

SAFFRON VALLEY COLLEGIATE

Health and Safety Policy



**Formally adopted by Management Committee:
November 2014**

Reviewed: Autumn 2, 2023

Review Date: Spring 2024

The Saffron Valley Collegiate

Mission Statement

The Saffron Valley Collegiate seek to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual young person and in doing so will enable them to fulfil their potential and become successful young people.

EQUALITIES STATEMENT:

All who work at the PRU are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all its forms.

These values are explicit to the ethos of Saffron Valley Collegiate and implicit in all policies and practices.

This policy will be publicised on-line to staff, students and parents/carers each academic year.

Statement of Intent

The Saffron Valley Collegiate Management Committee and Head Teacher recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Saffron Valley Collegiate Management Committee and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Saffron Valley Collegiate Management Committee and Head Teacher aim:

- To operate within the structure & framework laid down by the Croydon Council.
- To ensure senior staff develop & maintain a culture within the school supportive of health, safety & welfare
- To establish an effective safety management structure & arrangements to implement requirements
- To ensure a systematic approach to the assessment & control of risks
- To ensure that employees are competent in the work that they are doing
- To ensure that employees actively participate in identifying hazards
- To minimise hazards entering the school
- To ensure the competence & management of contractors on school premises
- To monitor work practices & regularly review safety management systems

The Saffron Valley Collegiate Management Committee and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Education Department's Safety Adviser or the Council's Safety Advisers as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Saffron Valley Collegiate Management Committee and Head Teacher will establish and maintain a school safety committee for this purpose.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

- Croydon Council's general policy statement of intent;
- The People Department Health & Safety Policy.

The above, and other health and safety policies and guidance, may be downloaded by staff from GSuite (policies room).

Signed.....Dated (On behalf of Management Committee)

Signed.....Dated... Head Teacher

Organisational Responsibilities for Health & Safety

As the employer, Croydon Council has overall responsibility for Health & Safety in Community, Special and Voluntary Controlled Schools.

Overall Approach

At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Head Teacher and the Governing Body. To fulfil these responsibilities, the Head Teacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Head Teacher once tasks have been completed. The Head Teacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Management Committee or the Council on matters that need taking forward.

Roles and Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Governing Body and Head Teacher

To manage the schools health, safety and welfare responsibilities towards employees, pupils and others by

- Ensuring there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school(*).
- Committing resources to fulfil the Health and Safety Policy.
- Ensuring that there is a Health and Safety Plan for each year (*).
- Ensuring risk assessments have been completed for all activities and that suitable and sufficient control measures are in place
- Prioritising actions where resources are required (*).
- Ensuring actions are undertaken.
- Monitoring achievement of plans and extent of compliance with standards (*).
- Monitoring trends in accidents and incidents (*).
- Receiving, and where appropriate, actioning inspection reports.
- Including health and safety on governors' meeting agenda.
- Producing an annual report on health and safety.
- Periodically reviewing the adequacy of health and safety arrangements.

(*Training needs: Role of Governors, Management of Health and Safety and Principles of Risk Assessment)

Head Teacher/Deputy Head Teacher

Managing the day-to-day responsibility for all school health, safety and welfare by

- Ensuring staff are competent to undertake tasks delegated to them (*).
- Identifying staff training needs and to arrange for appropriate training (*).
- Ensuring risk assessments are undertaken (*).
- Ensuring appropriate action is taken on identified significant risks (*).
- Ensuring that there are procedures for serious and imminent danger.

- Consulting staff and safety representatives on health and safety matters.
- Ensuring the safety of visitors to the school.
- Ensuring regular inspections of the school's premises.
- Submitting inspection reports to governors.
- Passing on health and safety information received to the appropriate people.
- Ensuring all accidents are reported to the Council's Health and safety consultancy
- Participating in Council health and safety audits.

(* Training needs: Management of Health and Safety, Management of Contractors, Role of a Safety Committee, Principles of Risk assessment, Accident Investigation)

Head of Provision / Assistant Head of Provision / School Business Manager

Support the Head Teacher by

- Deputising for the Head Teacher in his / her absence (*).
- Undertaking risk assessments in conjunction with Heads of Departments (*).
- Undertaking risk assessments for all activities of the school, including those off site.
- Undertaking risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc (*).
- Reporting to the Head Teacher with the results of the risk assessments.
- Undertaking workplace inspections with the Heads of Departments (*).
- Investigating accidents and completing the appropriate paper-work (*).
- Ensuring the induction of new and transferring staff and volunteers (*).
- Ensuring the competency and management of visiting contractors (*).

(*Training needs: As for Head Teachers, but in addition Risk Assessment and Workplace Inspections)

Heads of Departments or nominated person

Assist the Deputy Head Teacher by

- Undertaking risk assessments of activities both within departments and off site (*).
- Drawing up departmental procedures to manage significant risks (*).
- Arranging staff training and information provision (*).
- Inducting new, transferring and volunteer staff (*).
- Undertaking workplace inspections with the Deputy Head Teacher (*).
- Passing on health and safety information received to appropriate people.
- Acting on reports from above or below the hierarchy.

(* Training Needs: Health and Safety Management, Risk Assessments and Workplace Inspections)

Staff

Are expected;

- To check that classrooms and work areas are safe.
- To check that equipment is safe before use.

- To ensure that safety procedures are followed.
- To ensure that appropriate protective equipment is available and used, when needed.
- To participate in risk assessments, inspections, and audits, if appropriate.
- To bring problems to the relevant manager's attention.
- To report all accidents and incidents.
- Give clear instructions and warnings to pupils, based on a risk assessment(s) for activities

First Aiders

Are required;

- To administer first aid, if appropriate (*).
- To ensure first aid equipment is up-to-date and available.
- To monitor unwell children.

(* Training needs: First Aid)

Caretaker, Site Manager or nominated person

Are required to arrange and ensure the following;

- To monitor condition of any asbestos in the school and report problems.
- To ensure the fire alarm is tested each week.
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained.
- To monitor the school's cleaners to ensure they work safely (*).
- To ensure portable electrical appliance testing is arranged on a regular basis(*).
- To arrange and manage for contractors to undertake small repair works, ensuring they have a safe system of work and are employing safe practices(*).
- To report hazards.
- To maintain health and safety records e.g. records on fire alarm servicing, etc.

(*Training needs: Asbestos Awareness, Safe Use of Chemicals, Managing Contractors)

Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of each meeting of the Management Committee. In addition, the Management Committee will monitor and evaluate the effective working of the system within the school by the following means:

- a) monitoring accident/incident reports. The Headteacher will report all accidents to pupils and staff to the Management Committee and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) checking reports of inspections by management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- c) receiving reports from the Headteacher on:
 - complaints and hazard reports from staff and visitors.
 - visits from HSE Inspectors.
 - new Council guidance and Code of Practice and methods of implementation.
 - any Safety Audit arranged by the Council or commissioned from consultants.
 - any guidance or advice from the Department for Education, HSE or other organisations concerned with health and safety in educational establishments.
 - staff training.
- d) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

Arrangements

The Croydon Health & Safety Team can be contacted at:

Health & Safety Consultancy
Resources Department
Bernard Weatherhill House
8 Mint Walk
Croydon
CR0 1EA

Telephone: 020 8760 5451

Email: healthsafety.adviceline@croydon.gov.uk

Linked policies / risk assessments;

Behaviour for Learning
Fire RA
Minibus
Staff Wellbeing Strategy
Traffic Plan Management
• Vehicle and Pedestrian Movement

Contractors on Site RA
First Aid RA
Manual Handling RA
Lone Working Policy and RA
Working at Height RA

Appendix 1 (individualised for each provision)

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in GSuite and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. The information is also included on the visitors badges.

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Business Manager, in the Business Resilience Plan.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in by the School Business Manager

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity) are held by the Site manager
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Caretaker/Site Manager/Bursar/Head of Science, for consultation.

Cotelands and Springboard Fire Evacuation Procedure

Introduction

Cotelands is a pupil referral unit accommodating 13 staff and up to 40 pupils aged between 14 and 16.

Springboard accommodate up to 16 pupils aged 11-16.

The provisions are co-located at the back of John Ruskin College.

The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points. Some specific doors are fitted with magnetic locks linked to the fire alarm system.

Procedure

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

Fire Alarm Actuation

On hearing the fire alarm (constant bell ringing), stop what you are doing and leave the building immediately by the nearest fire exit.

Fire escape routes are signposted from each floor by directional fire exit signs.

Make your way to the fire assembly point, which is located outside the main gate, opposite Crossways.

Close all doors and windows, if there is time.

Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

Admin staff will gather the signing in books and the walkie talkie to enable contact with JRC during the evacuation. A roll call is completed immediately after exit.

Action on finding a Fire

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

Fire wardens

The Head of Provision has nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated:

Cotelands;

K Maidment – Young / Beatrice Ubaka; Meeting room – Cotelands corridor (incl Science lab)

J Adat; Art room to maths room, incl toilets

Fighting the Fire

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

Checking the fire zone

On hearing the fire alarm, the Site Manager of JRC will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed JRC will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or JRC.

If no fire is apparent, JRC will return to the fire alarm panel, silence the fire alarm and then reset it. Once the fire alarm has been reset, JRC will then allow staff and students to re-enter the building.

Roll Call at Assembly point

Class teachers will lead their students to the fire assembly point, conduct a roll call to ensure all students are present and then liaise with the HoP/AHoP to inform that all students are cleared or account for those persons left in the premises.

Office staff will check that all visitors have been accounted for and liaise with the HoP/AHoP/Fire Warden or Responsible Person to inform that all visitors are cleared or account for those persons left in the premises.

Admin staff will inform JRC during the roll call that either the site is cleared or if persons are unaccounted for, their last known location.

Reoccupation of the premises

Staff and students will only be allowed to return to the premises when the all clear has been provided by either the fire brigade or JRC. The fire alarm must be reinstated and be fully operational.

Responsible Manager

The 'Responsible Manager' for the site is the Head of Provision, or the Assistant Head of Provision in the Head of Provisions' absence. The 'Responsible Manager' will take responsibility for:

- The fire evacuation and safety of the staff and visitors on site.
- Ensuring a roll call is carried out and
- Liaise with the fire wardens and the fire brigade, and
- The re-occupation of the premises in co-operation with the fire brigade, if attending.

Fire wardens

A significant number of existing staff are the nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated.

- Head of Provision– is responsible for a 'sweep' of the building

Office staff

Are responsible to:

- Check that all visitors have been accounted for using the visitor's book.
- Collect the registers and take them to the fire assembly point Report the success of the evacuation to the Head of Provision.
- Carry out a register check to ensure all students have been accounted for.
- Report the success of the evacuation to the Head of Provision.

Class teachers

Are responsible to:

- Lead students to the fire assembly point

Identified fire exit routes

The main Fire Exit route is through reception area and out onto Crossways. Fire exit routes are also located within the Art room ,maths room, staff room, the lobby area between the Springboard classrooms and the office of the Head of Provision of Springboard should the main exit route be impassable.

KS4 North Fire Evacuation Procedure

Introduction

KS4 North is a pupil referral provision accommodating staff and up to **54** pupils aged between 14 and 16. The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points.

Procedure

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

Fire Alarm Actuation

On hearing the fire alarm (constant bell ringing), stop what you are doing and leave the building immediately by the nearest fire exit.

If you are located on the upper floors, exit via the nearest fire escape staircase.

Fire escape routes are signposted from each floor by use of the 'running man' and directional fire exit signs.

Make your way to the fire assembly point, which is located by the main gate on the right hand entrance to the grounds.

Close all doors and windows, if there is time.

Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

Action on finding a Fire

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

Fighting the Fire

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

Calling the Fire Brigade

On hearing the fire alarm the office staff will summon the Fire Brigade, dialling **999** ask for the fire brigade and provide the full address to the fire service operator. A notice detailing the action to be taken has been provided at this location.

Checking the fire zone

On hearing the fire alarm, the Head of Provision will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed the Head of Provision will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or the Head of Provision

If no fire is apparent, the Head of Provision will proceed to the fire assembly point. Once confirming all occupants are accounted for, the Head of Provision will return to the fire alarm panel, silence the fire alarm and then reset it. Once the fire alarm has been reset, the Head of Provision will then allow staff and pupils to re-enter the building.

Roll Call at Assembly point

Class teachers will lead their pupils to the fire assembly point, conduct a roll call to ensure all pupils are present and then liaise with the Head of Provision to inform that all pupils are cleared or account for those persons left in the premises.

Office staff will check that all visitors have been accounted for and liaise with the Head of Provision to inform that all visitors are cleared or account for those persons left in the premises.

The Head of Provision will inform the senior fire brigade officer that either the site is cleared or if persons are unaccounted for, their last known location.

Reoccupation of the premises

Staff and pupils will only be allowed to return to the premises when the all clear has been provided by either the fire brigade or the Head of Provision. The fire alarm must be reinstated and be fully operational.

Responsible Manager

The 'Responsible Manager' for the site is the Head of Provision – Gareth Denton, or the Assistant Head of Provision - Folake Aboyade, in the Head of Provision's absence. The Head of Provision will take responsibility for:

- The fire evacuation and safety of the staff and visitors on site.
- Ensuring a roll call is carried out and
- Liaise with the fire wardens and the fire brigade, and
- The re-occupation of the premises in co-operation with the fire brigade, if attending.

Fire wardens

The Head of Provision has nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated:

- Niall Munro is responsible for the ground floor of the main building and supporting the Head of Provision.
- Lewis Alexander is responsible for the first floor of the main building and the main stairwell.

- Gareth Denton is responsible for the Art Room, Taskforces Hub and the school grounds.

Office staff are responsible to:

- Call the fire brigade
- Check that all visitors have been accounted for using the visitors book.
- Collect the registers and take them to the fire assembly point
- Report the success of the evacuation to the Head of Provision.

Class teachers

Are responsible to:

- Lead pupils to the fire assembly point
- Carry out a register check to ensure all pupils have been accounted for.
- Report the success of the evacuation to the Head of Provision.

Identified fire exit routes

Ground Floor:

Head of Provision Office, Staff Room, Front Office, Tuck Room, Induction Coordinator's Office – **exit via main entrance.**

Back Office and Kitchen – **either exit via the fire exit or via the main entrance.**

Day Room – **exit via the fire exit and through the gate located next to the Taskforces Hub**

Science Lab and student female toilet – **exit via the fire exit located by the science lab.**

Outdoors

Classroom (Art) – **exit via the fire exit located at the front of the Classroom and through the gate at the front of the building.**

Grounds in rear of the main building – **exit through the two gates next to the science lab.**

Taskforces Hub – **exit via the fire exit door in the office of the building.**

First Floor:

ICT Room – **exit via the main staircase, then the main door.**

Maths Room, Business Studies Room, Assistant Head of Provision Office and English Room – **exit via the main stairs or the fire exit located by the staff toilet.**

Citizenship Room & Humanities Room - **exit via the fire exit located by the staff toilet.**

Basement and Loft

Only staff are permitted to be in these areas - **exit via the nearest fire exit.**

Key Stage 4 South

Fire Evacuation Procedure

Introduction

Key Stage 4 South is a pupil referral unit accommodating staff and up to 48 pupils aged between 15 and 16.

The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points. Some specific doors are fitted with magnetic locks linked to the fire alarm system. In addition there is an automatically activating isolation shutter for the kitchen which can be manually activated or automatically triggered by an alarm.

Procedure

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

Fire Alarm Actuation

On hearing the fire alarm (continuous whooping siren), stop what you are doing and leave the building immediately by the nearest fire exit.

If you are located on the second floor, exit via the nearest fire escape staircase.

Fire escape routes are signposted from each floor by directional fire exit signs.

Make your way to the fire assembly point, which is located in front of Atesh Restaurant, Masons Avenue.

Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

Action on finding a Fire

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school. Inform a Fire Warden (located at muster point) of all actions to date and decisions made. This should not delay your own evacuation.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

Fighting the Fire

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

Calling the Fire Brigade

On hearing the fire alarm the office staff will summon the Fire Brigade, dialling **999** ask for the fire brigade and provide the full address to the fire service operator. A notice detailing the action to be taken has been provided at this location.

Fire wardens

The Head of Provision has nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated:

J Doherty – Chief Fire Warden / Reception

S Walters – Second floor

N Stephenson – First floor from Intervention room to RS

Paul Harvey – First floor from Intervention room to staff toilets / art /business

Checking the fire zone

On hearing the fire alarm, the Head of Provision, Fire Warden and/or Site Manager will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed they will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or authorised body.

If no fire is apparent, the HOP will return to the fire alarm panel, silence the fire alarm and then reset it. Those evacuated may return to the building only when instructed to do so by suitably authorised personnel.

Roll Call at Assembly point

Fire Wardens and Admin staff will account for all of those present in the building (students, staff and visitors). Any anomalies will be radioed to all Fire Wardens immediately.

The Fire Wardens will inform the senior fire brigade officer that either the site is cleared or if persons are unaccounted for, their last known location.

Reoccupation of the premises

Those evacuated may return to the building only when instructed to do so by HoP/AHoP/Fire Brigade

Fire wardens

Fire Wardens have specific areas of responsibility and a connecting evacuation plan. Their names are displayed throughout the building and they carry out regular briefings to ensure roles and responsibilities are clear.

Class teachers

Are responsible to:

- Lead students to the fire assembly point by the nearest emergency exit.
- Support register checking
- Maintaining order

Basement

Any staff working in either the basement or sub-basement must inform a Fire Warden that they will be working there. In case of an evacuation they should leave by the nearest exit, following the signage.

SVC KS3 – Coombe Road Fire Evacuation Procedure

Introduction

SVC KS3 is a pupil referral provision accommodating staff and up to **48** pupils aged between 11 and 14.

The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points.

Procedure

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

Fire Alarm Actuation

On hearing the fire alarm (constant bell ringing), stop what you are doing and leave the building immediately by the nearest fire exit.

If you are located on the upper floor, exit via the nearest fire escape staircase, which is located in the art room.

Fire escape routes are signposted from each floor by use of the 'running man' and directional fire exit signs.

Make your way to the fire assembly point, which is located on the corner of Chatsworth Rd and Coombe Rd.

Close all doors and windows, if there is time. Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

Action on finding a Fire

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

Fighting the Fire

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

Calling the Fire Brigade

On hearing the fire alarm the office staff will summon the Fire Brigade, dialing **999** ask for the fire brigade and provide the full address to the fire service operator. A notice detailing the action to be taken has been provided at this location.

Checking the fire zone

On hearing the fire alarm, the Head of Provision will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed the Head of Provision will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or the Head of Provision

If no fire is apparent, the Head of Provision will proceed to the fire assembly point. Once confirming all occupants are accounted for, the Head of Provision will return to the fire alarm panel, silence the fire alarm and then reset it. Once the fire alarm has been reset, the Head of Provision will then allow staff and pupils to re-enter the building.

Roll Call at Assembly point

Class teachers will lead their pupils to the fire assembly point, conduct a roll call to ensure all pupils are present and then liaise with the Head of Provision to inform that all pupils are cleared or account for those persons left in the premises.

Office staff will check that all visitors have been accounted for and liaise with the Head of Provision to inform that all visitors are cleared or account for those persons left in the premises.

The Head of Provision will inform the senior fire brigade officer that either the site is cleared or if persons are unaccounted for, their last known location.

Reoccupation of the premises

Staff and pupils will only be allowed to return to the premises when the all clear has been provided by either the fire brigade or the Head of Provision. The fire alarm must be reinstated and be fully operational.

Responsible Manager

The 'Responsible Manager' for the site is the Head of Provision – Kay Wilson, or the Assistant Head of Provision - Andy Halka, in the Head of Provision's absence. The Responsible Manager will take responsibility for:

- The fire evacuation and safety of the staff and visitors on site.
- Ensuring a roll call is carried out and
- Liaise with the fire wardens and the fire brigade, and
- The re-occupation of the premises in co-operation with the fire brigade, if attending.

Fire wardens

The Head of Provision has nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated:

- Assistant Head of Provision – Andy Halka is responsible for the offices on the ground floor and supporting the Head of Provision.
- Chris Pecorella is responsible for the second floor of the main building and the main stairwell.
- Behaviour For Learning Key Worker – xxx is responsible for the first floor of the building.

- HE Teacher – Winston Martin is responsible for the ground floor of the main building and the school grounds.

Office staff

Are responsible to:

- Call the fire brigade
- Check that all visitors have been accounted for using the visitors book.
- Collect the registers and take them to the fire assembly point
- Report the success of the evacuation to the Head of Provision.

Class teachers

Are responsible to:

- Lead pupils to the fire assembly point
- Carry out a register check to ensure all pupils have been accounted for.
- Report the success of the evacuation to the Head of Provision.

Identified fire exit routes

Ground Floor:

Front Door, Staff Room, Day room and side gate.

Back Offices, tuck room and staff room – **either exit via the fire exit or via the main entrance.**

Day Room – **exit via the main entrance or via the back door and through the gate down side alley.**

Kitchen – **exit via the main entrance or through the back door and side gate.**

Outdoors

Grounds in rear of the main building – **exit through the gate in side alley. .**

Front car park – go straight to assembly point on Chatsworth Rd.

First Floor:

All rooms –exit via the main entrance unless directed upstairs to the fire escape in art room.

Second Floor

Exit via fire escape in art room unless directed down to the main entrance.

Appendix 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by FM Helpdesk / John Ruskin College and a record kept in the Fire log book.

Any defects on the system will be reported immediately.

A fire alarm maintenance contract is in place via FM Helpdesk and John Ruskin College and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis via FM Helpdesk and John Ruskin College

INSPECTION OF FIRE FIGHTING EQUIPMENT

FM Helpdesk and John Ruskin College undertake an annual maintenance service of all fire fighting equipment

HoPs/AHoPs carry out weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to FM Helpdesk / John Ruskin College as applicable.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by and annually arranged via FM Helpdesk and John Ruskin College

MEANS OF ESCAPE

HoPs/AHoPs carry out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

Test Records

KS3 / KS4 South / KS4 North – test records are kept in the site manager's folder
Cotelands / Springboard – the SBM holds records received from John Ruskin College

Appendix 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

School Reception

First aiders have delegated responsibility for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Cotelands / Springboard: U Jardine, G Thompson, Sarah Weller, Michelle Dear

KS3: C Campbell, L Hall, C Pecorella, H Wilson

KS4 South: B Blaise, J Doherty, R Reid, N Stephenson, Paul Harvey, S Walters

KS4 North: L Alexander, S Butler, J Owusu Ansah

The School Business Manager will ensure that First Aiders have a current certificate, refresher training is provided when required and that new persons are trained should first aiders leave.

Drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or HoP/AHoP considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians must also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance.

Croydon university Hospital – Croydon Health Services NHS Trust
530 London Road, Croydon, CR7 7YE
020 8401 3000

Records: All first aid treatments are recorded and kept in reception

Administration of medicines

All medication will be administered to pupils in accordance with the Department for Education and Skills (DfES) document "Managing Medicines in Schools and Early Years Settings" and Council guidance.

[Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Please refer to the First Aid risk assessment,

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

In accordance with the Council Accident/Incident Reporting Procedure all council run schools must report:

- accidents
- incidents
- dangerous occurrences
- near misses
- physical abuse
- verbal abuse

by using the Council's online reporting system. To access the database, please use the link below:

<https://croydon.info-exchange.com/council>

Once the accident/incident has been logged with the relevant information, an automated email will be sent to the managers email address which has been supplied in the report (this is normally the Head Teacher or their nominated person) informing them of the incident and to complete the managers review.

The managers review form is to be completed once the accident/incident has been investigated and identifies any control measures or remedial steps taken to avoid similar instances recurring. Any documentation including witness statements and photographs can be uploaded to the report.

Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

School accident reports will be monitored for trends and a report made to the Management Committee, as necessary.

In the event of a fatality, specified injury, dangerous occurrence or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of more than 7 days (including weekends and holidays)

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone. The Council's Health and Safety Consultancy will report any incidents reportable under the Reporting of Incidents, Disease and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive

Specified injuries include:

- Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space

Dangerous occurrences include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person;
- electrical incidents causing fire or explosion
- failure of pressure systems (specified circumstances and parameters)

There are 27 categories of dangerous occurrences that are relevant to most workplaces.

Further guidance on these 27 categories are available on the HSE website.

APPENDIX 5

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur and the length of time they expect to be lone working.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- A buddy system should be in place for lone workers.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

Please refer to the Lone Working Risk Assessment

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Management Committee meets termly and health, safety and welfare issues affecting staff, pupils or visitors, is a standing item on the agenda. Action points from meetings are brought forward for review by school management.

Communication of Information

The Health and Safety Law poster is displayed with the relevant information in each reception area.

The Corporate Health and Safety Consultancy provide competent health and safety advice and can be contacted at:

Health & Safety Consultancy
Resources Department
Bernard Weatherhill House
8 Mint Walk
Croydon
CR0 1EA

Telephone: 020 8760 5451
Email: healthsafety.adviceline@croydon.gov.uk

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by each HoP/AHoP

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy.
- update training in response to any significant change.
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by the School Business Manager who is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to their HoP/AHoP any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) arranged via FM Helpdesk / SBM on an annual or bi-annual basis.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Site manager together with the HoPs/AHoPs and School Business Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art), the heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the “COSHH” Regulations).

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health (is/are) the Site Manager

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

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

CLEAPSS supports practical science and technology in schools and colleges and has a range of resources that Primary and Secondary schools in the borough use:

<http://www.cleapss.org.uk>

APPENDIX 9

MOVING AND HANDLING

MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Site Manager.

Affected staff have completed manual handling training online with the National College.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Please refer to the Manual Handling RA

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by HoPs/AHoPs

The person(s) undertaking the inspection will complete a report in writing and submit this to the head teacher.

Responsibility for following up items detailed in the safety inspection report will rest With the Site Manager .

A named governor will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings

APPENDIX 11

ASBESTOS

The Schools Asbestos Management plan, will be followed.

The asbestos register is held with the Site Manager at each Provision and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact the Councils Asbestos Surveyor.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site Manager.

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the School Business Manager.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances.

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by the Site manger/School Business Manager and approved by the headteacher, together with the HoPs/AHoPs.

These risk assessments are available for all staff to view and are held centrally in:
GSuite

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the individual's line manager using the generic risk assessment provided by the Council.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

APPENDIX 13

OFFSITE VISITS

The school's Educational Visits Co-ordinator (EVC) is/are AHoPs

All Offsite Visit activities must be risk assessed using EVOLVE, these assessments are monitored and reviewed by the headteacher

The following visits must also be approved by the Children, Families and Education director:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Head Teacher shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

Please refer to the Working at Height RA

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) shall have a DSE assessment carried out.

Basic Principles

- The desk and computer/laptop should be adjusted so the person can adopt a “neutral” posture – ankles, knees, hips and elbows at about 90 degree angles and hands in alignment with wrists
- A monitor or laptop riser and separate keyboard and mouse should be used and sit about an arm’s length from the screen (depending on individual eye conditions etc)
- keying and holding the mouse should be light and hands and arms rested when not keying

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and a payment towards corrective glasses provided if required specifically for DSE use).

The DSE policy and guidance can be provided by the Health and Safety Consultancy.

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, contractors and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

Please refer to the Vehicle and Pedestrian Movement Risk Assessment for each site, as well as the Traffic Management Plan for further information.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

SVC does not let its premises

APPENDIX 18

CONTRACTORS

All contractors must report to reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions.

The Site Manager together with the HoP/AHoP is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Please refer to the Contractors on Site RA

APPENDIX 19

MINIBUSES

The Site manager is responsible for the undertaking checks on and the operation of minibuses in the school minibuses policy.

APPENDIX 20

STRESS

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

Individual concerns should be directed to the headteacher, HoP/AHoP as appropriate. The schools subscribes to the Employee Assistance support package via the local authority. They offer a range of support in confidence.

Please refer to the Staff Wellbeing Strategy for further information.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

The Site Manager will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis. This check is arranged via FM Helpdesk and John Ruskin College.

FM Helpdesk and John Ruskin College will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held via FM Helpdesk and John Ruskin College to monitor water hygiene and complete legionella risk assessments. Legionella risk assessments will be regularly reviewed.

APPENDIX 22

VIOLENCE TO STAFF

The school follows current guidelines on Positive Handling Strategies as advised by the council and the DfE.

Whole school training is provided bi-annually.

Individual pupil risk assessments will be completed and share with staff where necessary.

Violent incidents will be reported using the council's online portal.

Please refer to the Behaviour for Learning policy.

Appendix 23 –

Defibrillators

A fully functioning and readily available heart defibrillator is stationed at each school site to safeguard pupils, staff and visitors in the event of cardiac arrest. The importance of this provision and initiative is demonstrated by the fact that the chance of survival following cardiac arrest increases from 6% to 74% when a defibrillator is used within the first few minutes. Ambulance response times average between 8 and 10 minutes which demonstrates how important the provision and availability of this equipment is. Training to use a Defibrillator is not a legal requirement however there are staff members who have received First Aid Training on each site.

Locations:

Cotelands/Springboard -
KS3 -
KS4 North -
KS4 South -

Admin office behind the main door
Admin office
Admin office
Staff room (1st floor)

Appendix 23

Health & Safety—Bomb Alerts and Incidents:

Bomb alerts will be immediately reported to Headteacher or Member of Senior Management Team if the Headteacher is not available.

An assessment of the information recorded will be made and a judgement as to the appropriate action to be taken on the following criteria:

In the case of a telephone call:

1. The time the call was received.
2. The sex and age of the caller.
3. Particular peculiarities of speech.
4. Audible background noise during the call.
5. Recent incidents at the Centre which may have caused a grievance.
6. If a code-word has been used during the call.

In the case of written communication:

1. The time the note was received.
2. The time indicated for the activation of the device.
3. The style of the writing.
4. The maturity of the script.
5. The quality of the spelling.
6. The type of paper, including envelope.
7. Recent incidents at the Centre which may have caused a grievance.
8. If a code word has been used.

A decision will be taken to either:

1. Take no action.
3. Inform Police.
4. Evacuate Centre.
5. Other appropriate action.

Facing a threat or intruder:

The following measures will be adopted to deal with any kind of threat gaining access to the Centre.

1. A predetermined coded announcement to alert staff to close their doors and retain their class.
2. Get outside help immediately.
3. If necessary set off internal panic alarm system.
4. Arrange for debriefing and counselling for students and staff directly affected by the situation.

Please alert Croydon Emergency Control immediately - 020 8688 1700