the operation of

any systems designed to provide for their safety.

3.25 Workplace Inspections and Premises Risks

The Health & Safety Officer will carry out regular risk assessments associated with the premises.

The Deputy Head will ensure that hazards associated with premises are monitored and controlled.

4. PART FOUR: FIRE

4.1 Action to be taken in the Event of a Fire

- Any person discovering a fire should raise the alarm immediately by operating the nearest break glass call point.
- Only tackle the fire with a suitable fire extinguisher, if you consider it safe to do so, are confident in the use of firefighting equipment and have received adequate training in its use. Only tackle fires which are of a minor nature. **DO NOT TAKE RISKS!** Remember

always raise the alarm before tackling a fire!

- The school does not have an automatic fire alarm system, linked to the Fire Service, therefore the Head Teacher, Deputy Head or School Administrators should call the Fire Service using the '999' system in the event of fire, or the fire alarm activating.

- In the event of the electrical fire alarm system actuating, the sounders should not be silenced, (or the system re-set), until confirmation is received that all persons have left the building and permission has been given to 'clear' the system by the Senior Fire Officer present.

- The Fire Service should be called to every outbreak, or suspected outbreak of fire, no matter how small (irrespective of whether or not the fire has been extinguished). The '999' system should always be used, even if the fire appears to have self-extinguished.

4.2 Evacuation Procedure on Hearing the Fire Alarm

All too often, when the fire alarm sounds, it is ignored by occupants who assume it is a 'false alarm' and an inconvenience.

If the alarm sounds YOU MUST ACT ON IT!

- All persons should leave the building immediately by the nearest available exit and proceed to the designated assembly area on the field, without stopping to collect personal belongings, but closing doors behind them.

- Teaching and Support Staff should ensure that children and visitors in their group/class leave the building promptly and in silence.

- Staff should ensure that people in their zone or area leave the building promptly. If safe to do so, each floor or level, should be 'swept' by staff as they leave the premises, checking the toilets on their way out.

- The Office Staff will take class registers to the teacher responsible for each class at the assembly point and check the staff, visitors and pupil Signing In/Out books. As well as the register being taken, a head count should also be carried out to establish whether all persons are accounted for. If any people are reported 'missing', this information should be passed to the Head Teacher/Deputy Head.

- Under no circumstances should search parties be organised to search the premises for missing persons. This task, if necessary, will be carried out by Fire Service personnel wearing breathing apparatus.

- The Senior Fire Officer will indicate when it is safe to re-occupy the premises. No-one should re-enter the building until this person's express permission has been given.

4.3 Fire Drills

Fire drills will be carried out at least three times during the academic year. Each exercise will be started by activating the fire alarm and may include a simulated evacuation drill with the assumption that one escape route is not available. Fire drills will be recorded by the Deputy Head.

4.4 Testing of Fire Alarm Systems and Emergency Lighting

The fire alarm system and emergency lighting will be tested weekly by the School Administration officer and recorded in the log book.

4.5 Emergency Exits

It is the responsibility of all staff to ensure that all emergency exits and escape routes are kept clear and free from obstruction at all times.

4.6 Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

At the end of the day staff should ensure that:

- All flammable materials are locked away.
- All valuable equipment is secured.
- All electrical equipment is switched off.
- All windows are securely shut.
- All internal doors closed (to prevent the spread of fire).
- Electrical sockets must not be overloaded with multi-point adapters. Only use adapters where it is unavoidable. Staff should request additional sockets if necessary.

4.7 Portable Electrical Equipment

Electrical equipment should be switched off when not in use. A blown fuse should only be replaced after the cause of its failure has been discovered. Portable electrical appliances will be tested for safety every 2 years.

4.8 Displays

The cardboard, paper and plastic used for displays can be a means of rapid fire spread. To reduce the risk of fire spread along display materials:

- Do not put displays down stairways which are part of a designated fire escape route.
- In the school corridors, keep display materials away from curtain, doors and heat sources.
- Try to keep down the total area used for displays in any one area.

- Keep displays away from exits and ceiling voids which lack fire barriers.

4.9 Flammable liquids and chemicals

The storage of flammable liquids should be strictly monitored, with the amounts of flammable liquids and chemicals stored inside the school kept to the minimum necessary for day to day use. Chemicals must be stored in locked areas.

4.10 Smoking

Smoking is strictly forbidden on school property.

Last Review: February 2024

Next Review: February 2025