

HEALTH & SAFETY POLICY

Version 6.0

Review by Premises Committee:	27th January 2014
Adopted by Governing Body:	24th February 2014
Next Committee Review Due:	Autumn 2016

Reviewers:	Bursar/ Premises Manager
Governor Link:	H&S Link

Health & Safety Policy

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

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PART A: STATEMENT OF GENERAL POLICY

1. East Barnet School recognises and accepts that every one of its employees, students and visitors to the school is entitled to a safe and healthy environment.
2. It is the intention of the Governing Body of East Barnet School that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
3. All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled
4. The policy will be reviewed periodically so as to ensure so far as is reasonably practical that all legislative changes which may affect activities have been incorporated and are being observed throughout the establishment.
5. The Governors will monitor and assist the Premises Controller (Head Teacher) by taking an active interest in health and safety matters and providing the resources and facilities necessary for the Premises Controller to affect this policy.
6. The policy will be kept up to date and revised to accommodate changes to the HSW Act, the premises, new equipment, the way they are used and developments in the curriculum as they arise.
 - 6.1. The “Policy Reviewers” and Link Governor will review the policy and the way it is operated each year during the autumn term. If no changes are required, this will be reported at the first Full Governing Body meeting thereafter. A full review will take place every other year, unless changes are found to be required or advisable at any earlier time.
 - 6.2. The policy and all revisions will be drawn up and agreed in consultation with appointed safety representatives as set out in Health and Safety Management Chain for East Barnet School (Appendix 1).
 - 6.3. A copy of the School’s Health and Safety Policy will be kept by the Premises Controller (Head Teacher) and in the school office.
7. The Governing Body holds the health and safety of staff, students and other persons as their primary concern and consequently regards this policy as central to the School’s success.
 - 7.1. Priority will always be given to securing the safety and freedom from risk to the health of people engaging in activities within the control of the Governing Body.
 - 7.2. The allocation of duties for safety matters and any particular arrangements are set out in Sections B and C of the School Policy for Health and Safety.
 - 7.3. “Health & Safety Issues” will be a standing agenda item for all Governing Body Committee meetings.

PART B: ORGANISATION WITHIN EAST BARNET SCHOOL

8. Responsibilities

Overall and final responsibility for the health and safety of staff, students and other persons remains with the Governing Body.

The Governing Body, in exercising its right to manage the School, also incurs responsibility for ensuring that premises and activities within its control are, so far as is reasonably practicable, safe and without risks to health.

8.1. The Governing Body

- 8.1.1. The Governing Body is responsible for this policy being carried out in school.
- 8.1.2. The Governing Body will review their H&S Policy at the beginning of the autumn term and make revisions and additions, as they consider appropriate. All such revisions will be made in consultation with appointed union safety representatives and brought to the attention of staff.
- 8.1.3. The Governing Body will appoint and assist the Premises Controller (Head Teacher) to implement and maintain the policy and arrangements.
- 8.1.4. The Governing Body will ensure the Premises Controller is given all information, instruction, training and facilities needed to meet this responsibility.
- 8.1.5. A member of the Governing Body is to attend at least one site inspection each year. Appendix 5 – Health, Safety and Welfare checklist – should be used as a reference guide in order to ensure that the School is complying with the Health and Safety policy.

8.2. Premises Controller (Head Teacher)

- 8.2.1. The Head Teacher is the Premises Controller whose role is to ensure that the Health and Safety policy is activated and systems are reviewed.
- 8.2.2. Day-to-day running is administered by:
 - a. The Head of Premises (The Deputy Headteacher)
 - b. The Health and Safety Manager
 - c. The Health and Safety Co-ordinator
 - d. In the absence of the Premises Controller, the Deputy Head (Premises Manager) will assume this role.
See Appendix 1 for names of individuals and further details.
- 8.2.3. The Premises Controller is the key executive manager with responsibility for maintaining the organisation and arrangements for health and safety within the School.
- 8.2.4. The Premises Controller is to liaise with the Governing Body on policy issues.
- 8.2.5. The primary task is to manage daily conditions and activities in order to ensure:
 - a. the premises, the means of access and egress, machinery and equipment are maintained in a safe condition;
 - b. defects or unsafe conditions are either rectified or reported promptly to the Local Authority and / or Governors, as appropriate;
 - c. interim action is taken to prevent or allay danger.
 - d. Department heads and safety representatives are kept informed of action taken to prevent danger.
- 8.2.6. Other Tasks:
 - 8.2.6.1. Plant and Equipment
 - 8.2.6.2. Maintain a programme for systematic testing and maintenance of safety devices and exhaust ventilation (see Appendix 4). Ensure this work is carried out by qualified contractors. Records of all such maintenance and tests are to be kept by

the Caretaker for inspection by safety officers, inspectors and union safety representatives.

8.2.6.3. Safe Systems of Work

Ensure practical work, physical activities, etc, are conducted in accordance with the relevant Local Authority LCOP or other approved guidelines.

8.2.6.4. Articles and Substances

Arrange and maintain safe systems for handling, storing, transport, use and disposal of equipment, materials and substances. See also Local Authority LCOP No.6 - COSHH.

8.2.6.5. Information, Instruction, Training and Supervision

Provide and facilitate as necessary to achieve safety awareness on the part of staff, students and other persons. Monitor their training needs. Cooperate with the Local Authority by releasing staff to attend training and briefings organised by the Local Authority in pursuance of its statutory obligations. See also Local Authority LCOP No. 2 – Inspection of Documents and Provision of Information and No. 3 – Information, Instruction, Training and Supervision.

8.2.6.6. Workplace Environment

Maintain in a safe and healthy condition with adequate provision for welfare, first aid and emergencies. See Local Authority LCOP No. 5 – First Aid in Schools and Part C Arrangements.

8.2.6.7. Consultation with Safety Representatives

Notify the Health and Safety Executive of certain categories of injury, work-related illnesses and dangerous occurrences. The Council's insurers will also require notification. The Premises Controller is the person responsible for reporting in accordance with Local Authority LCOP No.1 – Reporting Accidents, Diseases and Dangerous Occurrences.

8.2.6.8. Fire Precautions

Check fire doors, alarms (sound and visual) and extinguishers for damage at regular intervals, but not less than once per term. Evacuation times and any shortfalls are to be reported at the next subsequent meeting of the Governing Body. See Local Authority LCOP No. 14 – Fire Precautions in Educational Establishments. See document "Fire Risk Assessment Policy".

8.2.6.9. Safety Devices (HSW Act Section 8)

a. It is an offence under the HSW Act Section 8 for any person to intentionally or recklessly interfere with or misuse anything provided in the interest of safety or welfare and in pursuance of any statutory provision.

b. Safety devices may include machinery guards, fume cabinets, exhaust ventilation, fume detectors, electrical fuses or insulation and protective clothing, etc.

c. HSW Act Section 8 applies to both employees and other persons.

8.2.7. The Premises Controller is to draw the attention of the Governing Body (via Governing Body Committees), department heads and safety representatives to appropriate safety bulletins; evaluate their implications for the School and advise the Governing Body of any difficulties encountered in implementation.

8.2.8. The Premises Controller is to report fire drill evacuation times and any shortfalls, together with an analysis of accidents at the School, at the next meeting of the Governing Body.

8.2.9. Deputies may be appointed to carry out any of the above on behalf of the Premises Controller.

8.3. Heads of Department and Senior Staff

8.3.1. The role of the Heads of Premises, Health and Safety Manager & Health and Safety Co-ordinator is to:

- a. Take day-to-day responsibility for all health and safety matters in the school.
- b. Ensure that health and safety policies and procedures are followed.
- c. Arrange fire evacuation drills each term.
- d. Check site regularly (with or without the Caretaker) and report defects.
- e. Monitor progress.
- f. Liaise with each other and keep the Premises Controller informed of problems.
- g. Be involved in site inspections at least once a year. The Health and Safety Co-ordinator and Premises Manager are to attend every site inspection.
- h. Monitor progress of site inspection action plans.
- i. Liaise with the Governing Body on policy issues.

8.3.2. The role of the Heads of Faculties / Departments is to:

- a. Draw up department procedures and review annually.
- b. Carry out risk assessments where appropriate.
- c. Arrange for staff to be informed / trained.
- d. Check procedures are followed in department.
- e. Act on problems identified.

8.3.3. Staff responsible to the Premises Controller for safety within specific areas of the school are listed in Appendix 2.

8.3.4. Senior staff are to familiarise themselves with the Premises Controller's role and actively pursue this policy, supporting local codes of practice applicable to staff and activities within their respective sections.

8.3.5. Senior staff are to report defects and shortfalls in the safety arrangements to the Premises Controller or appointed deputy.

8.3.6. Specialist teachers are to consult the Local Authority on issues requiring further guidance.

8.4. School Staff

8.4.1. All employees have a general duty while at work:

- a. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- b. To co-operate with their employers and others, e.g. the Governing Body, so far as is necessary to enable them to meet their statutory obligations.

8.4.2. This general duty extends to complying with local codes of practice and safe working procedures, including:

- a. Checking that class / work areas are safe.
- b. Checking equipment is safe before use.
- c. Working to relevant safety criteria, e.g. COSHH assessment.
- d. Using protective devices.
- e. Reporting defects and shortfalls in the safety arrangements.
- f. Attending briefings and training courses as directed by the Local Authority.

8.5. Supervision of Students

8.5.1. Teaching staff have responsibility to ensure that rules for working safely and the reasons for those rules are communicated to students before commencing any activity.

- 8.5.2. Teaching staff have a duty to provide information, instruction and training in the safe use of substances and equipment used in practical activities.
- 8.5.3. Due to the inexperience of students, an appropriate level of supervision and safety rule enforcement is essential. It is not sufficient to simply post a notice and leave compliance to the discretion of the young or inexperienced.

8.6. **First Aid Officers**

Whose role is to carry out the following on a regular basis:

- 8.6.1. Organise first aid provision, which includes the management of First Aiders. A list of First Aiders and their locations is available in the school office.
- 8.6.2. Record incidents.
- 8.6.3. Report concerns to senior staff / Premises Controller.

8.7. **Caretakers**

Whose role is to carry out the following:

- 8.7.1. Adhere to the Health and Safety policy in ensuring that the premises are safe and healthy, that fire exits are clear and unobstructed, that fire doors are functional and that fire appliances are as supplied.
- 8.7.2. Repair minor items.
- 8.7.3. Report any defects in equipment or major items to senior staff / Premises Controller.
- 8.7.4. Check fire alarms and emergency lighting weekly and implement fire evacuation drills as instructed (at least once a term).
- 8.7.5. Arrange for fire alarms to be tested by outside contractors once a year.
- 8.7.6. Ensure Contractors, including cleaners and gardeners, are aware of health and safety requirements and report any concerns of contractors' activities, e.g. breaches of health and safety.
- 8.7.7. Maintain Incident Log as required, including the results of all inspections they carry out above.
- 8.7.8. Be involved in site inspections and ensure that remedial tasks allocated to them are carried out.

8.8. **Visitors**

- 8.8.1. Visitors to the premises are to be directed to the reception office by the shortest convenient route.
- 8.8.2. Contractors and others remaining on the site should be advised of pertinent rules and emergency precautions.
- 8.8.3. Contractors: See Local Authority LCOP No. 9 – Contractors in Occupied Premises. The Bursar will manage this aspect. CRB checks where appropriate should be made.
- 8.8.4. Lettings: Terms and conditions, (which includes the need by the hirer to carry out their own risk assessment based on the purpose of the let) and emergency evacuation procedures are to be included in agreements of let or hire.

PART C: ARRANGEMENTS WITHIN EAST BARNET SCHOOL

9. School Organisation of Safety

Appendix 1 shows the structure of the safety management chain and responsibilities. See also Part B of the Health and Safety Policy.

The Staff Handbook outlines the duties and responsibilities of staff with regard to health and safety. Health and Safety Policies and Risk Assessments can be accessed in the VLE in Staff Shared Resources.

Appendix 4 shows the Annual Health and Safety Programme for the School.

10. Fire Arrangements

10.1. Fire evacuation arrangements are shown in Appendix 3. Action to be taken in the event of a fire is displayed in all classrooms and reception areas.

The notices give instructions as to:

- a. sounding the alarm;
- b. leaving the classroom;
- c. evacuation of the premises;
- d. the assembly point.

10.2. All fire exits are marked with proper signs. In the event of an exit being blocked by fire or smoke, there are alternative exit points.

10.3. On hearing the alarm, evacuation of the buildings is to take place.

- a. Each teacher has responsibility for the class they are with.
- b. Students are to leave the building in silence and assemble at their designated assembly point in silence.
- c. Non-teaching staff, visitors and contractors should also report to the designated assembly point.

10.4. It is possible that visitors or contractors may be on site. They must sign a visitors' book on arrival at the school office, which also has fire evacuation information. Visitors / contractors are to be given a copy of the fire evacuation procedures by the receptionist who should ask them to ensure that they are aware of the procedures.

10.5. The assembly points are indicated on the plans on display in all classrooms and reception areas, as well as in the Staff Handbook. They are also available to all staff in the VLE Staff Shared Resources.

10.6. A senior teacher will check all groups at the assembly points. Fire wardens will patrol the building to ensure that it is empty and report to the senior Fire warden who will then inform the senior teacher. Once the evacuation has been completed, the senior teacher will supervise / organise re-entry if appropriate. The Head of Premises will take overall control of the evacuation.

10.7. A practice evacuation (Fire Drill) will occur every term, after which the Premises Controller will review the procedure and make necessary alterations.

11. Maintenance Checks for Fire Safety

11.1. See Caretakers' Responsibilities under section 8.7 of this Policy. Caretakers must check fire doors, alarms and extinguishers for damage at regular intervals, but not less than once per term.

11.2. All fire equipment is to be tested by external contractors at least once a year, except the alarms, which must be tested once a term. See Appendix 4 – Health & Safety Programme.

12. Maintenance Checks on Specialist Plant / Fabric of Buildings

12.1. The inspection and maintenance of plant and equipment such as fume cupboards, dust extraction, sprinkler systems and electrical equipment is organised by the School Bursar.

12.2. An outside contractor inspects all equipment in PE, Art, the Kitchens and DT annually.

- 12.3. Any defects in the general fabric of the building, e.g. broken windows, defective lights or heating, etc., should be reported to the Premises Controller, who will liaise with the Premises Manager. Any item that becomes faulty should be taken out of service and the H&S Co-ordinator should be notified.

13.Site Inspections

Appendix 4 shows who should carry out these inspections.

Appendix 5 can be used as a prompt sheet when carrying out inspections as required.

Appendix 7 shows the site inspection form to be used to record findings.

- 13.1. A site inspection should be carried out each term as follows:

Autumn Term: Full site inspection and produce report / action plan.

Spring Term: Full site inspection, with a review of Autumn term's action plan, together with additional items that have arisen since last site inspection.

Summer Term: Full site inspection, reviewing previous action plans and identifying work required during summer break.

- 13.2. A site inspection could be arranged in addition to the above at the request of the Premises Committee.

- 13.3. Copies of the reports / progress on action plans produced in the Autumn and Spring Terms should be provided to the Premises Committee.

14.Specialist Areas

- 14.1. Each faculty or departmental area with specific Health and Safety requirements (see Appendix 2) has drawn up its own policy which itemises how:

- a. Current good practice is to be maintained by staff.
- b. Information is conveyed to new staff and beginning teachers.
- c. Safety instructions are to be given to students.

- 14.2. These policies are kept within faculties and departments, with a copy also given to the Premises Controller.

- 14.3. Faculty / Departmental Heads are responsible for the safe use of specialist equipment, machinery, processes and chemicals. They also have the expertise to decide through risk assessments whether new equipment, machinery or chemicals should be introduced. If in any doubt, they should contact the Premises Controller or Health and Safety Co-ordinator who will then seek specialist advice.

15.Accident Procedure

- 15.1. In the event of an accident any member of staff is expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the school office. A first aider, at the earliest opportunity, should make an assessment of the injury and take appropriate action. A list of First Aiders is available in the school office.

- 15.2. Should an ambulance be required it will be summoned from the main office. If this is not possible or appropriate, an ambulance should be called from the nearest telephone by dialling 999. The ambulance should be met at the main entrance and the crew directed to the casualty.

- 15.3. In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the main office and requested to collect their child to take home or to hospital, as appropriate. Medical treatment or advice should not be delayed if parents or emergency contacts are not available.

- 15.4. In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent.

- 15.5. Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

16.Completion of the Accident Report Form (ACC1)

- 16.1. The school's accident book should be used to record the more trivial incidents which are not recorded on form ACC1. It is important that treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office.
- 16.2. It is important to indicate the responsibilities of staff when reporting accidents. The Safety Co-ordinator or senior member of staff should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.
- 16.3. The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. The injured person should not complete the form. First aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1
- 16.4. In the case of a violent incident, a senior member of staff should complete Form VI, which should be sent to the Health and Safety Team.
- 16.5. All ACC1 to be reviewed each term to identify improvement opportunities.

17.Accident Investigation

- 17.1. The Health & Safety Co-ordinator should advise staff on the appropriate level of response.
- 17.2. The Health & Safety Manager should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.
- 17.3. In the most serious cases the school should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

18.Reportable Injuries

- 18.1. The Health and Safety Executive (HSE) Call Centre should be contacted by telephone immediately in the following circumstances:
- a. major injuries in respect of employees;
 - b. dangerous occurrences;
 - c. occupational diseases;
 - d. injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities.
- 18.2. In the case of injuries to employees resulting in over-three days' absence from work, these should be reported to the HSE within 10 days. Again, the Call Centre can be used as an alternative to sending form F2508. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Health & Safety Co-ordinator or Health & Safety Manager.

19.Outdoor Activities and Trips Away From School

See separate School Trips and Journeys Policy. Form EV5 (Risk Assessment) to be completed for each trip or visit.

20.Risk Assessments

- 20.1. Health and Safety legislation requires every employer to carry out a "suitable and sufficient" assessment of the risks to Health and Safety of both employees and persons not in their employment arising out of or in connection with their work activities.
- 20.2. The law does not require that we eliminate all risk but to protect people as far as 'reasonably practicable'.

- 20.3. For significant risks these assessments should be formally documented and all staff made aware of them.
- 20.4. It is the responsibility of the Headteacher to ensure risk assessments are conducted. The actual assessment process may be delegated to other members of staff.

21.Process:

- a. Hazards identified
- b. Draft Risk Assessment produced (H&S Manager or Member of Staff responsible for particular area)
- c. Forwarded to Assessor. (Member of Staff responsible for particular area)
- d. Assessed / amended and returned
- e. Approved, signed and dated. (H&S Manager or Member of Staff responsible for particular area)
- f. Copy to Assessor
- g. Copy for Site Risk Assessment Folder in School Office
- h. Copy uploaded to VLE-Shared Resources Staff, Health & Safety folder

A full list of Risk Assessments is available in the VLE-Shared Resources / Staff / Health & Safety folder.

22.Procedures for Violent Incidents in the School

Personal safety is of paramount importance. No member of staff should put themselves in a threatening situation that they do not feel capable of dealing with.

23.Classroom Aggression

Incidents of classroom aggression are thankfully few and far between. However, unexpected incidents, such as fights between students, can suddenly flare up and staff may need guidelines as to how to deal with them.

- 23.1. This advice note is for violent situations and not for other forms of classroom disruption, which are dealt with in the Staff Handbook.
- 23.2. On encountering a situation, staff must first assess the risk to themselves and to other students.
- 23.3. Separation of the antagonists is usually the right thing to do. The incident might be simply defused by using the On-Call System whereby a senior member of staff is always available and can be contacted immediately.
- 23.4. If a member of staff feels that they cannot deal with a situation, then a student should be sent to get help. The student should go to reception, but should be told to tell any member of staff they meet on the way there.

24.Violence in the Playground

This is most likely to arise during lunchtime or breaks and the vigilance of duty staff is of paramount importance.

The biggest problem in dealing with public instances of violence is that of dealing with onlookers, who can generate a mob mentality.

- 24.1. If, for example, a member of staff encounters a fight between students, the staff member should decide whether they can break it up:
- 24.2. If they can, they should do so and escort the offenders to reception so that the problem may be passed on to a senior member of staff or the Year Head.
- 24.3. If not, they should send a student to reception to summon immediate help either from the first teacher they meet or from reception.
- 24.4. In an instance of complete breakdown of order, it might be necessary to evacuate the playground until a senior member of staff gives the all clear.

25.Use of Force

“Reasonable force” can be used to control or restrain students in accordance with the appropriate DfE guidance. It may be used where action is necessary in self-defence, where there is a developing risk of injury, or where a student is behaving in a way that is seriously compromising good order and

discipline. Use of force is “reasonable” only if the circumstances warrant it and should be kept to the minimum necessary.

26. Other Violent Incidents

See the School’s “Critical Incident Management Plan”, which is a separate document. See also section 28 below.

27. Reporting of Incidents

27.1. Procedures to follow are in LCOP 23 – Harassment and Violence at Work. Incidents should be reported to the Premises Controller, no matter how minor. The incident will be investigated and an incident form (form C) will then be forwarded to the Local Authority.

27.2. Major incidents involving the police need reporting using Form D.

28. Critical Incidents

28.1. **Critical Incident Management** (Refer to the School’s “Critical Incident Management Plan”)

A critical incident is one which arises suddenly. Critical incidents may occur in school or out of school, but both types will have a major impact on staff and students.

28.1.1. An incident becomes a critical incident when it constitutes a serious disruption arising with little or no warning on a scale **beyond** the coping capacity of the School operating under normal conditions, and requiring the assistance of the Emergency Services and other outside agencies such as the LEA.

28.1.2. Examples of incidents could include:

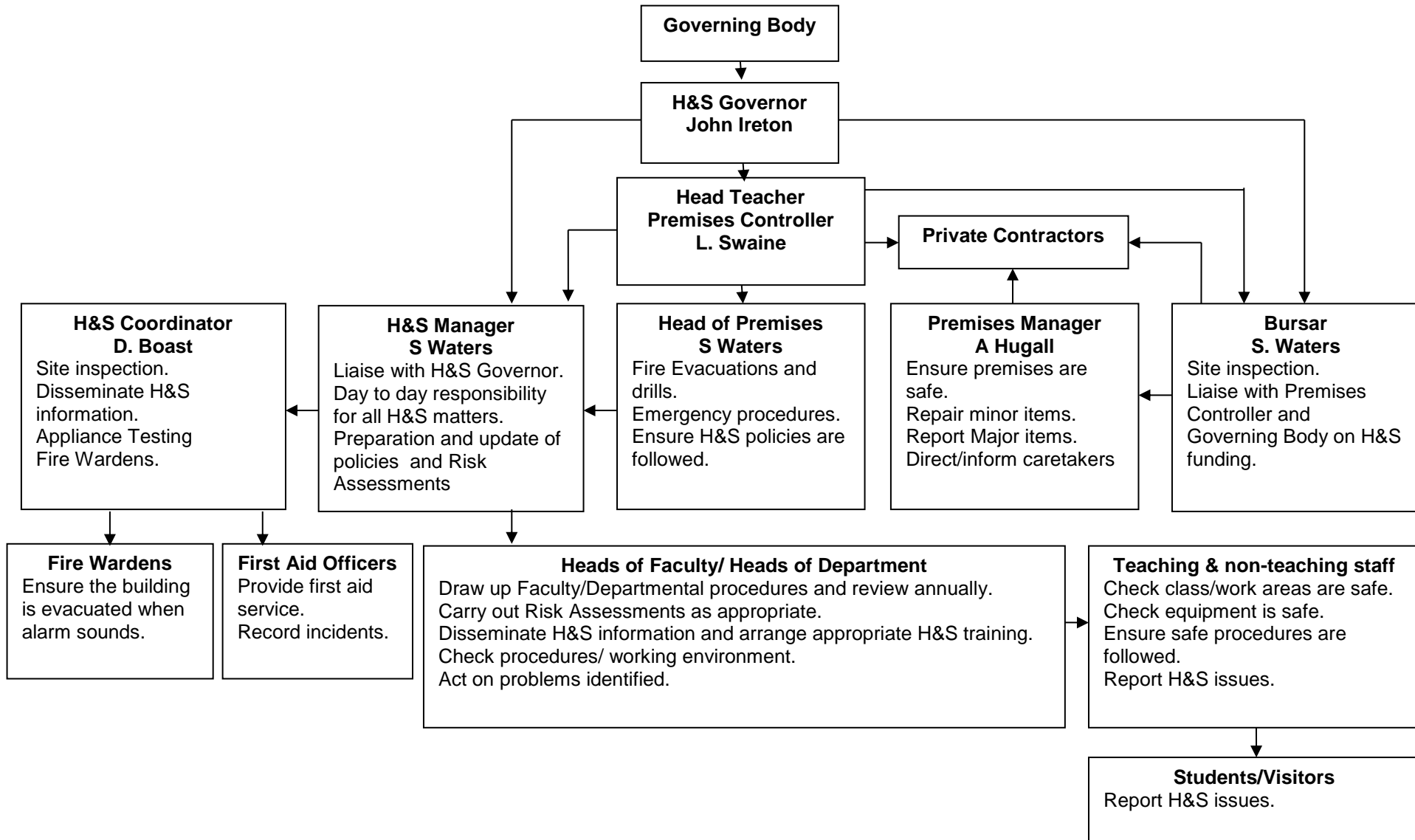
- a. death or serious injury as a result of violence, accident, self harm and/or sudden/traumatic illness;
- b. major fire or explosion / building collapse;
- c. riot and / or civil disorder;
- d. natural and / or man-made disaster;
- e. terrorism;
- f. missing person(s) / abductions;
- g. an illness such as meningitis within the school or the local community;
- h. a serious accident at school or in the immediate vicinity;
- i. assault on staff or students by parents or members of the public

28.1.3. A Critical Incident Management Plan exists, which aims to ensure that the School is prepared to manage a critical incident. It makes clear roles and responsibilities in order to lessen the effect of a critical incident on the students, staff, and parents of our School.

28.2. Bomb Threat

The police regard schools as being at low risk of receiving genuine bomb threats. Nevertheless, any threat must be taken seriously. In the event of a Bomb threat refer to the school’s “Bomb Evacuation Procedures” document.

**Health & Safety Management/Communication structure
East Barnet School**



Areas Of The School With Specific Health And Safety Requirements

FACULTY	DEPARTMENT	SPECIFIC RESPONSIBILITY
Design & Technology (D&T)	D&T	I. Jenkins
	Food & Textiles	E. Connor
	Photography	C. Zane
Expressive Arts	Arts	K. Eustace
	Physical Education	D. Smith
	Drama	K. Messios
Information & Communication Technology (ICT)	ICT	M. Duraku
Science	All Departments	S. Owen
General School (Corridors, Hall, etc)	Both sites	A. Hugall D. Boast
Catering		S. Waters
General Premises		A. Hugall
Lettings		S. Waters

Staff names correct: Dec 2017

Fire Evacuation Procedure

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

- **The fire alarm is the continuous sounding of the alarm.**
- In the case of a fire, the alarm will be activated by using a Fire Alarm break-glass unit and the Fire Brigade will be contacted immediately by the Bursar or when unavailable by the Senior Caretaker.
For a Fire Evacuation Drill, the alarm will be activated by a Caretaker.
- Only trained staff will use fire extinguishers, evacuation is the safest action for everyone else.
- The lift must not be used in a Fire Evacuation.
- Students and teachers must not re-enter the building until they have been given instructions to do so from a senior member of staff.
- Should an evacuation take place outside of lessons, all staff will be required to assist in guiding students via the correct evacuation routes. Registers must be taken if the evacuation is during break or lunch.
- Should a route be blocked because of fire, staff should guide students via the most suitable alternative route to the assembly point.
- All students, staff and visitors must assemble on the Astro-turf in their designated area.
- Staff and visitors will be designated an area just inside the Astro-turf gate to the left.
- No one will leave the site during a fire evacuation unless authorised to do so.

Instructions for Staff With Classes

Remind students of the seriousness of a Fire Evacuation and that it needs to be undertaken calmly, efficiently and in silence. Always assume that it could be the real thing and not just a Drill.

The Assembly Point is the Astro-turf at the rear of the school building.

When the fire alarm sounds:

Instruct students to:

- **Stop talking** and **listen** to instructions;
- Line up at the door;
- Leave bags or equipment in the room;
- Follow the route indicated in the classroom which will take them out of the building and onto the Assembly Point;
- **Remain silent** as they follow their exit route and when at the Assembly Point.

On leaving the classroom:

- Select a responsible student to lead the group out, teacher follows as last person;
- Take your class register with you;
- Check that the room is empty;
- Close all windows if possible;
- Close the door behind you.
- Make sure that your students maintain a silence

At the Assembly Point:

- Students should **line up silently** in their designated form area at the back of the Astro-turf;
- Students should face the school in their form line along with their form tutor or teacher who will then register the form;
- Any missing students must be reported to the senior supervising staff near the main entrance to the Astro-turf;
- Students and Staff must remain with their form/teaching group and await further instructions.
- Year 12 and 13 students assemble in teaching groups at the back and to the right of the astro-turf. The group teacher will take a register. Students not in teaching groups assemble in the Year 12, 13 allocated area.

Instructions for Staff Without Classes

On hearing the Alarm: please make yourself available to assist and supervise the orderly evacuation and the organised re-entry.

Assemble on the Astro-Turf and assist with the assembly and supervision of students.

Instructions for Non- Teaching Staff and Visitors

Assemble on the Astro-Turf at the marked assembly point to the left of the gate.

Instructions for Caretaking Staff

On hearing the Alarm: Go to Control Panel to check location of incident. If a real emergency one caretaker must go to main gate to give the fire brigade access and provide fire officers with as much information as possible, together with a copy of the building fire strategy plans.

Check status of emergency call points and inform Fire Warden or Senior Member of staff asap.

Instructions for Visitors & Contractors

On hearing the Alarm: Leave the premises through the nearest fire exit and assemble at the assembly point. Follow instructions given by any member of staff.

Instructions for Examination Supervisors

On hearing the Alarm: Leave the premises through the fire exits indicated on the Fire Evacuation sheet, and assemble at the shelters at the front of the Astro-turf. Take a register when assembled at the shelter.

Instructions for Disabled Students or Disabled Visitors

Disabled also refers to temporarily disabled or injured students and visitors who would have difficulty with stairs.

Fire evacuation procedure for persons requiring assistance. (Evac-chair).

Level 4 Evacuation

- Make your way, if safe, to the North East stairwell, the North West stairwell or the South West stairwell.
- The evac-chair is located on the wall, only trained staff can operate.
- If you are with someone who is trained to use the evac-chair, evacuate from Level 4.
- If a safe exit is possible on Level 3, proceed to exit the building via the main entrance.
- On arrival at main entrance a caretaker will be there; he will contact Mrs Waters (or a LT member) of your exit from the building.
- If there is no safe exit on Level 3, carry on down the stairs and exit at Level 2.
- If there is no-one to assist PRESS the silver button on the assistance panel to inform the front office that assistance is required in that stairwell.

Level 3 Evacuation

- Make your way if safe to the main entrance.
- On arrival at main entrance a caretaker will be there, he will contact Mrs Waters (or a LT member) of your exit from the building.
- If it is not safe to leave by the main entrance; make your way, if safe, to the North East, North West or South West stairwell.
- On arrival, PRESS the silver button on the assistance panel to inform the front office that assistance is required in that stairwell.

Level 2 Evacuation

- Make your way if safe to either North East stairwell and leave by the canteen fire door or North West stairwell and leave by the fire door near the Caretakers office.
- There is a third fire exit in near the main stairs, on the north corridor between D&T (228) and Food which can be used.

Level 1 Evacuation

- Fire exits are available at the end of corridor and some classrooms. Leave by the nearest available fire exit.

Data Manager (Jonathan Smith) or other member of Main Office Staff will print out student registers and take them immediately to the Fire Assembly point with the following documents:

- a. Late lists
- b. Visitors Lists
- c. Signing out book
- d. Cleaners register

Level 1	F. Hurst	<i>J. Foley</i>	E Betts	<i>A. Chapman</i>
Astroturf	M. Fry	<i>J. Watson</i>		
Level 2	D. Boast* S. Sadler	<i>M.Chandler</i>	H. Kennedy L. Miles	<i>B .Pankhania, C. Christodoulou S.White</i>
Level 3	S. Hughes	<i>J O'Driscoll</i>	<i>B. Saleh</i>	<i>N. Bain</i>
	M. De Maria	<i>J O'Driscoll</i>	S Monahan	<i>S. Robinson</i>
	A. Cobb	M. Latulip	P. Shah	
Level 4	J Zourdani	<i>M.Cleovoulou</i>		<i>T.Turner</i>
	C. Furneaux	<i>R. Bryant</i>	S. Patel	<i>T. Kothari</i>
	S. Donald	<i>S. Waters</i>		

* DB checks Level 2 and takes a position at the entrance to the Astro Turf.

Fire Wardens will be stationed on every level to ensure everyone follows the correct evacuation routes. When they are sure that the level is clear they follow a route via stairwells to report to the Senior Fire Warden (David Boast or nominated fire warden) at the entrance to the Astro-turf, before taking their place at the Assembly Point (Astro-turf). The Senior Fire Warden will then report to the Senior Teacher.

Fire wardens are to assist any students waiting at the stairwell for evacuation.

Fire Wardens will be stationed on every level to ensure everyone follows the correct evacuation routes. When they are sure that the level is clear they follow a route via stairwells to report to the Senior Fire Warden (David Boast or nominated fire warden) at the entrance to the Astro-turf, before taking their place at the Assembly Point (Astro-turf). The Senior Fire Warden will then report to the Senior Teacher.

Fire wardens are to assist any students waiting at the stairwell for evacuation.

No-one is to re-enter the building until they have received instructions to do so from either a senior member of staff or the senior Fire Brigade officer in attendance.

See also:

- Bomb Evacuation Procedure
- Critical Incident Management Plan
- Fire Risk Assessment Policy
- Health & Safety Policy

ANNUAL HEALTH & SAFETY PROGRAMME OF INSPECTIONS AND CHECKS		
	ACTION	BY
AUTUMN TERM	<ul style="list-style-type: none"> • Review H&S policy and plan inspection dates • Fire Evacuation Drill • Fire Alarm test (weekly) • External Fire Inspection / Risk Assessment • Full Site inspection • First Aid Box check 	<ul style="list-style-type: none"> • Leadership Team/ Governors/Head of Premises • Head of Premises • Caretakers • H&S Mgr / H&S Co-ordinator, Caretakers • - see below • First Aid Officer
SPRING TERM	<ul style="list-style-type: none"> • Lightning Conductor • Fire Evacuation Drill • Kitchen inspection • Site inspection / Review site inspection report / action from Autumn term 	<ul style="list-style-type: none"> • Outside contract • Head of Premises • Bursar • * - see below
SUMMER TERM	<ul style="list-style-type: none"> • Fire Evacuation Drill • Review CIMP • PE ART D&T equipment checks • Update / review staff handbook • Review staff training needs, including induction training • Portable Appliance Equipment Testing • Risk Assessments / complete or review on-going programme 	<ul style="list-style-type: none"> • Head of Premises • Leadership Team • Outside contract • H&S Mgr / H&S Co-ordinator • Personnel Associate Head • H&S Co-ordinator • H&S Mgr / H&S Co-ordinator
ANNUAL TESTS To be arranged	<ul style="list-style-type: none"> • Sprinkler System • Dust Extraction • Heat Treatment Area • Lift/Access lift • Fume Cupboard Testing • RCD Testing/Alarm Panel/Emergency lighting • Gas Installation Testing • Water Tank Testing • Hot Water Temperature Testing • Fire Equipment check 	<ul style="list-style-type: none"> • Outside contract • Outside contract • Outside contract • Outside contract • Outside contract • Thorntons • Outside contract • Outside contract • Jordans • Churches

*Site inspection to be carried out by H&S Co-ordinator and Caretaker; together with at least one of the following: i) H&S Manager, ii) a School Governor, iii) Head of Premises, or iv) Bursar.

Note: A School Governor should take part in at least one site inspection per year.

Premises Manager and caretakers carry out weekly tests on Alarms/sprinklers and visual checks on Fire Equipment.

Caretakers use BMS and regularly test Hot Water supply.

INSPECTION: HEALTH, SAFETY AND WELFARE CHECKLIST

Date of inspection:

SECTION A - ADMINISTRATION	Y/N/NA	COMMENTS AND ACTION REQUIRED
Has the school's Health and Safety Policy been brought to the attention of all staff?		
Are all accidents reported and investigated, with appropriate action taken?		
Are there any changes that have taken place since the last inspection that have implications e.g. significant staff changes, new equipment, new activities?		
SECTION B - HOUSE KEEPING	Y/N/NA	COMMENTS AND ACTION REQUIRED
Is an appropriate standard of cleanliness and tidiness being maintained?		
Is there a build-up of rubbish?		
Are all floor coverings free of defects and trip hazards?		
Are all lights in working order?		
Are any repairs to structure or equipment necessary for safety?		
Are external paths, playgrounds, parking areas and traffic routes. in good repair?		
SECTION C - ELECTRICAL EQUIPMENT	Y/N/NA	COMMENTS AND ACTION REQUIRED
Are there any signs of overheating damage, frayed cables, or cable grips not fitted correctly?		
Are there any extension leads causing trip hazard?		
Are socket outlets overloaded by use of multi adapters?		
Has all portable equipment been inspected and results recorded in the last 12 months? (Check Log-Book or other records)		
Is electrical intake cupboard free of flammable or combustible materials and locked?		

SECTION D - FIRE PREVENTION	Y/N/NA	COMMENTS AND ACTION REQUIRED
Does everyone know action to be taken in case of fire? (Check log book)		
Is the alarm tested every week?		
Have portable extinguishers been inspected in the last 12 months? (Check log-book)		
Are all alarm call points, and extinguishers free of obstruction?		
Does each call point post fire instructions?		
Do all fire doors close without obstruction and not wedged open? Are seals in good condition?		
Are all fire doors unlocked and free to open?		
Are all exit routes, inside and outside, unobstructed?		
Are all stairwells unobstructed and free of flammable or combustible materials?		
Are tops of cupboards clear of boxes and paper storage?		
Is smoking area kept clear and clean (if applicable)?		
SECTION E - C.O.S.H.H	Y/N/NA	COMMENTS AND ACTION REQUIRED
Are assessments available for all hazardous substances in use? (Check COSHH assessments)		
Are they drawn to the attention of staff as required?		
Are working methods in accordance with assessments?		
Is appropriate personal protective equipment (PPE) available?		
Are all staff instructed to use PPE?		
Are all substances clearly labelled and correctly stored?		
SECTION F - FIRST AID	Y/N/NA	COMMENTS AND ACTION REQUIRED
Is there an adequate number of current first aid certificate holders?		
Do first aid boxes contain correct items and nothing else?		
Is a record kept of all treatment given to staff and others?		

Are there prominent notices detailing who are First Aiders and where to find them?		
SECTION G - MANUAL HANDLING	Y/N/NA	COMMENTS AND ACTION REQUIRED
Have all working activities been assessed?		
Have staff been adequately trained as necessary?		
Are appropriate staff carrying out operations in accord with assessments?		
Is lifting or carrying equipment (hoists, trolleys, etc) provided and is it appropriate for the task?		
SECTION H - DISPLAY SCREENS	Y/N/NA	COMMENTS AND ACTION REQUIRED
Have all Display Screen Equipment (DSE) users and workstations been assessed?		
SECTION I - MANAGEMENT OF H&S AT WORK REGS (To include violence at work)	Y/N/NA	COMMENTS AND ACTION REQUIRED
Have general risk assessments been carried out?		
Have appropriate control measures been implemented?		
SECTION J - WORKPLACE REGS	Y/N/NA	COMMENTS AND ACTION REQUIRED
Have workplace assessments been carried out?		
Have any control measures been implemented this quarter?		
SECTION K - WORK EQUIPMENT	Y/N/NA	COMMENTS AND ACTION REQUIRED
Have work equipment assessments been carried out?		
Have appropriate control measures been implemented?		

SECTION L - FOOD PREP./HYGIENE (where applicable)	Y/N/NA	COMMENTS AND ACTION REQUIRED
Have all staff members completed training in basic food hygiene?		
Are food temperatures checked daily and remedial action taken where needed?		
Are fridge/freezer temperatures tested daily and is remedial action taken?		
Are there adequate facilities for staff members to wash hands prior to food preparation?		
SECTION M - WATER TEMPERATURES	Y/N/NA	COMMENTS AND ACTION REQUIRED
Are the temperatures checked regularly, according to policy?		

Do relevant staff hold certificates for: Basic food Hygiene? Basic first aid? Passenger Safety? Hoist training? Back care?		
SECTION N - GENERAL	Y/N/NA	COMMENTS AND ACTION REQUIRED
Is there a current inspection certificate for lifts and appropriate lifting gear? (Check premises log book)		
Have staff reported safety problems not yet actioned?		

Name:	Position:
Location:	Date:
Signed:	Health & Safety Rep:

Risk Assessments 2013

Appendix 6

1. Draft Risk Assessment produced, Forwarded to Assessor
2. Assessed / amended and returned
3. Approved, signed and dated.
4. Copy to Assessor, copy for Risk Assessment Folder (in main office)
5. Final copies uploaded to Shared Resources Staff, Health & Safety folder.

No.	Risk Assessment	Draft	Assessor
A	Art Room	DH	PC
A1	Using sharp tools/craft knives	DH	FC
AMH	Assembly-Main Hall	DH	LT
AM	Administering Medication	DH	SC
B	Biology Lab	DH	IW
C	Classroom	DH	LT
CD	Caretaking Duties	DH	SMS
CL	Cleaning	DH	SMS
COS	Constructors on Site	DH	SMS
CP	Car Parking	DH	SMS
CS	Corridors and Stairs	DH	SMS
D	Dining Area	DH	SMS
DSE	Display Screen Equipment	DH	SMS
DT1	Turning on a metal lathe	DH	DB/IJ
DT2	Circular saw	DH	DB/IJ
DT3	Belt and Disc Sanders	DH	DB/IJ
DT4	Bandsaw	DH	DB/IJ
DT5	Using a Drilling Machine	DH	DB/IJ
DT6	Using Acrylic cement	DH	DB/IJ
DT7	Using Hot Glue Guns	DH	DB/IJ
DTF1	Minimising instances of Food Poisoning	DH	EC
DTF2	Minimising instances of Food Poisoning	DH	EC
DTF3	Sensory Testing	DH	EC
DTF4	Handling Hot Items	DH	EC
DTF5	Cleanliness	DH	EC
DTF6	Cookers and Microwaves	DH	EC
DTF7	Using Small Sharp Tools	DH	EC
E	Events	DH	LT
EW	Engineering Workshop	DH	DB/IJ
FR	Food Room	DH	EC
FRA	Fire Risk Assessment	DH	DB
FS	Food Supply for Events	DH	GS
ICT	ICT Rooms	DH	JC
G	Glazing	DH	SMS
I	Intruders on Site	DH	SMS
IWB	Using Interactive Whiteboards	DH	JC
LE	Lettings	DH	SW
L	Library	DH	HB/PS
LB	Lunchtime Breaks	DH	LT

LW	Lone Working	DH	JT/SW
MH	Manual Handling	DH	JT
O	Office Safety	DH	MdM
PE1	Handling Apparatus	DH	DS
PE2	Equipment storage and management	DH	DS
PE3	Use of Mats	DH	DS
PE4	Trampolining	DH	DS
PE5	Gymnasium	DH	DS
P	Pond	DH	SMS
S	Security	DH	SMS
SBL	Science Biology Lab	DH	SO
SC1	Handling Hazardous Substances	DH	SO
SC2	Class Demonstrations	DH	SO
SC3	Broken Glass	DH	SO
SC4	Identifying Decanted Materials	DH	SO
SC5	Spillage	DH	SO
SC6	Handling Hot Items	DH	SO
SC7	Using Combustible Materials	DH	SO
SC8	Using Batteries	DH	SO
SC9	Storing and Transporting Chemicals	DH	SO
SC10	Handling Irritants	DH	SO
SI	Snow and Ice	DH	SSw
SR	Staffroom	DH	LT
S	Store Rooms	DH	MdM
TS	Transporting Students	DH	SW
V	Vehicles	DH	SMS
WH	Working at Height	DH	SMS
W	Workshop	DH	DB/IJ