

COGNITA  
TEACHING EXCELLENCE




AKELEY WOOD  
SCHOOL

# Health and Safety Policy

UK  
August 2016

Adopted: September 2016  
Next Review Date: August 2017

Signed   
Mrs C G Page  
Headteacher



**Status: Version 2.1.1**

**SCHOOL NAME/LOCATION: AKELEY WOOD JUNIOR SCHOOL & NURSERY- ("the School")**  
**HEALTH AND SAFETY POLICY**  
**PART ONE - STATEMENT OF INTENT**

**INTRODUCTION**

The school believes that ensuring the health and safety of staff, pupils and visitors and positively promoting health and safety is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff (including teaching and non-teaching staff, peripatetic workers and students undertaking work experience) and pupils
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation of articles and substances
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the school
- Providing adequate information, instruction, training and supervision to staff and pupils
- Consulting with staff, pupils and their representatives on health and safety matters
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement
- The regular monitoring and review of health and safety procedures and systems (to include risk assessments, accident records and health and safety related issues and complaints etc)
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The school will establish a Health and Safety Management System to ensure the above commitments can be met. Cognita Schools Ltd, the Head, staff and pupils will play their part in its implementation.

**NAME:** Mr Andy Moorehouse

**SIGNATURE:**

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**(Operations Director UK)**

**DATE:**

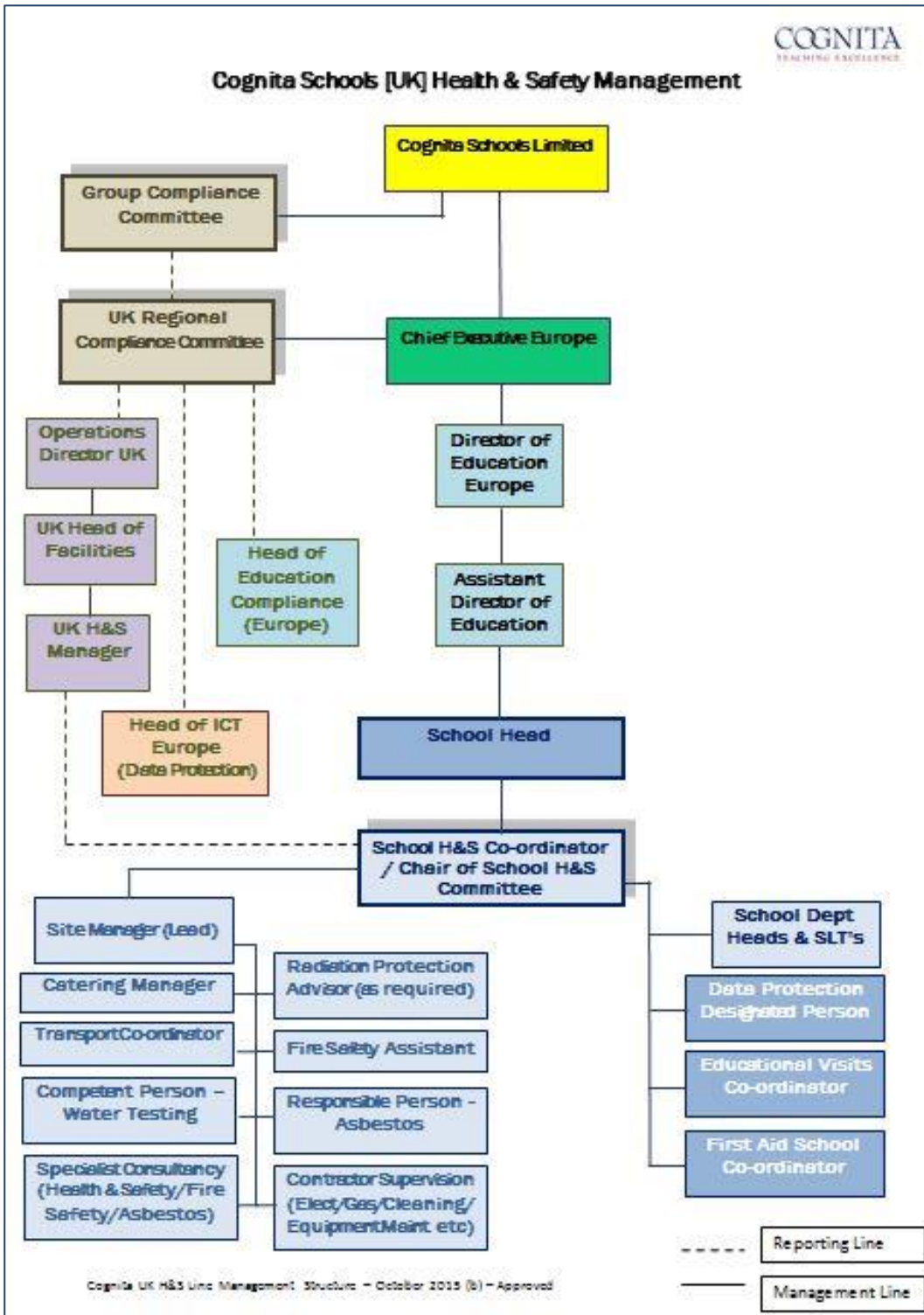
21/9/16

**NAME:** Mrs Clare G Page

**SIGNATURE:**  
**(Head)**

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Cognita Schools [UK] Health & Safety Management



### PART TWO - ORGANISATION

#### INTRODUCTION

The Board of Directors of Cognita Schools Ltd are responsible for ensuring the implementation of this Health and Safety Policy.

The Directors delegate responsibility for health and safety management to the Assistant Director of Education and to their Head.

In order to ensure compliance with the law and the school's Statement of Intent the Head will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy.

#### HEAD WILL ENSURE:

- The promotion of a health and safety culture within the school and on off-site visits in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, relevant HSE and DfE and other appropriate guidance and guidance from Cognita.
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of the school's activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and pupils and others such as contractors, where appropriate.
- The establishment of a school Compliance H&S Committee which is representative of the operation and structure of the school and which meets at least Termly.
- That arrangements are in place for the effective consultation with staff, nominated trade union representatives and pupils regarding health and safety matters.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the school.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.
- The school complies with its reporting and record keeping obligations.
- Accidents, incidents, absence and complaints pertaining to matters of health and safety are properly investigated, if required, and that the school co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.

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- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- The school's health and safety policy and performance is reviewed and monitored regularly and a Termly report on the health and safety performance of the school is prepared for the Chair of the School Governance Panel.

### SCHOOL H&S CO-ORDINATOR WILL ENSURE:

- The promotion of a positive health and safety culture within the School.
- The implementation of a clear, written School Health and Safety Policy that has been developed from the approved Cognita (UK) model policy and is communicated and regularly updated in accordance with legal obligations (alongside other appropriate guidance and updates from the Cognita Group).
- Maintained liaison with other specialist health, safety and fire safety roles appointed within the School, to co-ordinate compliance actions and provide a central point of contact [please note separate Cognita UK Compliance Line Management structure].
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the School are included.
- The co-ordination of the School's H&S Compliance Meetings, ensuring these are conducted in accordance with the Cognita Group Terms of Reference.
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out
- Liaison with all School Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, HPA, local authority and fire authority, as required.
- Systems are established to allow staff (both teaching and non-teaching) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the School identified Training Co-ordinator.
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.
- Routine monitoring is established at the School including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.
- Termly updates are provided to the School Board of Governors detailing the School's progress with identified compliance issues and areas of focus.

### HEADS OF DEPARTMENT AND MEMBERS OF THE SENIOR MANAGEMENT TEAM WILL ENSURE:

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- Application of the school's Health and Safety Policy to their own department or area of specialism.
- Development and dissemination of a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy (this may require reading trade journals, ESIS, British Standards, CLEAPSS).
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control (to include supply teachers and work experience students) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are displayed in their specialist area.
- Adequacy of first aid provisions, protective clothing and equipment, registers and log books are available for use in their specialist area.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- So far as is reasonably practicable, that the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigation of any accidents, which occur within their sphere of responsibility.
- Monitoring of the health and safety of his/her department or area of responsibility (including records of risk assessments, health and safety related issues and complaints, and records of accidents) regularly) and prepare an annual report for the Head on the health and safety performance of his/her department or area of responsibility.
- Inclusion with the health and safety at departmental/team meetings.

### CLASS TEACHERS WILL ENSURE:

- Co-operation with the Head, their Head of Department and their Line Manager on health and safety matters.
- Taking reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.

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- Following any safe working procedures issued for their subject area and generally.
- Provision and request for the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to their Head or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with Curriculum requirements for safety education.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to their Head or Head of Department.

### NON-TEACHING STAFF WILL ENSURE:

- Co-operation with the Head, their Head of Department and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the School.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by Cognita, the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school.
- Implementation of safe working practices which comply with the approved Cognita and school policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
- Tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting of any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Head.

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- Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
- If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.
- Minimisation of the occasions when an individual is required to work or study in isolation.
- No interference with or misuse anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

### **PUPILS (IN ACCORDANCE WITH THEIR AGE AND APTITUDE) WILL ENSURE:**

- Co-operation with the Head and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the school.
- Observation of the school rules, standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head.

### **HIRERS:-**

All hirers of the school must, in addition to the responsibilities of visitors below, ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

### **VISITORS AND CONTRACTORS:-**

All visitors and other users of the school premises (to include contractors, delivery people and visitors to the school) must:

- Co-operate with the with school on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- Observe the rules of the school.
- Ensure that they comply with the school's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the school site and the host arrangements whilst on site.
- Ensure that they are familiar with the school's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).



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### HEALTH AND SAFETY POLICY

#### PART THREE – ARRANGEMENTS (PLANNING AND IMPLEMENTATION)

The following procedures and arrangements have been adopted to ensure compliance with the Statement of Intent.

#### RISK PREVENTION

All staff will be reminded of the necessity of assessing and reporting risks at the start of each term. Pupils will be reminded of these requirements at the first assembly of each term. Specific areas of risk will be identified in the annual Risk Assessments carried out during the academic year.

#### SAFE PROCEDURES

Registration of pupils will take place at the start of morning and afternoon sessions. Registers are kept in the School Receptionist's office. In the event of a fire/fire drill or evacuation of the buildings for other reasons, the registers will be taken outside by the School Receptionist.

**Pupil Supervision** – when not in class sessions, pupils will be supervised by staff according to the duty rota. Duty staff must ensure that they patrol all areas on a regular basis, ensuring that reasonable standards of safety and quiet are observed. **However**, all staff have a duty of supervision and care, and must intervene to stop any behaviour that they consider may lead to accident or injury.

The Conduct of Visits away from the School site – staff should refer to the relevant policy sections of the Staff Handbook.

#### BUILDING AND PROPERTY MAINTENANCE

All staff are required to report in writing to the Site Manager any maintenance requirement that they may observe. Staff should take reasonable care for their own safety in avoiding building conditions that appear to present immediate danger and ensure that such occasions are reported directly to the Business Manager.

The Business Manager and Head will allocate priority to repair and maintenance tasks, and will make appropriate arrangements for the completion of work by the School's maintenance staff or by external contractors.

In conjunction with the Head and the Business Manager, the Health and Safety Coordinator will conduct a site inspection at least annually, in conjunction with the process of preparing formal Risk Assessments.

#### THE INSPECTION AND SERVICING OF EQUIPMENT

In conjunction with the Head, and, as appropriate, with Heads of Departments/Subjects, the Site Manager will make arrangements for the regular inspection and servicing of equipment such as alarm systems, fire extinguishers, security devices, physical education equipment, outdoor play equipment (climbing frames etc) ground maintenance tools and machinery and kitchen equipment. All such checks are logged in the Site Manager's Health and Safety files.

Every member of staff of the School is expected to:

- Use only equipment for which he or she is authorised
- Follow rules and safe systems of work set out in training for the use of equipment or machinery
- Respect all items provided to ensure health and safety of equipment or machinery
- Report immediately to the Site Manager any defects of equipment or machinery and also record these in the Maintenance File located in the School Receptionist's office.

#### ELECTRICITY

Following from the above, there is also a statutory requirement for all electrical installations up to the permanent socket outlets to be tested and certified on a regular basis.

All portable electrical appliances are recorded on an inventory, noting serial numbers and/or any other specific marks of identification. The Health and Safety Officer is responsible for keeping these inventories up-to-date. The dates of any maintenance or repairs carried out should be noted beside the appliance on the inventory. All portable electrical appliances are inspected on an annual basis, each being labelled to indicate their continuing safety. Any equipment found to be unsafe will be withdrawn from use immediately, and a decision made as to whether repair is economical. If not, the equipment should be withdrawn from use and removed from the inventory.

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Staff intending to use any item of electrical equipment should consider the following:

- Is the plug obviously damaged in any way?
- Do there appear to be any loose or bared wires?
- Does any part of the equipment appear to be missing?
- Does the equipment become unusually hot whilst running?
- Is the equipment particularly noisy when running?
- Is there any smell of burning when the equipment is running?

If the answer to any of these questions is yes, then do not use the equipment and report immediately to the Health and Safety Officer. No portable electrical appliance should be used on the premises before it has undergone the appropriate PAT test.

Fixed electrical installations must never be tampered with or altered in any way other than by a qualified electrical contractor.

At the end of the day, all staff should ensure that there are sufficient power sockets for all appliances being used.

Extension cables should only be used in circumstances where there are no power outlets within easy reach. If they are crossing a floor where people might trip on them, they must be 'bridged'. Extension cables used in a 'one-off' situation must not be left *in situ* after use.

No member of staff should use any item of electrical, or other mechanical equipment, without sufficient knowledge and training. The School is responsible for ensuring appropriate opportunities for training and for the provision of appropriate supervision for the use of machinery e.g. in the CDT centre or Science laboratories. If tools and /or machinery are hired for a particular purpose, the School shares, with the hirer, a responsibility for ensuring that potential users are familiar with the machinery and any potential dangers, in addition to the provision of training as it is appropriate.

A record is kept of all checks of electrical installations and appliances, and of other machinery from time to time in use in the School buildings and grounds.

### HAZARDOUS SUBSTANCES

Throughout the School there will be a requirement for the safe storage of hazardous substances.

Every member of the School has a duty to:

- Deal immediately with spillages and in a way appropriate to that individual substance or chemical, as instructed
- Report to the Site Manager spillages or the exposure of a member of staff or pupil to substances or chemicals
- Follow, without deviation, all instructions provided regarding the safe use of substances and chemicals

Kitchen, cleaning, grounds and maintenance staff must exercise great vigilance in terms of the storage of hazardous materials e.g. fuels, bleaches, scouring agents. All should be secured in lockable cupboards or sheds.

The School's Policy has regard to the COSHH regulation (1989) and COSHH Guidance for Schools (1989).

Asbestos is a hazardous substance which comes under the Control of Asbestos at Work Regulations 2002. An Asbestos register is kept for this purpose and regular surveys are carried out by an independent company, CR Asbestos Surveying, the last taking place in 2016. Before any structural work is undertaken contractors are made aware of the Asbestos register.

### SMOKING

Akeley Wood sites are non-smoking establishments

### FIRE PRECAUTIONS

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The School is responsible for the conduct of regular Fire Risk Assessments, the last taking place in April 2015. It works closely with the local fire authority and is guided by the requirements and recommendations of the authority.

**Fire Notices** – The procedures to follow in the event of the discovery of a fire are displayed in each classroom and at other strategic points around the School site. A copy of the Fire Regulation is appended to this Policy. All pupils are regularly reminded of the fire procedures. Staff are responsible for ensuring that a copy of the School's fire notices is displayed within each room that they teach in. If one is missing or becomes defaced, replacements can be obtained from the Health and Safety Coordinator.

**Fire Drills** are conducted on at least a Termly basis. The date of each drill, the time taken to evacuate the buildings, and any significant issues arising from the drill, are recorded in the Fire Drill Records.

**Fire Fighting Equipment – the over-riding concern in the event of a fire is the preservation of life. Staff must be aware of the location of glass break points and fire fighting equipment near to their classrooms.** Equipment should remain in its designated position at all times. If staff are concerned that it may not be in working order, they should inform the Site Manager as a matter of urgency.

Alarms are checked weekly and recorded

Fire extinguishers are checked weekly and recorded

Emergency lighting is checked weekly and recorded

Fire practices take place at least once a term

Fire extinguishers are subject to an annual service by an independent provider

The fire alarm system is incorporated within a maintenance contract that services the alarms and emergency lighting every quarter.

### FIRE PROCEDURES

Every member of staff of the School is expected to:

- Comply with all fire safety arrangements in place on the site at which work duties are performed
- Respect items and equipment in place for the purpose of fire safety
- Follow procedures in place for the purpose of fire safety
- Take reasonable care for the safety of others in the event of fire
- Attend fire training sessions organised by the Health and Safety Coordinator

### Procedures in case of fire

#### During Lessons

Class teachers should check that a Fire Notice is prominently displayed in the classroom and that children understand its contents.

In case of fire, follow the instructions on the Fire Notice. Instruct the children to leave your classroom silently and in single file, and indicate the route to be followed. Check the room is empty, close the classroom door, and if your class is the last to leave an area, ensure that any Fire Door is closed. (The fire doors at the bottom, middle and top of the children's staircase must remain closed at all times).

The swift and orderly evacuation of all pupils from the building is the over-riding priority.

Once the class has reached the assembly point, Fire Officer (office staff) to hand out registers.

Teachers to check all class pupils are present and raise their hand with thumbs up to confirm this.

Any child not accounted for to be immediately reported to the Fire Officer.

#### During Wet Playtimes

You are responsible for evacuating the children under your supervision. Staff off duty (e.g. in the staff room) should return to their own class (if possible) to help with the evacuation. Please note: the nearest available exits should always be used.

#### During After School Club in Dining Room

Ensure register is kept up to date (i.e. children who have gone home have been signed out). In case of fire ring nearest alarm.

Staff on duty are responsible for evacuating the children under their supervision through the Fire Exit door by middle staircase, to the Fire Assembly Point.

#### Breakfast Club in Dining Room

Exit building by Fire Exit door by middle staircase and lead children to the Fire Assembly Point.

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### Evening Domestic Staff

Ring nearest alarm.

Leave building through nearest available exit.

Assemble at Fire Assembly Point

**Do not return to the building until the Fire Service has given the all clear.**

Staff with pupils with PEEPs to be aware of helper for each pupil

Any staff members with PEEPs to go with helper

### During After School Club

Take: register and mobile phone (call 999)                      Duty Staff

### Evening

Checking register of evening staff (call 999)                      Evening Supervisor

**Do not return to the building until the Fire Service has given the all clear.**

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### **FIRE ESCAPE ROUTES**

Normal routes are as follows:-

6B/6C/6W	Through Fire exit doors to Fire Assembly Point on the Astroturf. Follow the most direct route past the climbing frame.
5D/5H/5P	Down the Year 5 stairs through the main Fire exit door to Fire Assembly Point. Follow the most direct route past the climbing frame.
4E/4I/4M/3F/SEN	Down white stairs and grand staircase, through front door by office, past the the Sports Hall, following the path alongside the Astro Turf to Fire Assembly Point.
3G/3H	Down white stairs and grand staircase, through front door by office, past the the Sports Hall, following the path alongside the Astro Turf to Fire Assembly Point.
2B/2F, PA Office, Registrar	Down grand staircase, through front door by office, past the side of the Sports Hall to Fire Assembly Point.
1B/1C/Library/Cabin	Down middle staircase and through Fire exit door to Fire Assembly Point.
Drama/ICT	Down spiral stairs and out through back door. Turn right and follow the path past the climbing frame to the Fire Assembly Point.
Ladybirds 1	Turn right through exit to Nursery Fire Assembly Point on grass area adjacent to the Infant field.
Art room	Through back door to Fire Assembly Point. Turn right and follow the path past the climbing frame to the Fire Assembly Point.
RK/RW	Through Fire Exit past the Sports Hall to Fire Assembly Point.
Butterflies	Out the Nursery back door, through playground to Fire Assembly Point on grass area adjacent to the Infant field.
Caterpillars/Ladybirds 2	Out Nursery door through Main front door to Fire Assembly Point on grass area adjacent to the Infant field.
French/Music/DT/FT	Down staircase and out back door. Turn right and follow the path past the climbing frame to the Fire Assembly Point.
Science Room	Out Fire Exit in Room. Turn left and follow the path past the climbing frame to the Fire Assembly Point.
Maintenance Office, Games Office, Uniform shop, Sports Hall	Turn right and follow the path past the climbing frame to the Fire Assembly Point.
Peripatetic Music Rooms	Down spiral staircase and out through back door. Turn right and follow the path past the climbing frame to the Fire Assembly Point.
Staff Room	Emergency staircase through Music room. Turn right and follow the path past the climbing frame to the Fire Assembly Point.
After School Club and Breakfast Club in Dining Room	Fire Exit door next by middle staircase to Fire Assembly Point.

### **SCHOOL MEET ON THE ASTRO TURF**

### **ALL NURSERY MEET ON THE GRASS AREA ADJACENT TO THE INFANT FIELD**

If your normal route is blocked take the nearest exit. If the grand staircase is on fire the route leads through 3G/3H and adjacent SEN room and down middle stairs. If there is a fire immediately outside your classroom, shut the door and wait to be rescued if you cannot safely reach a fire escape.

### **EVACUATION RESPONSIBILITIES AT AKELEY WOOD JUNIOR SCHOOL AND NURSERY**

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<b>Responsible Person</b>	Clare Page	Ensures the safety of all employees, pupils, contractors and visitors on the premises.
<b>Fire Wardens</b>	Nikki Gowton  Martyn Turbayne	Controls 2-way radio Communicates with all Fire Marshalls Has grab bag with mobile phone and walkie talkie. Completes Fire Log Record Liaises with Fire Brigade and ADT Checks premises Issues 'All Clear'
<b>Deputy Fire Warden</b>	Steve Harris	Assists Fire Warden Deputises in his absence
<b>H&amp;S Coordinator</b>	Joy Engledow	Organises fire drills Ensures order and discipline during evacuation Liaises with Fire Wardens to complete Fire Log Record
<b>Fire Officers</b>	Lucy Houle (am) Lesley Skillman (pm)  Grace Hollingworth	Gathers attendance records; medical boxes; Mobile phone. Hands out class registers. Confirms all pupils accounted for.  Confirms all staff accounted for and reports to Main Fire Warden. Gives out registers
<b>Fire Marshal (Catering staff)</b>	Fiona Purnell	Gathers registers for kitchen staff Ensures speedy evacuation Ensures all catering staff accounted for Checks KS1 toilets and Visitors' toilet
<b>Fire Marshal (Cleaning Supervisor)</b>	Pat Heritage/ Supervisor	Gathers domestic staff registers and ensures speedy evacuation. Ensures all staff accounted for
<b>Fire Marshalls</b>	Steward Coughlan Year 6 Mark Peedell Year 5 Joy Engledow Year 4 Kelly Budimir 1 <sup>st</sup> floor Hannah Winnett Nursery Geri Anderson	Ensure that all staff and pupils are evacuated safely and quickly to the Assembly point from the relevant areas.  JE/HW to check toilets located on their floor.  Checks Peripatetic rooms, Drama Studio, staff toilets.
<b>Deputy Fire Marshalls</b>	Nicki Curtis Danielle Kandaros	Checks Infant toilets outside classroom. Checks Year 6 toilets.

**Deputy Fire Wardens'** responsibilities include the following:

- Being familiar with all exit points for the area concerned
- Being visible at the Fire Assembly Point
- Confirming that the Fire Brigade have been called
- Completing the roll call and identifying any absentees
- Confirming the shutdown of any necessary machinery or utilities
- Ensuring that the alarm system is reset before re-occupation of the premises
- Recording the Fire section of the H&S manual and participating in any debrief following the evacuation.

### FIRE EQUIPMENT

The most important issue in case of fire is the preservation of life. All staff must be aware of the location of break glasses and fire equipment near all their teaching rooms.

Equipment must remain in its designated location at all times. If it is used or missing, or if any member of staff is concerned that it may not be in working order, then the Site Manager must be informed as a matter of urgency.

### FIRE PRACTICES

## Health and Safety Policy

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Classes should be briefed by their form teachers on the fire procedure during the first week of the school year – including a walk through to the Assembly Point. There will be a fire practice at least once per term. Staff will not normally be notified in advance of these practices. It is the duty of form teachers to brief any new pupils of the fire procedures if they join during the school year.

### SITE SECURITY AND TRAFFIC

Akeley Wood School is open to the surrounding countryside, and it is practically impossible to be made entirely secure. Nevertheless there is a responsibility to take all reasonable steps to ensure that intruders cannot gain access, nor pupils leave the site and buildings.

Visitors to the School are required to report to the School Office, where they will be signed in and provided with a visitor's lanyard in red or green. Visitors wearing a red lanyard must be accompanied by a member of staff at all times whereas a visitor wearing a green lanyard can be unaccompanied due to relevant checks being in place. Both staff and pupils are asked to be vigilant in ensuring that all people on site have a valid reason for being in school.

The school building is unlocked at 7.00am and may remain open until 8.00pm to enable cleaning to take place. Between 8.00pm and 8.00am, at weekends and during some holiday periods, the buildings are locked and alarmed.

Pupils are carefully supervised during breaks and at lunch-time in those areas that are designated for them, and levels of supervision are compatible with the age of pupils and the varied areas in which they may play.

The beginning and end of the school day see high volumes of traffic arriving at and departing from the School. Patterns for the movement of traffic are established and are communicated clearly to parents, and Site Maintenance staff are on duty at the busiest times to control the movement of traffic.

### ACCIDENTS

An **Accident Book** is kept in the First Aid Room. Once the immediate circumstances of an accident have been dealt with, the member of staff on duty, or in charge of the lesson/activity during which the accident has occurred, should record the details of the accident, including the names of any witnesses, in the Accident Book, and in accident report form HSAF 1. The report should include the time and location of the accident, the full name of the person(s) involved and a brief summary of the actions taken.

Not all accidents will involve actual bodily harm, but should nonetheless be recorded if they have potential to cause longer term injury. This will be particularly so for head injuries which, however slight, must always be recorded in the First Aid Record Book. See Bumped Head Procedure document.

Parents must be informed of any significant accident that takes place to their child whilst he or she is in our care (all cases of head injury, however slight, must be reported). This will normally be done by telephone. If this proves impossible a note should be written in the child's **School Planner**. The information should include details of the accident, illness or emergency, what action was taken by the School and suggestions about what further action, if any, needs to be taken by the parents.

In the event of a more serious accident, the School will involve the emergency services, keeping parents informed of the actions being taken. Before the arrival of the emergency services, decisions must be taken by qualified First Aiders as to whether the victim should be moved or care provided.

### FIRST AID

The duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. Under this legislation the aim is to provide first aid facilities and personnel necessary to meet the needs of the School.

It is the duty of every member of staff of the School to:

- Ensure that all pupils receive first aid when injured
- Seek first aid when injured at school
- Ensure fellow members of staff injured at school, if unable to seek help for themselves, receive suitable attention as soon as possible
- Report any use of the first aid facilities to the First Aid Coordinator
- Make correct and authorized use of the first aid facilities
- Ensure that a First Aid kit is taken to any off site activity.

## Health and Safety Policy

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If First Aid is required, a message should be sent to the School Office in the first instance. A medical room is provided for patients..

First aid boxes are located in the medical room, the kitchen, the nursery, the Maintenance room, the Sports Hall, Tudor House (Y6), 1<sup>st</sup> Floor, Top Floor, DT Room, Food Tech Room, Forest School, Science Room and PE Office.

The names of qualified first aiders are displayed inside the first aid boxes.

First Aid boxes are checked by the First Aid Coordinator on a fortnightly basis.

### OCCUPATIONAL STRESS

#### Statement of Intent

Akeley Wood School is fully committed to introduce measures for combating stress for its employees whilst engaged on school business and/or on school premises. The School will give full support to any staff who report mental or physical suffering as a result of work related stress.

Any reports of stress will in no way be seen as an adverse reflection on an individual's ability to perform his/her duties satisfactorily, even though stress is in part defined as an inability to cope. All reports made will be treated in the strictest confidence, unless otherwise directed by the individual concerned.

For all confirmed cases of stress, the School will provide local support help towards the employee's recovery and make means for professional counselling if required.

### THE ADMINISTRATION OF MEDICINES

#### Medical Information

The ***Pupil Medical Records File*** in the School Office detail the medical complaints of which the School has been informed. A summary of this information is circulated to all teachers at the beginning of each academic year.

Photographs of pupils with serious and life-threatening complaints and allergies are displayed in the staff room and the First Aid Room and key areas around the school e.g. Dining Room, Kitchen, together with details of what to do in an emergency.

Teachers should make themselves aware of any problems that pupils they teach may have.

#### Administering Medicine

Medicine may only normally be administered by a member of the Admin team. If, however, a member of the Admin team is not available for any reason, a first aider with a current certificate may administer medicine.

Any medicine handed to the School Office by a parent or child must be accompanied by a completed 'Request to Administer Medication' form. Any medicine brought by a child without a completed form must have a telephone call to the parents to ascertain permission for its administration on that day, but, again, care must be taken to give the recommended dosage.

If in any doubt, do nothing without consulting the pupil's parent.

#### Staff Medicine

If staff need to take medicines for their own use they must be stored appropriately in a locked cupboard.

### HAZARDS

Every member of staff of the School is expected to:

- Report hazards immediately to the Health and Safety Coordinator
- Take reasonable care for their own safety by not continuing with activities which appear to present a hazard of injury until such time as the Health and Safety Officer has authorised that it is safe to do so
- Warn fellow staff members of immediate danger

Any maintenance required must be reported in writing to the Site Manager, by completing a maintenance form within the folder in the School Office, who will deal with the problem as soon as reasonably possible. If, for any reason the room is unsafe, then the matter will be dealt with urgently and alternative arrangements for teaching



## **Health and Safety Policy**

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will be made by the Deputy Head in the meantime. All members of staff should be aware of the cleanliness of their teaching rooms, and any complaints should be made to the Site Manager or Cleaning Supervisor, not to the individual cleaner.

All staff should follow the guidelines relating to working at height. If unsure they should consult their site representative before proceeding. Any work above two metres must not be undertaken before a risk assessment has taken place.

### **VALUABLE EQUIPMENT AND PROPERTY**

All large equipment used in school should be security marked and secured in place if appropriate. For further information contact the Business Manager.

Do not leave any items of personal property in unlocked classrooms. If it is necessary for staff to bring expensive items to school, they should be left with the School Receptionist who will lock them away until required. No confidential material should be left unattended at any time.

### **HIRERS, CONTRACTORS AND OTHERS**

When the premises are used for purposes not under the direct supervision of the Head, the principal person in charge of the activities for which the premises are in use will take responsibility for safe practices.

The Head and/or the Business Manager will seek to ensure that hirers, contractors or others who may use the School's premises conduct themselves and carry out their operations, in such a manner that all statutory and advisory safety requirements are met at all times.

If the premises are hired to persons outside the employ of Cognita Limited, it will be a condition that they are familiar with the School's Health and Safety Policy and that they comply with all safety directives of the Head and/or School owners and agree that they will not, without the permission of the Head or owners:

- Introduce equipment for use on the School premises
- Alter fixed installations
- Remove or tamper with any fire and safety notices and equipment
- Take any action that may create hazards for any person using the premises or for the staff, pupils and parents of the School.

All contractors who work on School premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act (1974) and must have due regard to the safety of all persons using the premises in accordance with ss.3 – 4 of that Act.

The School's owners, through the Head and Business Manager, draw the attention of all users of the School's premises (including hirers and contractors) to section 2 of the Health and Safety at Work Act (1974), which states that no person shall intentionally or recklessly interfere with or misuse anything that is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **DISABILITY ACCESS**

An independent audit into access at Akeley Wood Junior School was carried out. This highlighted the fact that the nature of the building and its Listed status did not make this an easy task to overcome. The survey recognised the fact that it was hoped to develop the Junior School site, and any future new build would certainly take into account disability access and facilities.

The report recommended four levels of priority, as an approach to dealing with accessibility both for public and pupils

Priority 1 – Urgent and relatively low cost

Priority 2 – As soon as reasonably possible

Priority 3M – Carried out under normal maintenance and capital works

Priority 3R – At the next refurbishment

Priority 4 – Specific needs

The School will continue to implement the various priorities

### **LEGIONELLA**

The School looks to ensure that it complies with legislation in relation to Legionella and undertakes full independent surveys for each site with any recommendations being implemented.



## Health and Safety Policy

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### EMERGENCY & FIRST AID RELATED POLICIES AND PROCEDURES

School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Accident and Incident Reporting	Headteacher	April 2016	April 2017
First Aid Policy	Headteacher	April 2016	April 2017
Critical Incident Management Plan	Headteacher	Sept 2015	Currently being reviewed Sept 2016
Prevention and Control of Infection and Communicable Diseases Procedures	Headteacher	June 2016	June 2017
Fire Risk Management Policy	Headteacher	June 2016	June 2017
Fire Risk Strategy	Headteacher	June 2016	June 2017
Serious Incident Reporting Procedure	Headteacher	Dec 2015	Dec 2016

## Health and Safety Policy

### FACILITIES RELATED POLICIES AND PROCEDURES

STANDARD REQUIRED FACILITIES RELATED POLICIES			
Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Adverse Weather Policy	Headteacher	Oct 2015	Oct 2016
Asbestos Management Plan	Headteacher	Sept 2016	Sept 2017
Caretaking and Site Staff Policy	Business Manager	Sept 2016	Sept 2017
Catering Policy	Headteacher/Catering Manager	Sept 2016	Sept 2017
Cognita TOR Group Compliance	Head Office		
Control of Contractors Policy	Headteacher	Sept 2016	Sept 2017
COSHH (Control of Substances Hazardous to Health) Policy	Headteacher	Sept 2016	Sept 2017
Display Screen Equipment Policy	Headteacher	Sept 2016	Sept 2017
Electrical Safety Policy	Headteacher	Sept 2016	Sept 2017
Group Transport Policy and Guidelines	Business Manager		
Legionella Policy	Business Manager	Sept 2016	Sept 2017
Lone Working Policy	Headteacher	Sept 2016	Sept 2017
Machinery, Plant and Equipment Policy	Business Manager	Sept 2016	Sept 2017
Manual Handling and Lifting Policy	Business Manager	Sept 2016	Sept 2017
Risk Assessment Policy	Headteacher	Sept 2016	Sept 2017
Premises Management Policy	Headteacher	Sept 2016	Sept 2017
Security, Workplace Safety and Protection from Violence	Headteacher	Sept 2016	Sept 2017
Sun Protection Policy	Headteacher	April 2016	April 2017
Welfare Policy	Headteacher	Sept 2016	Sept 2017
Working at Height Policy	Headteacher	Sept 2016	Sept 2017
ADDITIONAL FACILITIES POLICIES – SPECIFIC TO THE SCHOOL			
School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date

## Health and Safety Policy

### RISK ASSESSMENTS

STANDARD REQUIRED RISK ASSESSMENTS			
Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Administration and Faculty Office Areas	Head's PA / Admin Department	Sept 2016	Sept 2017
Art Class Rooms	Head of Art	Sept 2016	Sept 2017
Cleaning Activities	Business Manager	Sept 2016	Sept 2017
Design and Food Technology Rooms	Head of Food Tech/DT Coordinator	Sept 2016	Sept 2017
Early Years Foundation Stage	Head of Early Years	Sept 2016	Sept 2017
Eating Facilities	Headteacher	Sept 2016	Sept 2017
Events	Headteacher	Sept 2016	Sept 2017
External Grounds and Play Areas	Site Manager	Sept 2016	Sept 2017
Fire Risk Assessment	Headteacher/H&S Coordinator	Sept 2016	Sept 2017
General Caretaking Activities	Headteacher/Site Manager	Sept 2016	Sept 2017
General Class Rooms	Heads of Years	Sept 2016	Sept 2017
IT Class Rooms	ICT Coordinator	Sept 2016	Sept 2017
Learning Support and SEN Class Rooms	SENCO	Sept 2016	Sept 2017
Library	Library Coordinator	Sept 2016	Sept 2017
Lone Working	H&S Coordinator	Sept 2016	Sept 2017
Main Reception Area	Admin Dept	Sept 2016	Sept 2017
Music Rooms	Head of Music	Sept 2016	Sept 2017
Reprographics Areas	Admin Dept	Sept 2016	Sept 2017
School Assembly Areas	H&S Coordinator	Sept 2016	Sept 2017
Science Room	Science Coordinator	Sept 2016	Sept 2017
Staff Rooms	H&S Coordinator	Sept 2016	Sept 2017
Stairs and Communal Areas	H&S Coordinator	Sept 2016	Sept 2017
Storage Rooms	Admin Dept	Sept 2016	Sept 2017
Toilets and Welfare Areas	H&S Coordinator	Sept 2016	Sept 2017
Traffic Management	Site Manager	Sept 2016	Sept 2017

### ADDITIONAL RISK ASSESSMENTS – SPECIFIC TO THE SCHOOL

## Health and Safety Policy

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School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Sun Protection	Head of Early Years & KS1	Sept 2016	Sept 2017
Working at Heights	Site Manager	Sept 2016	Sept 2017
Indoor Games/Sport	Director of Sport	Sept 2016	Sept 2017
IT Tech & Server Room	ICT Coordinators/ICT Technician	Sept 2016	Sept 2017
Playgrounds	H&S Coordinator	Sept 2016	Sept 2017
Breaktimes	Headteacher/ H&S Coordinator	Sept 2016	Sept 2017
Outdoor Games/Sport	Director of Sport	Sept 2016	Sept 2017
Coaches/Minibuses	Business Manager	Sept 2016	Sept 2017

Authorised by [School Head]:

## Health and Safety Policy

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Mrs Clare G Page, Headteacher

**Date**

1<sup>st</sup> September 2016

**Effective date of the policy**

September 2016

**Circulation**

[School Assistant Director of Education /Chair of the School  
Safeguarding Committee/teaching staff/all non-teaching staff]

**Status**

Complies with requirements of the Health and Safety at Work etc Act  
1974

NOTE: This Model Health and Safety Policy document is subject to review and revision by Cognita, therefore please ensure that you are using the current correct version by checking with your school Head or their nominated Health and Safety Coordinator.

## Health and Safety Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Andy Moorhouse
Document author (name)	Greg Warwick and Melissa Jones
Specialist Legal Advice	n/a
Consultation	n/a

<b>Compliance</b>	
Compliance with	Health and Safety at Work etc Act 1974

<b>Audience</b>	
Audience	Heads

<b>Document application</b>	
England	Yes
Wales	Yes
Spain	No

<b>Version control</b>	
Implementation date	August 2016
Review date	August 2017

<b>Related documentation</b>	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures