



# Health & Safety Policy

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## MODIFICATION HISTORY

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JP	4	14.9.16	review of previous draft with relevant updates
JP	5	18.10.16	review of previous draft with relevant updates
JP	6	Jan 2017	general update
SW	7	13/07/21	general update
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## INTRODUCTION

As part of the Spenborough Valley Trust and the employer of staff, governors at Fairfield School have the overall responsibility for the health, safety and welfare of all staff, pupils and site visitors. Governors accept that decisions about workplace health and safety should take into account the views of the workforce and management.

Governors will aim to put in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. To assist in the monitoring role and to initiate and review health and safety policies and procedures, a Staff Health and Safety Committee is established. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977 (as amended). This committee is co-ordinated by the School Business Manager who reports back to Governors at Governing Body meetings, and the Governors Resources Committee.

Although overall accountability for health and safety lies with Governors, the Head Teacher is responsible for the day-to-day health and safety of staff and pupils. The Head Teacher will delegate some functions to other staff, in particular the School Business Manager and other members of the Senior Leadership Team.

The Governing Body plays an important role in ensuring strategic direction and will work in close partnership with the Head Teacher and Senior Management Team of Fairfield School to support and promote good health and safety management.

# 1 Statement of Intent - Health & Safety Policy Fairfield School

1. This policy complements and operates in conjunction with the Kirklees Council, Children & Young People Service - H & S Policy Part 1.
2. The Governing Body (GB) aims to comply with The Health and Safety at Work Act 1974 and all subsequent legislation. It is committed to taking effective action to ensure the health, safety and welfare of all employees, pupils, visitors, contractors and any other person affected by the schools activities.
3. GB will so far as is reasonably practicable comply with its duties to:
  - Provide a safe place of work (including off- site school activities) for staff and pupils by ensuring the premises is adequately maintained;
  - Provide a safe means of access on school premises;
  - Provide safe plant/ equipment and organise a reasonable system of inspection/maintenance to identify defective items;
  - Ensure that arrangements exist for the safe use, handling and storage of articles and substances at work;
  - Ensure appropriate safe systems of work exist and are enforced to encourage a safety culture;
  - Provide sufficient information, instruction, training and levels of supervision to ensure staff competency is maintained reducing hazards upon themselves and others to the lowest practicable level;
  - Provide a healthy working environment with adequate welfare facilities;
  - Ensure that non-employees are not adversely affected by the schools activities
4. GB will ensure effective consultation takes place with all employees on health and safety matters and all individuals are consulted before particular health and safety responsibilities are delegated to them.
5. Where necessary, GB will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.
6. All employees must follow policy, procedures and guidance to ensure the standards of health and safety in all activities is maintained or improved.
7. Key target areas for risk improvement over the next 12 months are:
  - a) All staff to receive relevant appropriate H&S training with regard to their specific roles and responsibilities in autumn 2023
  - b) An audit inspection by the DfE RPA insurance, and any subsequent actions in autumn 2023
8. This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually (or more frequently where there has been a significant modification to current working practices to counter a significant hazard).

Signature

Tony Pruchniewicz: **Chair of Governors**

Date : 18/07/23

Signature



John Page: **Headteacher**

Date: 18/07/23

## Part 2 Organisation and Responsibility

Overall responsibility for H & S in a Foundation Special School rests with The Governing Body (as employers of the staff at Fairfield School). Under the PPP Project, Pinnacle have responsibility as the employer for Facilities Management staff. ALL school governing bodies have H & S responsibility as the **occupier** of the premises.

### a) Responsibilities of the Governing Body (GB)

The GB will ensure that:

- The Head Teachers produces a school health and safety policy for the approval and adoption by the GB.
- Suitable and sufficient risk assessments of buildings, work activities and processes are undertaken and a written record of the assessments are kept. Appropriate control measures should be identified, safe systems of work devised and are implemented 'so far as is practicable'.
- Sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building.
- Regular termly safety inspections are undertaken on site.
- Inspection reports, including those from trade union health and safety representatives are considered and acted upon.
- Health and Safety is a standing item on Governing Body meeting agenda's.
- Auditing of H&S takes place and action plans developed. An health and safety report is then shared with Governors
- All their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

### b) Responsibilities of the Head Teacher

The Head Teacher will ensure that:

- Arrangements are made for ensuring the implementation of the H & S policy.
- A health and safety policy is produced for approval and adoption by the GB and that the policy is regularly reviewed and revised bi-annually.
- Reporting of Accidents/Incidents/Near Misses is complied with as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- An accident/incident/near miss investigation is completed and where appropriate, to implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc.
- Suitable and sufficient risk assessments of work activities are undertaken and stored on the school server. These are all numbered on a Risk Assessment Register for ease of access and review.
- For high-risk activities, safe systems of work are identified via a risk assessment.
- Adequate and appropriate first-aid provision.
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Regular testing and maintenance of portable electrical equipment owned by the School takes place.
- An annual H&S audit report is provided to the GB, identifying plans for continuous improvement
- There is co-operation with GB in meeting its legal requirements in respect of monitoring of health and safety practices and procedures.
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly

defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.

- There is co-operation, with, and provision of necessary facilities for trade union health and safety representatives.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.
- Appropriate tasks are delegated to the Pinnacle FM and other premises staff and responses/performance is monitored.

### **c) Responsibilities of all Senior Managers**

Assistant head teachers and the school business manager may be required to undertake any of the head teacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

### **d) Responsibilities of Health & Safety Coordinator (Business Manager)**

The H & S Coordinator will:

- Ensure that all staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to H & S issues. Where staff have specific duties in H & S matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in H & S management by using the Council and other resources and communications;
- Ensure that H&S information is communicated as required, and H&S is a standard item on weekly staff briefings
- Set H & S objectives as part of the school planning process;
- Advise governors of the resources and arrangements needed to manage H & S effectively as part of the school planning process;
- Co-ordinate the H&S committee and chair meetings

### **e) Responsibilities of all Employees**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential. All staff employed by the Fairfield school will act responsibly to ensure that:

- They are familiar and comply with, the Fairfield Health and Safety Policy, Procedures and Guidance.
- They follow and keep themselves updated with the contents of the detailed care and behaviour plan for each student in their care. Any concerns or suggestions for modifications in procedure should be reported back through their line manager for consideration.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during offsite activities.
- They report immediately, to the Business Manager or H&S Committee any H&S issues / building defects of which they become aware.
- They comply with the accident/near miss reporting procedure at the time the event occurs.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that has been identified as being necessary.
- All pupils should be encouraged where practicable to follow safe practices and observe safety rules including:
  - 1) To follow instructions issued by a member of staff in case of emergency.
  - 2) That they do not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms.

#### **f) Responsibilities of the Pinnacle Facilities Management Contract Manager & Caretaker**

Under the PPP Agreement, Pinnacle FM's employees are contracted to ensure:

- Safe means of access are maintained around the premise areas under their control as outlined under the PPP Contract including gritting arrangements during cold weather periods.
- They are aware of the H & S Policy arrangements within the school and the premise manager responsibilities.
- The premises are kept safe & clean and that adequate welfare facilities are provided. They should respond promptly to 'D1 Notifications' (notification of a defect) that could affect the H & S of building occupants/visitors. Communication of any delays needs to be referred back to the designated school contact which is the Business Manager
- Safe working arrangements are in place when their own staff and contractors are working on the premises. They control their own contractors and need to ensure that hazard information has been exchanged and suitable risk control measures implemented.
- An up to date H & S file is retained on the premises identifying any work covered by the Construction (Design and Maintenance) Regulations and is available upon request.
- Appropriate security arrangements are maintained.
- Adequate fire safety arrangements and inspection of fire safety devices are implemented and documentary evidence shared with Fairfield School. Harmonisation of Policies should be considered to ensure no overlap in responsibilities.
- Regular testing, inspection and maintenance of installed electrical equipment (such as hoists for safe lifting) takes place and evidence provided upon request.
- Compliance with COSHH Regulations concerning record keeping, monitoring and testing (e.g. the Hydro Pool/cleaning chemicals) and the secure storage of all substances hazardous to health.
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- All premises-related accidents/incidents/near misses are recorded and investigated.
- Regular inspections of the premises takes place. With safety representatives invited to take part and records kept.

#### **g) Staff Safety Representatives**

Where GB has been notified of trade union appointed safety representatives from the employees, the safety representative is permitted to:

- Investigate potential hazards and to examine the causes of accidents in the workplace;
- Investigate H & S or Welfare complaints about work activities by any employee;
- Raise issues with the Business Manager impacting on health, safety and welfare of employees;
- Carry out workplace health, safety and welfare inspections;
- Attend any safety committee meetings;
- Co-operate with employers in promoting H & S at work.

**NOTE:** There is no obligation or legal duty on a safety representative to perform the above functions.



## **Identified Persons**

**H&S and Mental Health + Wellbeing Governor:** Mike Neild

**Head teacher:** John Page

**Business Manager/H&S Co-ordinator:** Steve Walsh (Business Manager)

**H&S Staff Committee:** Steve Walsh, Jill Goff, Pauline Woodcock, Stacey Smith, Lisa Hall, Jonathan Haigh, Claire Bould, Fatemah Tai

**Specialist staff (Moving & Handling Adviser):** Stella Murwisi, and independent advice Penny Townsend

**Specialist Nursing Staff:** Locala

**First Aiders at work:** Jill Goff, Pauline Woodcock, Michael Sullivan, Andy Cullen, Lisa Dunford, Lynsay Hardcastle, Demi Palmer, Claire Bould, Fatemah Tai

**Paediatric First Aiders:** Debra Barker, Claire Bould, Fatemah Tai, Rebecca Robb, Pauline Woodcock, Karen Hall, Leanne Ormston

**Emergency First Aiders:** Viv Rawnsley, Hazel Ettienne, Rochelle McNulty, Lucy Roche, Hazra Jogiyat, Jane Jones

**Qualified Mental Health First Aiders:** John Page, Tan Ilyas, Steve Walsh, Rachel Holmes, Lucy Roche, Viv Rawnsley, Kath Jameson, Hazra Jogiyat, Stella Murwisi, Kath Neild, Fatemah Tai, Sam Wadsworth, Pauline Woodcock

**Fire Marshalls:** John Page, Tan Ilyas, Steve Walsh, Diane Evers, Ruth Searby, Sarah Breeze, Beryl Frost, Kirstie Womack, Pauline Woodcock, Viv Rawnsley, Andy Cullen, Michael Sullivan, Sue France, Jonathan Haigh, Stella Murwisi, Jane Jones, Becky Sorenson, Debra Barker, Jill Goff

**Hydro Pool Qualified Life savers:** Velda Bentley, Stacey Elkin, Cat Hancock, Karen Kirk, Stacey Mitchell, Leanne Ormston, Claire Bould, Becky Robb, Michael Sullivan, Anna Slusarczyk, Ellie-Mai Hancock-Lally, Faith Redman, Katie Tannahill, Karen Hall, Lauren Drury, Rochelle McNulty, Mark Short, Gemma Murrock

**Pinnacle FM contact:** Chris Hitchen / Nathan Clare

## Part 3 Detailed Arrangements and Procedures

The following procedures and arrangements have been established within Fairfield school to eliminate or reduce H & S risks to an acceptable level and to comply with minimum legal requirements.

### 1 Accident Reporting, Recording & Investigation

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) employers and those others in control of premises are required to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work.

#### DEFINITIONS:

**ACCIDENT** an undesired event resulting in injury, ill health or property damage.

**INCIDENT** an unexpected and usually unpleasant event without physical injury -includes acts of aggression/verbal abuse.

**NEAR MISS** an undesired event with potential to cause injury, ill health or property damage but didn't.

Other terms for near miss are a "close call," a "narrow escape," or in the case of moving objects, "near collision" or a "near hit."

#### Prevention of Future Incidents

Inadequate work processes or management systems are often the root cause of accidents, incidents and near misses. This must be the focus for improvement. History has shown repeatedly that most serious events were preceded by warnings or near miss incidents. Recognising and reporting of ALL accidents, incidents and near misses can significantly improve worker safety and enhance our organisation's safety culture.

#### Accident/Incident/Near Miss report form

All accidents, incidents and near misses involving issues of H & S will be recorded on the appropriate school Accident/Incident/Near Miss report form as soon as reasonably practicable after the event. Pupils incident are logged on CPOMS and staff incidents on IntegrisG2. Staff accidents are reported to Kirklees Council using the Claims Control system.

The school collects personal information about the injured person(s) in relation to Accidents / Injuries/ Diseases/ Near Misses and Dangerous Occurrences arising out of or in connection with work. We may be required to share your information with the Health and Safety Executive to ensure that we meet our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Note: The Data Protection Act 1998 requires that employee's personal information must be kept secure after the form has been completed. The record form must:

- Be kept safely and not accessible to all staff members.
- The accident report form must be completed for all accidents/incidents/near misses.
- Be reviewed at least termly to identify any potential or actual hazards.

Incidents or accidents involving premises related issues are also reported to Pinnacle FM the same day.

Investigations are undertaken by the following as required:

- ~ A member of the Senior Management Team
- ~ The Headteacher
- ~ The Chair or nominated member of the Governing Body
- ~ A nominated Officer of the Local Authority

**What needs to be reported?** - Injuries and ill health to people at work.

Under RIDDOR the 'Responsible Person' in control of the premises must report:

- 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.
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing.
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site.

**Note:** Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. As these are class as road traffic incidents and are investigated by the police.

### **Reportable specified injuries**

These include:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which: leads to hypothermia or head-induced illness; or requires resuscitation or admittance to hospital for more than 24 hrs.

### **Physical violence**

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

### **Reportable occupational diseases**

These include (which a doctor confirms in writing):

- 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
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent

### **Incidents to pupils and other people who are not at work**

Are only reportable under RIDDOR if the accident results in:

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

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

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

### **Dangerous occurrences**

Reportable dangerous occurrences in schools 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

### **Who should report and who to report to**

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. The headteacher is not responsible for RIDDOR reporting. Kirklees Council would report through the Corporate Safety Unit. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

The Head Teacher may delegate reporting to the Corporate Safety Unit to the school management team.

### **Records must be kept for:**

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days.
- If a worker is away from work or incapacitated for more than three days a record must be kept.

These records must be kept for at least three years after the incident.

### **Reporting requirements of other regulators**

There may be other reporting requirements placed on schools by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

### **2 Asbestos**

- Pinnacle FM are responsible for Premise Asbestos Management Plan (PAMP), location of manual, arrangements to ensure contractors and others such as site supervisors to have sight of plans prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from the premises manager, and finally how staff should report damage to asbestos materials.

### **3 Contractors**

- Management of contractors in school for all premises related operations is the responsibility of Pinnacle FM. If the work is permission only (working on a school asset) it is the responsibility of the Business Manager. All Contractors are required to formally sign in/out at the schools reception to maintain an accurate log of all persons on site.
- When managing curriculum related projects, the school leadership will consider how contractors are selected, exchange H & S information in advance, and agree safe working arrangements, risk assessments, frequency of meetings, name of person responsible for monitoring the contractors whilst onsite

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

Whilst COSHH rules and regulations will predominantly relate to premises maintenance, cleaning or repair and would therefore fall under the responsibility of Pinnacle FM under the terms of the PPP Contract, the school will also be exposed based upon activities undertaken.

The Control of Substances Hazardous to Health Regulations 2002 requirements is to evaluate and control measures. All reasonable steps will be taken to, substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health. Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

#### **a) Actions to evaluate and control risks include:**

- Completing an inventory identifying all hazardous substances used on the premises and obtain material safety data sheets. Stored on the School server Admin Q drive, H&S, COSHH
- Wherever possible replace hazardous substances with safer alternatives.
- A risk assessment is completed for the use of any substances, which present a significant health risk.

- Ensuring that any equipment required for controlling risk is being adequately maintained.
- Ensuring all staff have received information, instruction and training where required.
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people.
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled.
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation; fume cupboards, personal protective equipment (PPE) is adequately maintained.

## b) Hazard symbols and hazard pictograms

Classified substances can be identified by their warning labels and carry the pictograms detailed below. The old orange square coloured CHIP hazard symbols which appear on some chemical labels have been replaced by white diamond symbols bordered by red illustrated as follows:

GHS/CLP pictogram					
Hazard code	Explosive	Extremely/Highly flammable	Oxidising	Compressed gas	Toxic/Very toxic
Symbol in accordance with Annex II of Directive 67/548/EEC	E 	F F+ 	O 		T T+ 
GHS/CLP pictogram					
Hazard code	Corrosive	STOT: Specific target organ toxicity	Harmful	Dangerous of the aquatic environment	
Symbol in accordance with Annex II of Directive 67/548/EEC	C Xi 	Xn T / T+ 	Xi / Xn 	N 	

**NOTE:** The harmful symbol has changed from the black cross to an exclamation mark. There are also a couple of new pictograms. The STOT person sign symbolizes serious longer-term health hazards such as carcinogenic and respiratory sensitization. There is a new Compressed Gas symbol indicating vessel contains gas under pressure. The COSHH Policy contains an explanation from the HSE and its impact upon schools.

## c) Material Safety Data Sheets

Should be obtained from the manufacturer/supplier. Data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

#### **d) Health Surveillance**

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

- Records relating to named individuals must be kept for 40 years.
- Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance.

#### **e) Exceptions to COSHH Regulations**

There are exceptions to these regulations, which are already being controlled by their own specific legislation, e.g., asbestos, lead, radioactive substances.

### **5 Curriculum Safety [including out of school learning activity/study support]**

- A responsible member of staff is required to undertake a risk assessment prior to commencing any potentially hazardous activity, or when using specific equipment for curriculum purposes e.g. Cooking or Science Equipment.
- A written and approved risk assessment will be in place prior to any activity taking place off-site using the EVOLVE system
- Arrangements must be in place for the control of safety in specific subjects such as PE, Science, Food Technology or CDT.
- Staff must fulfil qualification requirements to teach specific activities requiring certification (e.g. Food hygiene certificate for any staff member involved in handling food)
- Relevant staff must refer to any H & S publications adopted by the school. e.g. "Safe Practice in Physical Education and School Sport]

### **6 Drugs & Medications**

- Fairfield follows the established Kirklees Policy and Guidelines for meeting the medical and nursing needs of pupils and students in the school. The School has a Medical Needs policy which adopts best practice from the Kirklees Council Medical Needs Policy. This addresses the specific needs of pupils and students related to their learning, physical, medical and personal needs

### **7 Electrical Safety [Equipment fixed & portable]**

- Visual inspection of all fixed or portable electrical items is the responsibility of the person using the equipment. Employees to remain vigilant and to isolate and remove any suspected defective item from use clearing marking the item as defective. Employees should also ensure that cable are kept secure, tidy and do not create tripping hazards.
- It is the responsibility of the user to remove any defective items from use immediately and to report the defects to the Business Manager
- PAT Testing and thorough inspection of all items will be undertaken on an annual basis with appropriate record keeping and visual marking of items. This is the responsibility of Pinnacle FM

under the terms of the PPP Contract

- Inspection and testing of all fixed installation equipment is the responsibility of Pinnacle FM or their nominated representatives under the terms of the PPP Contract
- Technical support is available for all ICT equipment or Assistive Communication Technology (ACT) from the school ICT network Manager Jonathan Haigh
- Defective fixed equipment should be reported to the Business Manager who in turn will report it to Pinnacle FM via the Helpdesk.
- Defective portable equipment is reported to the school ICT network Manager Jonathan Haigh
- Specialist testing is arranged by Pinnacle FM as part of the PPP Contract arrangements
- Personal items of electrical equipment are not allowed for use in school. Only items purchased by the school or Pinnacle FM should be used.

## **8 Fire Policy - [and other emergencies incl. bomb threats]**

### **a) The Responsible Person**

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that it's fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date. The 'Responsible Person'

John Page (Headteacher) date of training – 14/2/2018

Steve Walsh (Business Manager) date of training – 07/04/2022

are responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants.

**Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.** This includes:

- The completion of a Fire risk assessment, which should be suitable and sufficient and carried out by a competent Fire Risk Assessor.
- Good housekeeping, do not allow combustible materials to accumulate.
- Suitable fire-fighting equipment, which is located in appropriate positions.
- Means of raising the alarm.
- Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).
- Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.

**Measures in relation to the means of escape from the premises.** This includes:

Fire action notices to be displayed throughout the building with clear emergency evacuation instructions in the event of a fire.

#### **Any person discovering a fire**

- Sound the alarm
- Call the Fire & Rescue Service telephone 999
- Follow agreed evacuation procedures
- Only engage the fire using fire extinguishers or other fire-fighting equipment if you have been adequately trained or your escape route is blocked by the fire.



#### **On hearing the fire alarm**

- Follow agreed procedures
- If evacuation is communicated, leave the building by the most direct route, closing all doors behind you.
- Report to the agreed assembly point for the zone
- Do not take risks
- Do not return to the building for any reason until authorised by the Fire & Rescue Service.

#### **Measures for securing that, at all times, the means of escape can be safely and effectively used.**

- Fire exit routes must be kept clear of obstructions at all times
- Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building.

#### **Measures in relation to the means for fighting fires on the premises.**

- Appropriate fire-fighting equipment must be provided
- Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only).

#### **Measures in relation to the means for detecting fire on the premises and giving warning**

- Appropriate fire/smoke detection to be installed, in relevant locations.
- Viewing panels in doors and walls, when there are rooms within rooms.

#### **Measures in relation to the arrangements for action to be taken in the event of fire on the premises including:**

##### **measures relating to the instruction and training of employees.**

Fire Policy and Procedures to be disseminated to all staff  
Fire awareness training to be provided to all staff  
Fire Action Notices to be displayed throughout the building  
The training of Fire Marshals

##### **measures to mitigate the effects of the fire.**

Do not exceed the maximum occupancy  
Maintain fire exits and signage  
Comply with electrical and gas regulations Service and maintenance of firefighting equipment, which must be easily accessible.  
Safe storing and using, of hazardous materials  
Safety inspection of buildings  
Maintenance of fire alarm systems  
Fireproofing  
Training of staff  
Fire drills

## **b) Role of Teaching Staff**

All teaching staff have the responsibility for the safe evacuation of students in their charge.

- They should ensure that their students are organised quickly and safely and move to the evacuation meeting point.
- Teaching staff should be aware of the individual needs of any student in their class and the nature of their disability which may impact on evacuation

## **c) All staff members**

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions.
- Should follow evacuation procedures.
- All staff are required to complete fire awareness training.

**Under no circumstances is anyone to re-enter the building unless the Emergency Services give the all clear.**

## **d) Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried out, and the likelihood that a fire could start and cause harm to those in and around the premises. The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons have been identified. A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 2 years, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

## **e) Competence of a Fire Risk Assessor**

The school defines as a minimum that a competent Fire Risk Assessor to be as follows:

Be a member of the Institution of Fire engineers.

Hold at least the NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.

Has demonstrable experience in completing school/college Fire Risk Assessments.

Has a current DBS check

## **f) Housekeeping**

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible, materials should be kept to a minimum, do not allow waste to build up.
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property.
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible).
- Keep flammable materials from sources of ignition.

### **g) Display materials and decorations**

An evaluation of the material(s) used in displays and decorations should be made as paper, cardboard provide a means for the rapid spread of fire. To reduce the risk of fire spread:

- Limit the use of displays in corridors and foyers.
- Minimise the size and number of display areas to discrete, separated areas.
- Do not put displays down where there is only one direction of escape i.e., dead-end conditions.
- Treat displays with proprietary flame-retardant sprays, or cover with Perspex
- Before installation of Wall Art the contractor should provide the fire safety certificate confirming that the vinyl used is Class 0.
- Keep displays away from curtains, light fittings and heaters.
- Keep displays away from ceiling voids, which may lack fire barriers.
- Ensure that there are no ignition sources in the vicinity eg crepe paper over monitors.
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarms, call points, firefighting equipment or escape signs.

### **h) Fire Safety Management (FSM) Checks**

To ensure compliance with fire regulations, checks must be made to reduce the risk of fire at the school. These tasks are delegated by the 'Responsible Person' the Head Teacher to the Site Manager/Supervisor/Caretaker at the School. Whilst Pinnacle FM perform these tasks under contract, the Responsible Person needs to ensure these tasks are being performed and that copy records of these are provided to the school as evidence.

Daily/weekly/monthly/three-monthly/six-monthly/annual checks must be made and records kept.

- Checks include:
- Escape routes
- Fire Warning systems
- Escape lighting
- Firefighting equipment.

These checks are prioritised for service and maintenance requirements.

### **i) Fire Marshalls**

Staff expected to undertake the role of Fire Marshalls would require comprehensive training. A poster with Fire Marshall instructions should be displayed around school. Please see Appendix 1 at the end of the policy.

### **j) Safe Emergency Evacuation Procedures**

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instructions on what to do it when raising the alarm and information regarding the nearest fire exit and assembly point(s).

All staff must be aware of emergency procedures. Including:

- Fire Action notices
- The locations of fire call points
- How to activate the fire call point as a means of raising the alarm – Insert the key and turn
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in the event of a fire) Emergency exit routes/final exit fire doors
- Fire assembly points

### **K) On Sounding or Hearing the Alarm**

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner. Posters are displayed around school showing our Fire Evacuation Plan and Map. Please see Appendix 1 at the end of the policy.

### **l) Fire drills**

**Why carry out fire drills?** Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities carry out their tasks to ensure the safety of all concerned.
- Escape routes are used in accordance with a predetermined and practiced plan.
- Evacuation of the building is achieved in a speedy and orderly manner
- People will react rationally when confronted with a fire or other emergency at school.

**How often to carry out a fire drill?** It is the policy of the school to carry out fire drills at least once each term on varying days of the week, varying times, and varying locations within the school

### **Informing the fire service of a fire drill**

The system will be taken off line before the fire drill to prevent the Fire Service having a wasted journey, this should be switched back on once the drill has finished.

### **m) During the fire drill and/or Emergency Evacuation**

To monitor fire drills, observers should be placed at points around the building to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.

In buildings where there are more than one exit route, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke. Set a stopwatch to record how long the full evacuation takes.

### **n) Evacuation of people with disabilities - Personal Emergency Evacuation Plans (PEEPs)**

Pay particular attention to pupils, staff and visitors who have individual special needs, including those with a disability. A PEEP needs to be developed for each student and any visitor/staff member who frequently uses the building - . This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept. The PEEP will clearly state what actions are required in those particular circumstances.

Where appropriate, the use of evacuation mats may be used to restrain and assist the movement of a student refusing to evacuate.

#### **o) Assembly Points**

5 Fire Evacuation assembly points are located surrounding the school building

These will be clearly marked and easily identified by anyone who may be on the schools premises. These have been agreed by Pinnacle to be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire and are in a position that does not put any people at risk by emergency vehicles responding to the incident.

#### **p) Major evacuation**

A poster informing what to do in the event are major evacuation are displayed around school. Please see Appendix 4 at the end of the policy.

#### **q) Background Information**

- All fire and emergency drills or incidents are recorded in the Fire Safety Log and reported to the Gov Body. Pinnacle FM report all drills and incidents to the QED Board
- Fire safety review and risk assessment is undertaken by Pinnacle FM, or their nominated representatives on behalf of the school
- Maintenance of all fire and safety equipment is the responsibility of Pinnacle FM under the terms of the PPP Contract
- Fire alarm and related safety systems are tested weekly by Pinnacle FM, doing a different call point each week, testing all call points throughout a calendar year
- The Fire & Emergency Logbook is located in the School reception and documents all aspects of incidents, drills, tests and maintenance

### **9 First Aid**

First Aiders are qualified to be able to deal with minor injuries to pupils. The First Aid Team and supporting qualified staff are responsible for managing accident and injury to any member of the school community

- The School Nursing Team of Locala oversee needs related to pre-existing medical conditions and associated nursing requirements. These include epilepsy, tracheotomy or gastrostomy sites, chronic chest problems etc
- Response to an emergency situation may originate from the First Aid Team or the Nursing Team.

Summoning an ambulance is the responsibility of the senior member of staff on site (Headteacher or SLT member) on the advice of the First Aid or Nursing Teams. The ambulance call is made and directed from the School Office

- At least one member of staff will accompany a pupil to hospital
- Arrangements for initial training and refresher training of First Aiders is the responsibility of the Head Teacher or delegated SLT member

First Aid boxes are located in numerous locations throughout the school, these are located on the Evacuation Map

Checking and re-stocking is the responsibility of the Health & Safety Committee. Shortages are to be reported to the Office Team to order.

## **10 Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

### **a) Competence**

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

### **b) Gas work**

Includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater.
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply.

All aspects of gas safety inspection and repair are the responsibility of Pinnacle FM under the terms of the PPP Contract. Despite this, staff should remain vigilant and report any concerns over the possibility of a gas leak.

### **c) Monitoring**

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

### **d) The basic requirements**

The Head Teacher or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably practicable, danger to persons or property. This will be done by liaising with Pinnacle FM.
- Pinnacle FM check that only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury.
- Pinnacle FM use a competent engineer to install, maintain or repair appliances
- Pinnacle FM staff and/or their approved contractors regularly inspect gas pipework, appliances and flues and regularly maintain them as required
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues.
- Staff are reminded about their responsibilities for the safe use and operation of gas facilities in Food Technology and kitchen areas in the school. This includes knowledge and of the gas safety systems.

#### **e) If you suspect a gas leak**

- Turn off the supply (if possible) and immediately report concerns to the Headteacher/Senior Leadership Team to assess and communicate this to Pinnacle FM. (National Gas Emergency Service on 0800 111 999 for natural gas)
- For LPG call the supplier if in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier.
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer.

#### **f) Maintenance**

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition by Pinnacle FM. The Head Teacher or their delegated person will ensure that they are inspected by a competent person organised by Pinnacle who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturers recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced.
- It should not be used in poorly ventilated spaces.
- There should be enough ventilation to remove combustion products.
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

### **11 Glass & Glazing**

- All aspects of glass installation, safety inspection and repair are the responsibility of Pinnacle FM under the terms of the PFI Contract.

### **12 H & S Advice**

- H & S advice is available to the school through:
  - ~ Pinnacle FM and their nominated H&S advisors
  - ~ Kirklees Council Group Safety
  - ~ Specific Health & Safety Advisors (Moving & Handling etc), Asset Management Team
  - ~ DfE RPA insurance, Health & Safety Consultants

~ Other external Health & Safety Consultants

### **13 Housekeeping – Storage, cleaning & waste disposal**

- All aspects of cleaning, waste storage & removal and snow clearance of pathways are the responsibility of Pinnacle FM under the terms of the PPP Contract. Gritting of walkways is organised by Pinnacle FM employees in bad weather conditions. Under the Occupiers Liability Act 1957 Section 2(2) and under Health and Safety at Work Act, the School has responsibility for both employees, students and visitors to make sure that they are reasonably safe for the purpose/duration of their visit. To discharge this duty of care the School must check that the gritting procedure is being complied with to ensure the safety of all. Copies of gritting records with times and dates should be made available from Pinnacle FM upon request.
- Housekeeping and storage of cleaning materials and equipment is the responsibility of Pinnacle FM under the terms of the PFI Contract. The School and staff as Occupiers must also remain vigilant to ensure that cleaning equipment and chemicals are kept securely locked. Any breaches should be reported and acted upon immediately to prevent inadvertent contact.
- All staff are aware of their responsibility to make situations safe or secure in the event of cleaning or waste management prior to reporting incidents to Pinnacle
- Housekeeping and safe storage of pupil equipment and curriculum materials is the responsibility of the Class Teacher. The Senior Leadership Team will monitor and ensure areas are well maintained
- Pupil equipment such as Wheelchairs / standing frames etc should be stored in the designated storage rooms and metal sheds in Early Years. This is to ensure corridors are kept clear at all times. Old / unused equipment is regularly reviewed by Kirstie Womack (Advanced Business Support Officer) and the Therapy team, and regular collections organised with Medequip.

### **14 Lettings/shared use of premises**

- Letting arrangements are subject to the PPP Contract and agreed policy and guidelines with Pinnacle FM and QED
- Guidelines are in place for third party use of premises with specific requirements for specialist areas such as (The PE hall, Rebound Therapy Room, Soft Play room, Sensory Integration Room, Playground and Meadow Sensory Trail etc). This includes the provision of appropriate insurance cover and risk assessment of activities.
- PPP Contract guidelines inform the charging arrangements for third party letting.
- Standard school operating procedures are used for any out of hours events or activities run by the school. This includes details of responsible persons, risk assessment procedures, all safety aspects, security & supervision of non DBS cleared guests.

### **15 Lone Working**

- The school operates using a Lone Working Risk Assessment which is reviewed annually for all members of the school staff
- Pinnacle FM are responsible for Lone Working arrangements for their staff and contractors

### **16 Maintenance / Inspection of Work Equipment (including selection of equipment)**

- The maintenance and inspection of all work equipment is the responsibility of Pinnacle FM under the terms of the PFI Contract, with the exception being School assets such as the



- Sensory Pod, Playground equipment, equipment in the meadow
- The selection, purchase and installation of all new work equipment is the responsibility of Pinnacle FM under the terms of the PFI Contract, unless a permission only request is submitted

## 17 Manual Handling & Lifting

Pinnacle FM retain responsibility for the training of their own staff for all aspects of lifting & handling associated with premises management, under the terms of the PPP Contract.

Despite this, every employee of Fairfield school will engage in some form of manual handling, whether this be moving tables/chairs, lifting boxes or carrying files. The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

The load may be either animate, such as a person or inanimate, such as a box. The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

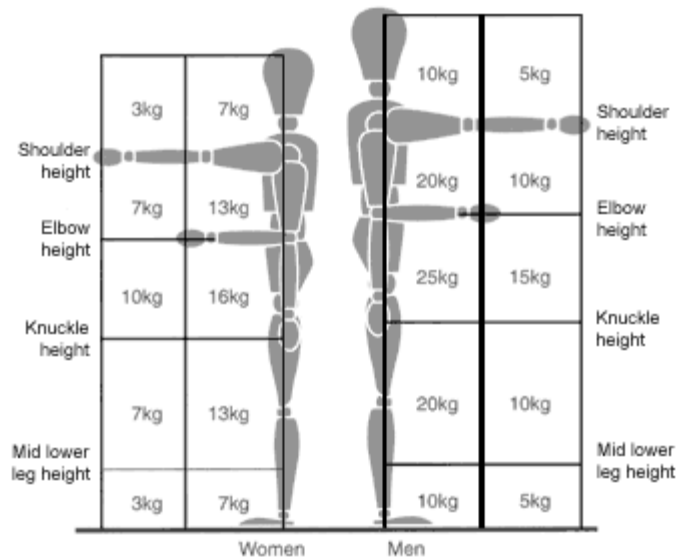
- Avoid hazardous manual handling operations, 'so far as is reasonably practicable'
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable.

**a) Manual Handling Risk assessment** The responsible person, the Head Teacher or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided, this is reviewed annually
- Information, instruction and training will be provided to employees.
- Wherever possible the load to be moved will be reduced e.g., is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling; e.g., trolleys to eliminate/or reduce the risk of injury.

The following **guidelines** should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

Force to stop or start the load	Men 20kg,	Women 15kg
Sustained force to keep the load in motion	Men 10kg,	Women 7kg



The figures above are only rough guidelines, NOT safe lifting limits. Many factors can affect a person's physical capabilities including pre-existing medical conditions, injuries, pregnancy, age, height and general wellbeing. Before engaging in any manual handling task, you should assess the task/load. If it is a box-see if it has a weight printed on the side. If it is beyond your capabilities, communicate this to your line manager. Any medical reasons resulting in a significant reduction in safe lifting capability should be reported before attempting any lifting activity as an individual lifting capability assessment may need to be undertaken or a fitness note requested.

Manual handling problems often come from poor workplace environment or job design. Hazardous activities include:

- Lifting heavy or awkward unstable loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

**All employees must complete manual handling training.** The training must be relevant to the tasks the employee could be expected to perform.

Staff training for the moving and handling of pupils (With physical disabilities) is provided by Stella Murwisi or Kirklees Council Moving & Handling Advisor. Initial and refresher training is provided as a routine

Manual handling equipment and aids are provided throughout the school. The maintenance, safety reviews and repair of the fixed equipment and specific mobile hoists is the responsibility of Pinnacle FM under the terms of the PFI Contract. All other moving & handling equipment is the responsibility of the school or therapy services

Only trained staff are permitted to use such devices.

In order to ensure the safety of both staff and students, all staff should be familiar with the contents and specific instructions for safe lifting contained within any students Intimate Care Plan.

## **18 Monitoring the Policy and results**

- This policy will be reviewed bi-annually by the Governors Resources Committee
- Bi-Annual H & S checks will be carried out by a nominated representative of the Resources Committee to monitor the implementation of the policy, reported incidents/accidents/complaints
- The Resources Committee is responsible for establishing Key Performance Indicators (KPIs) which the school will measure and report to the Resources Committee termly.

## **19 New & Expectant Mothers**

- Fairfield follows the guidance provided by the LA Maternity Policy and Guidelines March 2018. A Maternity Risk assessment will be completed with the employee by a member of the Senior Leadership Team as soon as they are notified.

## **20 Noise**

- Noise pollution and excessive noise in the working environment is not an issue within the school. Specific activities involving loud sounds, music or similar are subject to shared planning and consensus and, if necessary a risk assessment.

## **21 Occupational Health - Stress and staff Well-being**

- Fairfield subscribes to Kirklees Council Employee Healthcare Service for all members of staff. This covers most aspects of staff well-being and health management
- The school adopts the Kirklees Council Attendance Management Policy and works with Kirklees HR department and Employee Healthcare to mitigate health issues.
- Reasonable Adjustments are put into place for staff requiring support to maintain good attendance or to overcome specific health related difficulties.

## **22 Poster on H & S Law**

- The Health & Safety poster is displayed in the school reception area and the staff room on the H&S noticeboard. It is the responsibility of the Business Manager to ensure it is kept up to date

## **23 PPE - Personal Protective Equipment**

- PPE is provided for a range of curricular activities for both pupils and staff. Activities include Food Technology, art & related activities, D&T, Science, water play & related activities. PPE is provided for meeting pupil personal care or nursing needs. All items are disposable. Provision is made for staff allergic reaction to latex or other substances. All PPE is available from the designated storage cabinets in each pathway. Additional PPE is freely available to meet the requirements of our Covid Risk Assessment.

## **24 Premises & Grounds - Safety/Security**

- The overall maintenance and integrity of grounds and premises security is the responsibility of Pinnacle FM under the terms of the PPP Contract.
- The entire perimeter of the grounds can be closed to outside access. Access to the buildings and pupil areas from the car park is via a single main entrance
- Access to and from the premises is via a controlled door system operated from the Main Office. All staff are required to indicate arrival and leaving via an electronic registration system. Staff have access fobs to open the security doors. All staff wear identity badges with photographs
- Identified regular visitors who are DBS cleared and have appropriate ID sign in using the electronic registration system
- All other visitors are instructed to use the electronic registration system which provides a temporary ID badge with photograph. These indicate if the visitor is DBS cleared blue lanyard or not cleared red lanyard
- All visitors who are not DBS cleared (red lanyard) are accompanied by a member of staff at all times.
- Access and management of contractors is the responsibility of Pinnacle FM under the terms of the PFI Contract, unless the contractor has been arranged directly by the school for a school asset.

## 25 Reporting Defects

- All defects related to the premises, resources or equipment are reported directly to the School Business Manager, or the H&S Committee
- The Business Manager then routes the report appropriately:
  - ~ To the Pinnacle Helpdesk, copying in the school caretaker
  - ~ To the school ICT Manager
  - ~ To others companies depending on the school asset
- All staff are aware of their individual duty of care to ensure unsafe situations or defects are temporarily mitigated prior to repair or attention
- Remedial works are a planned cycle of replacement & attention under the PPP Contract
- Small Works and Major Change Orders are available to school via the PPP Contract

## 26 Risk Assessments

- Risk assessments for curriculum activities and off-site trips are the responsibility of the teacher or person in charge of the event and are recorded and submitted using the online EVOLVE system
- The school has a suite of Risk assessments which are controlled on a Risk Assessment Register, and reviewed on a bi-annual basis, this includes:

Working at height
Slips trips and falls
Manual Handling
Electricity
Lone Working
Weighted Blankets
Outdoor Swing in meadow

Café / Food Tech
Maternity - Individual
Amended duties - Individual
Workplace Stress - Individual
Display Screen Equipment
Fire – Joint school, Kirklees, Pinnacle
Fire – Pinnacle Buildings only
Fire – Kirklees Catering
Playground
Track Chair
Rebound
Soft Play
Sensory Pod
Car Park and Premises
Hydro Pool
Pond
Sensory Integration Room
Covid

- All pupils have their own individual Risk assessment.
- Overall responsibility for the appropriate provision of risk assessments and their review is the responsibility of the Headteacher
- The Headteacher reports on risk assessments to the Governing Body via the Resources Committee

## **27 School Trips/ Off-Site Activities**

Off-site activities are a daily feature of curriculum planning at Fairfield. These include regular trips to use community facilities, shops, sports facilities and similar. In addition specific ‘one-off’ events are also planned including seasonal trips, cultural events and so forth.

Most activities take place during the school day and do not necessitate out of hours arrangements. Specific events involving out of hours activities are reported to the Governing Body.

- Regular weekly events involving the same activities, pupils, staff and transport arrangements are subject to a Half Termly risk assessment which is then reviewed as required. Changes to arrangements noted in the risk assessment (e.g. Change of pupils or staff) are added and approved.
- Specific 'One-Off' trips or events are subject to individual risk assessment
- All risk assessments and amendments are approved by the EVC (Headteacher). All Off-Site activities require comprehensive emergency arrangements including contact details for all pupils, emergency mobile phones, personal care / nursing arrangements for specific pupils. Details of all pupils off-site are recorded in school
- All staff responsible for pupils out of school are aware of emergency arrangements for pupils with health difficulties or related needs
- Parental approval is required for all non-routine trips or those taking place out of school hours. Approval is not sought for routine activities linked to the curriculum
- Governor approval is sought for all events involving out of hours activities
- Kirklees Council is consulted to support planning for any event involving potentially hazardous activities or locations

## **28 School Transport – e.g. minibuses**

Fairfield enjoys the facility of two mini buses equipped with wheelchair tail-lift facilities. Both vehicles can be adapted to carry varying numbers of wheelchair users or standard seat users. Both vehicles are fully equipped with appropriate wheelchair clamp equipment for specific makes and models of wheelchairs

- All drivers are required to hold a Cat C full driving licence.
- All drivers are required to have successfully undertaken the Kirklees Mini-Bus Driver Test. Appropriate training is provided for new drivers.
- The driver of each vehicle is responsible for undertaking a prescribed visual check prior to any journey. Details of this check will be noted in vehicle checklist .e.g. first aid box, extinguishers, belt check, water, oil, tyres etc...
- Details of each journey are logged including driver details, destination(s), times, mileage.
- It is the responsibility of the minibus driver to arrange for the minibus to be cleaned after use, ensuring it is ready for the next user
- Both vehicles are subject to routine safety checks and servicing schedules through the Kirklees Council Vehicle Maintenance Service
- Risk assessment and pupil supervision arrangements are the responsibility of the senior person planning the journey.
- All drivers to have relevant training re: clamping and webbing

## **29 Smoking**

- All parts of the buildings are non-smoking areas. (including e-cigarettes/vaping) All grounds are non-smoking areas.

## **30 Staff Consultation and Communication**

- Health & Safety documentation is displayed on the noticeboard in the staffroom.
- This Health & Safety Policy should be read by all staff, evidence of this is documented on Parago
- Governor Resources Committee (Incorporating Health & Safety) meets four times per year

### **31 Supervision [including out of school learning activity/study support]**

- Pupils and students at Fairfield have severe or profound learning difficulties and related needs. Staffing levels and corresponding supervision of pupils is much higher than the norm and directly related to pupil needs and their welfare
- Pupils and students are supervised by a responsible adult at all times with levels of staffing appropriate for needs and safety
- Individual students may undertake 'independent' learning, leisure or tasks with appropriate risk assessments and safeguards in place
- Ratios for off-site staffing is dependent upon individual pupil needs and may be 1 to 1 or more in some cases
- All staff or volunteers working with pupils are DBS checked

### **32 Swimming Pool Operating Procedures (where applicable)**

Fairfield enjoys the use of an in-house hydrotherapy facility. Comprehensive guidelines for the safe operation and use of the pool are in place for all users.

- Supervision and numbers of pupils using the facility is the responsibility of the senior member of staff organising the activity within the guidelines
- Emergency procedures are set out within the guidelines, posted on the wall in the pool area and practiced on a routine basis. This includes the evacuation of a 'body' from the water. The pool is equipped with an emergency alarm to the School Office and a telephone with a direct line
- The School Office and all staff in school know and follow the emergency alarm procedures
- Training is provided for nominated staff to act as lifeguards. A nominated, trained member of staff has to be present on poolside at all times when the facility is in use
- The maintenance and cleaning of the pool, including management of water quality, is the responsibility of Pinnacle FM under the terms of the PPP Contract
- Letting of the Hydro Pool is not provided to third party users.

### **33 Training and Development**

- Health & Safety arrangements including risk assessments are outlined in the Staff Code of Conduct policy which is provided for all new staff
- Arrangements for reporting Health & Safety concerns or raising issues are outlined during the staff induction process
- Emergency arrangements, including those for specific activities, are outlined during the induction process
- Emergency procedures are practiced as a routine including Fire Evacuation & Lockdown
- Risk assessment as a process to mitigate H & S issues is explained during the staff induction process
- Competencies in specific areas (Manual handling, Safer moving and handling etc) are established through specific training programmes
- Staff training and competencies are recorded in their individual Personnel Files and on the staff training matrix, both are stored on the school server

- Annual online H&S training will take place in September. All staff are required to complete the following 6 courses
  - Fire Awareness
  - Fire Warden
  - Health & Safety at Work
  - Manual Handling
  - Slips, trips and falls in Education
  - Working at height awareness

In addition, the following courses will be assigned to specific groups of staff

- Food hygiene – all staff that work in a classroom
- DSE (Display Screen Equipment) – all staff that work in an office
- WEEE (Waste Electrical, Electronic Equipment recycling) – ICT Manager only
- The Health & Safety Committee Members are required to complete IOSH Managing Safely qualification every 3 years
- Pinnacle FM are responsible for all aspects of Health & Safety awareness and training for their own staff

### **34 Use of VDU's / Display Screens / DSE**

Fairfield adopts the Kirklees guidelines for safe use of Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops. A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week. The employees line manager will identify DSE users.

To comply with DSE regulations the ‘Responsible Person’ The Head Teacher or delegated member of staff must:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Providing information and training
- Providing eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete DSE training and assessment which will provide a workstation assessment and provide information and training.

The ICT Manager is responsible for the purchase and installation of appropriate equipment in classroom and office settings throughout the school

#### **Eye tests**

Upon request of the DSE user, the school will pay for a test to be carried by a qualified optician. Only **“users”** are entitled to receive corrective appliances paid for by the school. **‘Normal’** corrective



appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work only. The school liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user's work. There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

### **35 Vehicles on Site**

Fairfield is fortunate to enjoy the use of premises custom designed and constructed for purpose. There are extensive parking facilities, however there is insufficient parking to accommodate all staff and visitors and no obligation under law to provide parking facilities.

- Vehicles on site should follow the clearly signed route which is restricted to the car park, pupil drop-off zone and service area to the side of the buildings
- The service area has a single access with turning space for larger vehicles. This turning space should be kept clear at ALL times. There is direct access to the school kitchen, boiler room, pool plant room and caretaker facilities.
- The two school mini-buses are parked to the front of the school to one side of the main entrance
- All parking spaces in the main car park are in marked bays. If an empty bay is not available then staff and visitors should be asked to find alternative parking arrangements off site. This should exclude the area in the mouth of the exit onto White Lee Road. Parking in the aisles or parking in any area not designated for parking is not permitted as this reduces available space for wider vehicles. It can also impact on the visibility of pedestrians and creates additional manoeuvring hazards.
- 9.30am and 2.30pm parking restriction are in place
- You may need to park on White Lee Road. Please be aware that it is a busy road and there needs to be clear visibility for access and exiting the school site. With respect to local residents please fully park your vehicle with all wheels on the road, do not straddle the grass verge as this causes damage to the grass.
- Pupil drop-off is undertaken to a clear plan with minibuses and parents parking in separate zones. This process is supervised by a senior member of staff wearing a hi vis jacket, who has had appropriate Banksman training.
- Speed restriction signs (5 MPH) are posted on site

### **36 Vibration**

- This is a low risk. No significant power tools or similar are used in the school

### **37 Violence to Staff**

- This is a low risk regarding potential for violence from third parties visiting the school. Security is in place to prevent access to the premises as required. Please see our Lockdown and Evacuation Policy for details of arrangements.
- There is a high risk of incidental violence from pupils and students related to their learning difficulties and related needs. Risk is mitigated through generic Positive Behaviour Management and Individual Behaviour Plans for specific pupils
- All incidents of violence are logged as noted in Section 1
- The school has an updated policy on dealing with challenging visitors/parents to school which

outlines expectations on behaviour (zero tolerance)

- The school also has published and displayed guidance regarding the 'Code of Conduct' for visitors.

### **38 Waste Management**

- All aspects of waste management are dealt with by Pinnacle FM under the terms of the PPP Contract

### **39 Water Quality/Temperature/Hygiene**

- All aspects of water quality and management are the responsibility of Pinnacle FM under the terms of the PPP Contract. Records are maintained and held by Pinnacle FM - whilst Pinnacle may have responsibility under the PFI Contract – the school has a shared responsibility to check that procedures for checking are maintained and that we are supplied with evidence from their records.
- As a result of the Covid Pandemic and increasing summer temperatures, the school has invested in Air Conditioning for all classrooms commencing October 2022 and with completion summer 2023.
- Other specific rooms such as the Dining Hall, Hall, Food Tech, Soft play, Rebound also have air conditioning.
- Pinnacle FM are responsible for the repair and maintenance of the Air Conditioning, faults should be reported to the Business Manager.
- Rooms without air conditioning should open windows and doors and use portable electric fans.

### **40 Legionella control**

Whilst Pinnacle FM have responsibility for organising the running of the building, The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Head Teacher who is the duty holder to ensure that Pinnacle FM are complying with the following:

- Identify and assess the sources of risk for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth this includes legionella.
- Identify the hot and cold water temperatures throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 °C.
- Identify all areas or services capable of releasing an aerosol such as showers, spray taps and where necessary measures put in place to control the risks.
- Identify whether there are susceptible individuals present that may be exposed to such aerosols.

#### **a) Managing risk**

The following guidance should be followed:

#### **Weekly tasks**

- Weekly flushing of any outlets and showers that are infrequently used (less than once per week).
- Precautions should be taken to minimize aerosol release when implementing a flushing programme.

### **Monthly tasks**

- Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters.
- Water temperatures in the flow and return pipes to the should be monitored and recorded.
- Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation.
- A programme should be set to ensure that all the taps within the building are checked at least once, annually.

### **Quarterly**

- All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded.

### **Six monthly**

- The cold-water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions.

### **Annually**

- The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified etc. Remedial actions should be conducted. Where required a sample should be taken from the drain outlet.

The school business manager will liaise with Pinnacle to ensure compliance in these areas of monitoring are evidenced

### **b) Schools holidays, low occupancy periods.**

Six-week summer break It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the water systems and services. The following actions should be recorded:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly.
- When the school is not in use at all during the holiday periods then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term.

## **40 Welfare**

- All welfare standards required by the Workplace (Health, Safety & Welfare) Regulations 1992 are in place

## **41 Work Experience**

- All arrangements for work experience or other student placements are detailed in the Student and Volunteers policy

Fairfield follows the Work at Height Guidance provided by Kirklees ChYPS.

#### DEFINITIONS:

a. **Working at height** includes any work activity where a person at a place of work could suffer an injury or be killed by falling or having something fall on them from height. This includes working in or on vehicles, but does not include staircases in buildings. It also includes getting to and from a place of work at a height.

b. **Access equipment** is the term for equipment selected for work at height. This could include step stools, stepladders, ladders and mobile towers, although this list is not exhaustive.

c. **Competence** to use access equipment will vary from the qualifications that are required for mobile tower users through to simple instructional training in the use of step stools.

#### REQUIREMENTS:

a. On the school premises, work at height **should always be avoided where possible**. Sometimes, this may not be practical. For low risk light work at height of short duration (i.e. standing on a step for minute) then use of a podium stepladder may be considered as the most appropriate method of access.

b. **Stepstools** The school does not have any stepstools, and does not permit their use onsite

c. **Stepladders and ladders** in the school must be at one of the minimum standards or class:

i. BS 1129 / Class 1 (wood)

ii. BS 2037 / Class 1 (metal)

iii. BS EN 131 (wood, metal & glass fibre)

iv. GS Approved (wherever this marking/standard is used)

Staff are only permitted to use the podium stepladders provide.

Only the Caretaker is permitted to use ladders stored on site – It is the responsibility of Pinnacle FM to ensure their staff are trained

d. **Standing on tables, chairs or other furniture** for any reason is strictly prohibited.

**NOTE:** Before selecting any equipment to assist with working at height, check the condition of the equipment. If it is unsteady or has any evidence of damage, **DO NOT USE IT** and **IMMEDIATELY ISOLATE IT** to prevent anyone else from using it.

e. A working at height Risk assessment is in place which all staff have read and signed.

Before any such activity is undertaken using the podium step ladders the Kirklees Stepladder risk assessment should be completed by the staff member. This should be handed into the Business Manager. Records are kept on the school server.

#### MAINTENANCE & INSPECTIONS:

- A register of all access equipment owned and provided by the school is to be maintained the **School Business Manager**. It should include any serial number and detail dates of all inspections and any maintenance. This is kept on the school server.
- Pinnacle FM will be responsible for any equipment provided to their staff.
- At no time are any items of access equipment (including stepladders and ladders) to be loaned (even for a short period), borrowed or hired out to non-employees.
- Termly inspections of all stepladders and ladders are to be carried out.
- Any maintenance carried out by properly a trained and competent person is to be recorded in the register of access equipment.
- Where any access equipment fails a periodic formal inspection or user's pre-use check, it should be clearly marked or tagged as defective and removed from service. Ideally, it is to be locked away and safely disposed of as soon as is practical. The School Business Manager is to be informed for updating of the register of access equipment. (Asset inventory)

#### **Other work at Height issues**

Pupils only work at height during specific curriculum activities (PE, Outdoor Play) which is risk assessed

The school does not own any high level equipment. If it does in the future use to be restricted to trained operatives

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**In addition to adopting the guidelines provided in the Kirklees On-Line Health & Safety Manual the school also has in-house policies and guidance covering a number of areas including:**

- Behaviour Policy
- Anti-Bullying Policy
- Code of Conduct
- Intimate Care Policy
- Accessibility Plan
- Invacuation and Lockdown Policy
- Mental Health and wellbeing Policy
- Move Policy
- Grievance (dispute resolution) Procedure

## **Part 4 Information Links**

### **Kirklees Health & Safety On-Line Guidance**

<https://www.kirkleesbusinesssolutions.uk/Page/13093>

**Government Health & Safety Executive**

<https://www.hse.gov.uk/>

[www.teachers.org.uk](http://www.teachers.org.uk) (NUT)

[www.unison.org.uk](http://www.unison.org.uk) (UNISON)

The H&S Policy will be reviewed bi-annually by the H&S Committee and ratified by the Governing Body.

All staff will be responsible for being aware of H&S policy and their role in following procedures and guidance.

All staff will be issued with copies and provide signature for receipt.

**Part 5 Appendixes**

Please see below supporting documents

1. Fire Marshall instructions
2. Fire Evacuation Plan
3. Fire Evacuation Map
4. Major Evacuation Map

# **FIRE MARSHAL PROCEDURES**

<b>SENIOR FIRE MARSHALS</b>	John Page Tanzila Ilyas Steve Walsh
<b>REGISTER MARSHALS</b>	Diane Evers Ruth Searby Sarah Breeze

<u><b>FIRE ZONE MARSHALS</b></u>		
<b>ZONE 1:</b>	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Toilets</li> <li>• Staffroom</li> <li>• Post 16 – 1</li> <li>• Post 16 - 5</li> </ul>	Beryl Frost Kirstie Womack Andy Cullen
<b>ZONE 2:</b>	<ul style="list-style-type: none"> <li>• Post 16 -2</li> <li>• Post 16 – 3</li> <li>• Post 16 – 4</li> <li>• Post 16 - 5</li> </ul>	Pauline Woodcock Michael Sullivan Becky Sorenson
<b>ZONE 3:</b>	<ul style="list-style-type: none"> <li>• Dining room/Hall</li> </ul>	John Page Tanzila Ilyas Steve Walsh
<b>ZONE 4:</b>	<ul style="list-style-type: none"> <li>• Semi Formal</li> </ul>	Jane Jones Jonathan Haigh Debra Barker Jill Goff Viv Rawnsley
<b>ZONE 5:</b>	<ul style="list-style-type: none"> <li>• Medical/Physio/Hydro</li> </ul>	Rachel Holmes Lucy Roche
<b>ZONE 6:</b>	<ul style="list-style-type: none"> <li>• Pre- formal</li> <li>• Early Years</li> </ul>	Stella Murwisi

## **SENIOR FIRE OFFICERS**

- Put on your Hi Vis jackets, ensure you take your mobile phone
- Report directly to the fire alarm panel located in school entrance lobby
- Establish which call point has set off the alarm - there is a full map of all alarm call points on the wall under the Fire Alarm Panel, liaise with school caretaker as required
- Move to the zone with continuous alarm to check the call point and establish the reason for activation - fire or false alarm

- If it is a false alarm use the tannoy system to communicate this to the school
- Make your way to the Fire Evacuation Meeting Point for the zone that has been evacuated
- Each class teacher/class lead to hand you the sheet from their class evacuation clipboard to confirm to you that all staff, pupils, visitors from their class are accounted for
  
- In the event of a fire, ring the Emergency Services on **999**
- In the event of a Major Evacuation to Co-op Academy Smithies Moor School
  - Ring Co-op Academy Smithies Moor School on 01924 326708 immediately to let them know we are evacuating - they will send staff to our playground to help push wheelchairs
  - Unlock padlocks on **3 gates** - gate to Co-op Academy Smithies Moor, the school gate from Post 16 to the car park and the gate to the rugby field
  - Monitor the volumes of people going through the connecting gate to Co-op Academy Smithies Moor School - If needed, to avoid a bottle neck, advise people to take the alternative routes through the other two gates

### **REGISTER MARSHALS**

- Integris is set up to automatically email a register Evacuation Report twice daily at 9.45am and 1.15pm - the Office staff print this and place it in the Evacuation Folder
- Evacuation Folder also contains pupil and employees emergency contact details
- On hearing the alarm, print the staff evacuation report from signing in system using the Entry Sign BOS shortcut on your desktop
- Put on your Hi Vis jackets
- Collect the Evacuation Folder located on top of filing cabinet in Office
- Collect Student and Staff Community Visit sign in/out book (red file) located at Office hatch
- Collect Student Attendance/Appointment sign in/out book (black file) located at Office window
- Circulate the exterior of the school to Fire Assembly Points to meet the Senior Fire Marshal
- Senior Fire Marshal will confirm all staff, pupils, visitors are accounted for
- If the above cannot be confirmed, use the Evacuation Register to confirm all people are accounted for and to produce list of names of anyone unaccounted for and their last known locations
- Cross reference anyone unaccounted for with the student sign in/out book

### **ALL OTHER FIRE MARSHALS ON HEARING A CONTINUOUS ALARM**

- Put on your Hi Vis jackets and collect your grab bag from the Fire Marshal Information Point
- Proceed with the evacuation of your zone
- Use the three Evacuation Drag Mats as required to assist in the evacuation - they are located at the Fire Marshall Information Points
- Make a final sweep of all rooms/corridors in your zone to ensure empty and meet at your Assembly Point
- Instruct teachers/class leaders to complete the evacuation clipboard register for all pupils/staff/visitors in their class
- Stay at your Meeting Point and await further instructions from Your Senior Fire Marshals
- Use the contents of your grab bag as required

### **CLASS TEACHERS/OR THE PERSON LEADING THE CLASS - ON HEARING A CONTINUOUS ALARM**

- Take the evacuation clipboard and evacuate everyone in your class calmly to the Evacuation Meeting Point
- Use the evacuation clipboard to tick off all staff, pupils, visitors from the class



- Hand this sheet to the Senior Fire Marshal to confirm everyone is accounted for

**ALL OTHER FIRE MARSHALS ON HEARING AN INTERMITTENT ALARM**

- Put on your Hi Vis jackets, and collect your grab bag from the Fire Marshal Information Point
- Instruct teachers/class leaders to take the register of all pupils/staff/visitors in each room of your zone
- Calmly prepare pupils for evacuation
- Listen to the tannoy for further instructions from your Senior Fire Marshal



# FIRE



## EVACUATION PLAN

### **If you discover a fire you should**

1. Activate the fire alarm at the nearest call point by inserting the key and turning it. Keys are attached on chains at each call point.
2. Evacuate the building via the nearest exit. Do not stop to collect personal belongings. Meet at the nearest Fire Assembly Point.
3. Ring the Fire Brigade on 999.

**Do not return into the building until your Fire Marshal instructs you to do so.**

**Fire Marshals will be wearing a yellow high Vis Jackets.**

### **On hearing the fire alarm you should either:**

#### **A continuous alarm indicates that the fire is in your zone**

- Evacuate the building via the nearest exit. Do not stop to collect personal belongings. Meet at the nearest Fire Assembly Point.
- Registers are to be taken by teachers / the leader of the class and given to Fire Marshals at the Fire Assembly Points.
- Inform the Fire Marshal of any persons who are unaccounted for.

#### **An intermittent alarm means that the fire is NOT in your zone**

- Stay in your classroom/area and follow any instructions given over the school tannoy system or by the Fire Marshals.
- Registers are to be taken by teachers of all classes to ensure all accounted for.
- Calmly prepare pupils for evacuation and await instructions.

**Do not leave the zone unless your Fire Marshal instructs you to do so.**

**Visitors please report to your Fire Marshal.**

**If you are unsure which alarm you can hear then you should evacuate**

April 2021

# Fire Evacuation Map

\* EVP1 - GATE



\* Fire Evacuation Meeting Points (EVP)

\* Fire Extinguishers

\* First Aid Boxes

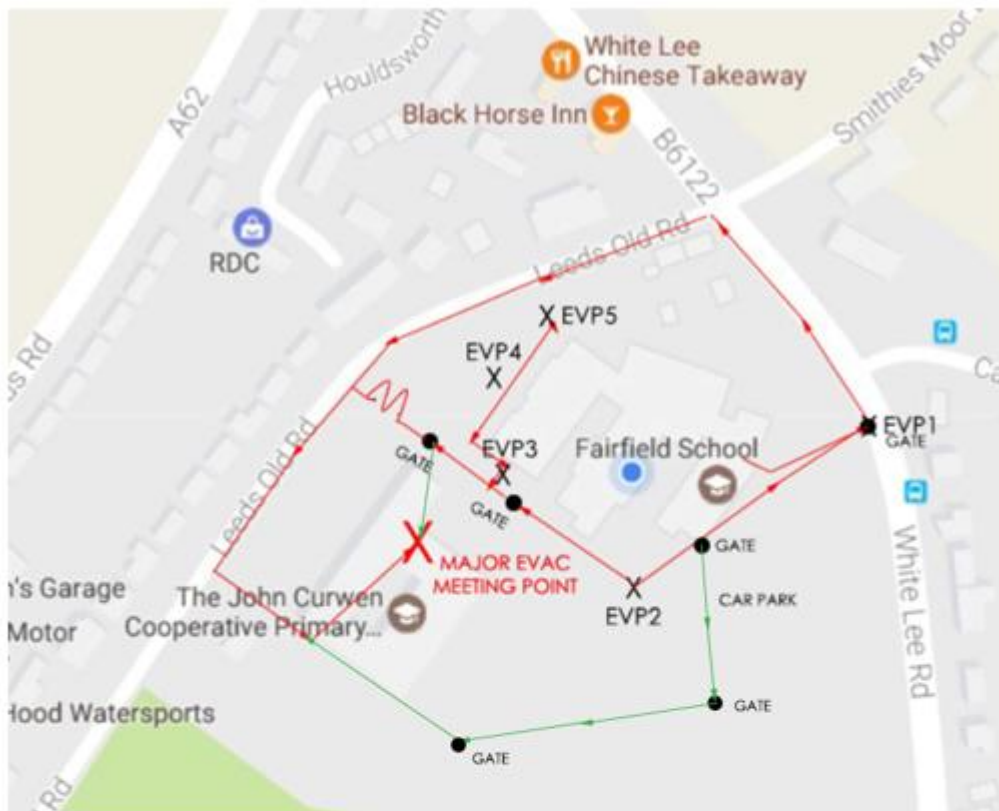
\* Fire Marshal Info/Grab Bags

\*  
EVP5 - PLAYGROUND

\*  
EVP4 - PLAYGROUND

\*  
EVP3  
EYS/KS1  
Next to Gate

## MAJOR EVACUATION PLAN



- WHEELCHAIR ROUTE
- ABLE BODIED ROUTE

<p><b>Major Evacuation meeting point</b>                  The Hall                  Co-op Academy Smithies Moor                  Formerly known as the John Curwen Co-operative Primary                  Leeds Old Road                  Heckmondwike                  WF16 9BB                    01924 326708</p>	<p>In the event of a Major Evacuation for reasons such as gas leak, bomb threat or other significant dangers the Fire Alarm will NOT sound.</p> <p>A Senior Alarm Officer will communicate a <del>tannoy</del> message stating a 'Major evacuation' is in progress. Where the <del>tannoy</del> cannot be used this will be communicated via word of mouth.</p> <p>The map above shows multiple routes to the Hall at Co-op Academy Smithies Moor, formerly known as John Curwen School. The primary route is the shortest route via the connecting gate near EVP3 taking wheelchairs via the path along the front of Smithies Moor School to the far entrance. Able bodied people can use the entrance directly to the left of the gate into the building and up the stairs. To prevent a bottle neck at the gate, you may be advised to take an alternative route by a Senior Fire Marshal.</p>
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