



THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL

Health and Safety Policy



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CONTENTS

PAGE NUMBER

1. Key Staff Involved	4
2. Governing Body Statement	4
3. Aims	4
4. Organisation	5
4.1 Introduction	
4.1.1 The Governing Body:	
4.1.2 The Headteacher:	
4.1.3 The School Health and Safety Co-Ordinator	
4.1.4 Teaching/Non-teaching Staff Holding Positions of Special Responsibility	
4.1.5 All staff (including trainees and volunteers) will:	
4.1.6 Students:	
4.1.7 All other persons on the school site will:	
4.1.8 Health and Safety Representatives:	
4.1.9 Health & Safety staff representatives.	
5. Methods & Procedures	8
5.1 Accident and incident reporting	
5.2 Asbestos Management	
5.3 Bullying and Violence	
5.4 Child Protection	
5.5 Cleaning	
5.6 Contractors	
5.7 Duties – Student Safety	
5.8 Electricity	
5.9 Fire and Lockdown procedures	
5.10 First Aid and Medicine Control	
5.11 Gas and Heating systems	
5.12 Hazardous Substances	
5.13 Machinery and Equipment	
5.14 Manual Handling	
5.15 Legionella	
5.16 Monitoring (Premises and facilities)	
5.17 Off Site Educational Visits and Activities	
5.18 Personal Protective Equipment	
5.19 Radiation	
5.20 Reporting Procedures – for Serious Accidents and ‘Near-misses’	
5.21 Risk Assessment	
5.22 Security of the Site	
5.23 Stress Management	
5.24 Training	
5.25 Travelling to and from school	
5.26 Vehicles on Site – Control	
5.27 Waste Disposal	
5.28 Working at Height	
6. Monitoring, Evaluation and Review	19
7. Health and Safety Training	19

8. Consultation and Communication of Information	19	
9. Other Procedures:	20	
9.1 Emergency response management:		
9.2 Lettings management:		
APPENDIX ONE	Health and Safety Organisational Chart	21
APPENDIX TWO	Fire and Evacuation Procedures	22
APPENDIX THREE	Managing Medicine in School	28
APPENDIX FOUR	Statement of Intent	31

Article 28: *Every child has the right to an education. Discipline in schools must respect children's dignity and their rights.*

Article 6: *Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.*

Article 24: *Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy.*

1. Key Staff Involved

Role	Name(s)
Executive Headteacher	Nys Hardingham
Deputy Headteacher: School Continuity, Safety and Wellbeing	Matt Hutton
Buildings and Community Manager	Steve Johnson
Health and Safety Governor	Toby Simmonds

2. Governing Body Statement

The Governors will ensure that:

ALNS is a positive, safe, and inclusive school and it safeguards and promotes the health, welfare and safety of all students and staff. The Governors are fully aware of their responsibilities under the Health & Safety Act 1974 and other Health & Safety legislation relevant to the school's activities. To meet these responsibilities, they regard Health & Safety of paramount importance and give it the highest priority. It is therefore the intention of the Governors to ensure so far as is reasonably practicable, the health, safety and welfare of all students, staff, visitors, and other users of the premises.

3. Aims

The Governors and Headteacher are fully aware of their responsibilities under the Health & Safety at Work Act 1974 and other Health & Safety legislation relevant to the school's activities. In order to meet these responsibilities, they regard Health & Safety of paramount importance and give it the highest priority. It is therefore the intention of the Governors and Headteacher to ensure so far as is reasonably practicable, the health, safety and welfare of all students, staff, visitors and other users of the premises.

The objective of the Health & Safety policy is to minimise risks to the Health & Safety of Students, Staff and others affected by the school's activities, by identifying, removing and controlling hazards. This will be achieved by:

Providing and maintaining a safe and healthy working environment ensuring the welfare of all using the site:

- Complying fully with all statutory requirements to ensure a safe environment for all;
- Maintaining control of Health & Safety risks arising from our activities by providing safe systems, equipment and machinery;
- Providing appropriate information and instruction ensuring staff are suitable trained and competent to do their work safely;
- Developing a positive Health & Safety culture where accident prevention is at the forefront of the work for all parties concerned which is essential for the smooth and efficient running of the school;
- Consultation with all staff on matters affecting their Health & Safety in the working environment thereby ensuring they are fully aware of their legal obligation to co-operate fully with all Health and Safety measures in place;
- Reviewing and revising safe working practices and procedures periodically and when circumstances dictate a necessity to amend or improve.

All staff, students and visitors are required to act in a safe way themselves, use protective equipment provided, follow Health & Safety rules, regulations and requirements and report any hazardous conditions directly to the Building and Community Manager or the Headteacher.

4. Organisation

4.1 Introduction:

To comply with the Governing Body's Statement of Intent, the school's normal management structure has additional responsibilities, as detailed below. An organisational chart showing the school's health and safety management structure is at Appendix 1.

4.1.1 The Governing Body:

- The Governing Body has the following responsibilities and must ensure that;
- a clear written policy statement is created which promotes the correct attitude towards safety for staff, Students and stakeholders.
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities.
- persons have sufficient experience, knowledge and training to perform the tasks required of them.
- clear procedures are created which assess the risk from hazards and produce safe systems of work.
- sufficient funds are set aside with which to operate safe systems of work.
- health and safety performance is measured both proactively and reactively.
- the school's health and safety policy and performance is reviewed annually.

4.1.2 The Headteacher:

- The Head Teacher has the following responsibilities and must ensure that;
- they must fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare;
 - a clear written local Policy for Health and Safety is produced.
 - that the Policy is communicated to staff and others requiring the information.
 - appropriate information on significant risk activities is given to visitors and contractors.
 - appropriate consultation arrangements are in place for staff and their representatives.
 - all staff are provided with adequate information, induction and training on health and safety issues.
 - risk assessments of the premises and working practices are undertaken.
 - safe systems of work are in place for identified risk factors.
 - emergency procedures are in place.
 - equipment is inspected and tested to ensure it remains in a safe condition.
 - records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations.
 - arrangements are in place to monitor premises and performance
 - all accidents are investigated and any remedial actions are implemented.
 - they report to the Governing Body at termly on the health and safety performance of the school.

4.1.3 The School Health and Safety Co-Ordinator – Deputy Headteacher; School Continuity; Safety and Wellbeing

The designated Health & Safety Co-Ordinator is responsible for the day to day implementation of the School's Health and Safety arrangements. They will:

- ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept;
- ensure, in conjunction with the site team that any hazardous or dangerous conditions or situations reported are remedied as soon as possible;
- ensure that any 'near-miss' reported is recorded and cause resolved;
- ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be carried out;
- be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health & Safety guidelines, and have the relevant insurances etc. in place;
- ensure that all areas of the School are inspected, from a Health & Safety point of view, at least once per term;
- monitor the effectiveness of the implementation of the Health & Safety Policy;
- report to the Headteacher and Governors concerning Health & Safety matters, making recommendations as necessary;
- assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary;
- ensure that all Staff have adequate Health & Safety training for the tasks that they are required to perform, including the compilation of risk assessments;
- ensure that all Staff have received a copy of the Health & Safety Policy and visitors have received a copy of the Health & Safety guidelines and are aware of their legal obligations to co-operate fully with the contents;
- work within own level of competence seeking guidance and direction from the appropriate authority when required.
- notify Governors of Inspection visit in advance and report back at the next available meeting.
- carry out any other functions required by the Headteacher or Governing Body.
- In the absence of the School Health and Safety Co-Ordinator, the Building and Community Manager will Deputise.

4.1.4 Teaching/Non-teaching Staff Holding Positions of Special Responsibility:

This includes Deputy Headteachers, Senior Leaders with leadership with line management responsibilities for Science, Design & PE Design, Middle leaders, technicians and members of the Premises team. They have the following responsibilities;

- apply the school's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- carry out health and safety risk assessments of the activities they are responsible for
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work
- attempt to resolve health, safety and welfare problems from members of staff or refer them, to the Headteacher. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Unit for advice
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and Students to avoid hazards and contribute positively to their own health and safety
- investigate any accidents that occur within their area of responsibility

- keeping the Headteacher informed on the health and safety performance of his/her department or area of responsibility through regular line management

4.1.5 All staff (including trainees and volunteers) will:

- fully familiarise themselves with the Health & Safety Policy and the Statutory Regulations;
- ensure that all Safe Methods and Procedures are followed at all times and in particular ensuring student's safety is paramount;
- observe Health and Safety Rules at all times;
- conform to all advice given by the Health & Safety Officer and instructions of others with a responsibility for Health & Safety;
- report in writing all accident, damage, hazardous or dangerous conditions or situations or 'near misses' to the Health & Safety Officer or Headteacher without delay;
- assist in investigations due to accidents, dangerous occurrences or 'near misses';
- be appropriately dressed to carry out their job whilst maintaining the school dress code
- wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate;
- ensure that working areas are kept clean and safe;
- inspect all equipment before use to establish that it is safe to use;
- familiarise themselves with First Aid and Fire Procedures;
- look after all Health & Safety equipment properly and report any defects immediately;
- exercise good standards of housekeeping and cleanliness.
- not act in a way that may cause harm or ill-health to others.
- co-operate with appointed Safety Representative(s).

4.1.6 Students:

Students, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

4.1.7 All other persons on the school site will:

- observe the Health and Safety Regulations and Rules and the Instruction given by persons enforcing the Health & Safety Policy;
- not work on the premises until the relevant rules are read, understood and accepted;
- not work on the premises until covered by insurance against risk.

4.1.8 Health and Safety Representatives:

The Health and Safety Committee (including the Health and Safety Governor) will meet at least 5 times per year for updates on the following:

- to receive reports from the Health and Safety Co-Ordinator? on Health & Safety matters;
- to ensure that current Health & Safety legislation is being complied with;

- to consider the causes of any accidents that have occurred and to ensure methods and procedures are in place to prevent any recurrence;
- to carry out any joint inspection of the School that may be required
- to consider any communication received from the Health & Safety Executive and recommend action to be taken as appropriate.

4.1.9 Health & Safety staff representatives.

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996. PCC does not distinguish between union and non-union Safety Representatives in their corporate H&S policy. The requirements of the two sets of regulations are similar and give the same facility to representatives; however there are some differences with regard to those who are union appointed. The respective Unions and PCC H&S Unit can provide additional advice, if required.

The Governing Body recognises the role of appointed Health and Safety Representatives and the JCNC: Joint Consultation and Negotiation Committee provides a platform for all staff to be represented on health and safety matters. Representatives will be allowed to investigate accidents and potential hazards, pursue staff complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Representatives are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Head teacher or Governing Body.

5. Methods & Procedures

The following methods, procedures and Practices are in place at Admiral Lord Nelson School (listed alphabetically):

5.1 Accident and incident reporting

All accidents and near misses need to be recorded.

Accident/Incident Forms must be completed as close to the incident as possible but, at the latest, by the end of the working day. Forms are available from the Medical Room. Once complete they are returned to the Medical room staff or directly to the Buildings and Community Manager.

All dangerous occurrences (any event or situation which could have caused serious harm) need to be reported immediately to the Buildings and Community Manager, Deputy Headteacher or Headteacher. All near-miss incidents should be reported to the Medical Room where staff will be required to complete a brief written report. All recorded incidents are reported to the Health and Safety Committee.

5.2 Asbestos Management

The asbestos register is held in the Building and Community Office

The Building and Community Manager, or a nominated delegated member of the Premises team is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to PCC asbestos management team.

The issues relating to Asbestos are covered by statutory regulations in addition to COSHH. The School has an Asbestos Register in place, completed by a Specialist Contractor, and

held in the Building office for ease of access to relevant people. Any contractor undertaking work within School where there is evidence of Asbestos are provided with detail / briefed on the contents of the Asbestos Report for the school.

5.3 Bullying and Violence

All staff must report to their line manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be managed using the internal school reporting systems and using the PCC Violence against School Employees (Reporting & management) policy if deemed appropriate.

5.4 Child Protection

Child Protection, safeguarding and promoting the welfare of children is everyone's responsibility. The ALNS safeguarding policy clearly outlines the expectations, responsibilities and actions necessary should any member of staff become concerned for the welfare of a student or student discloses anything to them.

5.5 Cleaning

Cleaning in the school is carried out by the School's own staff and has a regular schedule of cleaning. The cleaning supervisor with the site team will:

- ensure that the Staff are trained in the correct usage and handling of the cleaning products;
- ensure cupboards containing cleaning materials are appropriately labelled and locked when not in use;
- ensure any significant spillages are reported and cleaned as soon as possible.

5.6 Contractors

The School is aware of its obligations under The Health & Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations, The School exercises control over contractors in the following way:

Identification of Suitable Contractors

The following items will be taken into account:

- Adequacy of Health and Safety Policy;
- Safe Systems of Work in Operation (Method statements, Risk Assessments);
- Training Standards;
- Public liability insurance.

Identification of Hazards

The Contractor will be required to demonstrate that all hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards on site - e.g. Asbestos;
- Safe access to/egress from the site;
- Confined Space Entry;
- Storage of any hazardous materials;
- Occupational Health risks including Noise.

Control of Contractors on Site

- The site team will co-ordinate all Health and Safety aspects

- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Provision by Contractor of Written Method Statements in advance
- Notification by Contractor of all accidents or 'near misses' to site team immediately
- All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

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

The Building and Community Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

5.7 Duties – Student Safety

The School Staff have a Statutory Duty Rota to ensure that adequate supervision is available at all times.

The Deputy Headteacher; School Continuity; Safety and Wellbeing has responsibility for the Statutory Duty Rota and will ensure students have adequate amount of freedom within the School Grounds, commensurate with enjoying a healthy and safe environment;

Duty Staff who identify an area of the School Grounds that is potentially unsafe, report it immediately to the Deputy Headteacher; School Continuity; Safety and Wellbeing and/or Buildings & Community Manger. Following an assessment the area may be designated it 'out of bounds' to ensure that it is not used until directed so, following remedial work.

5.8 Electricity

Electricity can cause a threat to life and is deemed to be dangerous. To reduce the risk of harm the school ensures that they follow the statutory guidelines. The Building and Community Manager ensures that statutory requirements are fulfilled within timescales and guidance. To enable this, we;

- Fixed wire test the electrical system on a 5 year programme
- PAT (Portable Appliance Testing) test all portable electrical appliances
- Have an SLA (Service Level Agreement) with a qualified contractor servicing equipment.
- Only use approved contractors on-site

5.9 Fire and Lockdown procedures

The School is regularly inspected to ensure that it complies with all relevant requirements.

A Fire Risk Assessment is to be completed regularly by an External Consultant to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with. Fire and evacuation procedures are detailed in Appendix 3 and are reviewed annually or where there has been a change in circumstance.

General

- Fire Evacuation Procedures are provided in Appendix 2 & are also located in the Staff Handbook;
- Fire Evacuation Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire;
- Details of assembly points are included in Fire Procedure instructions;
- Students are regularly instructed in the action to be taken in the event of fire;
- Visitors are provided with instructions via a handout from reception.

Fire Drills

Fire practices are carried out each term and these practices are recorded in the Fire Management folder

Lockdown Procedure

The Head teacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. **RUN - HIDE – TELL** In this event, stay in the classroom, sit on the floor/under tables or against a wall. Staff and students are to keep out of sight and are to stay away from doors. The signal (alarm) for evacuation of the building (if necessary) will be; a continuous pulsing noise by the school bell and normal evacuation procedure should be followed.

Smoking Policy

- Smoking constitutes a fire hazard and is against the law within the premises.
- All Staff, Parents, Students and Visitors are made aware that the School is a non-smoking site, this includes the use of 'E-cigarettes' or E-cigarette chargers are to be used on-site.
- Smoking on the premises is also against our code of conduct and therefore any offender will be subject to disciplinary procedures.

5.10 First Aid and Medicine Control

First aid

- First aid boxes are provided at the following locations; Reception, Medical Room, Building and Community Office, Exercise Deck reception, Science Prep-room, Design 1, 3 & 5.
- The following staff are available to provide first aid:

Raelene Philips	British Red Cross	First Aid At Work	22/06/2021
Steve Johnson	British Red Cross	First Aid At Work	22/06/2021
Libby Hockey	British Red Cross	First Aid At Work	05/10/2021
Andrea Emmerson	British Red Cross	First Aid At Work	25/01/2022
Anne Keen	British Red Cross	First Aid At Work	25/01/2022
Helen Blakeledge	St Johns Ambulance	First Aid at Work	04/12/2022

- In event of needing first aid assistance, either: -
 1. Locate the nearest first aider
 2. If an ambulance is required, call "999", then inform Reception. Reception are to inform the emergency services where and then to co-ordinate with staff via the walkie talkies.
 3. Transport to hospital:
 4. No casualty should be allowed to travel to hospital unaccompanied. The Medical Room Lead will designate an accompanying adult in emergencies where a parent(s) is unable to.

Medicines

First Aid and Medicines are under the direct control of the medical room. First Aid Boxes are maintained and managed by the Medical Room staff. The School requires parents to fill in a Medical Form for Students and a medicine Consent Form when they bring medicines in.

The following items are managed by the medical room lead:

- Student's Medicines – whether it is kept in a locked cabinet or refrigerator and administered as directed or if Student is authorised to carry (inhalers);
- Dispensary Log - detailing what has been given to whom, for the record;
- A stock of paracetamol for general use, kept in a locked cabinet and dispensed only with prior consent from parents;
- The Accident Book - filled in for any injury, however minor, requiring treatment;
- The 'near-miss' log – filled for any near misses – to be reported directly to The Health & Safety Co-Ordinator;
- The School will report any work-related deaths, major injuries, injury lasting more than seven days, any work-related diseases and dangerous accidents to the local HSE Office as required by the RIDDOR regulations. Such an accident will also be recorded in the Accident Book;
- Managing Medicine in School practices and protocols are included in APPENDIX FOUR

5.11 Gas and Heating systems

All plant and equipment requiring statutory inspection and testing (i.e. heating boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors.

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone; 0800 111 999 stating location. Reception are to inform the emergency services where and then to co-ordinate with staff via the walkie talkies. The main gas cut off is located on the Ground floor services cupboard behind Hamiltons.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

5.12 Hazardous Substances

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- Listing of Substances being used to establish whether they come under COSHH Regulations in relevant locations, referencing Material Safety Data Sheets (MSDS);
- Carry out COSHH Assessment having regard to the following points:
 1. Prevention or Control - ideally prevention by substitution of a non-controlled substance but if not possible control.
 2. Control Measures to be adopted.
 3. Maintenance of the Control Measures.
 4. Monitor the situation to establish that the measures are effective.
 5. Undertake Health monitoring where relevant.
 6. Carry out Instruction and Training to ensure; correct handling, storage and disposal; Emergency Procedures; Methods of Control; Use of Personal Protective Equipment
- Record all information on relevant assessment form which is held in the site hut;
- Sharps and Medical waste is stored and disposed of via a contract.

- All Science/design and technology/Art teachers and technicians should follow guidance contained in the CLEAPPS HazCards.
- Other areas should follow procedures as identified in relevant COSHH assessments

5.13 Machinery and Equipment

Maintenance on all School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:

- General Inspection of equipment by Maintenance Staff and Teaching Staff before use;
- Annual checks on Portable Electrical Equipment – with regular monitoring;
- Annual Service of Heating Equipment;
- Annual service of Fire Extinguishers;
- Servicing of Fire Alarm System under contract;
- Servicing of Catering Equipment under contract;
- Five yearly checking of fixed electrical wiring;
- Emergency lighting.

5.14 Manual Handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process;
- Where activities involving risk cannot be avoided they will be subject to a Risk Assessment;
- The risk of injury will be reduced as far as reasonably possible by:
 - Assistance from other personnel;
 - Use of sack truck/flatbed trolley or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. Training via a 3rd party is undertaken through organised Inset sessions

5.15 Legionella

PCC provides advice and has assisted with the preparation of the school's Legionella Risk Assessment. The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore, a process is in place to commission a risk assessment of our water systems that will be reviewed on a three yearly basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by an accredited contractor as designated by PCC

5.16 Monitoring (Premises and facilities)

General building maintenance is carried out by Wings Technical Services on an Annual Service Level Agreement. The Building and Community Manager will be responsible for ensuring that all identified general building maintenance is carried out by approved contractors.

Inspection of premises will be carried out on a regular basis by the Building and Community Manager or a delegated member of the Premises Team. Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Statutory inspections: Fire, intruder alarm and CCTV systems will be subject to a maintenance programme in line with statutory requirements. This planned maintenance will be managed by the Building and Community Manager.

Ladders and access equipment: The site team will be responsible for inspection and maintenance of ladders and other access equipment following guidance from the Building and Community Manager.

Portable electrical appliances: Inspection and testing of portable electrical appliances will be carried out by assigned and approved contractors on an annual programme.

Equipment maintenance – Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

5.17 Off Site Educational Visits and Activities

For all school trips and visits there must be authorisation received in advance from the Educational Visits Co-ordinator (EVC) and where appropriate, the relevant information logged in detail on the EVOLVE website which is held by Hampshire County Council on the school's behalf. The Educational Visits Co-ordinator is the Deputy Headteacher: School Continuity, Wellbeing and Safety.

The main provisions are summarised as:

- careful planning of trip with prior visit made by the organiser if necessary;
- adequate evaluation of all Health and Safety factors involved;
- a full risk assessment must be completed and approved by the EVC;
- adequate notice given to parents of all aspects including an itinerary of the trip and written permission obtained for a student to go on the trip;
- authorisation must be formally provided from the EVC prior to departure.

For all off site activities the following points will be taken into consideration:

- any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements;
- the expertise of Staff accompanying the trip and qualifications relevant to the activity
- the Accident and Emergency procedures;
- a designated Contact person who knows the itinerary and is able to alert the relevant pre-arranged contacts – Headteacher/Deputy Headteacher;
- Risk Assessment of any hazards that are likely to be encountered;
- Ratios are used which, follow HCC guidance, and are considered to ensure adequate supervision for students, commensurate with the activities that are being undertaken.

Where activity centers are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

5.18 Personal Protective Equipment

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will be applied by the School:

- provide suitable PPE;
- assess present PPE;
- maintain PPE;
- provide accommodation for PPE;
- ensure PPE is compatible;
- replace PPE where lost or damaged;
- ensure PPE is used properly through instruction and training of staff.

Under the same Regulations, Staff will:

- use the PPE correctly;
- always wear PPE;
- report any loss or defect;

5.19 Radiation

The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the school along with a Radiation Protection Officer for Children's Services. The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the school and local authority. The role of the Radiation Protection Supervisor and Officer is to ensure that the school complies with the ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

5.20 Reporting Procedures – for Serious Accidents and 'Near-misses'

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and are as follows:

IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE VIA THE QUICKEST METHOD (TELEPHONE/ONLINE) IF ONE OF THE FOLLOWING OCCURS:

- Deaths and Specified Injuries to Staff, Student or Any Other People in a workplace accident on the premises
- Dangerous Occurrences
- Occupational Diseases
- **Please refer to the regulations on the website www.hse.gov.uk/riddor.**

Reporting:

- an online report will be sent to the Health & Safety Executive within fifteen days of any notifiable incident covered by any of the above;
- an online report will be sent to the Health & Safety Executive within fifteen days for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days as a result of workplace accident;
- an online report will be sent to the Health & Safety Executive within ten days in the case of ill health listed in the Regulations.
- **Please refer to the website <https://www.hse.gov.uk/riddor/report.htm>**

Record Keeping:

Records will be kept of any injury, occurrence or disease is kept in the Medical Room and will include the time, date, location, those involved and a description of the event.

5.21 Risk Assessment

Risk Assessments will be carried out on all potential hazardous activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The Assessment will establish the following:

- the potential Hazards associated with a particular activity;
- the Potential Frequency and Severity of an accident;
- the Control Measures being employed to minimise the risk of an accident occurring;
- the Action to be taken to adequately control the hazard;
- there is a snow/ice procedure in place and shared with parents. A full risk assessment is carried out and a final decision made on Health & Safety grounds by the Headteacher in conjunction with the Building and Community Manager

Risk assessments, depending on their relevance will be carried out by the following;

- General risk assessment - will be co-ordinated by the Building and Community Manager;
- New and expectant mothers risk assessment - will be carried out by the Building and Community Manager and/or HR Manager
- Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject technicians;
- Fire safety assessment - A site-specific FRA (Fire Risk Assessment) will be carried out by an approved and qualified Fire Risk Assessment company/individual;
- Manual handling assessments - Manual handling risk assessments will be carried out (co-ordinated) by the Building and Community Manager;
- Computers and Workstation assessments - Workstation DSE assessments will be carried out by; Building and Community Manager in conjunction with the IT Services Manager;
- Hazardous substances – Subject technicians are responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual
- Violence - Assessment of the risks of violence to staff will be carried out by; Deputy Headteacher; School Continuity, Safety and Wellbeing
- PEEPS - Students and staff who have significant medical needs that may make their safe evacuation difficult (e.g. they are on crutches) must have a PEEP completed by Medical Room staff and stored in the Medical Room

5.22 Security of the Site

The School takes all reasonable steps to prevent unauthorised access on the premises.

- Visitors are required to report to Reception on arrival and are issued with a badge to establish their identity to staff and students;
- Staff are required to be vigilant at all times and to challenge any person who is not known or wearing a visitor's badge to establish whether or not they should be on the School premises.
- The Site team on duty from 6am – 10pm Monday to Friday and they are responsible for the security of the buildings;
- Security of the buildings out of school hours is assisted by the installation of an Intruder Alarm and CCTV around the Site.

5.23 Stress Management

The Stress Management Policy outlines how Stress Management is managed at ALNS.

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. A members of staff's line manager will liaise directly with them in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

'Tackling work related stress at ALNS' is being addressed using the HSE Management Standards approach. This work is being led by the Deputy Headteacher and a steering group made up of a range of teaching and support staff including union representatives.

5.24 Training

All staff receive a Health & Safety briefing at the beginning of every academic year. Any new staff receive Health & Safety Induction Training in line with the School's Induction Programme. Premises team members and subject specific technicians etc. will be given additional training, as necessary, appropriate to the tasks that they are to fulfill.

In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged, including the assessment of risks.

All employees will be informed about, and trained in, all appropriate health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

Training, whenever possible, will be conducted during working hours. All staff will receive appropriate training in the need for, and completion of, all risk assessments necessary to ensure a safe and secure working environment at Admiral Lord Nelson School.

5.25 Travelling to and from school

The safety of students and staff travelling to and from school is a high priority. Assemblies and the curriculum are regularly used to highlight the dangers of road safety. Bike ability training sessions are offered to all students, where funding and availability allows.

Students wishing to cycle to and from school by either bicycle or moped must complete a written permit signed by their parents. Students wishing to cycle to and from school agree to wear a bike helmet etc. and those traveling by moped must show evidence of insurance, Licence details etc. Permits are collated and held in a file behind reception and updated annually.

Permission to park on school premises will be declined if students persistently breach the safety expectations or are not able to provide the required legal paperwork.

School staff are a visible presence at the beginning and end of the school day at key areas to the front of the school contributing to student's safe journey to and from school.

5.26 Vehicles on Site – Control

The Control of vehicles on site is of paramount importance to ensure the safety of Students, Staff and Visitors. Drivers are required to control the speed of vehicles on the grounds.

The following rules must be observed at all times:

- The car park is closed to all vehicles (except emergency) between 08.00 – 08.30 and 14.45 – 15.15 thus ensuring the safe entrance/exit of students onto the grounds
- speed must be kept to a minimum
- drivers are required to observe the one-way system in the grounds
- care to be exercised always as there may be children crossing roadways
- parking only to be carried out in designated areas – thus allowing access for emergency vehicles

- delivery/contractor vehicles must park appropriately within parking bays or hatched parking area when delivering

Arrangements for disabled persons; There are designated disabled parking bays located in the school car park. Only those entitled to park in these bays are able to do so.

5.27 Waste Disposal

General Waste: The disposal of general waste is carried out in the usual manner by regular collections via contract agreement.

Food Waste: Food waste is similarly disposed of via contract agreement.

Medical Waste: Medical waste is disposed of through contract agreement

Hazardous Waste: Where there is a requirement to dispose of Hazardous waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, the WEEE Directive will be taken and specialist contractors will be employed to carry out the disposal. Relevant records will be kept by the school

5.28 Working at Height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. The regulations apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height should be properly planned and organized;
- all staff will be properly trained and competent to Work at Height;
- a Risk Assessment will be carried out to establish the correct access equipment;
- equipment for Work at Height will be properly inspected and maintained;
- risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- avoiding Work at Height if reasonable to do so;
- using work equipment or other measures to prevent falls where Work at Height cannot be avoided;
- where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

6. Monitoring, Evaluation and Review

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following;

- The Policy is reviewed every year by the Senior Leadership Team and Governors as part of the self-evaluation cycle. Appropriate action is taken if changes are required.
- The Deputy Headteacher – School Continuity, Wellbeing and Safety will conduct an annual premises inspection with the Building and Community Manager and H&S Governor.

- The governors' agenda and Headteacher's report to the governors will both have health and safety as standing agenda items.
- To maintain and improve standards throughout the school a formal premises inspection will be undertaken monthly and records kept.
- The Senior Leadership Team will include health and safety as part of the agenda of their regular SLT Wider meetings

7. Health and Safety Training

Health and safety induction training will be provided for all new employees by the Building and Community Manager and/or Deputy Headteacher School Continuity, Wellbeing and Safety. Compulsory PCC Health & Safety courses are required to be completed within the first month of employment.

1. Health and Safety staff induction (needs completing once)
2. Fire safety training (and then completed every 2 years during employment).

Any other specific job-related training will be specified during induction period. The central training system is held by Curriculum Planning/Director of Design.

A range of courses are offered by PCC and these can be found on the Managed Learning Environment (MLE).

8. Consultation and Communication of Information

The Health and Safety Committee meets half termly to discuss health, safety and welfare issues affecting staff, students and visitors.

Action points from meetings are brought forward for review by school leadership.

The Health and Safety Committee representing the various groups within the School is comprised of: Health and Safety Governor, Headteacher, Deputy Headteacher – School Continuity, Wellbeing and Safety (Chair), Curriculum Planning/Director of Design, Building and Community Manager, Senior Science Technician, Union Safety Representatives, Headteacher PA (Clerk)

Function and Objective:

- To provide effective communication and consultation between management and employees to ensure that the health and safety policy is properly maintained and developed;
- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To develop policy to improve and maintain health and safety issues for staff and students;
- To encourage the implementation and maintenance of effective safety rules and practices;
- To consider and make recommendations to the Governing Body regarding individual health and safety issues which have not been resolved at operational management level. The Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at operational management level. The Committee shall normally not consider such cases until the above action has been taken. If it is felt that a safety matter has not been resolved effectively within the Committee, any member of staff is free to take the matter up with the Governing Body through his/her staff representative.

Further information

The Health and Safety Law poster is displayed on the staff room on the Health and Safety noticeboard. Health and safety advice is available from Portsmouth City Council, Corporate Health and Safety Manager/Advisor, 02392 841131

9. OTHER PROCEDURES:

9.1 Emergency response management:

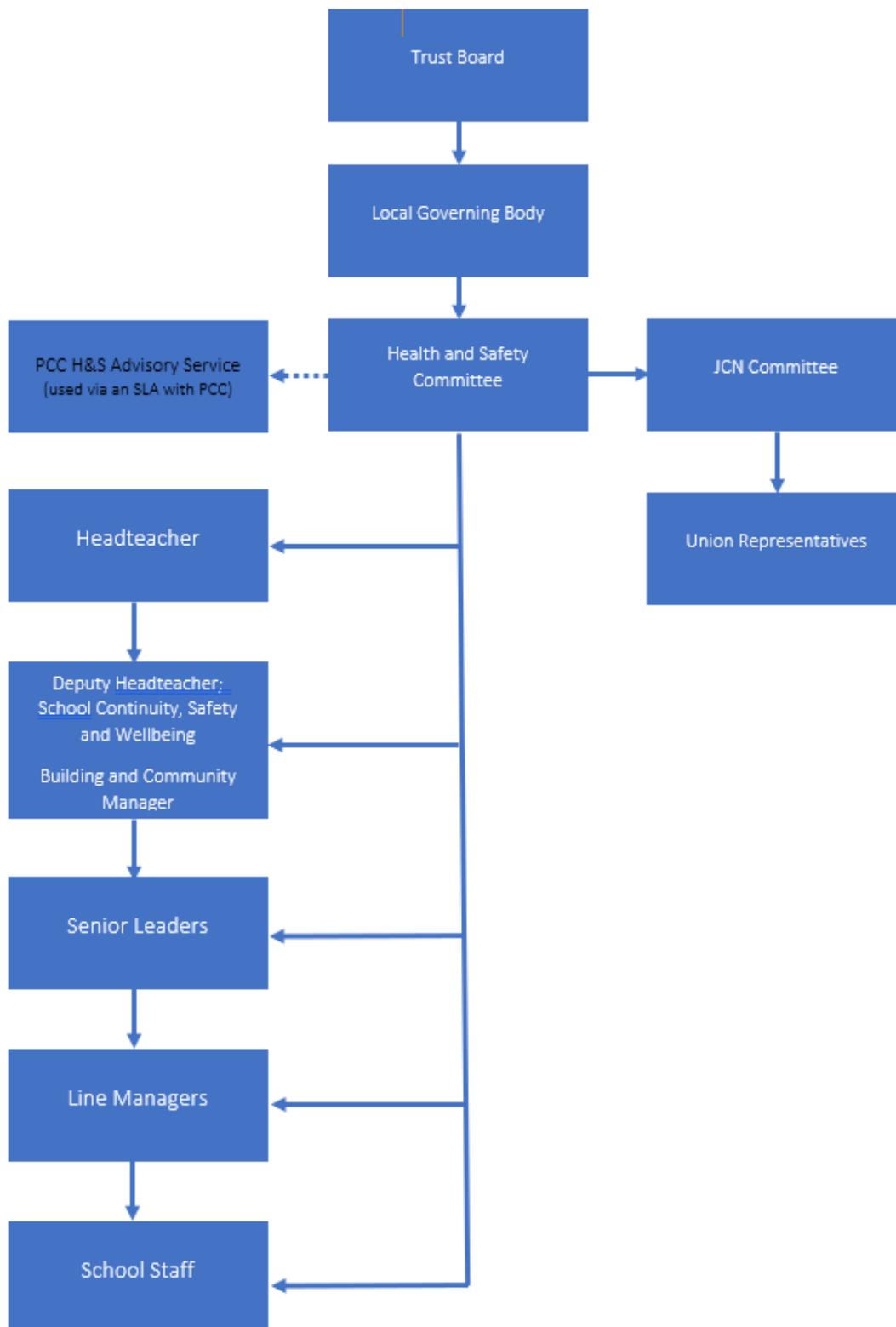
The Local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures. The Emergency Plan is communicated to all staff and hardcopies are kept in the following areas; Main reception, Building and Community Office, Headteachers Office, Human Resources Office, Deputy Headteachers Office, Headteachers noticeboard in the staffroom. All members of SLT Exec will have a copy 'off site' (at home).

9.2 Lettings management:

Lettings are managed by Building and Community Manager following the 'Lettings' policy and procedures

APPENDIX ONE

**ADMIRAL LORD NELSON SCHOOL
HEALTH AND SAFETY ORGANISATIONAL CHART**



APPENDIX TWO

FIRE AND EVACUATION PROCEDURES

Evacuating the Building During School Hours (08.00-16.00) – Fire Alarm

If you discover a fire, then break the glass at the fire call point. These are positioned in key positions around the school site. There is a fire extinguisher placed by each main external door, these are only to aid evacuation and under no circumstances should anyone remain to fight the fire.

Once the alarm sounds everyone must leave the building by the route indicated in the room they are in. Evacuation and assembly must continue; even if it is discovered as the exit is taking place that it is a false alarm. All staff and students must vacate the building until an all clear has been given and on no account should anyone re-enter the building whilst an alarm situation is in progress.

All staff (teaching and non-teaching) have the responsibility to safely manage students from the school building to the assembly points. Members of staff not directly responsible for a class or group of students when the fire alarm is sounded must help usher all students quietly and safely to the assembly points.

Students and Teaching Staff in Mainstream Building

- Students should leave the classroom and other areas, when instructed to do so by member of staff in charge of the class;
- The member of staff in charge of the class should dismiss the students in a calm and orderly manner. If time allows student may wish to take a coat/jumper with them but must not return to lockers to collect them;
- Students should walk sensibly. Running is not allowed;
- The member of staff should ensure the classroom door is shut (It is not necessary to close windows), and supervise their teaching class in making their way to their correct assembly point;
- All other staff must support other staff in maintaining a quiet and orderly dismissal from the main building;
- The Exit Routes for each room are displayed on signage beside the classroom door;
- However, if any particular route is congested, staff should lead students via an alternative way;
- If the Alarm sounds during the changeover between lessons, at breaktime or before the start or after the end of the day then staff and students should use the nearest exit and make their way to congregate on the ATP.

Roll Call at Fire Assembly Points on ATP

- Students should assemble in their tutor groups arranged in Houses in single file in register order in front of their Tutor group board on the ATP. If the floor is dry, then students should sit on the floor;
- A Student Services team member will provide Tutor Wallets to Heads of House. Additionally, they will bring all 'Signing in and Out' folders including visitors and any trip lists;
- Student Service team member distributes Tutor Wallets to each Head of House who in turn distributes them to their tutor team;
- If both tutors are absent then the member of staff who took the morning register takes the roll call e.g. CTA/LSA;
- In other cases of tutor absence, the Head of House (Assistant HOH) will take the register or delegate to another member of staff;
- A prompt accurate register of each tutor group taken only recording present those that are there. Do not accept other reasons for the absences at that time;
- The tutor returns the tutor wallets to the Head of House and notifies them on whether students are all accounted for or whether any students are unaccounted for;
- Each Head of House notifies the Deputy Headteacher: Progress and Standards of whether their year group and tutor team is all accounted for or not. In cases where a student is unaccounted for the Student Services Team Member will cross reference this against the 'Signing in and Out folder' and trips lists etc;

- If a student is still unaccounted for they are reported by the Deputy Headteacher: Progress and Standards to the informs the Fire Officer (Building and Community Manager) by 'radio';
- The Fire Officer will be ready to inform the Fire Service on their arrival of whether all students have been accounted for;
- Students and staff will remain on the ATP until an all clear has been given by the Fire Officer to Deputy Headteacher: Progress and Standards;
- The Deputy Headteacher: Progress and Standards AND/OR Assistant Headteacher; Student Achievement will manage student dismissal from the ATP;
- Students will leave in single file, one Tutor group at time and escorted back into the main building by their tutor;
- All staff must take responsibility for managing students safely to and from the ATP;
- Staff not teaching at the time must support the quiet and orderly return of students to the main building safety e.g. by placing themselves at intervals along the path that returns to the main building.

Evacuating students with Disabilities in an Emergency

- All students who require an Evac-chair will have been briefed to be fully aware of what will be required of them and others
- Evac-chairs are located at the south and north lobbies on the top floor and in the central lobby on the first floor. They are maintained/serviced annually by an external certified contractor.
- TAs (without pre-existing medical conditions) who work directly with students with disabilities will have a key to open the cabinets
- On hearing the fire alarm students who require the Evac-chair must dismiss their class and remain outside the class that they are being taught in, normally outside on the balcony, and wait for the arrival of the allocated Teaching Assistant with the Evac-chair. On the arrival of the TA responsible for Evac-chair, the teacher can now leave and carry out their duties on the ATP or MUGA
- The chair will be removed from the cupboard and the allocated TA & one other will then transfer the student into the evac-chair & evacuate them via the exterior stairs AND the student is then pushed to their designated roll call area to be registered
- An Evac-chair rota is in place which will be altered if staff are off sick etc
- The rota & student timetable is kept on the wall of the medical room & allocated staff have an up to date timetable on them in case of emergencies for that student
- The assigned Medical room staff will assist with the evacuation and make sure all students with disabilities are accounted for providing they don't have an emergency in the medical room to deal with;
- All staff assigned to assist with the evacuation will be given a key to the cabinets
- Staff and students with disabilities and/or others who require their use will practice using the chairs on a termly basis usually during allocated INSET and arranged by the Leader of the Medical Room in conjunction with the SENCO/Assistant Headteacher Inclusivity

Personal Emergency Evacuation Plans (PEEPS)

Students and staff who have significant medical needs that may make their safe evacuation difficult (e.g. they are on crutches) must have a PEEP completed by Medical Room staff in conjunction with Head of House/Assistant Headteacher; Inclusivity and/or Assistant Headteacher; Student Achievement.

Broadside Students

Broadside 'Alternative Provision' students should vacate the Broadside Building through the main Broadside entrance and congregate in the car park opposite Broadside classroom supervised by the Broadside Staff. Leader of Broadside will inform Fire officer (Building and Community Manger and Deputy Headteacher: School Continuity, Safety and Wellbeing) if all staff and students are accounted for.

Public Examinations and Internal School Examinations

Students are briefed at by Exam Officer at the beginning of every exam period about the actions that would need to be taken if the fire alarm was raised.

- Exit from Hall via the fire exits and through the student entrance. Assemble on playground at the front of the school
- Students should remain in silence and preserve examination conditions at all times. Invigilators must ensure that this happens. The Headteacher will support the supervising of these students.
- Their full presence must be reported to the Fire Officers (Building and Community Manager and Deputy Headteacher: School Continuity, Safety and Wellbeing) at the visitor entrance to the school.
- Those students who are completing exams in other rooms e.g. Access arrangements should evacuate the building as normal and must be kept separate and in silence on the ATP away from other students. It is the responsibility of the invigilators to ensure this happens.

Roll Call of Teaching Staff

- Heads of House will be responsible for checking the presence of their tutor team. Any absences need to be reported to Assistant Headteacher: Inclusivity who has responsibility for cover and staff absence.
- The Assistant Headteacher: Inclusivity will be responsible for checking any supply teachers and will take out teaching staff list and cover sheet in conjunction with the Director and/or Assistant Director of HR.
- Heads of House and Assistant Headteacher: Inclusivity will inform the Senior Deputy Headteacher: Progress and Standards if all staff are accounted for or not. In cases where a member of staff is unaccounted for the Student Services Team Member will cross reference this against the Signing 'In and Out' folders and trips lists etc.
- If a member of staff is unaccounted for they are reported by the Deputy Headteacher: Progress and Standards informs the Fire Officers (Building and Community Manager and Deputy Headteacher: School Continuity, Safety and Wellbeing) by 'walkie talkie'. The Headteacher will deputise in the absence of the Fire Officers.

Roll Call of Support Staff, Visitor and Hirers

Broadside staff assemble with students outside the entrance to Broadside at the front of the school. The Leader of Broadside Alternative provision reports 'all accounted for' to the Building and Community Manager and Deputy Headteacher: School Continuity, Safety and Wellbeing at the front of school.

Hamilton's staff must leave the school building by the most appropriate route. In normal circumstances to the front of the school and assemble on the playground in one group and the Catering Manager should report to the Fire Officers to confirm 'all accounted for'.

Student Services/Admin team and Broadside ICT team assemble at the front of the school. The Student Services Leader reports 'all accounted for' to the Fire Officers at the front of school.

Finance team assemble on the ATP. The Finance Manager reports 'all accounted for' to Deputy Head: Progress and Standards.

All Support Staff, other than those responsible for students with disabilities, report to the Assistant Headteacher: Inclusivity on the ATP before joining their co-tutor in supporting the management of the students. The Assistant Headteacher: Inclusivity reports to the Deputy Headteacher: Progress and Standards AND/OR Assistant Headteacher; Student Achievement

Student teachers on placements must assemble to the right inside the entrance on the ATP and report to the Assistant Headteacher: Teaching & Learning and/or Senior Leader; Curriculum Director – Design before being released to support with assigned tutor group. The Senior Leader: Professional Learning will report to the Deputy Head: Progress and Standards.

Visitors should be escorted as far as practicable to the ATP and report their presence to the Student Services Staff.

Vacating the Building During Breaktimes – Fire Alarm

During breaktimes all students should vacate the building using the nearest door or exit available. Student must assemble on the ATP as per evacuation during lesson time. If necessary, an extended breaktime will be arranged after the 'All Clear' and given verbally and/or via e-mail. Immediate Action Taken on Alarm by The Premises Team, Student Services Team and Fire Officers

The 'on duty' Premises team member will check the alarm to ascertain the location of which sensor has been triggered. The Premises team member will check the location to confirm if it is genuine fire or a false alarm and inform the Student Services Team at Reception. A member of the Student Services Team will remain on Reception phone waiting for a call from the fire brigade to confirm whether the fire is genuine, or it is a false alarm. The Building and Community Manager will stop the public from entering the school when an evacuation is underway and await the arrival of the fire brigade with a 'radio' connecting them with key staff across the site. In the absence of the Building and Community Manager or the Deputy Headteacher: School Continuity, Safety and Wellbeing, the Headteacher will deputise. The Premises team will be responsible for re-setting the fire alarm systems of the school.

Fire Alarm Procedures Before 08.00 on a School Day

When the alarm has been activated all staff and students should exit by the nearest door. All evacuation from the building should be to the ATP. Students who are arriving to school should muster with other students and staff on the ATP. No registers will be taken.

Senior Staff will check each floor to make sure all persons are out of the building and report to the Building and Community Manager at the new visitors entrance that their floor is clear, exit nearest door once check has been completed and walk around building.

Students and staff will remain outside of the building until an all clear has been given by the Building and Community Manger/Deputy Headteacher: School Continuity, Safety and Wellbeing.

Fire Alarm Procedures after 15:00 on a School Day

When the alarm has been activated all staff and students should exit by the nearest door. Staff and students should muster on the ATP if they are planning to return to the building. Students who are leaving to go home at the end of the day should make their way home. If staff have students with them for detentions or revision sessions or after school clubs etc. they should take their group out of the building and ensure they can account for all students who they had responsibility for at the front of the building. No registers will be taken.

Designated wardens will check each floor to make sure all persons are out of the building and report to the Buildings and Community Manager at the front of building that their floor is clear, exit nearest door once check has been completed and walk around building.

Students and staff will remain outside of the building until an all clear has been given by the Buildings and Community Manger/Premises team.

Cleaning staff must report to the supervisor in charge. Community Hirers must check their registers and report to the Building and Community Manager.

IMMEDIATE ACTION TAKEN BY PREMISES TEAM, STUDENT SERVICES TEAM AND FIRE OFFICER(S)

The 'on duty' Premises team member will check the alarm to ascertain the location of which sensor has been triggered. The Premises team member will check the location to confirm if it is genuine fire or a false alarm and inform the Student Services Team members at reception. (In the absence of Premises Staff member, the Buildings and Community Manger will deputise).

A member of the Student Services Team will remain on reception phone waiting for a call from the fire brigade to confirm whether the fire is genuine, or it is a false alarm.

The Buildings and Community Manger/ Deputy Headteacher: School Continuity, Safety and Wellbeing will stop the public from entering the school when an evacuation is underway and await the arrival of the fire brigade with a 'radio' connecting them with key staff across the site.

In the absence of the Buildings and Community Manger/Deputy Headteacher: School Continuity, Safety and Wellbeing, the Headteacher will deputise. The Premises team will be responsible for re-setting the fire alarm systems of the school.

Fire Alarm Procedures During Parents/Awards Evening/Open Evening etc.

Senior Staff with responsibility for the specific event must run through the following actions necessary in the event of a fire alarm:

- On hearing the alarm everyone must immediately vacate the building exiting by the nearest door or as directed by school staff;
- The location of fire exits and the muster point at the front of the school in the playground
- The need to wait to be given the 'all clear' to be able to return to the building.

Whenever possible, Parents and Visitors are asked to sign in and sign out of the building e.g. Parents Evening.

Fire Evacuation Procedure for Community Hirers

The alarm will be continuous ring of the electric bell (If this is not possible a hand bell will be rung). Upon the alarm, all persons must leave the School buildings and assemble in the car park.

- Stop whatever you are doing – in practical areas turn off any apparatus.
- Leave the room by the nearest fire exit. Do not stop to collect any personal belongings. The last person to leave the room must close the door.
- The hirer or teacher in charge will be responsible for assisting any member in their group with a disability as necessary ensuring the rest of the group has evacuated safely.
- One member of the group should inform premises staff at the main central entrance that a person with a disability is being evacuated.
- Hirers who evacuate towards the playing field should follow the school building around to the playground at the front of the school by the road
- Move quickly and quietly – do not run!
- The hirer or teacher in charge will take a register confirming their entire group is present. The hirer in charge will then report to the Premises staff by central main school entrance that the entire group has been accounted for.
- Groups are to remain outside the building until the Premises Staff inform them it is safe to return to the building

WARNING - THE LIFT DOES NOT OPERATE WHEN THE BELL SOUNDS, EVACUATION MUST BE VIA THE STAIRS.

When the alarm sounds

1. Stop whatever you are doing – in practical areas turn off any apparatus.
2. Leave the room by the nearest fire exit. Do not stop to collect any personal belongings. The last person to leave the room must close the door.
3. The hirer or teacher in charge will be responsible for assisting any **disabled** member in their group as necessary ensuring the rest of the group has evacuated safely. One member of the group should inform premises staff (waiting at the front of the Academy, main entrance) that a disabled person is being evacuated. **WARNING: THE LIFT DOES NOT OPERATE WHEN THE BELL SOUNDS, EVACUATION MUST BE VIA THE STAIRS.**
4. Hirers who evacuate towards the playing field should follow the school building around to the car park by using the SOUTH gate which is to the right as you exit the building.
 - a. **MOVE QUICKLY AND QUIETLY – DO NOT RUN**
5. The hirer or teacher in charge will take a register confirming their entire group is present. The hirer in charge will then report to the Premises staff (Outside front door) that the entire group has been accounted for.
6. Groups are to remain outside the building until the Premises Staff inform them it is safe to return to the building.

THESE INSTRUCTIONS ARE ISSUED FOR THE SAFETY OF ALL WHO USE THE ACADEMY BUILDING. PLEASE ENSURE THAT YOU KNOW WHAT TO DO IN AN EMERGENCY

Exercise Deck including sports pitches

1. If you discover a fire then break the glass at the fire call point. These are positioned by the doors in each room.
2. The alarm is the continuous ringing of the electric bell. This will automatically call the fire brigade.
3. On hearing the bell all users of the area and staff must leave the premises immediately using the nearest fire exit door.
4. No time should be taken to collect personal belongings
5. All persons gather on the MUGA where there is a fire muster station.
6. Leaders or persons responsible for the group/team of hirers will take a register and inform the Deck staff when all are accounted for.
7. When all persons are accounted for The Deck assistant will then walk along the outside of the school and inform the premises assistant (who is outside of the front door) that all persons are out and accounted for.
8. No one shall re-enter the Academy until the fire brigade have checked the building and are informed they may re-enter.
9. There is a fire extinguisher placed by each fire exit, these are only to aid evacuation and under no circumstances should any staff/visitor remain to fight the fire.

APPENDIX THREE

Managing Medicine in School

1. RATIONALE

Admiral Lord Nelson School fully recognises its responsibilities for managing medicines in school.

Students at some point will have short term medical needs when a course of medicine has to be completed. For some student's medication may only be required at certain times e.g. Allergic reaction.

All medical information will be treated confidentially.

2. SHORT TERM MEDICAL NEEDS

Medicines should only be administered at school where it would be detrimental to a child's health if it were not administered during the school day.

3. LONG TERM MEDICAL NEEDS

Sufficient information about a student's condition and the likely impact on their learning and access to school should be provided. This information should be obtained prior to admission or as soon as a diagnosis is made.

A written health care plan, involving school, parents/carers and external professionals, may be necessary. A health care plan clarifies, for all concerned, the help that can be provided and should be reviewed on an annual basis or as required.

4. ADMINISTERING MEDICINES

- School must have parental written permission. A medical consent form must be completed.
- Medicines should be provided in the original container which includes the prescriber's instructions.
- Written records must be kept each time medicine is given and signed by a member of staff.

Staff should check:

- Child's name
- Name of medicine
- Prescribed dose
- Expiry date
- Instructions

Where care is needed with dosage, it is good practice to have a second adult witness.

Medicine should not be given if there is any doubt.

If a child refuses to take medicine, they should not be forced to do so. A written record should be kept and parents informed on that day.

Parents must keep school informed about any changes to instructions.

5. PRESCRIBED MEDICINES

Procedures for taking medicines during the school day

- Only when essential.
- Only when prescribed by a doctor or nurse.

- Only when provided in the original container with prescriber's instructions for administration.
- Only in accordance with the stated dose and recorded as such.
- Medicines that need to be taken three times each day can be taken out of school hours.
- Students must **never** be given another students medication.

Controlled Drugs e.g. Ritalin

- Some drugs are controlled by the Misuse of Drugs Act and may be prescribed to students.
- School will look after controlled drugs and a named member of staff will administer them in accordance with instructions.
- Controlled drugs are locked in a non-portable container and a record kept of quantity and usage.

6. NON –PRESCRIBED MEDICINES

- Paracetamol is the only non-prescribed medication that can be given.
- Only when a medication consent form has been completed by parents/carers.
- Records should be maintained.
- Under 16s should **never** be given aspirin or medicines containing ibuprofen unless prescribed.
- Paracetamol should only be given once during the school day.
- Students must **never** be given another students medication.

7. DEALING WITH MEDICINES SAFELY/STORAGE

- Students should know where their medicines are stored and should have immediate access to them if appropriate e.g. Asthma inhalers.
- Medicines that are required in an emergency should **not** be locked away.
- Other non-emergency medicines should be kept in a safe place not accessible to students.
- If necessary medicines should be refrigerated, with restricted access.
- Parents are responsible for the disposal of medicines. Medicines should be returned to students at the end of each term. Any uncollected medicines should be taken to the pharmacy for safe disposal.

8. EMERGENCY PROCEDURES

- Staff are made aware of procedure that apply to individual students.
- An ambulance should be called rather than taking a student to hospital by car.
- A member of staff must accompany a student to hospital and remain with them until a parent arrives.

9. SELF MANAGEMENT

Where possible students should be encouraged to take responsibility for their own medicine and its administration, under staff supervision. E.g. Asthma inhalers.

Students who suffer from asthma should have immediate access to their medication throughout the day, with at least one full spare inhaler kept in the medical room.

10. PROCEDURES FOR TAKING MEDICINE DURING SCHOOL TRIPS

- Where possible, medical needs should not prevent a student from joining school trips.

- A decision about whether a student can go on a trip should be taken following a discussion with staff, parents and if appropriate other professional.
- If appropriate a risk assessment should be written.
- Staff must feel satisfied that the safety of all who join the trip will be ensured.

11. SPORTING ACTIVITIES

- Where possible, medical needs should not prevent a student from engaging in sport.
- Any restrictions should be recorded in an individual health care plan.
- Staff should be aware of students who need to take precautionary measures before exercise.
- Staff leading activity must consider whether a risk assessment is required for any specific child/activity

APPENDIX FOUR

Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities. We will co-operate and co-ordinate with students, parents, partnerships, contractors, sub-contractors, employers, Portsmouth City Council departments, Salterns Academy Trust and all other users of the site in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve the arrangement
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

I confirm I have read the Health and Safety Policy and I am aware of my personal responsibilities.

I confirm I have made myself aware of all of the procedures including the emergency evacuation of the buildings.

Signature:

Date:

Print Name: