



Wimbledon College Board of Governors

Health & Safety Policy

Approved by the Board of Governors March 2019

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1. Health and Safety at work Policy

1.1 Introduction

- 1.1.1 The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 place duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.
- 1.1.2 Voluntary aided school governing bodies, as employers, are responsible for Health & Safety and Welfare in their own right. Further details may be found in The Governance handbook, for governors in academies, multi-academy trusts and maintained schools, [DfE, January 2017], The Competency framework for governance [DfE 2017] and Health and safety: advice on legal duties and powers [DfE 2014]. The College Policy for Health & Safety and Welfare is subject to an annual formal review by the College's Governing Body.

1.2 Site Definition

- 1.2.1 The areas covered by this policy consist of all premises known as Wimbledon College in Edge Hill, London SW19 plus the sports ground at 183, Coombe Lane SW20. The policies also apply, where appropriate, to any College activity taking place away from any of these named sites.

1.3 Statement of Intent

- 1.3.1 In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work, etc. Act 1974 and of The Management of Health and Safety at Work Regulations 1999, the Board of Governors of Wimbledon College take all reasonable practicable measures to ensure the health, safety and welfare of its employees to promote the highest standards of Health and Safety for all its employees.
- 1.3.2 In particular, the College will ensure, so far as it is reasonably practicable:
- 1.3.3 That all places under its control, where employees are required to work, are maintained in a condition that is safe and without risk to health, and that the access to and exit from workplaces is similarly safe and without risk;
- 1.3.4 That a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
- 1.3.5 That no hazard arises from the use, handling, storage and transportation of articles and substances used in connection with work; and
- 1.3.6 That plant and systems of work are safe and without risk to health.
- 1.3.7 Further, the College undertakes, so far as it is reasonably practicable, to provide whatever information, instruction, training and supervision is necessary to enable employees to identify and to avoid hazards and contribute positively towards their own safety and health at work and that of other employees.
- 1.3.8 In addition, the College will ensure, so far as is reasonably practicable, and with the co-operation of such persons, that the health and safety of persons not in the College's employ are not placed at risk by either the College's activities or premises or facilities made available to such people.

- 1.3.9 Arrangements for ensuring safe and healthy working conditions are a primary responsibility of the Board of Governors exercised through managerial and supervisory staff of the College.
- 1.3.10 A copy of this statement will be issued to all employees and will be available on the College Intranet.
- 1.3.11 Detailed statements of safety policy for all departments exist separate to this statement and will be issued to relevant employees and will be available on the College intranet.
- 1.3.12 This policy statement supersedes that previously issued.

This policy was accepted by the Governors of Wimbledon College on 21 March 2012 and will be reviewed annually by members of SLT and the Governing Body.

2 Organisation

2.1 Responsibilities of the College Governing Body:

- 2.1.1 The Governing Body has a legal duty to ensure, so far as is reasonably practicable: the health, safety and welfare at work of its employees; and, the health and safety of persons who are not their employees so far as it may be affected by the activities of the College's workforce and its premises.
- 2.1.2 This responsibility extends to providing that;
 - 2.1.2.1 a general statement of its health and safety policy will include the organisation and arrangements for ensuring that the policy is effective,
 - 2.1.2.2 the general policy statements and such other supplementary documents as may be necessary are reviewed regularly, and in any event not less than annually, and shall be revised as necessary;
 - 2.1.2.3 its policies are brought to the attention of their employees;
 - 2.1.2.4 arrangements include that the College be represented at consultation meetings with employees on health and safety matters;
 - 2.1.2.5 so far as is reasonably practicable ensure that workplaces, methods of work, machinery, equipment and materials used at work shall not constitute a risk to either the College's employees, pupils or others; and,
 - 2.1.2.6 resources be made available for health and safety.

2.2 Responsibilities of the Head Master:

- 2.2.1 The Head Master will ensure the effectiveness of the College's policy for health, safety and welfare and will in particular:
 - 2.2.1 Seek to evaluate risks to employees, pupils and/or the general public, arising from the College's activities, where such risks may result in personal injury or damage to property;
 - 2.2.2 Review annually and at such other times as may be necessary, the College's health and safety facilities and performance and ensure the development of a programme to maintain and improve arrangements;
 - 2.2.3 Ensure the undertaking of safety audits (workplace inspections), the investigation of specific health and safety problems and the investigation of accidents;
 - 2.2.4 Ensure liaison with employees or their representatives on health and safety matters;
 - 2.2.5 Monitor progress on health and safety issues
 - 2.2.6 As appropriate, place health and safety on the agenda for staff meetings and ensure that the minutes of the meeting are disseminated to staff.
 - 2.2.7 Ensure that reports of legally notifiable accidents are reported promptly to the appropriate authorities; and
 - 2.2.8 Ensure that actions arising from the Council's annual premises health and safety visits are instigated and that the findings are communicated to staff and the Board of Governors.
 - 2.2.9 Ensure that arrangements for contractors working on College premises are implemented and monitored.

- 2.2.10 Review annually, details of the estimated costs of facilities for health and safety in respect of the forthcoming year and their integration into the budget process.
- 2.2.11 Require contractors and others, when working on the College site, to take all reasonable care for their own employees and others who may be affected by their work.
- 2.2.12 Co-operate with and provide relevant information to the College health and safety representative and will keep the Governing Body informed and where necessary will make recommendations to them for consideration as appropriate.
- 2.2.13 Involve staff with special responsibility or other competent persons to administer an assessment of the risks involved in order to carry out work safely. Guidance on completing a risk assessment can be found on the DfE and HSE websites.

2.3 Responsibilities of the Facilities Manager:

- 2.3.1 Assisting the Head Master in ensuring the day to day management of all health and safety matters in the College in accordance with the health and safety policy.
- 2.3.2 Ensuring that regular workplace inspections are carried out.
- 2.3.3 Ensuring that appropriate action is taken on issues arising from periodic reports.
- 2.3.4 Disseminating health and safety information to appropriate persons throughout the College.
- 2.3.5 The facilities manager will undertake appropriate checks of the College fire and evacuation arrangements to ensure that no fire exits are blocked and that all exit mechanisms are functioning correctly.
- 2.3.6 Maintain equipment maintenance records for:
 - maintenance of fire alarm and fire extinguishers;
 - maintenance of gas appliances
 - inspection and testing of portable electrical equipment.
- 2.3.7 Ensure that contractors working on site are appropriately signed in and out, work only by appointment and that all relevant health and safety implications have been reasonably covered with the contractor before work is allowed to commence.

2.4 Responsibilities of the Administration Officer:

- 2.4.1 Receiving accident and incident reports (including bumps and bruises) and when necessary forward the relevant reports according to RIDDOR regulations [2013].
- 2.4.2 Arrange health and safety courses to meet identified staff training needs.
- 2.4.3 Maintaining training records.
- 2.4.4 Ensure that all new staff are made aware of the College's health and safety policy.
- 2.4.5 Arrange for all appropriate amendments to the College health and safety policy to be communicated to all College staff
- 2.4.6 Ensure that all visitors to the College are appropriately informed of the health and safety arrangements.

2.5 College Health & Safety Representative:

- 2.5.1 The Governing Body and Head Master recognise the role of the Health and Safety representative appointed by a recognised trade union. Where more than one Union is active within the College, the preferred option will be for a mutually agreed single Health and Safety Representative to represent all the College staff. (This will ease communications).
- 2.5.2 Where no Union appointed safety representative is appointed, management will encourage an elected representative to represent staff in the College.
- 2.5.3 The College Health and Safety Representative is entitled to investigate accidents and potential hazards, pursue employees' complaints, and carry out appropriate College inspections within directed time or, in the case of non-teaching health and safety representatives, during the normal working day. The Health and Safety Representative is also entitled to certain information, e.g. relating to accidents, and to time off to train for and carry out her/his health and safety functions.

2.6 Heads of Department:

- 2.6.1 Staff who have been delegated by the Head Master as managers of others, having responsibility for particular aspects of the College, (for example as head of department or as facilities manager) have a responsibility to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the health and safety policies and procedures of the College. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Head Master. All accidents should also be reported to the College's Administration Officer.
- 2.6.2 Heads of Departments will report directly to the Head Master on all matters relating to health and safety ensuring as appropriate that all staff and others comply with the requirements of the College's policy. Heads of Departments will monitor and ensure the implementation of the College health and safety policy within the sphere of their Department. They shall ensure that workplace inspections are appropriately completed, given to the Safety Manager for recording purposes and all actions arising from the inspection duly implemented

2.7 Technicians:

- 2.7.1 Technicians will:
- complete and keep under review risk assessments (including hazardous substances) for their work activities and curriculum.
 - ensure all equipment maintenance is appropriately undertaken in their work areas.
 - keep their work areas clean, safe and tidy at all times.
 - ensure that all PPE is properly maintained, used correctly and stored when not in use.
 - set a positive example.

2.8 Employees' Responsibilities:

- 2.8.1 Teachers and other staff employed by the College whilst at work, have a duty to take reasonable care for the health and safety of themselves and any other person who may be affected by their work. Disregard or failure to comply with safety instructions or procedures is a breach of disciplinary rules and will be dealt with accordingly.
- 2.8.2 Employees must also make themselves familiar with the College's health and safety policy, organisation and arrangements in their own work areas and ensure they are applied. In particular they should:
- take reasonable care for the health and safety of him/herself and others whilst at work;
 - co-operate with the College, the Governors, Head Master and any other person to the extent that is necessary for them to fulfil their legal Health & Safety duties;
 - not interfere with or misuse anything which is provided for reasons of health and safety;
 - use any machinery, equipment, dangerous substance, transport or safety device, in accordance with any training or instruction and in compliance with the relevant statutory provisions; and
 - inform his/her line manager or health and safety representative of any work situation which they consider represents a danger to health and safety; and any matter that they consider represents a shortcoming in the College's protection arrangements for health and safety.
- 2.8.3 Class teachers are expected to exercise effective supervision of pupils and to know the emergency procedure for fire, first aid and other emergencies and to implement them when appropriate.

2.9 Lines of Communication:

- 2.9.1 Teachers and employees may refer health, safety and welfare matters to either the Head Master and/or their appointed or elected safety representative.
- 2.9.2 Wherever possible, the Head Master will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to him by Safety Representatives and will, where appropriate, may enlist the assistance of the Council's Safety Section.
- 2.9.3 In instances where necessary action is beyond the resources of the Head Master or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal Management reporting line to the Chair of the Governors and the Safety Representative informed accordingly.
- 2.9.4 In all instances, employees must be informed of the action taken in respect of the matters they raise and if no action is to be taken they must be informed of this, together with the reasons. Where necessary action will involve some delay, the employee should be given the details and kept informed of progress.
- 2.9.5 All teachers and employees are encouraged to submit suggestions for better health and safety to the Head Master.

2.10 Organisational Levels:

<i>Level</i>	<i>Personnel</i>	<i>Responsibility</i>
1	Governors	Overall responsibility
2	Health & Safety Committee	Establish and maintain a suitable policy
3	Head Master	<ol style="list-style-type: none"> 1. Day to day responsibility 2. Liaising with working group and relevant bodies 3. Policy implementation 4. Staff training
4	Deputy Heads Heads of Departments Facilities Manager	<ol style="list-style-type: none"> 1. Drawing up departmental procedures 2. Ensuring staff are fully informed 3. Checking implementation 4. Risk assessment 5. Advising on need for modification
5	Teachers Support/ancillary staff Cleaners	<ol style="list-style-type: none"> 1. Monitoring safety of accommodation and equipment 2. Ensuring that safe procedures are used 3. Reporting on defects and deficiencies.

Training:

It is the College's policy to ensure all employees receive appropriate health and safety training. Training needs will be reviewed with attendance at courses as required. Staff who identify a health and safety training need should inform the Head Master.

3. Arrangements for Health & Safety

3.1. Introduction:

3.1.1 This section identifies the specific arrangements which apply to the College's activities. Each section provides a brief description of how a specific issue affects either the Head Master or staff and refers them to a code of practice or guidance for more detailed information. It is important that this section is read in conjunction with corporate and departmental health and safety arrangements.

3.2 Risk Assessments:

3.2.1 Introduction

3.2.1.1 The Management of Health and Safety at Work Regulations 1999 places a responsibility on the Local Authority to provide a comprehensive system of health and safety 'risk assessment' to be carried out by competent person(s) in every workplace. The duty has been delegated to the Head Master to carry out those assessments and to ensure that such assessments when undertaken extend beyond the health and safety of our employees to any other person who may be affected by our work (e.g. sub-contractors, visitors, pupils, etc.).

3.2.1.2 The purpose of risk assessment is to enable the College to identify risks, evaluate the degree of harm and take appropriate measures to control that risk. By doing this the College will not only comply with statutory provisions but also creates a safe working environment for employees and pupils

3.2.1.3 The responsibility for carrying out risk assessments rests with heads of department.

3.2.2 Risk Assessment Records

3.2.2.1 Completed written assessment will be maintained on site, one copy in the relevant departmental handbook and a second copy will be kept by the Facilities Manager in the College's Health & Safety Records File. A risk assessment proforma are available from the Facilities Manager or via the school's intranet.

3.2.3 Dissemination

3.2.3.1 The Health & Safety Officer (Facilities Manager) will be responsible for ensuring:

- the relevant information is provided to teachers and to employees relating to the risk assessment;
- that appropriate training and instruction arising from any assessment is implemented.
- that records are readily available on site.

3.2.4 Generic Risk Assessment

Generic assessments are an acceptable form of risk assessment. They are issued from time to time by the Council's Safety Section and may if agreed by the College be incorporated into the College's policy. Where the risks arising from a particular hazard remain constant (for example ladder work) they need only be assessed once, the risks identified, the control measures listed and then kept under review. Generic risk assessments will be issued to appropriate employees as they are completed or reviewed. They will be controlled documents.

3.3 **Hazardous Substances (COSHH):**

3.3.1 Introduction/Background

3.3.1.1 The principle requirement of the Control of Substances Hazardous to Health, (COSHH) Regulations 2002 is that an assessment be made of the use at work of substances which are classified as hazardous to health, and that steps are taken to prevent or, where this is not reasonably practicable, to adequately control exposure to such substances.

3.3.1.2 In general where substances are regarded as a possible hazard to health and safety the following procedures are to be adopted by relevant department heads:

- Obtain from the manufacturer or supplier a product or hazard sheet;
- Assess the risk involved;
- Determine how the risk can be reduced/eliminated possibly by the use of an alternative or by improved ventilation or improved handling/protective clothing;
- Issue formal instructions on the use of the substance and incorporate a copy with the department handbook;
- Ensure that adequate training is provided to anyone using the substance;
- Ensure that all substances are properly labelled, indicating any risks and forbid any decanting into non-labelled containers.

- 3.3.1.3 There are four main areas of the College in which hazardous substances could be or are used, these are: a) Science, art, design and technology areas, b) General day to day use for maintenance around the College, c) Cleaning, and d) Swimming Pool.
- 3.3.1.4 Substances used in the science, art and technology areas are covered by assessments and safe working procedures developed by CLEAPSS and are only to be used within these guidelines. This includes the storage and use of radioactive sources for scientific purposes [Mr Vincent Capaldi is the school's Radiation Officer].
- 3.3.1.5 Cleaning. Where contractors undertake school cleaning, the contractor is responsible for undertaking the assessment of those substances.
- 3.3.1.6 Swimming Pool. See separate document on swimming pool maintenance and storage of hazardous materials.

3.3.2 Disposal of Hazardous Materials

3.3.2.1 **Substances.** The following substances will require particular precautions to ensure safe disposal:

- Broken glass – do not use ordinary waste bins but contact the facilities manager to arrange collection in a suitable container
- Unwanted chemicals – do not use ordinary bins but contact the facilities manager who will make necessary arrangements for collection.
- Spillage of Body Fluids – must be removed by the use of a response sanitising powder; all staff undertaking this work should wear rubber gloves
- Radioactive substances – seek advice from the head of science.

3.3.3 Asbestos

3.3.3.1 The school has an up to date asbestos survey.

3.3.3.2 Any suspect material should be reported to the facilities manager for inspection and testing if necessary.

3.3.3.3 A risk assessment may be necessary and should be based on the following points: Accessibility, location, condition, type.

3.4 **First Aid Arrangements:**

3.4.1 Introduction

3.4.1.1 The general principle is that all pupils needing first aid anywhere on the main College sites must go, if able, to their Pupil Support Assistant for treatment and that that treatment must be recorded. If pupils are unable to go to their PSA due to their injury, the PSA, or other on duty first aider, must be sent for to attend the pupil. Any treatment administered prior to the PSA's arrival must also be recorded.

3.4.1.2 Away from the main College sites appropriate action must be taken, such as use of the first aid kit or summoning help. This action must then be recorded in the main College treatment book as soon as possible.

3.4.1.3 Any first aid involving broken bones or referral to hospital should be reported to the Administration Officer who will complete a Health and Safety report.

3.4.2 First Aid Kits

3.4.2.1 First aid kits are sited around the College in positions where it is anticipated there may be a greater need for them. Each kit has a named member of staff responsible for its contents. A list of locations and staff responsible is in the appendix.

3.4.2.2 The purpose of these kits is a) for the personal use of staff and b) to administer to pupils as an interim measure, if deemed helpful, whilst en route to treatment in the Medical Room or whilst additional help is being summoned.

3.4.2.3 It is the responsibility of the named member of staff in charge of the Medical Room kit to ensure that there is sufficient stock not only for the main first aid kit but also to re-supply other kits as requested.

3.4.2.4 It is the responsibility of the named member of staff in charge of each individual kit to make sure that it is kept appropriately stocked.

3.4.2.5 It is the responsibility of an individual member of staff who uses any stock from any kit to inform the named person for that kit so that the stock can be maintained.

3.4.3 First Aiders

3.4.3.1 The College will encourage members of staff to become qualified first aiders. A list of currently qualified staff is kept in the medical room and in the appendix.

3.5 **Fire and other Emergency Evacuation Procedures:**

3.5.1 Please refer to the Fire and other Emergencies Evacuation Procedures [Appendix]

3.5.2 College Policy

3.5.2.1 The following section lays out the College policy, however, in any emergency it is recognised that a degree of professional interpretation and appropriate action by all adults on the spot is called for.

3.5.2.2 When the alarm sounds the immediate priority is to evacuate the buildings. The route to follow is the shortest, usual route. An emergency exit or longer alternative should only be used in the case of the usual route being blocked. [Staff should refer to fire notices in rooms]

3.5.2.3 It is not a teacher's responsibility to fight a fire. In some specialist areas of the school there is fire-fighting equipment and in those areas the staff should know how to use the equipment. But the general rule is to evacuate and leave the fire fighting to the site staff.

3.5.2.4 Members of staff who are not with pupils should make their way to their own appropriate assembly point, assisting the process of movement and assembly as necessary, this latter point being especially important if the emergency is not during lesson time.

3.5.2.5 Members of staff who are with pupils/students should follow these guidelines:

- The teacher should clearly take charge
- The whole process should be done in a quiet orderly manner; no running, no shouting
- Boys stand and put their chairs under their table
- Under no circumstances are they allowed to take bags with them

- At the discretion of the teacher it may be appropriate to put coats on but this must not hold up the evacuation, nor should they be allowed to put them on in a crowded corridor
- Although it would be usual advice to close windows, this is inappropriate in a classroom situation in that it would cause unnecessary delay, therefore do not waste time on shutting windows
- All doors must be closed but not locked
- Once out of the classroom the teacher may have a dual responsibility
- Clearly the first responsibility is to escort the pupils out of the building and towards the appropriate assembly point.
- However, there is also the need to check the rest of the immediate area, in many cases there will be more than one adult in the vicinity and this task can be quickly allocated to one or other
- Once the classroom teacher has escorted his/her class to their assembly point, that teacher becomes a class tutor and takes responsibility for registering his/her tutor group, which should have already been taught to line up silently in alphabetical order in the appropriate line.

3.5.2.6 Visitors are informed of the emergency evacuation point when signing in and are asked to make their way to this point if and when the alarm sounds

3.6 Manual Handling of Goods:

3.6.1 Definition. Manual handling means any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. Any load which is to be handled and poses a risk of injury must be risk assessed and where appropriate records identifying the significant risks and control measures kept on file.

3.6.2 Responsibility. The responsibility for ensuring manual handling assessments are completed lies with the Head Master and will be completed and reviewed during premises health and safety inspections or at the introduction of any manual handling hazard .

3.6.3 Duties of Employees. Teachers and staff will make proper use of equipment and systems of work provided for them, in accordance with their training and the instructions given to them. Willful failure to comply may result in disciplinary action.

3.6.4 Kinetic Lifting Techniques. Where manual handling of loads is required kinetic lifting techniques are to be used. Guidance for teachers and other staff involved in any lifting, irrespective of the weight, is attached at Annex C to the corporate guidance and will be available to all staff.

3.7 Accident Reporting:

3.7.1 Reporting. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require the Governors as an employer to report certain accidents, near misses, specified dangerous occurrences and diseases to the Health & Safety Executive (HSE). These provisions apply to pupils, staff, student teachers, visitors and contractors.

3.7.2 Duties. To ensure the College fully complies with these duties; all minor accidents (and near misses) are to be reported immediately to the Admin Officer. S/he is responsible for writing the details in the accident book.

3.7.3 Accident Forms. As regards pupils/students, an accident form must be completed if:

- the pupil involved is killed or taken to hospital or
- if the incident (even if no serious injury occurred) is attributable to
- a failure of equipment
- a failure of supervision
- the condition of the premises

3.7.4 Availability of Accident Forms. The accident form is available on the intranet and is attached in the appendix. One copy is to be filed by the head of department in the relevant departmental record and a second copy by the Admin. Officer in the College's Health & Safety Records File.

3.7.5 Contractors. As regards employees or contractors working on site, an accident form must be completed if:

- there is a death or major injury
- the person concerned is off normal work for more than three days
- an act of violence to a member of staff results in either of the above.

3.7.6 Serious Accidents. All appropriate persons and organisations must be informed of a serious accident and where necessary an accident investigation must be carried out.

3.7.7 Provision of Policy. A copy of this element of the policy will be provided to all persons who hire the premises to ensure that, where appropriate, they comply with these arrangements.

3.8 **Electrical Safety:**

3.8.1 Portable Electrical Equipment. A large and varied amount of portable electrical equipment (PEE) is used throughout the school. The facilities manager is responsible for ensuring that, where necessary, all PEE is identified, assessed, tested and inspected as necessary and that adequate records are maintained.

3.8.2 Personal Portable Electrical Equipment. All portable electrical equipment brought into the College by staff is to be subjected to a Formal Visual Inspection and/or Combined testing and inspection (as necessary) and be included in the maintenance regime prior to use.

3.8.3 PEE Maintenance. The facilities manager is responsible for PEE maintenance and will determine the frequency of testing for each item. S/he will ensure the requirement is logged in the College PEE register.

3.8.4 Inspection and Testing of PEE. The Head Master will ensure that all PEE is subjected to the following maintenance regime.

3.8.5 User Visual Checks. All users will carry out a quick visual check of the appliance before use. This will assist in identifying problems as early as possible. Users will look for, and report the following:

- Damage to the cable, such as signs of being worn or splitting;

- Damage to the plug, such as cracks, cable being loose, bent pins or loose screws;
- Any scorch marks on the equipment, plug or socket which may indicate that a short circuit has occurred.

3.8.6 Formal Visual Inspection. A visual inspection of all portable appliances will be carried out regularly by the head of department. The inspections will be completed annually and the appropriate form completed for each item and kept on file in the departmental records and the facilities manager's records.

3.8.7 Combined Testing and Inspections. Arrangements will be made for the periodic testing and inspection of specific PEE identified by the facilities manager.

3.9 **Display Screen Equipment:**

3.9.1 Display Screen Equipment. The Display Screen Equipment (DSE) Regulations require that all "classified users" of DSE should have their workstations competently assessed so that risks to health from the use of this equipment are properly controlled.

3.9.2 "Classified Users". Not all users of DSE are "classified users" within the meaning of the regulations therefore it is the responsibility of the Head Master to identify who falls within this category. Generally, users should be reliant upon the use of DSE for their daily work and they should use it on average, three hours per day.

3.9.3 Assessment. The Head Master will arrange for users to receive an assessment of their workstation with the Senior IT Technician.

3.10 **Critical Incident Procedure**

3.10.1 Introduction:

Every incident is a unique occurrence and the most important factor is that each person connected with the incident deals with it in a responsible, professional manner. It is important however to lay down guidelines which should be followed as closely as possible in the circumstances, as follows:

- Deal with the immediate accident. Provide care to those in immediate need. Take life saving action.
- Send a pupil (preferably two to the line office to summon a first aider).
- If another teacher / responsible adult is known to be in the vicinity, send a pupil to that person for assistance.
- Summon the emergency service via a 999 call. Inform Reception as soon as possible that the emergency services have been called.
- Move pupils away from the scene who are not needed and see to their needs.
- Inform the Head Master (if he is not available make sure that a senior teacher is informed).
- Deal with problems of access for emergency service.
- Liaise with emergency service.
- Make sure that an adult accompanies the injured to hospital with a mobile phone.
- Contact parents of injured. If not available, make sure that a matter-of-fact, unambiguous message is left.
- Deal with possible emotional trauma of witnesses and helpers.
- If necessary, make situation temporarily safe.

- Take witness statements.
- Write up a draft accident report.
- Follow up visits to injured.
- Inform staff, pupils, others as appropriate.
- Debrief and make recommendations / changes as to future avoidance.

3.11 **Cleaning of Premises**

- 3.11.1 Introduction. In general, contractors employed to clean premises are responsible for the safety of their staff but it is recognised that additional requirements are also imposed upon Governors. The following are extracts from Governors tender documents to deal with their liabilities
- 3.11.2 Site Record Book. The Contractor shall provide at his expense a page per day site diary for entry therein of instructions and comments by the Authorised Officer and the Contractor's supervisor and for acknowledgement thereof by their respective representatives and of all events relevant to the Contract as a matter of record. The book will also record numbers of staff attending each day. The book will become a permanent record of site operational matters and will be retained by the Governors when completed.
- 3.11.3 Contractor's Representative. The Contractor or a competent and authorised agent or representative of the Contractor approved of in writing by the Authorised Officer (which approval may be at any time withdrawn) is to be regularly available and shall give adequate time to the superintendence of the Services. Any such authorised agent or representative shall be in full charge of the Services and shall receive on behalf of the Contractor directions and instructions from the Authorised Officer(s).
- 3.11.4 Management. The Contractor shall give or provide all necessary management and superintendence shall be given by sufficient persons having adequate knowledge of the operations to be carried out (including the methods and techniques required, the hazards likely to be encountered and methods of preventing accidents) as may be required for the satisfactory performance of the Services. There is to be a non-working site supervisor.
- 3.11.5 Contractor's Responsibilities. The Contractor shall provide such training to his operatives as is necessary to ensure that the requirements of the Contract are met efficiently and to a good standard of workmanship. In the event of the Contractor being unable to perform the Contract in whole or in part, he shall forthwith inform an Authorised Officer or his representative and shall record the event in the Site Record Book. Absences of employees must be remedied by substitutions or by other means acceptable to the Authorised Officer before the daily cleaning service commences. The Contractor shall take all reasonable steps to ensure that all persons employed by him in providing the services are of good character, free from notifiable infections or contagious diseases, and are responsible and capable for the purpose for which they are employed. The Contractor must ensure that all of their staff have up to date, enhanced DBS records. The Authorised Officer or his nominated representative will be empowered to require the Contractor to withdraw any person who, in the opinion of the Authorised Officer, does not meet the standard required for cleaning operatives in educational establishments. The Contractor shall issue to his employees at his expense a form of identification acceptable to the Authorised Officer, including both employees operating on site and those required to make supervisory visits on his behalf to

the site. In addition, cleaning operatives must be required by the Contractor to wear appropriate protective clothing showing name and logo of the Contractor.

3.11.6 Health, Safety and Welfare. The Contractor shall, at his own expense, comply in all respects with the requirements of all enactments, regulations and work rules relating to safety, health and welfare of work people. All staff must be instructed and made aware of these enactments, regulations and rules. Children of the Contractor's employees must not accompany their parents to their place of work during the period when the employee is engaged upon work under the Contract. The Contractor shall agree with the Authorised Officer satisfactory means of vetting any of his employees who would have the possibility of regular contact with children and/or young people. The intention of these arrangements shall be to protect the users of Education premises and the means of doing so shall be recorded in writing by the Contractor and approved by the Governors.

3.11.7 Staff and Operational Records. The Contractor shall maintain records of the staff who will be engaged during term time and who are to be based at and provide service on site. Records must be kept of their attendances, showing separately those engaged as operatives and those exercising supervision. These records are to be open for inspection by an Authorised Officer or representative of the Governors at all reasonable times. The Contractor will prepare a schedule of routine operations which shall be available for reference by the Authorised Officer. The Contractor shall, in addition, provide to the Authorised Officer at the commencement of the Contract and at annual intervals thereafter a statement of the number of daily cleaning hours allocated for term time cleaning.

3.11.8 Plant and Materials.

3.11.8.1 The Contractor shall provide and shall be responsible for maintaining in a fit and proper condition all equipment and materials and all consumable stores necessary for the safe and proper execution of the services in conformity with the Contract. The contractor will ensure that where appropriate P.A.T. tests are conducted on all his electrical equipment. He will notify the Authorised Officer in advance in writing of the equipment types to be used at each site. Provided the Authorised Officer is satisfied that these types conform to specifications of the Contract and are in a satisfactory condition for use, the Governors will permit the contractor to connect powered equipment to the electrical supply without charge subject to all other provisions under the contract being observed by the Contractor. The Governors will use all reasonable endeavours to provide, free of charge, all necessary electric light and power to enable all cleaning operations to be carried out in accordance with the Contract. The Contractor shall make and, when necessary, put into operation at his own expense contingency provisions to enable cleaning to be carried out in accordance with the Contract notwithstanding any interruption of the supply of electric light or power. The Contractor shall be given access to water supplies normally used for cleaning purposes. The Authorised Officer or his representative shall indicate approved access to drainage for disposal of specified classes of liquid waste.

3.11.8.2 The Contractor shall provide all materials in accordance with specifications and in quantities sufficient for the complete and satisfactory execution of the Services and to the methods and frequencies specified. He shall provide containers for the movement of materials and waste as necessary including disposable waste bags. Where a Specification or Code of Practice issued by the British Standards Institution is current at the date of the Tender and is appropriate to the materials used or supplied and/or to the work undertaken, such materials and/or workmanship shall be in accordance with the Specification or Code.

3.11.8.3 All cleaning equipment used shall be cleaned and dried after use and stored neatly at the nominated points. Mops should be stored with head upward to dry.

3.11.9 Access. The Governors will make provision for the Contractor and his employees to be given free access to Site at the times set out in the contract Document to enable the Contract to be properly carried out. Where necessary, keys to Site/Premises will be provided to the Contractor for the purpose of obtaining access, although the duty caretaker shall generally be responsible for securing the premises at the conclusion of the working day, including windows and switching off lights. Where keys are provided, the Contractor shall complete a receipt for them and shall surrender the keys immediately on request from an Authorised Officer. In addition, where keys are provided the Contractor shall ensure that his/her employees switch off lights and secure doors and windows on completion of their work.

3.12 **Contractors on Site**

3.12.1 Requirements imposed on all contractors working on site:

- Must sign in and wear an identity/visitor card.
- Must make an appointment if requiring advice, guidance, keys or access from College staff.
- On hearing the fire alarm signal, must vacate the premises and go to the fire assembly point by the minibus parking area.
- Must not park any vehicle in such a position that it obstructs either building entrances or access routes for fire brigade vehicles. As a general rule contractors need to appreciate that there is a shortage of car parking and that they will not be able to park on site during the normal working day without specific permission.
- Must not reverse any vehicles on the site during break periods. Any vehicles crossing play areas or reversing on site should have an operative on the ground guiding the driver.
- No smoking is allowed by contractors working on site.
- No electrical services may be disconnected or switched off without prior discussions with the site manager. Non-compliance could lead to a claim for damages due to loss of computerised records.
- All contractors must advise the facilities manager if they intend using any equipment or substances which could be hazardous to health, particularly in relation to chemicals stored in the laboratories and swimming pool areas, or which produce significant quantities of dust.
- The relevant hot work permit must be issued to contractors by the Facilities Manager
- All internal fire escape routes must remain free from obstruction whilst the premises are occupied and care must be taken that any trailing electrical leads do not cause a trip hazard.
- Noise which may affect classes is to be avoided.
- The College staff may not allow contractors to use any College equipment to assist contractors with their work.
- Any accidents occurring on the College site must be fully reported to the admin officer.
- Contractors are warned not to leave tools or equipment unattended, even for short periods, and not to leave vehicles in the playgrounds.
- All internal wiring must be in conduit or trunking where below 3m from the ground. Unprotected pyro will not do. All wiring on the outside of the building must be in black; internally must be white or painted to match.
- Special arrangements are needed if access is required before 8.00 a.m., after 5.00 p.m., all day Saturday and Sunday, and during school holiday periods.

3.13 **Fire Extinguishers**

3.13.1 The positioning of extinguishers:

- 3.13.1.1 extinguishers will not be placed in remote locations or ones liable to interference
- 3.13.1.2 there will be a number of extinguishers [appropriate types] at selected strategic points for the use of the site staff.
- 3.13.1.3 fire blankets will be available in labs
- 3.13.2 Site staff should be trained in the use of all fire extinguishers
- 3.13.3 Appropriate staff in labs and workshops should be made familiar with the use of the appropriate extinguishers for their area
- 3.13.4 The facilities manager is responsible for ensuring that all fire appliances are checked regularly and are in working order

3.14 **Administration of medicines/prescribed drugs**

Please refer to the school's *Supporting pupils in school with medical conditions policy*

3.15 **Minibuses**

3.15.1 Introduction.

- 3.15.1.1 These rules form part of our health and safety policy, and so infringements would always be disciplinary offences.
- 3.15.1.2 They apply not only to our minibuses but also, wherever appropriate, to one that is borrowed or hired.
- 3.15.1.3 Many of these rules that are not specific to the College minibus also apply to the use of other College vehicles (such as the pick up truck or ex minibus) or to the use of a private vehicle when pupils are being transported. [Staff must have business insurance cover and must be accompanied by another adult when transporting children in their own vehicles]

3.15.2 The Driver.

- 3.15.2.1 Must have a normal driving licence that permits the use of a manual gear change vehicle.
- 3.15.2.2 Where necessary the driver must also hold a D1 licence [ie minibus with MVW over 3.5 tonnes or 4.25 tonnes (if fitted with wheel chair access)]
- 3.15.2.3 Must have passed an approved minibus assessment.
- 3.15.2.4 Minimum age of 25
- 3.15.2.5 Must have held normal driving licence for at least two years since test.
- 3.15.2.6 If s/he has not driven a minibus in last year, s/he must go for a practice familiarisation drive of at least five miles before carrying any pupils.
- 3.15.2.7 If a driver has a medical condition that might affect their driving or the insurance they must inform the College's finance officer so that the insurance may be checked

3.15.3 Driving the minibus.

- 3.15.3.1 Before driving the minibus the driver must carry out the school's minibus checklist, found in the minibus.
- 3.15.3.2 Before starting a reasonable estimate must be made of the driving time required. The trip must be planned and details lodged with the College so that:
 - 3.15.3.2.1 Maximum total driving time is 9 hours in any 24 hour period
 - 3.15.3.2.2 Maximum time in one period of driving is 4.5 hours after which a break of at least 45 minutes must be taken in which the driver is able to obtain rest and refreshment. Drivers should take a break of at least 15 minutes after driving for 2 hours or sooner if the driver is tired. The driver should not be responsible for supervising pupils during breaks.
 - 3.15.3.2.3 However, the most important factor is that the driver is always aware of prevailing conditions which will be affected by the pupils, whether the trip is outward bound or home board, the weather, traffic conditions, time of day and so on. Thus the five hours is an absolute maximum and the driver is subject to taking appropriate breaks as needed.

- 3.15.3.2.4 Reasonable estimate: this is defined so that if you have planned a trip with reasonable care, but are unforeseeably held up in, for example, an unusual traffic jam, you would be able to complete your journey.
- 3.15.3.2.5 The maximum capacity in the College minibuses including the driver is 17 people.
- 3.15.3.2.6 There must be no drinking of alcohol whilst the bus is in use or for a period of 24 hours prior to use.
- 3.15.3.2.7 Before driving the driver must check that every passenger is belted in, and that all doors are safely shut but not locked.
- 3.15.3.2.8 All luggage must be safely stowed so that it cannot move around, and it must not be put in any position which restricts easy exit (e.g. not in gangways, not large items on people's laps, etc.)
- 3.15.3.2.9 The driver must ensure that s/he has a mobile phone whilst using the minibus.
- 3.15.3.2.10 The driver must ensure that passengers remain seated and behave in an appropriate manner.
- 3.15.4 Management of bookings.
- 3.15.4.1 Every use must be booked in advance in reception.
- 3.15.4.2 The minibus is to be used only for College purposes unless authorised by a deputy head.
- 3.15.4.3 The full details of any external damage or accident to the vehicle must be reported to the facilities manager.
- 3.15.4.4 Any internal damage (e.g. by pupils) must be reported to a deputy head.
- 3.15.4.5 Any mechanical fault must be reported to the facilities manager so that it may be rectified.
- 3.15.5 Administration.
- 3.15.5.1 The key should be collected from reception and returned there after use.
- 3.15.5.2 The minibus should be left clean and tidy.
- 3.15.5.3 The facilities manager and appropriate caretaker will ensure that:
- the diesel fuel is kept at a reasonable level
 - the seat belts and tyres are in a safe condition
 - other minor checks, such as oil and water levels and lights and washers, are carried out on a regular basis
 - the MoT is up-to-date
 - the first aid kit and fire extinguisher are checked regularly
- 3.15.5.4 A list of qualified drivers will be kept in the appendix with a copy in reception. The receptionist will ensure that only listed staff and others with special permission drive the minibus.

3.16 **Letting of Premises**

- 3.16.1 These regulations are for the purpose of ensuring that all persons using the premises outside school hours can do so safely and leave the building secure.
- 3.16.2 Fire.
- 3.16.2.1 Smoking is not permitted anywhere on the premises, either indoors or out of doors.
- 3.16.2.2 In the event of discovering a fire, activate the nearest break glass alarm and vacate the premises.
- 3.16.2.3 Any user hearing a continuous warning bell or klaxon should vacate the premises.
- 3.16.2.4 Notify the Fire Brigade.
- 3.16.3 Accidents:

- 3.16.3.1 Outside users need to provide for their own first aid needs.
- 3.16.3.2 Notify the duty caretaker or the deputy head (Admin and Finance) the following day of any accidents so that the incident can be formally recorded.
- 3.16.3.3 All those using the premises out of school hours must have a mobile phone for their use.
- 3.16.4 Security:
Outside users should ensure that only bona fide users are within that part of the College that they are using.
The duty caretaker will secure the buildings after use.
- 3.16.5 Insurance:
All users are required to possess an indemnity of not less than £5 million and to produce a current policy to that affect.
- 3.16.6 Other:
The drinking of alcohol is not permitted anywhere on the premises without the Head Master's approval or unless a licence has been obtained for a governor-approved function.

Part 4 – Appendices

No.	Topic
1	Accident (serious) Report Form
2	Medical treatment form
3	First Aiders - list of those qualified
4	First Aid Kits - list of locations
5	Approved Minibus Drivers
6	Fire and Evacuation Procedures

Details of Injury

Nature (if none write none):		
Part of body:		
Treatment <input type="checkbox"/>	First aid <input type="checkbox"/>	Resumed work <input type="checkbox"/>
Sent home <input type="checkbox"/>	Attended GP <input type="checkbox"/>	Sent to hospital <input type="checkbox"/>
		detained for hrs

Section 2

Outcome

Not off work or school <input type="checkbox"/>	Temporary incapacity <input type="checkbox"/>
Off work/school less than three days <input type="checkbox"/>	Permanent partial disability <input type="checkbox"/>
Off work/school more than three days <input type="checkbox"/>	Permanent total disability <input type="checkbox"/>

Review of Options to Prevent Reoccurrence

Recommendations

Section 1 completed by

Name:	Signature:	Date:
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Section 2 completed by Line Manager

Name:	Signature:	Date:
Job title:		

Checked by Administration Officer

Name:	Signature:	Date:
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H:\Documents Shared\Forms\Accident Report



Name:	Form:
Authorised by:	Date:

brief description of illness or injury

signed:	date:

details of treatment

signed:	date:

outcome

	returned to class	time	notes
	went home under own steam		
	collected by parent		
	taken to hospital by member of staff		
	taken to hospital by ambulance		

monitoring by Head of Line

Does this require an Incident Report? Yes / No	
Does this require a RIDDOR Report? Yes / No	
Any follow-up notes:	
signed:	date:

DESIGNATED FIRST AIDERS LIST First Aid at Work – 3 day training course

NAME	POSITION	LOCATION	CERT EXPIRY DATE
Lesley O’Grady	Higher Line PSA	Higher Line Lobby	April 2021
Jackie Matthews	Lower Line PSA	Lower Line Lobby	Jan 2022

Emergency First Aiders First Aid at Work – 3 day training course

NAME	POSITION	LOCATION	CERT EXPIRY DATE
Marie Millington	Senior Finance Assistant – SMS Admin	Finance Dept	Oct 2018
Rachel Household	Sixth Form PSA	Sixth Form Centre	April 2019
Jen Lawrence	SEN PSA	Brackenbury	April 2021
Uma Theepthakumar	Science technician	Science Prep Room	May 2021
Kasia Nowak	Senior Science Technician	Science Prep Room	June 2021
Andrew Newman - Scouts adult leader training course	Site supervisor	Site Office	Nov 2021
Iwona Purohit	Admin	Reception	Nov 2021

PE STAFF EMERGENCY FIRST AIDERS SPA UK Training 1 day course

NAME	POSITION	LOCATION	CERT EXPIRY DATE
Nick Hulatt	Master I/C Cricket	Sports Centre	Nov 2019
Chris O’Connor	Master I/C Swimming	Sports Centre	Nov 2019
John Simon	Director of Sport	Sports Centre	Dec 2019
Barry Barnes	TSA PE Head of Football	Sports Centre	Sept 2020
Neil Hallett	Head of Xavier House Ass Dir of Sport Master I/C Rugby	Sports Centre	Sept 2020
Anthony Soalla-Bell	Master I/C Athletics	Sports Centre	Sept 2020

DEFIBRILLATOR TRAINED STAFF BY LONDON AMBULANCE SERVICE NHS**TRUST – HALF DAY COURSE DEFIBRILLATOR LOCATION: ON THE WALL IN****THE MEDICAL ROOM AND****IN THE SPORTS HALL TO THE LEFT OF THE ENTRANCE LOBBY ABOVE THE FIRE EXTINGUISHERS**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>CERT EXPIRY DATE</u>
Roschelle Brown	Art Technician	Art and Drama Block	January 2020
Bonita Waghorn	Deputy Senior LSA	Brackenbury	January 2020
Marie Millington	Senior Finance Assistant – SMS Admin	Finance Dept	January 2020
Jackie Matthews	Lower Line PSA	Lower Line lobby	January 2020
Umayarl Theepthakumar	Science Technician	Science Prep Room	January 2020
Andy Newman	Site Supervisor	Site Office	January 2020
Rachel Household	Sixth Form PSA	Sixth Form Centre	January 2020
Barry Barnes	As above	Sports Centre	January 2020
Neil Hallett	As above	Sports Centre	January 2020
Sole May	Receptionist	Reception	January 2020
Kasia Nowak	Senior Science Technician	Science Prep Room	January 2020

FIRST AID KIT LOCATIONS DECEMBER 2018

DEFIBRILLATOR LOCATIONS:

- 1. ON THE WALL IN THE MEDICAL ROOM**
- 2. IN THE SPORTS HALL TO THE LEFT OF THE ENTRANCE LOBBY ABOVE THE FIRE EXTINGUISHERS**

Main Site

<u>LOCATION</u>	<u>AREA FIRST AID KIT KEPT</u>
Art and DT	Teachers computer in each of the DT & graphic rooms (3 total)
Cadet Office	Next to classroom, BS on shelf
DT Technician	Room
English Staffroom	Under the kitchen sink
Finance Office	Top of the bookshelf, to left of main office door
Humanities Staffroom	Under the pigeon holes
Inclusion Office	On the bookshelf
IT Department	
Kitchen	On 2 nd shelf in main kitchen, left hand corner
Medical Room	In cupboard
Mess Room (crypt)	Wall bracket
MFL Faculty	Shelf, next to tea/coffee
Music Block	In the kitchen, on the counter
P E Office	Top of storage, left hand side
Reception	Front desk
Science Faculty	On bracket by phone
Site Supervisor's Office	Shelf
Sixth Form	Lockable cupboard behind PSA desk
Sports Hall	Sports hall store room- with boxing equipment

Coombe Lane

<u>LOCATION</u>	<u>AREA FIRST AID KIT KEPT</u>
Coombe Lane	Staff changing room

All minibuses also contain a First Aid Kit

Minibus Drivers – List of Permitted Staff

	<i>Name</i>	<i>Place</i>	<i>Date of Test</i>	<i>Expires</i>	<i>Category</i>
1	John Farrell	Merton – certificate issued	28 Nov 2013	Dec 2016 (will let me have a copy of cert)	D1, All vehicles
2	Andy Newman	LBM	03 Oct 2013	Dec 2016	Cat C, D1 and D all vehicles
3	John Austin	LBM	29 Jan 14	May 2017	Cat C, D1 and D all vehicles
4	Mark Ventom/History	LBM	29 Jan 14	May 2017	Cat c, D1 and D all vehicles
5	Barry Barnes/PE	LBM	29 Jan 14	May 2017	Cat C, D1 and D all vehicles
6	Neil Hallett	MCT	09 Oct 2017	Oct 2021	Peugeot boxer only Cat B
7	James Potter	MCT	30 Apr 2018	July 2022	Peugeot boxer only Cat B
8	Shaheen Afshar/ BS	LBM	26 June 2014	Sept 2017	Cat C, D1 and D all vehicles
9	Mark Graham	LBM	26 June 2015	Sept 2017	Cat C, D1 and D all vehicles
10	David Doran	LBM	25 Nov 2014	Dec 2017	Cat C, D1 and D all vehicles
11	Nicholas England	MTS	8 July 2015	Dec 2018	Cat D all vehicles
12	Rob Milloy	MTS	6 Oct 2015	Dec 2018	Cat D all vehicles
13	Mark Simpson	MTS	6 Oct 2015	Dec 2018	Cat D all vehicles
14	Daniel Hayward	MCT- certificate issued	16 Oct 2014	Jan 2019	Peugeot boxer only Cat B
15	Peter Hoban	MCT – certificate issued	5/6 Nov 2014	Jan 2019	Cat D all vehicles
16	Peter Michael	MCT	16/17 June 2015	July 2019	Peugeot boxer only Cat B
17	Len Hillhouse	MCT	16/17 June 2015	July 2019	Peugeot boxer only Cat B
18	Thomas Causton	MCT	10 May 2016	July 2020	Peugeot Boxer only Cat B
19	Tom Adams	MCT	11 July 2016	October 2020	Peugeot Boxer only Cat B
20	Chris O'Connor	MCT	20 September 2016	October 2020	Peugeot Boxer only Cat B
21	Nick Hulatt	MCT	20 September 2016	October 2020	Peugeot Boxer only Cat B
22	John Simon	MTS	14 December 2017	January 2021	Cat D all vehicles
23	Anthony Soalla-Bell	MCT	10 April 2018	July 2022	Peugeot Boxer only Cat B
24	John Culley	MCT	16 October 2018	January 2023	Peugeot Boxer only Cat B

C Dooley, P Hoban, A Newman and B Waghorn – LBM certificate- demonstration of operating and fitting in Q'Straint Heavy Wheelchair Belt Q-140 & passenger restraint

MCT (Merton Community Transport)

MTS (Merton Transport Services)

Updated 13/11/18

PEUGEOT BOXER WA12GYO

FORD TRANSIT LB12BXL

PEUGEOT BOXER WA66DVX

CAT B & D ONLY

CAT D ONLY

CAT B & D ONLY



Fire and other Emergency Evacuation Procedures

THESE ARE VERY IMPORTANT RULES AND PROCEDURES

All Staff **MUST**:

- Follow school policy regarding fire prevention by ensuring displays in rooms, corridors and stairwells meet current fire regulations, and ensure that fire exits are kept clear at all times.
- Read carefully, and be familiar with, evacuation procedures and the accompanying EMERGENCY PROCEDURE NOTICE. There must be a copy of the notice in each room and office. If your room lacks a notice, inform Mrs Wright (Facilities Manager).
- Be aware of the escape route from your classroom or office/place of work – standard green fire notices mark the route to the nearest exit.

ACTION IF DISCOVERING A FIRE OR OTHER DANGEROUS SITUATION

- If you discover a fire or other dangerous situation sound the Alarm.
- There are push-button Fire Call points/breakglass which can be used to set off the **Alarm**.
- You must also contact reception Ext. 8000 to explain what is happening.
- Fire extinguishers are available at all key points to enable small fires to be tackled when safe to do so; however the main priority is personal safety and this must not be prejudiced by fire-fighting attempts. Safe evacuation is the **priority**.

In the event of an emergency requiring evacuation of the building,

Adrian Laing (Headmaster) will take full charge of arrangements (or deputy).

ACTION BY ALL STAFF AND STUDENTS ON THE SOUNDING OF THE ALARM

- It is the responsibility of all staff to evacuate the building as quickly, quietly and safely as possible whenever the **Alarm** is sounded.
- Arrange the evacuation of any pupils under your control (or nearby outside of lesson time)
- Instruct pupils to leave the room row by row, in silence, and proceed to their assembly point.
- Do not allow pupils to take bags, coats or belongings with them.
- Ensure that windows (without causing unnecessary delay) and doors are closed when you leave a room. [Do not lock them]
- Teachers should be the last to leave and should check no one is left behind.
- Teachers should then walk behind the pupils.
- Staff supporting handicapped students should accompany them to the playing field. Pupils who are in wheel chairs are to go to the minibus parking area.
- Fire doors must be closed as the last persons leave an area. Heads of Department should ensure that this takes place.
- Once pupils have left a building, do not allow them to enter another building in order to take a short cut to the line-up area (and do not do this yourself)
- Ensure that pupils proceed to the field. Teachers and tutors must be pro-active in obtaining silence.
- Once the pupils are in their designated area on the field teachers are to go to their tutor group [if teachers are not tutors then they should go to the designated area for all staff without tutor responsibility]
- Boys in the swimming pool are to be kept together in the Sports Hall lobby and supervised by the PE TSA, unless it is not safe to do so. A class register is to be taken and passed to the appropriate staff.
- Girls from UHS who are on site when the alarm sounds are to go to the designated area on the rugby pitch [See plan]
- Pupils should line up on the field in tutor groups (alphabetical order) in silence. [See EMERGENCY PROCEDURE plan - Appendix 1]
- Tutors will take the register as quickly as possible, ensuring total accuracy, and report any absentees to their Head of Line. HoLs to report to Mr Cargill.
- HoLs and Tutors to maintain order and silence; ensuring pupils stay in line.
- Sixth form pupils who are in the middle of an emergency alarm when there is a lesson change over and need to go to the UHS must not leave until they have permission from the Head of Sixth Form, to do so.

ACTIONS BY DEPUTY HEADS [Mr Murphy & Mr Cargill]

- Mr Murphy to go to alarm control panel in Reception and liaise with the Facilities Manager if the **alarm** sounds or following a report from reception or Site Team.
- Mr. Cargill to proceed to playground/ field and take control of pupils and staff, ensuring silence and good order.
- Mr Cargill is to ascertain everyone present who should be.
- Any missing adult to be reported to Mr Cargill immediately or confirm that there is full attendance.
- If the emergency situation continues, the emergency services will have been summoned and will take charge. Staff will follow their directions.
- When it is safe to do so, Mr Cargill to inform SLT and Heads of Line to manage the return of the pupils and staff into the building.

ACTION BY FACILITIES MANAGER

- Mrs Wright to go to fire alarm control panel in Reception if able to do so.
[If Reception is inaccessible due to fire/emergency then Site Office to be used as coordination centre]
- Mrs Wright will call the Fire Brigade and any other emergency services required whenever a fire or other incident is reported. (In her absence Mr Murphy will take over this duty)
- If the **alarm** sounds automatically, this may be due to a fault or an incident only affecting a detached building. In such cases, Mrs Wright (or Mr Murphy) will wait up to 2 minutes, before calling the fire brigade or other emergency services. In this time the sounding of the alarm can be investigated to verify if there is a fire.
- The bottom gate and middle gate in front of the school are to be unlocked.
- On evacuating, prepared signs to be placed in front entrance doors prohibiting entry to members of the public.
- Meet the fire officer by the front gate; direct the fire engine to the bottom gate and liaise with the fire officer who will inform us when it is safe to re-enter the building.

ACTIONS BY SUPPORT STAFF (PSA/ COLLEGE SECRETARY)

- Support staff (PSA) will bring the late book, and student registers, to the playground/ field to enable tutors to check all students are present.
- The College Secretary will bring a staff list and staff absence list and will check presence of all staff without tutor/HoL/DH/HM responsibility

ACTIONS BY SITE TEAM

- As soon as the **alarm** sounds, Site team to investigate cause of alarm (check the alarm panel in reception) and liaise with Mrs Wright (Mr Murphy) and reception.
- Check fire doors are closed throughout building (if safe to do so) and liaise with the Facilities Manager (Mr Murphy) concerning further action (e.g. False alarm, Fault, Genuine emergency etc).
- Tackle the fire with the fire-fighting equipment if it is safe to do so.
- Assist with arrival of Fire Brigade or other emergency vehicles, including opening gates on to field if required.
- Ensure **alarm** is returned to normal working condition before students re-enter the building and check all areas are safe for normal schooling to resume.

ACTION BY RECEPTION STAFF

- Liaise with the Facilities Manager and site team whether it is a fire or false alarm.
- Receptionists to bring the visitors register and any visitors with them on the field.
- Receptionists to give one walkie talkie to Mr Murphy in Reception and take the second to Mr Cargill (or the Head Master) on the rugby pitch.

ACTIONS BY DT /SCIENCE TECHNICIANS

- If you are in charge of equipment and machinery (Lab/DT room), close down equipment and switch of gas and electricity supplies as necessary.

Emergency vehicles may enter the site through the bottom gate. The site team holds the key for the gate, and a copy is held in Reception.

Other essential keys and instructions are held in duplicate in the same way.

Facilities Manager to ensure that gate and entrance route are in good order and accessible for emergency services and that duplicate keys/instructions concerning emergencies are maintained in reception.

MALICIOUS ALARMS

- All staff should keep ears and eyes open for discussion among pupils about the deliberate or accidental setting off of a fire alarm.
- Please report anything back to the appropriate Deputy Head as quickly as possible.

- Malicious fire alarms are a criminal offence and can endanger others as well as disrupt the school. They will be treated very seriously.

SCHEDULED FIRE DRILLS

- Four fire drills will be held each year, one at the start of the year and one in each term. All but one drill will usually be announced to staff. Pupils are not to be informed.
- Malicious or accidental alarms will always be carried through to complete and may be counted as one of the four drills held each year.
- All drills to be recorded, including evacuation time, etc
- Routine testing of the fire alarm system takes place at 4.00pm on Wednesdays.

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Nets

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VISITORS & STAFF[non-tutors]

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Ursuline Pupils

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Examination Candidates

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