

# Health, Safety and Welfare Policy



## ST JOHN PAYNE CATHOLIC SCHOOL

<b>Date</b>	<b>Review Date</b>	<b>Nominated Lead Member of Staff</b>	<b>Nominated Committee</b>
<b>10<sup>th</sup> February 2021</b>	<b>February 2024</b>	<b>Headteacher</b>	<b>Finance &amp; Premises</b>

**St John Payne Catholic School**

**HEALTH, SAFETY AND WELFARE POLICY**

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# Health, Safety and Welfare Policy

## Statement of Intent

This Health, Safety and Welfare Policy statement and the following full policy was approved by the Governing Body on the date below and shows the expected standards and commitment to health, safety and welfare required throughout the whole of St John Payne Catholic School.

The Governors of the School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare. They will comply fully with the terms and requirements of the Health and Safety at Work etc Act 1974. Regulations made under the Act and approved codes of practice, showing regard to the DfE Guidance *Health and Safety: Responsibilities and Powers*. It is considered by the Governors of the School that health and safety is a responsibility at least equal in importance to that of any other function of the School.

Whilst a statutory duty exists to comply with the Health and Safety at Work etc Act 1974 and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

The Headteacher has ultimate responsibility for ensuring the implementation of this policy within their respective areas. However, health, safety and welfare are the responsibility of all employees and as such all St John Payne Catholic School employees have an important part to play in the successful implementation of this policy.

Every line manager is responsible for implementing the policy in his or her area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Responsibilities of employees are outlined in the main policy document.

This Policy is required under the Health and Safety at Work etc Act 1974. Employees are reminded that they have duties under the act, and regulations made under it and a breach of these duties could lead to prosecution of the Governors as the employers or of individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

**Signed:**

**Chair of Governors**

**Date: 10<sup>th</sup> February 2021**

**Signed:**

**Headteacher**

**Date: 10<sup>th</sup> February 2021**

## **ST JOHN PAYNE CATHOLIC SCHOOL HEALTH, SAFETY and WELFARE POLICY**

### **1. Aims**

- 1.1** The Governors of St John Payne Catholic School will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.
- 1.2** The Governing Body will ensure, so far as is reasonably practicable, that the health, safety and welfare of students and other non-employees who may be affected by its work activities is not endangered.
- 1.3** The Governing Body will ensure, so far as is reasonably practicable, that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and wellbeing.
- 1.4** The responsibility for implementing this policy lies directly and personally with line management from the Headteacher, Health Safety and Welfare Manager, Business Manager, Deputy Headteacher, Assistant Headteacher, Heads of Department, Site Manager, Catering Manager, Support Staff line managers, through to every employee.

### **2. Objectives**

To implement the policy the Governors' objectives are:

- 2.1** To ensure that all School activities are being carried out safely, without risk to health, safety and welfare, so far as is reasonably practicable.
- 2.2** To ensure there are policies and arrangements with regard to health, safety and welfare covering all activities and work carried out within St John Payne Catholic School and its estate.
- 2.3** To ensure all employees are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities regarding health, safety and welfare.
- 2.4** To ensure that all new employees are aware of the School's Health, Safety and Welfare Policy and the required health, safety and welfare procedures and arrangements through induction training.
- 2.5** To ensure all visitors, contractors and suppliers of goods and services are informed of and comply with the relevant health, safety and welfare requirements of the School.
- 2.6** To ensure that there are clear procedures and arrangements for consultation with and the involvement and commitment of employees and their representatives.
- 2.7** To promote awareness of health, safety and welfare issues throughout the School.
- 2.8** To provide specialist professional support to line managers on all health, safety and welfare matters.
- 2.9** To provide access to detailed health, safety and welfare information, which may be required about or result from UK legislation, Approved Codes of Practice, British Standards or other authoritative sources.
- 2.10** To provide access to detailed health, safety and welfare information, as may be required about substances, materials, articles, processes, plant and equipment used by or within St John Payne Catholic School.
- 2.11** To ensure suitable and sufficient assessments are carried out of the risks to the health, safety and welfare of employees, students and others and that appropriate control measures have been put in place to reduce those risks as far as reasonably practicable to an acceptable level.
- 2.12** To keep this policy under review and revise it as required but as a minimum annually.

- 2.13** To monitor the implementation of the Health, Safety and Welfare Policy through audits, inspections and reports from the Headteacher, the Health Safety and Welfare Manager, external consultants as required and the School's Health and Safety Committee.

### **3. Organisation and Responsibilities**

#### **3.1 The Governing Body**

The Governing Body will ensure that appropriate resources and time are allocated through the Headteacher, the Health Safety and Welfare Manager (HS&W Manager), Welfare coordinator, Business Manager and the Site Manager.

The Governing Body will monitor the implementation of the policy by termly reports and inspections as detailed in section 5.4.

#### **3.2 Health and Safety Governor**

The H&S Governor is appointed by the Finance and Premises committee of the Governing Body of St John Payne Catholic School to work alongside the Health and Safety Co-ordinator and to

- Work with the HS&W manager to ensure that the school has
  - A health, safety and welfare policy
  - Appropriate health and safety procedures and practices
- Attend the termly health and safety inspections of the school premises (one area/building per term)
- Keep the governing body informed of health and safety issues
- Receive a regular (at least annual) Headteacher's report on health and safety performance at a formal Governing Body meeting
- Keep informed of health and safety matters by materials received into school or published in the educational health and safety publications
- Attend appropriate Local Authority training.

#### **3.3 The Headteacher**

The Headteacher of St John Payne Catholic School is accountable to the Governors for the implementation of this Health, Safety and Welfare Policy. He will also discharge the Governors' overall duty as the employer. The discharge of these duties will be through line managers. The Headteacher will be responsible, in particular, for ensuring that:

- this Policy Statement and its arrangements are brought to the attention of all employees
- appropriate policy standards and arrangements are available for each work activity carried out in the School and that a copy of each is kept in the HS&W Manager's office, that other copies are distributed to relevant departments and employees as required and a record of distribution is maintained, updated and reviewed annually
- other health, safety and welfare information is communicated to relevant employees as required
- the policies and practices of our school reflect the priority of safeguarding of every child and the delegated responsibilities of key personnel as detailed in the school's safeguarding policy
- adequate first aid procedures exist (including the provision of medical assistants, the sufficient numbers of trained first aiders and appointed persons) and that all employees are aware of those procedures and arrangements. This will also include educational visits and occasions on which students are present outside normal School hours

- accidents are reported using the established School procedures including where necessary reporting to the Health and Safety Executive (HSE) under the RIDDOR regulations
- employee Safety Representatives can carry out their functions; and, where appropriate, that consultation takes place with those representatives. Where they require additional information about, for example, procedures, arrangements will be made for communicating such additional information. The existence of School policies, standards and other health, safety and welfare information will be drawn to the attention of representatives and access provided on request
- reports from external consultants are dealt with in a suitable manner and within suitable time scales
- fire and bomb risk assessments have been completed, fire drills are carried out termly and a fire register is maintained
- an emergency drill (lock down) risk assessment has been completed, an emergency drill is carried out annually and an emergency drill register is maintained
- Health and Safety training needs for all employees are identified and appropriate arrangements made for the provision thereof
- risk assessments are undertaken of all risks to health, safety and welfare as required by the Management of Health, Safety and Welfare at Work Regulations and other legislation and that those with significant findings are recorded and appropriate control measures put in place to reduce the risk to an acceptable level
- new employees receive appropriate Induction in health, safety and welfare information including details of the safety policy, School standards, fire and emergency drill procedures, first aid arrangements and other safety related procedures
- the overall procedures for security and safety are monitored and reported annually to the governing body
- A copy of Health, Safety and Welfare Arrangements detailed in Appendix A to this policy is completed and updated at regular intervals.
- Health, safety and welfare matters that cannot be resolved appropriately are raised with the Governing Body within a suitable time frame.

### **3.4 Health Safety and Welfare Manager (HS&W manager)**

On a day to day basis the duties of the Headteacher are devolved to the HS&W Manager.

The HS&W Manager is the senior member of staff with the responsibility for co-ordinating Health, Safety and Welfare and will be responsible, in particular, for establishing arrangements for dealing with health, safety and welfare matters in the School including:

- chairing the Health and Safety Committee
- the dissemination of health, safety and welfare information to all School employees
- appointing a Deputy/Assistant headteacher as Fire Co-ordinator
- ensuring appropriate first aid arrangements are in place within St John Payne Catholic School
- ensuring that all accidents are reported following St John Payne Catholic School procedures
- ensuring that all accidents and incidents are investigated
- ensuring appropriate emergency procedures for St John Payne Catholic School are in place
- ensuring that all health, safety and welfare concerns raised by St John Payne Catholic School employees are dealt with in an appropriate time scale
- ensuring that a central file for Health, Safety and Welfare is maintained within St John Payne Catholic School
- ensuring premises defects (which affect health, safety and welfare) and other health, safety and welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the Site Manager

- ensuring that the implementation of this policy is carried out and monitored with the support of the Deputy Headteacher, Assistant Headteachers, Heads of Department, Catering Manager, Site Manager
- co-ordinating all aspects of the Health, Safety and Welfare Policy
- ensuring all appropriate safety information has been made available
- Liaise with the Educational Visits Co-ordinator (EVC) reference the administration of school trips and visits.

### **3.5 Welfare Coordinator**

Specific duties include:

- the dissemination of health, safety and welfare information to all School employees
- ensuring the school has appropriate welfare arrangements in place with the support of the HS&W Manager
- co-ordinating all aspects of the Health, Safety and Welfare Policy
- ensuring welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the HS&W manager
- ensuring that the implementation of this policy is carried out and monitored with the support of the HS&W manager, Deputy Headteacher, Assistant Headteachers, Heads of Department, Catering Manager, Site Manager

### **3.6 Health and Safety Committee**

The purpose of the Health and Safety Committee is to achieve and maintain a safe and healthy workplace for staff, students and those not in the employ of the school. In addition the committee has the following responsibilities:

- to meet on a regular basis to identify any concerns regarding health and safety
- to discuss safety inspection reports
- to monitor the implementation of policy
- the committee will consist of the HS&W Manager, who will chair the meetings, Business Manager, Site Manager, Union Representatives, Support Staff representative (may also be a union representative), teaching staff representative (may also be a union representative), Health and Safety Governor.

### **3.7 The Business Manager**

The Business Manager is responsible for the implementation of the policy in their area of remit. Specific responsibilities include:

- ensuring the dissemination of health, safety and welfare information to admin and site staff
- ensuring that all health, safety and welfare concerns raised by admin and site staff are dealt with in appropriate time scale.

### **3.8 Site Manager**

The Site Manager reports to the Business Manager and is directly responsible for supervising the following areas and activities:

- Caretaking/Maintenance
- Grounds maintenance.

In addition, he is responsible for:

- providing liaison with contractors and in particular for:

- ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation with the School
- ensuring that contractors are aware of any special risks to students, which might arise out of their work
- drawing the Headteacher's and/or the Business Manager's attention to premises defects, which may present a health and safety risk
- carrying out the necessary repairs as designated
- carrying out Premises Risk Assessments, as necessary, or as designated by the Business Manager
- carrying out routine testing of the fire alarm system and keeping a record of the results of the test (The record should be available for inspection by the Health and Safety Committee)
- maintenance of the asbestos register and ensuring this is brought to the attention of any contractors or staff that may disturb the fabric of the building during the course of their work
- ensuring appropriate measures are in place for the control of Legionella.

The Site Manager is responsible for ensuring the School's health, safety and welfare procedures are implemented within the Site Team and that appropriate standards of health and safety are maintained. Specific areas within the maintenance department include:

- supervising maintenance staff and monitoring health and safety standards in their area of activity, including the workshop area
  - ensuring adequate arrangements are in place with regards to fire, bomb and emergency drill (lock down) management
- ensuring adequate arrangements are in place with regards to First Aid
- liaising with contractors and monitoring their compliance with appropriate standards and that they follow the School health, safety and welfare arrangements
- identifying premises defects and dealing with them as appropriate (where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Business Manager immediately)
- supervising the Site Team working area and ensuring it is maintained in a suitable manner.

### **3.9 Deputy and Assistant Headteachers**

Specific responsibilities include:

- liaising with the HS&W manager to ensure all appropriate safety information has been made available to the School
- liaising with the HS&W manager in order to ensure compliance with statutory regulations
- liaising with the HS&W manager regarding arrangements for INSET of staff in Health Safety and Welfare.

### **3.10 Heads of Department**

Heads of Department are responsible, so far as is reasonably practicable, for the implementation of the Health, Safety and Welfare policy within their areas of responsibility.

Heads of Department can, if they so wish, produce department specific Health and Safety arrangements and procedures in order to clarify departmental matters derived from the School policy. Although this is not mandatory, the HS&W manager may require particular departments to produce departmental arrangements and procedures.

In particular they are responsible for ensuring that:

- the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health



- the implementation of the Health, Safety and Welfare Policy is properly monitored in their area of responsibility by carrying out inspections of the workplace and equipment
- individual employees within their department are made aware of their responsibilities for health, safety and welfare
- suitable arrangements are made for consultation with the Health and Safety Committee
- employees under their control are adequately trained, informed, instructed and supervised
- School policies and arrangements appropriate to their areas of responsibility are brought to the attention of all employees within that area
- School policies and arrangements are complied with and where required appropriate safety signs or notices are displayed.
- relevant health, safety and welfare information is communicated to employees
- School First Aid procedures and arrangements are complied with
- all accidents occurring in the department are reported and an accident report form is completed
- training needs of employees within the department are identified and prioritised appropriately in consultation with the HS&W manager
- employees are aware of fire, bomb and emergency drill procedures and where required have received appropriate training from the HS&W manager.
- as part of the School's induction process all new employees receive appropriate health, safety and welfare information and training including departmental safety procedures and arrangements.
- assessments are undertaken of risks to health, safety and welfare as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded, and appropriate control measures put in place to reduce those risks to an acceptable level
- departmental policies and arrangements take account of health, safety and welfare issues within their departments and that all reasonable steps are taken to reduce any residual risks to an acceptable level
- that teaching staff are adequately assessing risks and hazards where there are no existing risk assessments and, if required, adapting generic risk assessments to take into account local circumstances (e.g. student behaviour)
- where technician staff work within the department, they follow CLEAPSS procedures and arrangements where appropriate (this will only apply to DT and science).

### **3.11 Teaching Staff**

The first priority of all teachers is the safety and well-being of all students in their charge. This also applies to student teachers who must be made aware of their responsibilities by their School mentor.

Teaching Staff must:

- know St John Payne Catholic School emergency procedures for both fire, bomb, emergency drill and first-aid and the special safety measures to be adopted for some students and in their own teaching areas and ensure that they are applied as required by the School
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire, bomb, emergency drill and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not considered enough)
- ensure that students' coats, bags, cases etc. do not obstruct exits/gangways etc.
- integrate all relevant aspects of health and safety into the teaching process and if necessary, give special lessons on health and safety
- follow the School's safe working procedures personally
- ensure that personal protective clothing, guards, special safe working procedures etc are used when necessary and or required by risk assessments

- make recommendations on health and safety matters to the head of department
- be familiar with St John Payne Catholic School policies and arrangements appropriate to the work area
- be familiar with Risk Assessments appropriate to the work activity.

### **3.12 Catering Manager**

The Catering Manager is responsible for ensuring the School's health, safety and welfare procedures are implemented by catering staff and that appropriate standards of health and safety are maintained. Specific responsibilities include:

- supervising catering staff and monitoring health and safety standards in their area of activity
- ensuring adequate arrangements are in place with regards to fire management
- ensuring adequate arrangements are in place with regards to First Aid
- all food hygiene issues within the catering area
- ensuring that suitable risk assessments are carried out for the catering department
- liaise with Environmental Health Office when required.

### **3.13 All Employees and students**

Although responsibility for health, safety and welfare within the School rests with the Governing Body, all employees and students have responsibilities, including:

- taking reasonable care of their own health and safety and that of all persons who may be affected by their acts
- using work equipment provided correctly in accordance with instructions and training
- informing staff or line managers of any situations which present a serious and immediate danger to health and safety
- ensure that personal protective clothing, guards, special safe working procedures etc are used when necessary and or required by risk assessments.

All employees and students are reminded of the need to report all accidents and incidents including near misses.

Employees who fail to do so may experience difficulties when claiming industrial injury benefit.

Employees who, during the course of their duties are required to visit premises other than their normal place of work, must comply with those health, safety and welfare instructions in force at individual establishments.

## **4. External Consultants (Health, Safety and Welfare advice)**

The Governors will provide for effective joint consultation on health, safety and welfare matters. This function will be provided through the HS&W manager. A number of external consultants have been appointed to provide assistance as required and will be used to conduct audits in relation to this Policy and its arrangements.

## **5. General Arrangements for Health and Safety**

### **5.1 Accident / Incident / Near Miss Reporting:**

Employees are reminded that all accidents, incidents and near misses, within St John Payne Catholic School and its estate must be recorded on an accident/incident /near miss investigation report form, see Appendices C and D so that accidents, incidents and near misses can be monitored, and action taken to prevent reoccurrence.

### **5.2 General Arrangements:**

The Appendix A to this policy indicates general arrangements for implementing this Health, Safety and Welfare Policy.

### **5.3 Risk Assessment:**

Under the Management of Health, Safety and Welfare at Work Regulations there is a requirement for all risks to health, safety and welfare to be assessed and for significant findings to be recorded. For most existing activities St John Payne Catholic School procedures indicate the 'preventive and protective' measures required. Where present arrangements do not cover the specific issue, it will be necessary for individual risk assessments to be completed.

### **5.4 Health and Safety Monitoring:**

On-going monitoring of health, safety and welfare matters will take place through the following procedures:

- The HS&W manager will be assisted by a Health and Safety Consultant who has been contracted to ensure that St John Payne Catholic School is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.
- Inspections for health, safety and welfare defects will be carried out as required but at least on a termly basis by the Site Manager with the Health and Safety Consultant (on behalf of the HS&W Manager). Inspections may be of departmental areas, or of the whole School as directed by the HS&W manager. This will provide an overview of the how the School is managing health, safety and welfare.
- An internal review of health, safety and welfare arrangements and procedures will be carried out annually by the Health and Safety Consultant (on behalf of HS&W manager). A report will be made to the Governing Body.
- The Health and Safety Consultant will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements during monthly visits.
- All accidents will be investigated as appropriate to identify any failures in the management of health, safety and welfare. Where necessary reports will be submitted to the Governing Body through the Health and Safety Committee.
- Accident and incident records will be presented to the Health and Safety Committee at each meeting. All accidents which are not explained to the satisfaction of the Committee will be investigated further. Where necessary a report will be submitted to the full Governing Body.
- An annual first aid box audit will be conducted and reported to the Health and Safety Committee.
- Routine inspections are to be carried out by a specialist on the following equipment:
  - PE equipment
  - fire extinguishers
  - portable electrical equipment
  - fire alarms
  - emergency lighting
  - lightning conductors
  - heating appliances
  - science and technology equipment

- external play equipment
- hot and coldwater systems
- kiln

## 6. General Arrangements for Welfare<sup>[MK1]</sup>

### 6.1 Occupational Health:

The School has access to Innovate Healthcare in relation to competent occupational health advice. The service includes:

- Pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;
- Support in the prevention of work-related absence through advising on health-related risk assessment;
- Statutory health surveillance (for exposure to noise, vibration, hazardous dusts and substances);
- Advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;
- Support where employees are sick, examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;
- Advice for employees and possible recommendation for further specialist advice/treatment;
- A second opinion on a GP report and liaising with the GP on any differences of opinion;
- Assessing the employee's eligibility for ill health retirement or disability benefits.

Please see Head's PA if you require any assistance

### 6.2 Counselling:

The School have contracted with Innovate Healthcare to make a counselling service available to its employees.

### 6.3 Wellbeing:

The policies and procedures for recruitment, induction, staff development, performance management and capability used by their school consider health and safety

The School undertake occupational stress risk assessments through use of the guidance and forms available on the HR pages of the Schools' Infolink.

## **APPENDIX A HEALTH, SAFETY AND WELFARE ARRANGEMENTS**

<b>Name of establishment</b>	<b>St John Payne Catholic School</b>
<b>Manager responsible for establishment:</b>	<b>Headteacher</b>
<b>Health Safety and Welfare Manager</b>	<b>Business Manager</b>
<b>Location of Health and Safety codes of practice/documentation/risk assessments</b>	<b>Business Manager's Office</b>
<b>Location of central file of Health, safety and welfare Information Bulletins</b>	<b>Business Manager's Office</b>
<b>Location of Fire Register</b>	<b>Site Management Office</b>
<b>Location of School Fire Management File</b>	<b>Business Manager's Office</b>
<b>Fire assembly point</b>	<b>All playgrounds, see Evacuation Procedure</b>
<b>Fire Marshal/Evacuation Officer</b>	<b>Named members within fire evacuation procedure.</b>
<b>Day and time of weekly fire alarm tests</b>	<b>Tuesday morning. All buildings between 7:00 – 8:00 am</b>
<b>Procedure for accident/near misses reporting</b> (name of employee to report to and if appropriate, who reports to the HSE)	<b>Online for accident/Incident/"near miss" form. AIE01 for Employees, Appendix C AIO01 for non-employees (students, visitors etc.), Appendix D</b>
<b>Procedure for reporting hazards</b> (name, telephone number. or other contact arrangements)	<b>Book in main office, email Site manager</b>
<b>Designated member of staff responsible for recording accidents and contacting HSE(RIDDOR)</b>	<b>Business Manager</b>
<b>First Aider Designated/Appointed Person(s)</b>	<b>List attached, Appendix B</b>
<b>Location of First Aid boxes</b>	<b>List attached, Appendix B</b>
<b>Procedure for reporting hazards</b> (name, telephone number. or other contact arrangements.	<b>Book in main office, e mail Site manager, Senior Caretaker</b>
<b>Educational Visits Coordinator</b>	<b>Business Manager</b>
<b>School's Health and Safety Committee</b>	<b>HS&amp;W manager, Business Manager, Site Manager, H&amp;S Governor, Union reps., Staff rep, support staff rep.</b>
<b>Name, address and telephone number of nearest hospital with a casualty unit.</b>	<b>Broomfield Hospital Court Road Broomfield 01245 440761</b>
<b>Date</b>	<b>March 2021</b>

(Copies are displayed on notice boards throughout the School)

**APPENDIX B**  
**FIRST AID ARRANGEMENTS**

	Location	Ext.
<b>Designated First Aider(s)</b>		
Mrs H Green	Aquinas, Main Office	269
Mrs S Teodorska	Aquinas, Main Office	269
Mrs G Daly	Aquinas, Headteachers Office	289
Mrs C De Vries	Merici, Network Office	316
Mr M Tennant	Aquinas, Site Office	321
<b>Appointed Person(s)</b>		
Miss S Mayo	Aquinas, Science	233
Miss M Woodbridge	Aquinas, Science	233
Mrs L Adams	Aquinas - Main office	224
Mrs K Searle	Aquinas - Main office	221
Miss R Cook	Aquinas, Geography	243
Mrs D Powell	Aquinas, Exams	262
Mr J Smith	Aquinas, Site Team	321
Mrs S Booker	Aquinas, Reprographics	314
Mrs C Denhart	Bosco, Art	265
Miss J Green	Bosco, Maths	264
Mrs A Watson	Bosco, PE	250
Miss S Coverly	Oscar Romero Building	247
Mrs S Oldfield	Merici, Pastoral	313
Mrs J Halpin	Merici, Pastoral	312
Miss J Margree-Coverly	Merici, Attendance - Pastoral	317
Mrs K Adams	Merici, Pastoral	
Mrs H Kelly	Merici, Chaplain - Pastoral	

**Location of First Aid Boxes**

Aquinas: Technology, Main Office, Science Prep Room, Languages Office & Catering Office.

Merici: Medical Room, Science Prep Room

Bosco: Staff Room, Girls Gym

St. Anne Line: Foyer

Sports Hall: First Aid box (in Medical Room) and Defibrillator (AED) located in the corridor.



<b>Nature of Injury</b> <i>(delete all which do not apply)</i>	<b>Location of Injury</b> <i>(delete all which do not apply)</i>	
<i>Wounds: Lacerations Bruising Puncture Foreign Bodies</i> <i>Burns: Wet Heat (Scald) Dry Heat Chemical Friction</i> <i>Skin: Dermatitis</i> <b>Irritation</b> <i>Rash</i> <i>Sprain:</i> <i>Fracture:</i> <i>Strain:</i> <i>Pain:</i> <i>Other (please detail)</i>	<i>Head Eyes Nose Ear Neck Back Abdomen Wrist Hand Thumb Groin Knee Ankle Foot</i>	<i>Face Teeth Chin Throat Shoulder Ribs Arm Elbow Finger/s Hip Leg Chin Instep Toe/s</i>

Have all the risk assessments applicable to the accident / incident/near miss been reviewed: **YES / NO**  
 Has any further action been identified and completed **YES / NO** *(Delete as appropriate)*

**Actual and possible causes:**

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**Remedial action to prevent reoccurrence:**

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Have the actions identified been implemented: **YES / NO**                    Have the actions been considered: **YES / NO**

<b>Name of Person carrying out the investigation:</b>	<input type="text"/>
<b>Signed:</b>	<input type="text"/>
<b>Signed by Business Manager:</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>







## APPENDIX E

### **FIRE/BOMB EVACUATION MARSHALLS**<sup>[MB2]</sup>

The Fire Officer will be wearing a fluorescent jacket: Mr Marsh, Deputy Fire Officer Mr Farrugia

The Attendance Officer will be wearing a fluorescent jacket: Miss Margree-Coverly, Deputy Mrs Martin

Business Manager and Cover Manager will be wearing fluorescent jackets: Mrs Morley, Deputy Mrs Smithdale and Mrs Hayward, Deputy Ms Daly

SENDCO will be wearing a fluorescent jacket: Mr Folkerd, Deputy Mrs Cooper

The Fire Marshals are:

1. Ms Daly, Deputy Ms Freeman (Offices corridor)
2. Science Technicians (Science labs)
3. Mrs Peterson, Deputy Mrs Vahonina (Top floor Bosco Maths)
4. Mrs O'Leary, Deputy Mr Newman (Ground floor Bosco, including toilets)
5. Mr Godfrey, Deputy Mrs Coen/Mrs Ingrouille (Top floor English/MFL)
6. Mrs Gosling, Deputy Miss Chapman (First Floor English)
7. Miss Grant, Deputy Mr Walton (History)
8. Miss Cook, Deputy Mr Master-Jewitt (Geography)
9. Miss Semambo, Deputy Mrs Schluter (Top floor Merici building)
10. Mr Kelly, Deputy Mrs Hayward (Ground Floor Merici Building, including classrooms and toilets)
11. Mrs Clark, Deputy Mr Farmery (Bosco Building Art/ICT/Reprographics)
12. PE staff (Sports Hall and changing rooms)
13. Mr de Vries, Deputy Mrs Green/Mrs Teodorska (Merici Hall and Foyer)
14. Cover Supervisors (Bosco Hall, Offices in Bosco)
15. D&T Technicians (D&T Rooms)
16. Mr Folkerd, Deputy Mrs Cooper (The Romero Centre)
17. Mr Sullivan (Music)
18. Mr Head, Deputy Mr Falvey (St Anne Line Building)

**APPENDIX F**  
**ST JOHN PAYNE CATHOLIC SCHOOL**  
**FIRE/BOMB EVACUATION PROCEDURE 2020**

**PARAMOUNT OVER ALL FOLLOWING GUIDANCE IS THAT IF ANY MEMBER OF STAFF SEES A FIRE, THEY ARE TO ACTIVATE THE NEAREST ALARM BEFORE EXITING THE BUILDING**

**WE WILL MAINTAIN THE PRACTICE THAT ALL OF US ADOPT THE ROLE OF FIRE MARSHAL FOR OUR ROOM OR AREA**

Each building has its own fire/bomb alarm system, networked across the site.

**IF THE ALARM SOUNDS ALL BUILDINGS MUST BE EVACUATED**

**IF IT IS A FIRE – DO NOT TAKE PERSONAL BELONGINGS**  
**IF IT IS A BOMB THREAT - TAKE ALL PERSONAL BELONGINGS**

- If a bomb threat is received the receptionist is to follow the checklist/procedure
- One person in the Office will phone 999 to report the fire/bomb alarm.
- A member of the site team will raise the car park barrier using a key rather than an electronic fob. This will ensure it remains raised.
- If the alarm is planned or accidental, the site manager will decline the attendance of the fire brigade.
- The person on Reception will print out the visitor register to account for all visitors.
- Another member of office staff will take the clipboards and high visibility jackets to the Fire Officer.

**\*STUDENTS SHOULD LEAVE THE BUILDING IN SILENCE BY THE QUICKEST ROUTE SUPERVISED BY THEIR TEACHER AND ASSEMBLE ON THEIR PLAYGROUND IN ALPHABETICAL ORDER IN TUTOR GROUP RANKS**

**YEAR GROUPS WILL ASSEMBLE ON THEIR DESIGNATED PLAYGROUND:**

<b>AQUINAS</b>	<b>BOSCO</b>	<b>MERICI</b>
<b>TCO &amp; PMA</b>	<b>RIC &amp; AFA</b>	<b>RFO &amp; CSQ</b>
<b>13 (usual area)</b>	<b>10 (car park side)</b>	<b>11 (mound side)</b>
<b>12 (usual area)</b>	<b>7 (building side)</b>	<b>9 (Line building side)</b>
<b>8 (usual area)</b>		

**If it is a bomb threat - assemble on Aquinas field at the far perimeter fence close to St Pius school in alphabetical order in their Tutor Group ranks.**

**TEACHERS & SUPPORT STAFF**

- Ensure all students have left the classroom and supervise stairs and corridors during evacuation.
- Members of staff who are Fire Marshals should check that their areas are clear of everyone before joining the evacuation.

**FORM TUTORS**

**(TUTORS TO KEEP REGISTER OF FORM WITH THEM AT ALL TIMES – ATTENDANCE OFFICER TO PROVIDE)**

**NON TUTORS TO ACCOMPANY CLASS TO DESIGNATED AREA (OR DIRECT TO AREA IF KS4 or 5 OPTION GROUP) AND THEN REPORT TO COVER MANAGER ON AQUINAS PLAYGROUND**

- Complete roll call.
- Return sheet to Attendance officer (AQUINAS PLAYGROUND) via assigned HOY – see below.
- Supervise students to maintain order and silence.

#### HEADS OF YEAR

- Ask Tutors for names of students absent from roll call and reported to the Attendance Officer.
- Supervise students to maintain order and silence.

#### CATERING STAFF

- Assemble outside kitchen beside car park (prevent vehicles from entering car park).
- Catering Manager to report staff presence to Fire Officer (AQUINAS PLAYGROUND)

#### ATTENDANCE OFFICER

- Check students absent from roll call can be accounted for due to absence notification.
- Report to the Fire Officer that all are accounted for or report students unaccounted for.

#### REPORTING STAFF PRESENCE

- Tutors report to their Head of Year.
- Non-Tutors report to Cover Manager (AQUINAS PLAYGROUND).
- LSAs report to SENDCO (MERICI PLAYGROUND), then assist supervision.
- Support staff report to the Business Manager (AQUINAS PLAYGROUND).
- Catering staff report to Catering Manager (AQUINAS CAR PARK)
- Visitors directed to report to Receptionist (AQUINAS PLAYGROUND)

#### STAFF PRESENCE TO BE CONFIRMED TO COVER MANAGER AND REGISTERS RETURNED TO ATTENDANCE OFFICER (AQUINAS PLAYGROUND) BY:

TFN (Y12/13 & 8)                  SGR (Y10 & 7)                  JCO (Y11 & 9)                  RFO (LSAs)                  MMO (SUPPORT)

IF NOT ALREADY ON AQUINAS PLAYGROUND THE ABOVE STAFF NEED TO LEAVE THEIR AREA TO REPORT TO COVER MANAGER

HOYS MUST ALSO REPORT TO COVER MANAGER WHICH MEMBERS OF SLT ARE PRESENT WITH THEIR YEAR GROUPS

#### COVER MANAGER REPORTS TO FIRE OFFICER (AQUINAS PLAYGROUND)

**If any person is unaccounted for upon completion of the roll call, the Fire Officer & Headteacher will decide whether to advise the Fire Authority or to instigate a search of buildings prior to re-entry.**

**ONLY IF SAFE TO DO SO - site staff will check the building where the alarm was set and report to the Fire Officer.**

**A member of the site team will await the fire crews to direct them to the site of the fire/bomb.**

RESPONSIBILITIES		
FIRE OFFICER	PETER MARSH	PMA
DEPUTY FIRE OFFICER	CATHERINE SQUIRES	CSQ
ATTENDANCE OFFICER	JASMINE MARGREE-COVERLY	JMA
SENDCO	RICHARD FOLKERD	RFO
COVER MANAGER	MAXINE HAYWARD	MHA
BUSINESS MANAGER	MONICA MORLEY	MMO
OFFICE & VISITORS	LYNN ADAMS-RECEPTIONIST	LAD

**No-one is to re-enter buildings until the Site Manager has informed the Fire Officer that it is safe to do so.**

## APPENDIX G

# ST JOHN PAYNE CATHOLIC SCHOOL

## EMERGENCY DRILL (LOCKDOWN) PROCEDURE 2020

### AN EMERGENCY DRILL MAY BE ACTIVATED IN RESPONSE TO A NUMBER OF SITUATIONS INCLUDING:

1. A civil disturbance in the local community with the potential to pose a risk to students & staff
2. An intruder on the school site with the potential to pose a risk to students & staff
3. A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming loose

### EMERGENCY DRILL PROCEDURES

#### PARTIAL EMERGENCY DRILL

1. Emergency drill alarm alerts staff to activation of emergency drill.
2. The Main office will phone 999 to report the incident using the protocol, and remain in communication.
3. Staff will be informed if possible using internal communications
4. The receptionist will print out the visitor register to account for all visitors.
5. If the alarm is sounded, buildings must **NOT** be evacuated.
6. All outside activity to cease immediately, students and staff to go to the nearest available room as quickly as possible.
7. Students inside should remain in their classrooms.
8. Lock external doors (automatically by site staff)
9. Lock windows
10. Once in emergency drill mode, staff should notify the office immediately of any students not accounted for.
11. Staff should encourage students to keep calm.
12. If it is necessary to evacuate the building, the fire alarm will be sounded and fire evacuation procedure to be followed
13. Staff to await further instructions from SLT using available internal communications
14. Movement within buildings may be permitted dependent upon circumstances; this will be communicated via internal communication systems.
15. Once all students and staff are safely inside, the leadership team will risk assess based on advice from the emergency services.
16. In the event of air pollution, air vents can be closed as an additional precaution. Emergency Services will advise.
17. Register taken - the office will contact each class in turn for an attendance report of students and staff
18. Visitors are to contact the site team using the telephone number provided with their passes. [MK3]

#### FULL EMERGENCY DRILL

signifies an immediate threat or may be an escalation of a **partial emergency drill**.

19. Staff will be informed of a full emergency drill via internal communications
20. If the full emergency drill is the result of an intruder to the site, students are to sit silently out of sight (eg under desks or out of sight lines).
21. Register taken - the office will contact each class in turn for an attendance report and also follow fire evacuation procedures for visitors and contractors.

**AT ANY POINT DURING THE EMERGENCY DRILL, THE FIRE ALARM MAY SOUND AS A CUE TO EVACUATE, IF IT SOUNDS THEN FOLLOW FIRE EVACUATION PROCEDURES.**

**REMAIN IN FULL EMERGENCY DRILL UNTIL IT HAS BEEN LIFTED BY THE FIRE OFFICER/EMERGENCY SERVICES**

## **APPENDIX H**

### **HEALTH SAFETY AND WELFARE - GENERAL GUIDELINES FOR EMPLOYEES**

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the School's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of St John Payne Catholic School as contained in the Contract of Employment.
- You must not invite visitors onto St John Payne Catholic School premises without permission from your Line Manager.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Line Manager.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will subject to disciplinary action.