

Bishop Vaughan Catholic School

Health and Safety Policy

Health and Safety Policy



HEALTH AND SAFETY POLICY

The health and safety policy consists of three parts:

Part 1

This is the statement of intent stating the employer's policy and attitude towards health and safety. This is written by the health and safety officer, on behalf of the governors.

Part 2

This details the organisation intended to carry out that policy.

Part 3

This part describes the arrangements established to cover such matters as inspections, first aid, fire precautions, etc.

The health and safety policy is included in the policy file of Bishop Vaughan School.

1. STATEMENT OF INTENT

The Governing Body of Bishop Vaughan School with the Local Education Authority is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and associated protective legislation. To achieve those objectives it has appointed designated members of staff to be responsible for the health and safety of the school; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Governing Body abreast of new legislation etc. in order to ensure ongoing compliance with the law.

The management of health and safety in the school is the responsibility of the Headteacher who through line management ensures that staff take 'ownership' and fulfil their duties to co-operate with the policy. Arrangements will also be made to bring it to the notice of all staff, including new and temporary staff.

It is the policy of the Governing Body to take all steps within their power to prevent personal injury and health hazards to pupils, employees, contractors and members of the general public from foreseeable risk. The Governors recognise the need to consult staff on health and safety functions. This will be achieved through the termly meetings of the Buildings / Health and Safety Committee.

To comply with its statutory and common law duties, the Governing Body has arranged insurance against liability for death, injury and/or disease suffered by any of its employees/pupils arising out of and in course of employment/education, if caused by negligence and/or breach of statutory duty on the part of the School.

The Governing Body recognises its responsibility under the Health and Safety at Work Act etc. so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees/pupils.
- Promote the development and maintenance of sound, safety, health and welfare practices.

- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- Provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff and pupils.
- Provide sufficient funds to provide protective clothing /equipment to staff employed in the school for the safe use of machinery, equipment and substances.

Whilst it is recognised that the Local Education Authority has responsibilities for some capital expenditure, central administration and provision of professional advice and guidance, governors will also seek the support of outside specialists from time to time if the need arises.

The Headteacher involves the Trade Unions and Safety Representative in promoting health and safety and recognises the valuable contribution they can make.

The Buildings, Health and Safety Committee with the Headteacher, will be responsible for monitoring and auditing health and safety performance.

Signed: 

Dated: 01/03/2023

Chair of the Governing Body

Signed: 

Dated: 01/03/2023

Headteacher

2. ORGANISATION

- 2.1 The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the school budget has the finance necessary to implement health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:
- 2.2 The Headteacher
- 2.2.1 The Headteacher is responsible and accountable to the Governors for implementing the school Health and Safety Policy and for all matters relating to health, safety and welfare within the establishment.
- 2.2.2 The day-to-day management of health and safety matters are delegated to the Health and Safety Officer.
- 2.2.3 The Headteacher must be informed of all contracts and/or third parties entering the school to undertake maintenance, service, or works contracts. Again, this duty will be delegated to the Health and Safety Officer. When building or plant maintenance work is carried out by contractors, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.
- 2.2.4 The Governors will require the Head to ensure the schools health and safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
- 2.2.5 The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- 2.2.6 The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.2.7 The Headteacher will be a member of the governors, Buildings/ Health and Safety Committee. He will arrange meetings as necessary to consider problems or recommendations and referrals to the Governing Body, in addition to the termly calendared meetings.

- 2.2.8 The Headteacher will seek advice, when appropriate from outside agencies who are able to offer expert opinion.
- 2.2.9 The Headteacher shall have the right to stop what is considered unsafe practices, or the use of any plant tools, equipment, machinery etc, which equally he considers to be unsafe.
- 2.2.10 The Headteacher shall make arrangements for improvement to premises and (with appropriate member of staff) plant tools equipment which are the establishments responsibility.
- 2.2.11 The Headteacher with the Buildings/Health and Safety Committee and Health and Safety Officer/ Business Manager shall annually review:
The Fire Risk Assessment
and from time to time review:
 - a. the provision of First Aid in school
 - b. fire and evacuation
 - c. issues relating to the Disability Discrimination Act
- 2.2.12 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
- 2.2.13 The Headteacher will ensure that in all schemes of work for pupils/students, including work experience arrangements are in place regarding the adequate information, instruction, training and for health and safety matters.
- 2.2.14 The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

2.3 Health and Safety Officer

- 2.3.1 To be responsible for co-ordinating all contractual work and maintenance carried out on school premises ensuring safety procedures and policy agreements are adhered to.
- 2.3.2 To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- 2.3.3 To ensure good communication exists within the school.
- 2.3.4 To be responsible for health and safety matters regarding Grounds Maintenance Service Contract and Catering and Cleaning Contract.

- 2.3.5 To be responsible for the school “Asbestos Register” identifying known hazardous substances and materials and bringing it to the attention of contractors when there is a risk of hazardous substances and materials being present in an area they will be working in.
- 2.3.6 To be responsible for emergency procedures and bomb warnings evacuation of school premises except for fire evacuation which is the responsibility of a Deputy Headteacher.
- 2.3.7 To be responsible for ensuring competent person(s) or specialists are consulted as necessary; to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- 2.3.8 To be responsible for ensuring that a property survey of the school buildings/premises is carried out and that regular inspections are completed with defects reported accordingly.

2.4 Deputy Headteacher

- 2.4.1 The Deputy Headteacher is responsible for fire drills and emergency evacuation procedures and associated records; testing and functioning of all alarms; good order of firefighting equipment; adequacy of emergency signs; risk assessment for public performances.
- 2.4.2 Heads of Department Heads of Department are responsible and accountable to the Head for all matters relating to health, safety and welfare within their departments. Heads of Year are similarly responsible and accountable in respect of areas that are designated “pastoral” areas as opposed to being “departmental” areas.
- 2.4.3 In the exercise of this responsibility Heads of Department must ensure that:
 - a. all staff under their control receive instruction in their duties, regarding health and safety matters
 - b. all staff under their control are adequately trained to carry out their duties efficiently and effectively
Heads of Department must be aware of regulations, codes of practice and guidance notes appropriate to their specialist area.
 - c. Heads of Department are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers etc.

- d. The Head of Department is responsible for ensuring all statutory notices; place cards, regulations and safety signs are displayed as appropriate for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.4.4 Heads of Department are responsible for ensuring that everything received from suppliers – machinery, equipment, substances etc – is accompanied by adequate information and instruction prior to use (e.g. “Use of Manufacturers Data Sheets”).
- 2.4.5 Heads of Department must report to the Health and Safety officer all problems, defects and hazards.
- 2.4.6 Heads of Department and Heads of Year must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.
- 2.4.7 Heads of Department must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- 2.4.8 Report and if appropriate make recommendations to the Line Manager or his representative on any practices, premises, equipment etc, which give rise to risks to health and safety.

2.5 Teachers/Technicians/Support Staff

- 2.5.1 Teaching staff, Technicians and other support staff are responsible and accountable to their Line Manager for the implementation of the school health and safety policy in the performance of their duties.
- 2.5.2 They must be familiar with the school health and safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.
- 2.5.3 They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- 2.5.4 They must ensure that where conditions apply, all pupils, students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- 2.5.5 They must report to their Head of Department/Line Manager, using the agreed procedure, all problems, defects and hazards that are brought to their notice.
- 2.5.6 Supply Teachers must be made aware of the school Health and Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work. All supply staff and visitors are issued with a health and safety booklet giving

information on health and safety procedures operated in the school. This is also explained to them by the Receptionist.

2.6 Caretakers

- 2.6.1 The Caretakers are responsible and accountable to the Headteacher or Business Manager for all matters relating to health, safety and welfare within the sphere of his activity.
- 2.6.2 The Caretakers must ensure they are familiar with the school's Health and Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances etc.)
- 2.6.3 The Caretakers must report directly to the Headteacher or Business Manager when reporting defects and hazards.
- 2.6.4 In the case of direct labour, the Caretakers are responsible for ensuring that staff under their control are adequately informed, of school procedures and hazards.
- 2.6.5 The Caretakers must inform the Headteacher/Health and Safety Officer whenever contractors are due to enter the school to undertake maintenance, service or works contracts, that could affect the normal running of the school.

2.7 Catering Manager/Manageress

- 2.7.1 Must familiarise him/herself with the school's Safety Policy and what it means to their work activities.
- 2.7.2 He/she will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- 2.7.3 He/she should be familiar with the Food and Safety Act 1990 and the implications as far as the school is concerned.
- 2.7.4 The Catering Manager must inform the Headteacher of any potential hazard or defects.
- 2.7.5 It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

2.8 Safety Representative

- 2.8.1 The Safety Representative will be encouraged by the Head to fulfil their duties as well as being released for any appropriate training. The Head will also consult regularly with the Safety Representative on health and safety matters.
- 2.8.2 They will be entitled to inspect the school in accordance with the agreed LEA procedures/agreement.

- 2.8.3 The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the Buildings/ Health and Safety Committee.
- 2.8.4 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

2.9 School Staff/Employees

- 2.9.1 All staff/employees must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.
- 2.9.2 All staff/employees have responsibilities under the Health and Safety at Work etc. Act and are asked to report any possible hazards, defects to the Headteacher, Health and Safety Officer/ Business Manager or a senior manager.
- 2.9.3 All staff/employees will be given access to the school's health and safety policy and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to sections of the County Policy if it relates to their particular work activities.
- 2.9.4 Copies of the school's health and safety policy can be found under the Whole School Admin Folder on the 'Y' Drive and the 'V' Drive, folder name is Whole School Policy Documents.

2.10 Role of Specialist Advisers

- 2.10.1 The Governors recognise there will be occasions when the school will require specialist advice. The Procedures to be adopted and recommendations for outside advice will be decided and clarified at school/ Committee level.

3. ARRANGEMENTS

The governors recognise that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation is through the Buildings and Health and Safety Committee.

The Buildings/Health and Safety Committee will include:

- The Headteacher
- Health and Safety Officer/Business Manager
- Safety Representative
- 5 Governors

GENERAL MATTERS

3.1 Accident Reporting/Investigation

The reporting procedures will be in accordance with the policy as laid down in county policy. This procedure must be brought to the attention of all staff. A copy should be attached to the departmental safety policy. All accidents must be recorded in the accident book. Accidents resulting in injury must be reported on the official county form and submitted to the Health and Safety Officer. The Health and Safety Officer in accordance with county policy is responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive.

3.2 First Aid Provision

The arrangements for first aid in school will be in accordance with the County Policy with first aid boxes located in high-risk areas (e.g. Science, DT, Sports and PE, Kitchens etc.). The Business Manager is responsible for arranging training for first aiders. All staff are encouraged to train as first aiders. Course fees are paid by the school.

A list of qualified first aiders can be found in the main school office.

3.2.1 Fire Precautions

The arrangements for general fire safety will be in accordance with County Policy. The school "Fire Log Book" will be used to record tests, drills, training, visits by the Fire Authority etc. The Health and Safety Officer should check the logbook each term to ensure that all events are recorded.

Procedures regarding fire drill are clearly displayed in every classroom, workroom, staffroom and wherever pupils congregate for teaching purposes. Fire drills are held at least one a term.

3.2.2 Housekeeping (Cleaning arrangements)

Heads of Department will find procedures to be adopted as shown in the appropriate section of the County Policy. They will however, make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

3.2.3 The Headteacher and Governors should fully review the Fire Risk Assessment each year along with all recent Fire Officer's reports from the County Chief Fire Officer. A reasonable rolling plan of implementation of recommendations from the 'FRA' will be looked at each year at the review. Any recommended works carried out through the school year will be reported by the Business Manager /Health and Safety Officer through the Buildings Report produced termly for the Governors Buildings, Health and Safety Committee meeting. This report is also presented to Governors at the Plenary Meetings through the Headteacher's Report.

3.3 Training Arrangements

Health and Safety training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and a re-training programme for staff should be undertaken. This should be logged by the staff safety representative and the Staff Development Officer.

3.3.1 There are various categories of training requirements in school. They can be defined as induction training, informative/awareness training and specific “hands-on” training.

3.3.2 Induction Training

This will apply to new employees or transfer of employees to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements. They also meet with the Health and Safety Officer/ Business Manager for a short induction.

3.3.2 Specific Training

This is a “hands-on” training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- a. Science, Microbiology – Employees will be required to be trained in biological hazards and also in accordance with COSHH regulations 1988.
Radiology – Employees will require training to be competent in the use of radioactive sources. This will begin in accordance with “Ionising Radiation Regulations 1985” and the DE3S AM 1/92. The Head of Science will act as Radiation Protection Supervisor for the school/college.
- b. First Aid – The school will have a number of staff certified in first aid.

3.4 Statutory Requirements

3.4.1 COSHH (Control of Substances Hazardous to Health)

The Governors recognise the need for the school/college to carry out risk assessments of all areas in accordance with the regulations. All teachers who need to use substances that

may be hazardous to health will be aware of the C.O.S.H.H. regulations and will have taken all reasonable steps to implement them. All staff within these areas should familiarise themselves with the regulations and fully understand the regulations and fully understand their implications.

- 3.4.2 Working in conjunction with the school/college chemical register and the COSHH package, Heads of Department will ensure assessments have been carried out and that further monitoring is in place as required.

Review of practice and procedure must take place periodically in the department.

Heads of Department are advised to follow the information in County Policy and the COSHH package.

- 3.4.3 The Governors recognise the need to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc. (e.g. fume cupboards, woodwork extraction, heat treatment, soldering etc.).

Provision will be made to ensure this takes place every 14 months through the Service Level Agreement held with the Local Authority. The reports of all such tests will be kept the Local Authority.

3.5 Checking of Portable Electrical Equipment

- 3.5.1 The procedure to be adopted is as specified in County Policy.
- 3.5.2 Employees must not bring personal items of portable electrical equipment into school.
- 3.5.3 The Finance Officer arranges a contractor to carry out all portable electrical equipment checks once per annum.
- 3.5.4 The Design and Technology technician is a trained portable electrical appliance tester and carries out tests in his department annually.
- 3.5.5 The Health and Safety Officer checks that the testing equipment is calibrated.
- 3.5.6 Inventory details of portable electrical appliances are maintained by the finance officer.

3.6 Plant Machinery/Equipment including the lift.

- 3.6.1 The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:
- a. Adequate and correct guarding of machinery.
 - b. General inspection of plant, equipment and machinery including the lift. Work carried out under a Service Level Agreement held with the Local Authority
 - c. Storage and transportation of toxic substances, gases etc.
 - d. Disposal of toxic and other waste substances and materials.

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require that equipment used for lifting people must have a thorough examination every six months.

Governors should ensure that a maintenance contract is in place for this.

- 3.6.2 The Head of Department will be responsible for carrying out periodical checks within their department, using the text, checklists and information as provided in the County Policy.
- 3.6.3 A thorough inspection of departments will take annually in the presence of the Safety Representative and other designated person(s) as defined by the Buildings/Health and Safety committee.
- 3.6.4 It is also recognised that certain items of machinery/equipment must be checked and certified in accordance with County Policy.
- 3.6.5 No new machinery/equipment or substances must be brought into the premises unless it has been cleared through the Buildings/Health and Safety committee; or if urgent a delegated person.
- 3.6.6 Heads of Department will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.
- 3.6.7 They will also be required to select and provide suitable protective clothing/equipment and of the correct type. They should refer to County Policy.

3.7 Contractors on Site

- 3.7.1 All contractors entering or working on school/college premises will be the responsibility of the Health and Safety Officer or Caretaker.
- 3.7.2 It must be conveyed to all known contractors by letter, the point of contact at the school, the safe working arrangements and a copy of the school health and safety policy.
- 3.7.3 The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Headteacher.
- 3.7.4 Contractors must provide the school with:
 - a. Their Safety Policy
 - b. Safe systems of work/method statements.

3.8 Arrangements for Safety Representatives

- 3.8.1 The arrangements for Safety Representatives are as outlined in County Policy.
- 3.8.2 The Head and Heads of Department will liaise and communicate to Safety Representatives problems, hazards, defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Buildings/Health and Safety Committee Meeting.
- 3.8.3 Any specific requirements which require immediate action will be taken after consultation with the Head.

3.9 Field Trips/School Trips

- 3.9.1 Procedures for field trips and extra curricular activities are as outlined in County and School Policy.
- 3.9.2 Activities which fall outside the scope of this document will be discussed in-house with written instructions and arrangements conveyed to all interested parties.

3.10 Emergency Procedures

- 3.10.1 In the event of accidents, fires, explosions and spillages, the Headteacher, Health and Safety Officer or Caretaker must be informed immediately. Dependant on the type of incidents, the appropriate authorities or outside contractor will be contacted.

3.11 Work Experience

3.11.1 The Head of Careers is directed to County Policy and will follow the guidance as provided on placement and inspection procedures.

3.12 Security to Prevent Unauthorised Access

3.12.1 Caretaker locks all gates around the school site except for the main entrance gates at 9.15.a.m. and re opens them at 2.55 p.m.

3.13.2 All visitors to the site must complete the visitors register at reception. They will be issued with an identity badge unless, as in the case of county employees, they already have an identification badge. They are issued with a Health and Safety Booklet which provides information on procedures in school. They are collected by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to. On leaving the premises, they sign out at reception.

3.13.3 Accessible areas of the school e.g. roof edging, fencing, down pipes have been painted with anti-climb paint. Appropriate signage has been placed around the site.

3.13 Noise and Vibration

3.13.1 The Governors recognise there may be several problems experienced with noise and vibration. Heads of Department will report all such cases, when if required necessary specialist advice will be sought to monitor the hazard.

3.14 Communicating Information to Employees

3.14.1 The Head will be responsible for ensuring that any regulations, information, guidance notes etc, received are passed immediately to staff that have direct interest.

3.14.2 As this will normally relate to department's activities the information will have to be passed on or highlighted in that department's health and safety policy or safe working arrangements.

3.15 Reference Material

3.15.1 Heads of Department are reminded that further reading material and guidance notes are given in the appropriate sections of the County Policy relating to their department.

3.15.2 The requirements for safety signs, notices, placards etc. are also shown by department in County Policy.

4. MONITORING AND REVIEWING THE SCHOOL HEALTH AND SAFETY PERFORMANCE

- 4.1 The Health and Safety Officer will prepare a report each term on any inspections carried out and the building work done for the Buildings/ Health and Safety Committee with outcomes and decisions reported back to the full governing body through minutes and the Headteacher's reports at plenary meetings.
- 4.2 The Governors with the Head will identify from the report, strengths and weaknesses, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

5 AUDITING

5.1 The Governors, Buildings/ Health and Safety Committee with the Headteacher and Health and Safety Officer will carry out an audit on health and safety matters, providing an objective assessment.

The Audit should provide an examination of:

Records (e.g.) fire drills, statutory tests on lift, local exhaust ventilation, portable electrical equipment, fire alarm system.

Accidents, are they being recorded and investigated?

Are all reported accidents being included?

Have we taken preventative measures?

Are accident statistics being compiled?

5.2 Other areas of concern for auditing will be:

- a. The policy – is it working, how effective and at what levels?
- b. The organisation – does it function properly, does it plan and implement and does it monitor and control?
- c. Inspection Procedures – by whom, what standards, what training and so on.

5.3 In conclusion the Governors may wish to employ outside auditors to carry out the annual check on health and safety management and provision of the subsequent report.

CONDITIONS OF SERVICE DOCUMENTATION

The following LEA documentation is readily available for reference from the Business Manager / Health and Safety Office or on the Authority's intranet site.

- Capability Procedure
- Disciplinary Procedure
- Harassment
- Maternity Leave
- Redundancy
- Staff Sickness
- Stress Policy

FIRE DRILL

- In the event of a fire which cannot be extinguished immediately a member of staff should:
 - a. evacuate the room, closing the door

- b. activate the fire alarm system
(if the automatic system should fail to work the school office should be informed by the quickest possible means and adjacent rooms alerted directly)
- c. inform the school office of the site of the fire

- The function of the fire alarm system is to warn every person in the building that a state of emergency has arisen and the drill procedures should be put in operation at once. The sounding of a fire alarm in any part of the building should be the signal for the complete not partial evacuation of the building.
- When the alarm bell sounds teachers should instruct the class to stand immediately and proceed to escort pupils out of the building in silence and in single file through the designated fire exits. They should then proceed to the designated assembly areas where they will join their registration groups where the register can be checked. Missing pupils should be reported to the Head of Year or a member of the Senior Leadership Team.
- The exit route for each teaching room and form bases is displayed prominently near the door and pupils using the room for the first time should be informed of the exit route.
- Class attendance registers are taken to the assembly areas in the yards by the office staff. Pupils signing out sheets are taken out by the pastoral administrator. Any register which may be with members of staff in their teaching rooms at the time of the alarm MUST be taken out by those teachers and given to the appropriate Head of Year.

ARRANGING EDUCATIONAL VISITS/ACTIVITIES

The Educational Visits Co-ordinator is Mrs Lesley Owen, Deputy Headteacher.

The school follows the All Wales guidelines on educational visits and works with the Local Authority for notification/approval.

- Discuss the proposed visit/activity with your line manager.
- Check the school calendar for clashes with other events.
- Carry out a risk assessment of the proposed visit (forms in staffroom).
- Draft proposals on trip form to your line manager for consideration by the senior management team.
- Details should include the following:
 - a. purpose
 - b. date
 - c. time schedule, including a realistic estimate of the time of return to school
 - d. pupil list, with form groups
 - e. staff involved
 - f. Cost, including the cost of cover if required.
 - g. The completed trip form EV1 should be given to Mrs Pole
 - h. Applications for residential trips or overseas visits must have the approval of the Governors Health and Safety Committee
- Pupils entitled to free meals must always be offered a packed lunch. Please inform the Catering Manager of the number required so that they can be ordered.
- A copy of the above details should be handed to the Finance Officer before any money is requested from pupils.
- The Receptionist will need a copy of the approved form if you require a bus to be booked.

Staff who propose to arrange educational visits/activities should note that under the terms of the Education Reform Act (1988) the only charge that can be made for such a visit/activity, deemed to be taking place during school time, is for accommodation. The cost of transport, and other related costs, must be met by voluntary contributions rather than a specific charge to parents.

Work Requests

NON-URGENT

- To have non-urgent work done in classrooms or other areas fill in the request form to be found in the staff room or email the Premises Management group. Completed forms should be placed in the Business Manager's pigeon hole.
- The work requested will be assessed to see whether it can be done by the school caretakers or it has to be put out to a contractor.
- If work is to be done by outside organisations an assessment will be carried out on a needs and cost basis.

URGENT WORK

- For work that is considered urgent contact the Business Manager. If it is an urgent health and safety issue and the Business Manager is not available contact the caretaker through the main office.