



# Health & Safety Policy and Procedures

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## **Health and Safety Policy**

This policy details the Academy Trust's arrangements for the effective management of health and safety, and sets out our commitment to provide and maintain safe workplace conditions for our staff, students, contractors, visitors and anyone who may be affected by our activities.

We ensure that the objectives of this policy are communicated to our staff, initially through our induction process and our Staff Handbook. We also monitor progress towards these objectives at leadership team (LT) level and these will be reviewed annually in consultation with the governing body, our staff and other interested parties.

The school consults an external health and safety expert to obtain advice and to monitor progress towards the standards we have set ourselves.

All teachers and staff within Uxbridge High School Academy Trust are individually and collectively responsible for health and safety. However, the overall accountability for health and safety lies with the governing body of the Academy Trust. The governing body has delegated the day-to-day running of the school, including responsibility for the health and safety of staff, students and visitors to the school site, to the principal and the leadership team. Specific responsibilities for health and safety have been assigned to the facilities manager, who plays a key role in making sure risks are managed effectively on site. Sensible and effective management of health and safety relies on every member of the leadership team ensuring that risk is managed responsibly and proportionately. Good communication by all parties is critical to getting this right.

We recognise that the key to successful health and safety management is to ensure each staff member is competent to carry out their responsibilities. To this end, we have developed and implemented a training matrix that clearly defines the training needs of each individual, based on the results of our risk assessments and job tasks. Each individual's training requirements are supported by general responsibilities contained in the staff handbook and individual work instructions for specific tasks and processes.

***Nigel Clemens***  
***Principal***



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## Part 1 – General health and safety policy statement

### Aim

It is the policy of Uxbridge High School Academy Trust to conduct its operations in such a manner as to ensure the health, safety and welfare of all its staff, contractors, clients, students, the general public and others, while working and studying on its premises and outside those premises on associated activities. The Academy Trust works to the *Health & Safety at Work etc. Act 1974* and UK Statutory Instruments.

### Objectives

These are achieved by:

- creating and encouraging a positive and pro-active health and safety culture across the organisation.
- ensuring so far as is reasonably practicable, that all Uxbridge High School Academy Trust's premises provide a healthy and safe working environment, and that there are safe systems of work in place to provide this.
- providing safe access and egress to the premises at all times.
- ensuring staff receive appropriate and up-to-date training, information, instruction and supervision.
- ensuring arrangements are in place to provide the safe use, handling, storage and transportation of all articles and substances.
- ensuring suitable and sufficient work equipment is available and maintained, and that the appropriate personal protective equipment is provided for use of such equipment as required.
- providing access to adequate welfare facilities which include, but are not limited to, toilets, an adequately warm environment, staff room, and drinking water.
- ensuring staff perform an assessment of the significant risks specific to the activities or tasks. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.
- ensuring good and clear communications and consultation with all parties, on all information related to health and safety, and the management requirements of this.
- monitoring compliance and good practice of health and safety, and where issues arise, appropriate consultation and action is taken.
- ensuring that all third party contracts and services awarded by the Uxbridge High School Academy Trust have a consistency of approach and thorough vetting of the contracts to achieve legal compliance.
- regularly updating the Risk Register to ensure it is a working document that continually highlights and mitigates as far as is reasonably practicable any identified risks.

Whilst day-to-day management of health and safety can be and is, delegated to the principal and the leadership, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the governing Body of Uxbridge High School Academy Trust.

The principal, governing body and all Academy Trust staff must familiarise themselves with the contents of this statement, the organisational structure and arrangements.

All members of staff have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures are therefore communicated to staff, and students as required. Staff are encouraged to be proactive in developing and maintaining a healthy and safe working environment and to report health and safety concerns to their line manager or through the appropriate reporting procedures.



It is the belief of this Academy Trust that a positive health and safety culture is of significant benefit to the good performance and safety of the whole school. We aim to encourage, support and develop a positive and proactive approach for students, through risk education and awareness. The organisational structure named below will ensure that sufficient resources (including financial) are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will remain under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually, or earlier as necessary, to reflect changes in the Academy Trust's strategy, UK or EU law. Any changes made will be communicated to all staff.

***Nigel Clemens***  
***Principal***

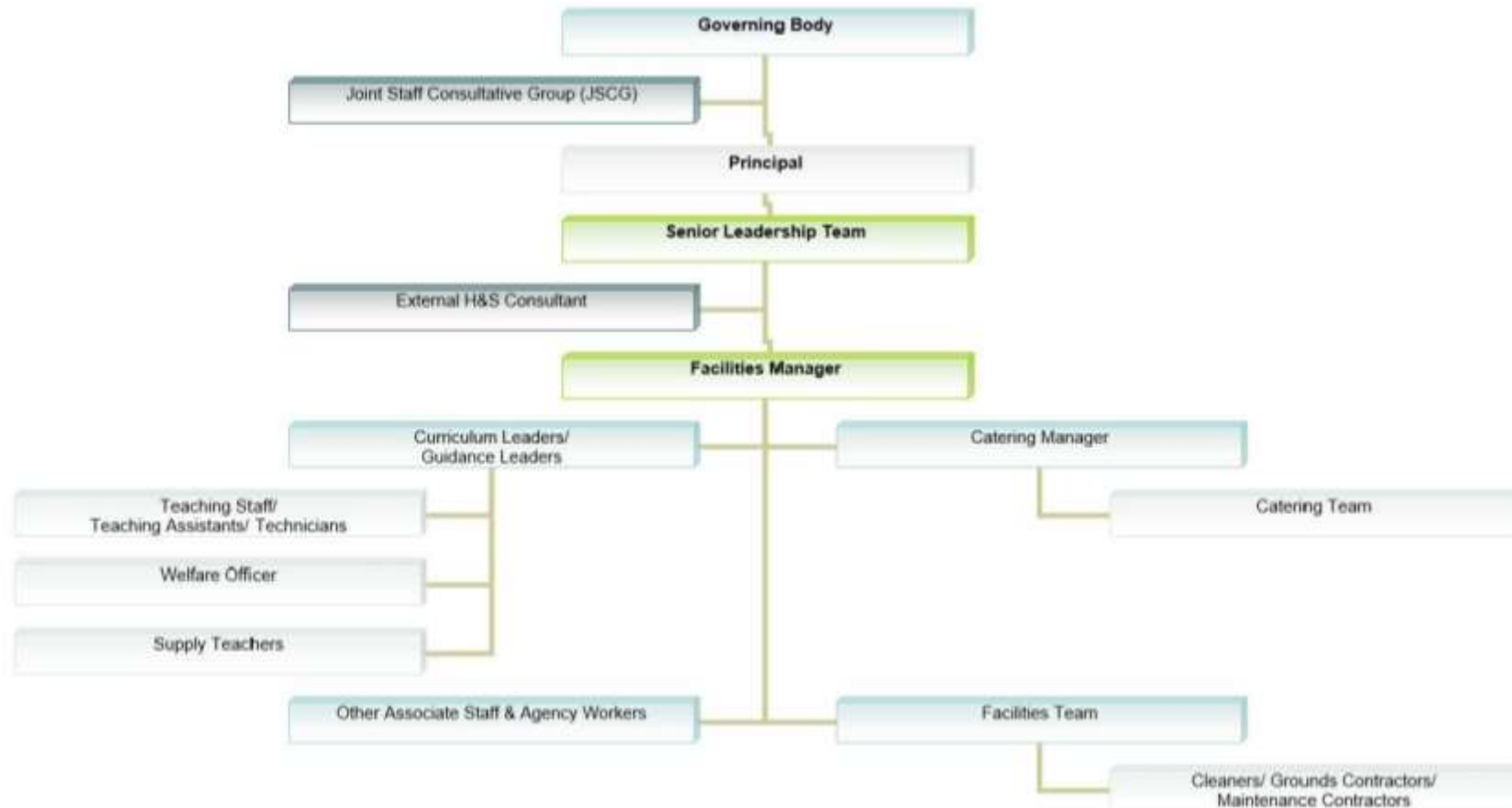
***Peter Waine***  
***Chair of Governors***



## Part 2 – Health and safety policy organisation

### Academy Trust organisation structure

The organisational chart below shows the Academy Trust's arrangements for managing health and safety. This chart is provided purely for health and safety purposes and does not represent the organisational structure for other business activities. It is supported by the specific responsibilities detailed within this policy.





## **Policy organisation**

In accordance with *Section 2 (3) of the Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, Uxbridge High School Academy Trust recognises and accepts the responsibilities as an employer for providing a safe and healthy work place and working environment for all staff, students and visitors.

The overall responsibility for health and safety issues rests with the governing body. The principal, together with the support of the leadership team, ensures as far as is reasonably practicable that this responsibility is met.

## **The governing body**

The governing body has a direct responsibility for health and safety in the Academy Trust and follows health and safety regulations and guidance to ensure that they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All responsibilities are, for the purpose of day-to-day management, delegated to the principal.

The governing body ensures that:

- relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy;
- a safe place is provided for staff, students and visitors to work including safe means of entry and exit;
- reasonable steps are taken to ensure that the buildings, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises;
- periodically they assess the effectiveness of this policy and ensure that any necessary changes are made;
- they identify and evaluate risks;
- within the financial resources available, wherever training is required for the safety of staff, students or others, such training is provided.

The governing body receives regular reports to enable them, in collaboration with the principal, to prioritise resources for health, safety and welfare issues.

## **Principal**

The principal has the overall responsibility for the Academy Trust's health and safety system and implementation of the policy and reporting to the chair of governors. The principal ensures that the Academy Trust has in place the appropriate organisation and methods for the implementation of the Health & Safety Policy and for making all persons aware of their responsibilities.

The principal has responsibility for:

- ensuring that appropriate reports on health and safety are submitted to the governing body and that they are kept informed of any significant health and safety failings and the results of any investigations;
- ensuring that any potential hazards which may affect the health and safety of staff, students and others are addressed immediately;
- providing strong leadership with a visible and active commitment to ensure health and safety organising and planning;





- establish downward communication systems and management structures;
- appointing responsible persons to organise, plan, implement, measure, review and audit the Academy Trust's health & safety policy and procedures;
- appointing responsible person(s) to assist with health and safety implementation;
- ensuring that the Academy Trust has adequate and competent health and safety advice and expertise;
- collating and, where necessary, investigating accident and incident information, monitoring injury data and welfare issues;
- ensuring there are effective arrangements in place for business continuity along with an emergency plan and procedures for the safe evacuation of the Academy Trust. The emergency plan and or relevant emergency procedures are effectively communicated to all staff, contractors, volunteers, visitors, other members of the public and where applicable, emergency services and the Local Authority;
- disciplining those who consistently fail to consider their own wellbeing or the health and safety of others.

The principal may undertake or devolve certain tasks to appropriate senior staff or managers within the Academy Trust. It is to be clearly understood by everyone concerned that, the delegation of certain duties does not relieve the principal from the overall day-to-day responsibilities for health and safety within the school.

### **Leadership team**

The leadership team assists the principal in meeting the objectives of the health & safety policy. These members of staff ensure their own familiarity with the requirements of health and safety legislation and codes of practice that are relevant to the work of the Academy Trust. These members of staff are delegated the task of working with the principal to put into writing the Academy Trust's health & safety policy and in helping other members of staff to implement it and to comply with its requirements.

The day-to-day responsibilities of these members of staff involve taking all reasonably practicable steps to ensure that:

- safe methods of working exist and are implemented;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, students and visitors are instructed in safe working practices;
- new staff are given instruction in safe working practices;
- staff training needs are identified by developing a health and safety training plan for all staff members;
- regular safety inspections and fire-drills take place, and positive, corrective action is subsequently taken to ensure the health and safety of all staff, students, visitors and others;
- all potentially hazardous equipment is adequately guarded and is in good and safe working order;
- all reasonably practicable steps are taken to prevent unauthorised or improper use of all potentially hazardous equipment;
- the day-to-day implementation of this policy including the maintenance of appropriate risk assessments for school and off-site activities and seeking the approval of the principal for meeting the financial implications, are kept up to date;
- all health and safety information is communicated to relevant persons;
- any health and safety concerns are reported to them, and whenever necessary, to the principal.



### **Facilities manager**

The facilities manager ensures that the school premises, including services, are maintained in accordance with current legislation, approved codes of practice and guidance to provide, so far as is reasonably practicable, a safe and healthy place for staff, students and visitors. The responsibility for the facilities risk assessment e.g. buildings access and services lies with the facilities manager, as do the Fire Risk Assessments.

The facilities manager is responsible for the implementation of policies, standard operating procedures, guidance documents, H&S regulations and approved codes of practice by:

- consulting with the principal and the leadership team regarding schedule of works, including hazards, timescales, etc. that may impact on the academy;
- submitting appropriate reports on health and safety to the governing body;
- ensuring that risk assessments and method statements for any facilities works or activities are carried out, and risk control measures are put in place and monitored;
- notifying all staff of the arrangements affecting their work practices e.g. storage of hazardous substances, materials and equipment;
- co-ordinating site maintenance activities outside of normal school hours whenever practicable; where this cannot be achieved ensuring suitable provision is in place to reduce risk of injury to staff, students and others;
- implementing a systematic and methodical system of servicing, inspecting and maintaining machinery and equipment within the Academy Trust in conjunction with the curriculum leaders;
- ensuring the asbestos register is kept up to date and is available for contractors to see prior to commencement of any works;
- ensuring the compliance with the control of Legionella;
- ensuring the compliance with the maintenance and servicing of passenger lifts and heating systems, including pressure systems;
- ensuring security arrangements are maintained;
- ensuring workplace inspections are undertaken to maintain health and safety standards;
- maintaining safety across the school premises and regularly updating the principal and leadership team of site hazards which require remedial attention;
- ensuring that contractors are competent for the work they carry out, operate an effective permit to work system, and by monitoring contractor's performance;
- ensuring that all building projects comply with the *Construction (Design and Management) Regulation 2015 (CDM)*.

### **Curriculum leaders/house guidance leaders**

The curriculum leaders and house guidance leaders are responsible for the health and safety of all staff, workplaces and activities under their control. This is achieved by:

- developing strong, positive health and safety attitudes among those staff reporting directly to them;
- ensuring a positive health, safety and welfare awareness culture is developed and actively encouraged with all students;
- applying the Academy Trust's health & safety policy to their own curriculum area or area of work;
- being directly responsible to the facilities manager for the application of the health and safety procedures and arrangements to all staff and students;



- ensuring that all staff, including supply teachers, are aware of the general health and safety requirements of the Academy Trust and the detailed requirements or arrangements for activities relevant to them;
- ensuring regular health and safety risk assessments are undertaken in high risk departments and for those activities for which they are responsible and that control measures are implemented and shared with all staff;
- maintaining, or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS and ensuring all staff are aware of and make use of such guidance;
- ensuring that appropriate safe working procedures are brought to the attention of all staff under their responsibility;
- resolving any health, safety and welfare problems that members of staff refer to them. Inform the facilities manager of any problems, if they cannot achieve a satisfactory solution within the resources available to them;
- carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, and record these inspections and report any concerns to the facilities manager;
- arranging for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe;
- checking the adequacy of fire precautions and procedures in liaison with the facilities manager;
- ensuring the fire action notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible;
- ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and students to avoid hazards and contribute positively to their own health and safety;
- establishing acceptable housekeeping and safe storage standards in all areas of their responsibility;
- developing a training plan that includes specific job instructions and induction for new or transferred staff;
- ensuring that the training needs of their staff are monitored and training opportunities made available;
- making known to the HR manager any identified training needs;
- ensuring all accidents (including near misses) occurring within their department are promptly and correctly reported and investigated;
- implementing emergency procedures that are relevant to their department or activities;
- ensuring statutory inspections are carried out on machinery/equipment in their areas such as:
  - DT – maintaining woodwork/metal work machinery; LEV testing, servicing and cleaning; carrying out Noise and Dust surveys; testing emergency devices fitted to individual machines;
  - Science – servicing and testing gas equipment; servicing and inspecting lifting equipment; inspecting and testing fume cupboards controls; providing suitable storage for hazardous substances including toxic, flammable, corrosive and acidic substances;
  - Art – servicing and testing art equipment;
  - PE – servicing and testing PE equipment.

All records of inspection and testing are stored in a central location that can be accessed by the principal, leadership team, facilities manager and governors at any time. Equipment maintenance schedules are developed on an annual basis and any equipment failures shall be notified to the facilities manager immediately.



### **Catering team**

The catering manager is responsible for:

- ensuring that the health and safety requirements of any external contractor is implemented on a daily basis;
- ensuring that all catering staff follow the relevant parts of the policy, especially those relating to emergency procedures;
- advising the facilities manager of any health and safety concerns;
- carrying out regular inspections of the kitchen to ensure that equipment, hygiene practices and work activities are safe with records available;
- arranging for the repair, replacement or removal of any item of equipment that has been identified as unsafe;
- developing and maintaining training plans for all catering staff that includes specific job instructions and induction for new staff. Ensuring that the training needs of staff are monitored and made available;
- ensuring that all accidents (including near misses) occurring in the kitchen are reported to the welfare officer and facilities manager and are correctly reported/investigated;
- ensuring that emergency procedures relevant to the catering department are implemented as required;
- providing sufficient information, instruction and supervision to all catering staff, to enable staff and students to avoid hazards and contribute positively to their own health and safety;
- ensuring provision of Personal Protective Equipment is maintained at all times.

### **Educational visits co-ordinator**

The educational visits co-ordinator is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the Health & Safety Policy, and in particular:

- overseeing all residential and day trip visits and ensuring that they comply with guidance in relation to such things as ratios, risk assessments, provision of information to students and parents etc;
- ensuring all necessary staff and volunteers are fully informed of the visit arrangements and kept up to date with statutory requirements;
- ensuring that sufficient information relating to transport arrangements have been obtained prior to the visit risk assessment being carried out;
- ensuring that safety information from the visit location has been obtained prior to the visit risk assessment being carried out;
- ensuring that relevant first aid supplies for the visit, and medical details for staff and students have been assessed prior to the visit risk assessment being carried out;
- ensuring that emergency arrangements have been assessed for each visit.

### **Teaching and associate staff**

All staff have a statutory duty to take reasonable care of their own health and safety, of others around them and to co-operate with the Academy Trust to enable it to carry out its own responsibilities successfully. Individual staff are responsible for:

- ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students;
- implementing the health and safety for students at a level appropriate for their requirements;
- ensuring that these procedures are explained so they can be easily understood;



- carrying out safety briefings and refer to specific risk assessments especially before any hazardous or high-risk activities and lessons;
- seeking information on any special safety measures that must be adopted in their own areas of responsibility and ensure that they are adhered to;
- ensuring that all students are aware of the general health and safety requirements of the Academy Trust and the detailed requirements or arrangements for activities relevant to them;
- ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and students to avoid hazards and contribute positively to their own health and safety;
- exercising effective supervision of students and maintaining an awareness of emergency procedures in respect of fire, first aid, accident or incident reporting;
- setting an example by personally following safe working practices;
- ensuring that, where necessary, the appropriate personal protective equipment is available, in good condition and used. Ensuring any other identified safety measures in the risk assessment are implemented;
- ensuring that all electrical equipment is visually checked before use;
- reporting to the facilities manager any defects in equipment or identified inadequacies in procedures;
- isolating and clearly labelling any equipment, where any defect renders the equipment potentially hazardous, until repaired or replaced;
- integrating all relevant aspects of health and safety into the teaching process and, if necessary, giving special lessons e.g. the use of equipment in technology lessons;
- highlighting any training needs deemed necessary to fulfil their role to their line manager or curriculum leader;
- establishing good housekeeping and safe storage standards in all areas of their responsibility.

### **Welfare officer**

The Academy Trust employs a welfare officer who is responsible for:

- maintaining a register of first aiders;
- ensuring that the school has fully stocked and in-date first aid kits, to enable first aiders to respond effectively to any notified incident;
- ensuring that appropriate forms are completed where required, e.g. accident forms;
- providing medical assistance to students;
- ensuring that all medicines are kept in a locked cupboard;
- ensuring that students on crutches provide the appropriate documentation before being let on site;
- ensuring that accidents, dangerous occurrences and near misses are investigated, completed and RIDDOR notifications are sent to the enforcing authority in consultation with the facilities manager and the leadership team.

### **First aiders**

Competently trained staff are appointed as first aiders and receive refresher training as often as is required. First Aiders ensure that:

- appropriate forms are completed providing written confirmation of first aid treatment given;
- if an ambulance is called the welfare officer, the facilities manager and leadership are notified;
- they are familiar with, and follow the Academy Trust's policy on First Aid.



### **Trade union representatives**

Trade union representatives are encouraged by the Academy Trust to:

- carry out their duties as required by their union guidelines;
- attend any appropriate training;
- consult regularly through the Joint Staff Consultative Committee (JSCG) on health and safety matters;
- inspect the establishment in accordance with the agreed trade union procedures.

### **Students**

The Academy Trust aims for students to understand the importance of health and safety through their learning experiences. In developing skills to participate there are expectations on students to:

- co-operate with Academy Trust staff in matters in relation to health and safety;
- follow safety measures to the best of their ability;
- refrain from conduct which puts themselves or any other person at risk;
- set a personal example by following the rules and regulations of the Academy Trust.

### **Joint staff consultative committee (JSCG)**

The JSCG meets at least once each term and these meetings are chaired by the principal. This is the forum for staff and trade union representatives to raise and communicate any issues, including health and safety matters, and resolve any concerns. All minutes of meetings are recorded and copies distributed to the members of the Governors' HR committee.

### **Governing body**

The governing body meets at least six times per year. The minutes of meetings are recorded and copies are distributed to all committee members. The committee is responsible for:

- considering information, statistics, reports, health and safety training and risk assessments, relating to Health and Safety matters affecting the Academy Trust generally, and making recommendations or observations accordingly;
- making recommendations regarding the effective application and development of the health and safety policies of the Academy Trust;
- reviewing health and safety aspects of new initiatives and changes of procedure;
- advising on safety rules, practices, etc. affecting the Academy Trust generally and adherence to safety policy;
- considering reports submitted by the facilities manager;
- considering reports from the leadership team, where necessary;
- considering training at all levels (i.e. LT, facilities team, and other staff);
- considering reports from the Health and Safety Executive (HSE);
- looking into the effects of new health and safety legislation, enforcing authority reports and information releases;
- co-ordinating the development and implementation of planning processes that are consistent and aligned with the Academy Trust's strategic planning in order to ensure a proactive approach to occupational health and safety management across all its operations;
- keeping the Academy Trust informed of the work of the committee.



### **Competent assistance**

The *Management of Health and Safety at Work Regulations 1999, regulation 7*, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures. Uxbridge High School Academy Trust consults an external health and safety expert to ensure that the school is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

An external health and safety consultant carries out audits of the school's Health and Safety Management Documentation in order to measure health and safety performance. These audits are completed annually.



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### **Part 3 – Academy’s health & safety management system**

The Academy Trust’s Health & Safety Policy identifies the framework of safety goals and objectives which is central to the Health and Safety Management System as depicted in the *HSG65 "Managing for Health and Safety"*, the recognised legislative guidance model issued by the Health and Safety Executive.

It is essential that all members of staff are familiar with the Policy and Procedures and understand their own role within it. Access to all documents is available to staff via the Academy Trust’s network and policy files stored in the facilities manager’s room and Main Office

Curriculum Leaders and the facilities manager keep copies of the Health & Safety Policy together with relevant documents concerning specific areas.

#### **Health & safety plan**

The Health and Safety Policy promotes active performance measurement against established standards from which improvements are made which link back to the Health and Safety plan. The leadership team is responsible for ensuring delivery of the plan.

The plan supplements the on-going health and safety activities of the Academy Trust setting out the principle health and safety improvement activities to take place in a specific, measurable, achievable, realistic and timely manner.

The plan involves the inclusion of everyone participating in its maintenance and development providing strong leadership, active effective management and collective ownership and tackling risk priorities.

#### **Performance monitoring**

The LT, curriculum leaders and the facilities manager monitor performance using active and reactive processes.

Active monitoring consists of:

- Inspections monitoring the health and safety performance of staff.
- Identification of non-compliance via audits and inspections.
- Evaluation of the effectiveness of accident, incident reports and subsequent investigations.
- Monitoring of the operation and inclusion of policy and procedure.
- Evaluation of safe working practices, the quality of risk assessments and suitability of control measures.

Reactive monitoring consists of:

- Accident, incident and near miss analysis;
- Analysis of ill-health situations with appropriate recommendations;
- Responses to insurance claims and subsequent lessons learned;
- Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, improvement and enforcement notices.





## **Audit**

The Academy Trust adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The audit of the health and safety management system is structured and carried out by a competent external health & safety advisor. An auditing framework will assist in prioritising a systematic approach and the use of key performance indicators will allow benchmarking for future audits and as a tool against monitoring where the standard should be.

Performance indicators will include:

- Completion and review of risk assessments;
- Actions implemented from risk assessments;
- Numbers of staff trained in core health and safety;
- Numbers of accidents, incidents and near misses reported;
- Number of RIDDOR reportable injuries.

The governing body regularly receives reports on health and safety so that they are aware of the strengths and weaknesses of health and safety management within the school.

## **Review**

The Academy Trust systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan is constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the principal. Changes to existing legislation, the introduction of new legislation and the publication of new information are assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

## **Information for staff**

The Academy Trust complies with the *Health and Safety Information for Employees Regulations 1989* regulations, which requires information relating to health and safety to be provided for all staff by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The poster 'Health and Safety Law' – 'What You Should Know' is, at all times, displayed on the main notice board where it can be read by all staff, visitors and contractors. Information on the poster states



who has overall responsibility for health and safety within Uxbridge High School Academy Trust and the name of any safety representatives that have been identified.

All new staff including part time, temporary and supply staff receive induction training to include relevant health and safety issues.

### **Risk assessment**

Uxbridge High School Academy Trust complies with *The Management of Health and Safety at Work Regulations 1999* that imposes a duty on employers to carry out suitable and sufficient assessments of all the risks to staff arising out of, or in connection with, any work activity.

The risk assessments are carried out by staff appropriately trained, considering the safety and welfare of the learner. Under the *Apprenticeships, Skills, Children and Learning Bill 2008-2009* the Academy Trust recognises its responsibilities to ensure, "so far as is reasonably practicable" that all learning takes place in a safe, healthy and supportive environment. Risk assessments are conducted in the following way:

- Identify the significant hazards involved in the activity being assessed;
- Decide who might be harmed and how;
- Evaluate the level of risk and decide if existing precautions are sufficient, or if further control measures are required;
- Record the findings of the assessment and communicate findings to all persons affected by the risk;
- Review the assessment when circumstances change, after an accident or when there is reason to believe that it is no longer valid. On all other occasions, they will be reviewed annually.

All staff shall ensure compliance and application of working practices by:

- undertaking and documenting risk assessments;
- carrying out risk assessments as current and future legislation requires for all activities;
- adopting the hierarchy of control measures;
- ensuring safe systems of work are implemented, adhered to and effective;
- introducing new or review existing procedures that ensure safe working practices;
- providing appropriate and on-going instruction, information and training to staff, students and any others affected in consultation with the facilities manager, trade union representatives and line managers.



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## **Part 4 – Health & safety policy arrangements**

### **Accidents and first aid**

#### **First aid**

The Academy Trust operates under the *First Aid Regulations 1981 (as amended)* and schedules of provision, providing first aid and emergency help to someone who is injured or taken ill, including defibrillator and epi-pen use where staff have been appropriately trained.

The Academy Trust follows all statutory guidance in order to support students at the Academy Trust with medical conditions. Any member of staff may be asked to provide students with medical support and the Academy Trust will ensure that the staff taking on this role receive sufficient and suitable training and achieve the necessary level of competency before they take on this responsibility. There is a Welfare Officer on the premises during the school day.

#### **First aiders**

First aiders are members of staff who have been appointed by the Academy Trust after receiving training in first aid provision. First aiders only provide treatment in accordance with their training; matters outside of this are referred to a competent medical professional. Staff who wish to volunteer to become designated first aiders should contact the Welfare Officer.

#### **First aid training**

First aiders are provided with the relevant training at least every three years.

Duties of a first aider are:

- To administer treatment in accordance with the training they have received;
- To provide written confirmation of first aid treatment given.

#### **First aid boxes and supplies**

First aid boxes containing emergency supplies are provided for use by first aiders and anyone dealing with an emergency. The welfare officer is responsible for the procurement and distribution of first aid supplies and replenishes first aid boxes available on the premises, for educational visits and for Academy Trust vehicles.

The location of first aid boxes is listed in the welfare room and include:

- Main Reception – cupboard;
- Student Reception – welfare cupboard;
- FLC/Library – front desk FLC;
- Educational trips – welfare cupboard;
- History/geography – B14;
- Lancaster – reception cupboard and cupboard in 1<sup>st</sup> floor corridor;
- Science – S1 to S10;
- DT – D1 to D6;
- Art – office;
- Languages – C8;
- IT – technician office;



- PE – office;
- Orsino – drama studio;
- Staff room – table;
- Catering department – office.

### **Automatic external defibrillators**

For the purpose of potentially preserving life the Academy Trust has extended the first aid equipment provision to include the use of Automatic External Defibrillator (AED). This requires the application by an authorised user to a patient in order to deliver a shock. All first aiders are provided with defibrillator training as part of their first aid training. The AED is located at Main Reception.

### **Accident/incident recording and reporting**

All accidents, near misses, diseases and dangerous occurrences at the school are reported, as is legally required in the *Social Security Regulations 1979* and the *Social Security Administration Act 1992*. All persons completing the accident record book must do so with a First Aider or nominated person.

### **Accident and incident recording**

All accidents and incidents must be reported to the Welfare Officer on the day of the occurrence (or as soon as is practicable) by completing an official accident/incident recording form which complies with the *Data Protection Act 1998*.

Where first aid is required this is administered by a qualified first aider that has completed the appropriate first aid training, or Emergency Services are called, as circumstances dictate. The list of qualified first aiders is available in every department and curriculum area.

All cases of incidents, occupational health illness, accidents, diseases, dangerous occurrences and near misses involving staff and/or students occurring whilst they are located in off-site provision, should be reported to the welfare officer, or for contractors (whilst working on school premises) should be reported to the facilities manager

The Academy Trust has in place inclusive and integrated safe practices that promote and ensure the safety and well-being of all students.

### **Accident and investigation reporting**

The Academy Trust adheres to the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*, reporting appropriately as defined within the schedules.

Absence of any member of staff or student from Uxbridge High School Academy Trust, as a result of an accident, incident or disease for more than 7 days, is reported to the Health and Safety Executive within 15 days of the accident or within 10 days in the case of serious injuries. All records are kept of any accident involving a member of staff who has been incapacitated for more than 7 consecutive days.

All accidents, diseases and incidents causing absence from work, or in the case of students, absence from school or receiving medical attention, is investigated. The leadership team is responsible for acting



on the findings of any investigation and for implementing any changes to current safe systems of work as a result.

Guidance to report incidents and injuries in schools, as issued by the HSE, can be found at [here](#). The welfare officer completes the necessary online report form at the [HSE](#).

The aim of any investigation is to find out:

- What happened?;
- What caused the accident/incident?;
- Who was involved?;
- When did it occur?;
- Where did it occur?;
- How could it have been prevented and how?;
- What needs to be done to prevent a recurrence?

## **Communicable diseases**

### **Control of infection**

The Academy Trust aims to control the risks associated with communicable diseases such as viruses' from blood, faeces, and urine. Any staff, students, contractors and visitors that have been exposed to infected material are sent to the local accident and emergency department immediately.

### **Dealing with spillages of blood and body fluids**

The Academy Trust deals with spillages of blood and body fluids by:

- ensuring that arrangements are in place for the removal of blood and body fluid spillages;
- ensuring that spillages are cleared and that this is carried out by competent staff/contractors;
- ensuring an assessment is in place relating to cleaning, and that control measures are implemented;
- ensuring that areas are cordoned off until disinfected, e.g. through the use of barriers and signage;
- treating the infected area with suitable disinfectants;
- providing relevant staff with protective equipment;
- disposing of waste material properly.

### **Dealing with syringes**

The Academy Trust deals with syringes by:

- providing a disposal kit which includes purpose made gloves to avoid direct contact and a sharps box;
- making arrangements with a contractor to remove used sharp boxes;
- keeping the disposal box in a safe place, away from access by students.

### **Drugs and medicines**

A request by a parent to deal with the administering of medicine to students during school hours is a discharge of our duty of care. The Academy Trust agrees to accept this responsibility providing the following procedures are observed:

- The Academy Trust will only administer prescription medication;
- Medication must be sent to school in a pharmacy bottle/actual packaging;



- Dosage will only be given as per the recommended prescription;
- The administration of medication is overseen by 2 members of staff as a risk assessment control.
- The Academy Trust will not be held responsible if not administered;
- Most medicines are housed with the welfare officer in a locked cupboard, and will not be retained by students during the school day;
- The responsibility for ensuring inhalers and epipens kept are not expired lies with the parent/guardian – the Academy Trust keeps spare inhalers and epipens in the case of an emergency;
- The cleaning of inhalers remains the responsibility of the parent/guardian.

Any parent wanting the Academy Trust to administer medicines must put their wishes in writing.

In exceptional circumstances, the Academy Trust maintains the right to refuse to administer the medicine and to request the parent comes into the Academy Trust to administer it.

When a student suffers from a long-term complaint e.g. asthma, it is the Academy Trust's policy that a student has access to his inhaler/medication whenever needed. Students are encouraged to take responsibility for remembering to carry inhalers and epipens at all times, particularly on school trips.

### **Protocol for students on crutches**

The Academy Trust requires a letter from a medical professional (GP, hospital etc.) detailing exactly what injury has been sustained before accepting responsibility for a student on crutches. This letter should be given to the Welfare Officer and include details of whether the student is required to use crutches in school and approximately how long for. This letter should contain details of when weight bearing should begin and any follow-up appointments (fracture clinics, physiotherapy etc.), where possible. Looking after students on crutches is not a responsibility taken lightly by the school and, without clear medical information, potentially puts the school at risk.

The Academy Trust finds it unacceptable for a student to return to school on crutches that they have obtained from means other than from a professional/medical establishment i.e. from friends, football coaches etc. These students have not been officially checked out by a GP or at an A&E, and are a potential danger to both themselves and other students.

The student should be dropped off by a parent/guardian on their initial return to school to enable the following to be discussed/explained:

- Leaving lessons early;
- Medication (particularly analgesia) – authorisation form can be signed and details of storage and delivery of medication explained;
- Collecting from school arrangements can be discussed;
- Any emergency contact details can be checked;
- Follow-up appointments noted.

The relevant curriculum leaders for food/textiles, science, PE and technology, will make an individual decision as to whether a student on crutches can join in with the practical activities.



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A generic risk assessment detailing the health & safety issues for all students on crutches will be produced and parents/guardians will be made aware of the details in each case.

### **Asbestos**

The Academy Trust is required under *The Health and Safety at Work Act 1974 Section 2: The Control of Asbestos Regulations 2012* to protect the health and safety of all staff and anyone who may be affected by the school's completion of work which could lead to the exposure of Asbestos.

Asbestos substances or materials are not be used, handled or stored at the Academy Trust until a suitable and sufficient risk assessment has been carried out. The findings and content of any such risk assessment is communicated to all staff that are likely to come into contact with the substance.

The facilities manager is responsible for ensuring that a risk assessment and an Asbestos Survey has been completed before any work is undertaken.

The Academy Trust maintains an Asbestos Register detailing where asbestos has been located around the premises and each location is identified with an appropriate and easily recognisable label.

### **Control of hazardous substances**

Uxbridge High School Academy Trust works in compliance with the *Control of Hazardous Substance to Health Regulations 2002 (as amended)* to reduce, so far as is reasonably practicable, substances hazardous to health in the workplace.

Hazardous substances are not used, handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment is communicated to all staff likely to come into contact with the substance.

Material safety data sheets (MSDS) are obtained for all hazardous substances purchased and this information is retained in the relevant departments i.e. maintenance, catering, cleaning, science, DT and art. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

Control of Substances Hazardous the Health (COSHH) records are kept in appropriate areas, which are available to staff as required. Responsibility for implementation of COSHH assessments and any controls that are required rests with the curriculum leaders and supported by any other staff, as is required.

Any deficiencies on the effectiveness of the assessment is reported by staff members to the curriculum leader responsible for carrying out the COSHH assessments.

All COSHH assessments are reviewed if there are any significant changes that affect the validity of the risk assessment.

COSHH also applies to biological agents connected to the workplace e.g. legionella, dusts and pesticides not covered by CHIP and substances produced in chemical processes.



### **Control of contractors**

All contractors must report to the facilities manager on arrival and departure from the Academy Trust. This is to ensure that facilities manager can make necessary arrangements to ensure the safety of staff and students and to ensure that contractors have been provided with the necessary health and safety site induction.

Contractors may include:

- Groundsmen;
- Cleaners;
- Tradesmen (plumbers, electricians etc.);
- Any other persons working on the premises and not directly employed by the Academy Trust.

The Academy Trust understands that the controls must protect the contractor from any risk to themselves and from any hazards that may arise as a result of the school's activities.

Prior to contractors (excluding those supplied by main contractor) carrying out work on the school premises, the contractor is required to produce or complete the following, where possible:

- A copy of their current Employer and Public liability insurance;
- Copies of any accreditations applicable to the job they may have;
- A method statement for the task they are to carry out;
- Copies of all risk assessments relevant to the job;
- Any other information that may affect the health and safety of anybody involved;
- DBS Certificate (NB only required if working unaccompanied on the premises during school hours).

Exclusions to the above may apply at the discretion of the facilities manager, with agreement from the principal. The person responsible for the control of contractors is the facilities manager.

Maintenance work is carried out with consideration of staff and students at all times. Contractors attending site will be appropriately scheduled "out of hours" and where applicable security checked. All contractors and visitors will be escorted and advised of restricted areas.

### **Permit to work**

All maintenance work is coordinated through the facilities manager. Where applicable, permits to work are issued, appropriately controlled and monitored by the facilities manager or nominated competent person. All maintenance work is assessed to ensure that the activities have appropriate risk assessments and method statements. When engaging contractors who are principle contractors, their permit to work system must work alongside that of Uxbridge High School Academy Trust.

### **Critical incident management planning**

The Academy Trust has a plan in place to identify all hazards which may result in emergencies, e.g. bomb, explosion, gas leak, flood, asphyxiation due to fumes etc., and is reviewed annually. The plan includes:

- The action to take in the event of an emergency or disaster;
- Out of hours cover;





- Evacuation procedure, assembly points and first aid;
- Location of services and isolation valves etc;
- Shut down of services, where possible;
- Raising the alarm;
- Co-operation with the emergency services and surrounding businesses/homes;
- Handling the media;
- How to contact relevant staff and Chair of Governor of the Academy Trust;
- A search plan for the building in the event of a bomb threat.

### **Bomb threat**

The Academy Trust recognises that the receipt or setting of explosive or other potential dangerous devices (bomb threats) is a potential hazard in all premises. It is therefore imperative that all staff understand what to do in the event of a bomb threat so that all persons in the building either evacuate to a place of safety, or is directed to remain in their current location (see Lockdown Procedures – Appendix 1).

In the event of a bomb threat the following action is taken by the principal and the LT:

- The police are immediately called for advice and assistance, on receipt of a bomb threat;
- A decision regarding evacuation is made based on the police advice;
- An evacuation route and assembly point is determined, dependent on the location of any device;
- All staff, students, contractors and visitors that may be affected by the incident are informed;
- Affected buildings remains clear until the emergency services have given the all-clear.

The Academy Trust advises all staff, students, contractors and visitors to only take personal belongings out of the building during a full evacuation, if that can be achieved without causing undue delay, as this facilitates the search process. Any suspicious objects should be reported directly to the facilities manager/principal. Under no circumstances should the object be touched or moved.

### **Display screen equipment**

The Academy Trust adheres to the *Health and Safety (Display Screen Equipment) Regulations 1992* that requires an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment a checklist is completed so as to identify the presence of any significant risk. The Academy Trust recognises that DSE users require training and will provide it, as necessary.

DSE training is provided for all staff which also produces a risk assessment allowing for improvements to be made and reasonable adjustments, where required.

Staff who have declared a disability or existing upper limb disorder are individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

The assessments are reviewed annually or when any significant change occurs.



### **Eyesight tests and corrective glasses**

Uxbridge High School Academy Trust accepts their responsibility under these regulations. Should a member of staff classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then the Academy Trust pays for an eyesight test up to £20, every two years. The eyesight test determines if the member of staff requires corrective glasses to reduce the health risks involved in the use of computer screens.

If testing shows the requirement for prescription eyewear for the distance the screen is viewed at, the Academy Trust pays for prescription eyewear up to £100. If the cost of eyewear is above £100, then the member of staff must pay the difference.

The Academy Trust does not pay for any other type of eyewear, such as non-prescription eyewear, bi-focal or varifocal lenses. If a member of staff requires these then they must pay the cost difference.

### **Electricity**

All new fixed wiring installations work and all maintenance work on existing installations is tested every 5 years and complies with the requirement of the *Electricity at Work Regulations 1989* and the *17th Edition of the Institution of Electrical Engineers (I.E.E.) Regulations 2008*. All equipment is properly installed, maintained, repaired or replaced in accordance with the above guidelines.

It is the stance of the Academy Trust that no one must interfere or tamper with, work on, adapt or assemble any piece of electrical equipment or machinery unless competent to do so.

### **Portable appliances**

The facilities manager is responsible for arranging Portable Appliances Testing (PAT), which is mainly carried out during school holidays. Staff should ensure that any portable appliances that may be locked in cupboards during these times are made available when the Portable Appliances Testing is due.

Staff, students, contractors and visitors should not bring electrical items from home to use in the classrooms. No one is permitted to use electrical charging equipment on the school premises unless it has a PAT label attached and is on the school's PAT register.

All electrical defects must be reported to the facilities manager, as soon as possible, and removed from use immediately.

### **Educational visits**

Uxbridge High School Academy Trust strongly believes that educational visits are an essential component of good education. It recognises the importance of ensuring that outdoor educational activities and trips are planned and organised in such a way to minimise the risks to students by:

- ensuring journey planning is realistic, considering personal safety issues for all types of visits;
- ensuring suitable risk assessments have been carried out and recorded;
- considering any specific control measures that may be required for students with known illnesses.

All visits to sites, which involve overnight stays, are assessed and approved by the governing body.



Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out, to the leadership team at least 10 working days before the visit is due to take place.

### **Educational visits coordinator**

The director of finance & operations is the nominated educational visits coordinator (EVC). Trip coordinators liaise with the EVC in the planning and management of educational visits including adventure activities.

General Functions of the EVC are to:

- ensure relevant risk assessments have been carried out for each planned visit;
- ensure that the group leader provides full details of the visit to parents beforehand, so that parents can consent or refuse consent on a fully informed basis;
- oversee the emergency arrangements and ensure there is an emergency contact for each visit;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses') and report them to the principal;
- review systems and, on occasion, monitor practice.

The responsibility of the EVC for adventurous or residential activities are to:

- ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes, travel arrangements or activities during the visit;
- ensure that the school has emergency procedures in place in case of a major incident on an educational visit;
- establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or students.

### **Fire safety**

The Academy Trust recognises that under the *Regulatory Reform (Fire Safety) Order 2005* and the *Management of Health and Safety at Work Regulations 1999*, employers are required to undertake a specific risk assessment of the risks posed by fire within their academy's undertaking.

A fire risk assessment is undertaken and reviewed at least annually, or if there are significant changes to circumstances. The findings of any fire risk assessment are implemented with urgency.

### **Fire prevention**

The Academy Trust accepts that fire prevention is a duty for all staff. The facilities team checks the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All staff should ensure that all electrical appliances are switched off, if possible, rather than being left in standby mode. This should include closing down computers, ceiling mounted projectors etc. and that where equipment must be left on or in standby mode, that they are kept clear of combustible material in case of a fault developing when unattended. The volume of combustible rubbish is kept to a minimum in order to reduce the risk of fire, and arrangements are made to have any large amounts of combustible rubbish removed from the premises.



## **Fire checks**

The following checks are carried out and recorded in the fire log:

Daily (all staff responsible):

- Fire escape routes are operating and are free from obstructions before opening;
- Goods and equipment, especially combustible items, are not stored in fire escape corridors;
- Final exit doors are operating and are not obstructed on either side;
- Fire doors are kept closed and are not held open by fire extinguishers etc;
- Facilities manager checks that heat detectors are not covered during maintenance, unless necessary to prevent false alarms;
- Firefighting equipment is in place;
- Call points are not obstructed;
- Sources of combustion and ignition are identified and removed.

Weekly (facilities team):

- Testing of the fire alarms by activating different call points in rotation;
- Checking that Fire Action Notices and fire directional signs are present and not obstructed.

Monthly (facilities team):

- Testing the emergency lighting. (In accordance with BS5266 Part 1);
- Checking Fire Doors are operational

## **Flammable liquids**

The Academy Trust will ensure that all flammable liquids are stored safely, and that any flammable liquids are kept in a flameproof locker. Staff are expected to return any flammable liquid to the locker after use, and not to leave them near any sources of heat or ignition.

## **Fire drills**

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

There is a minimum of one fire drill each academic year, with no warning in advance. The fire drills are held at various times of the day. The facilities manager is responsible for undertaking the fire drill and recording the results.

The alarm system is tested weekly with records maintained by the facilities manager.

A list of nominated fire marshals is kept in the reception area.

## **Fire action procedure**

The fire action procedure is as follows:

### **If you discover a fire:**

- Raise the alarm by the recognised method;



- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

### **Contact with emergency services:**

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the Fire Emergency Plan, found in the Staff Handbook. Any person within the immediate vicinity of a telephone, usually the school receptionist, should dial 999 to summon the fire brigade. In the case of fire drills the office manager is given advance warning so as not to make a hoax call.

### **Upon hearing the alarm:**

Students and staff should quietly and calmly evacuate their rooms and leave the building by the designated fire exit and proceed immediately to the fire assembly point. If possible, all classroom doors should be left closed to stop any fire spreading.

Fire Wardens are responsible for checking all areas to ensure that no students are left behind.

Any visitors or contractors on site will have been instructed on action to follow in the event of a fire drill on arrival.

The fire assembly point is situated on the Playing Fields next to the Tennis Courts.

The registers will be used to ensure that everyone (including visitors and contractors) are present. This will be coordinated by the office manager.

### **Once evacuated from the building**

- Any missing persons must be reported to the facilities manager who will then feedback the information to the leadership team and the principal;
- The principal will inform the fire service of any known missing persons;
- The principal may direct that the students be moved to another place of safety depending on the circumstances;
- Do not re-enter the building until the principal or facilities manager informs the staff that it is safe to do so.

### **Dinner time evacuation**

Responsibility for the safe evacuation of the hall lies with the facilities manager. Other staff are to help evacuate the part of the building where they are and then stand ready to roll call their classes in the designated place for their class.

On occasions when the premises are hired to external parties, or during extra-curricular activities, fire evacuation procedures are identified on an individual basis. The person in charge of the event shall co-ordinate with the facilities manager so that suitable evacuation procedures can be implemented.

### **General emergency evacuation plan (GEEP)**

A GEEP has been developed to safely evacuate staff, students, contractors and visitors from the school. The GEEP is written to ensure that there are adequate procedures, staffing and equipment in place to



facilitate everyone's prompt and safe egress in an emergency situation. The plan is robust and practical in order to accommodate individuals with disability or mobility impairment and drills are carried out to ensure that both staff and students are suitably trained to carry out safe evacuation. The facilities manager is responsible for reviewing the GEEP at least annually.

### **Food safety**

The Academy Trust has a separate Food Safety Policy for all food handling activities. The Food Safety policy adheres to good guidance on food safety and food handling from the local Environmental Health Department.

Food preparation safety falls under the requirements of this policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

Food is prepared and/or served in a range of contexts within the school, including:

- teaching areas, e.g. Food Technology classroom;
- the main hall;
- areas where packed lunches are consumed by students or staff;
- the staff room;
- food prepared outside the school but eaten on premises; and
- educational visits and field trips.

Students should be able to consume packed lunches in an environment which does not pose health risks. The catering team cleans the main eating area before and after lunchtime. All cleaning records, temperature records and kitchen equipment maintenance logs are retained by the catering manager. All staff working in the school canteen and handling food have as a minimum the, Food Hygiene Level II training qualifications.

All Academy Trust staff who handle food are provided with training in food safety. All staff have a responsibility to ensure that a high degree of personal hygiene is maintained, particularly when preparing food for consumption in the school, and a duty to ensure a high degree of housekeeping is maintained.

### **Food allergens**

Food allergies can be life-threatening. It is the parents' responsibility to inform the Academy Trust of their child's known allergies. Uxbridge High School Academy Trust ensures that there are designated staff that are trained to deal with an emergency in a manner agreed with each student, parent or guardian.

Advice is provided to all students by encouraging them:

- not to swap or 'trade' food with other students;
- to avoid eating foods with unknown ingredients or known to contain relevant allergens;
- to notify an adult immediately if they think they may have eaten something they should not.

All staff and students with food allergies are recorded on SIMS and displayed on the catering system so that the catering manager and the catering team are aware of any allergies when serving. The Academy Trust adheres to food legislation and supplies details of all menu items that contain the EU Top 14 allergens within the dishes served.



### **Gas safety**

Under the *Gas Safety (installation and use) Regulations 1998* the Academy Trust has a duty to ensure that any installations within the premises are installed and maintained by a competent person. Annual checks are conducted, to include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The facilities manager is responsible for ensuring a Gas Safe registered engineer inspects gas installation. Catering equipment and science department equipment will be maintained and evidence provided to the facilities manager to show that it is fit for use.

### **Lone working**

Uxbridge High School Academy Trust has a duty to ensure the safety of lone workers, as far as reasonably practicable. Under the Health and Safety at Work Act 1974 it is the responsibility of the Academy Trust, as the employer, to ensure the same safety for lone workers, staff working in a group, and staff working under close supervision.

The Academy Trust requires all staff to co-operate with management to enable the school to comply with its health and safety duties in respect of lone working. *Section 7 of Health and Safety at Work Act 1974* requires staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Uxbridge High School Academy Trust manages the risks associated with lone working by:

- ensuring that risk assessments are carried out for all lone working activities. This enables us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment takes into consideration the person, the equipment/materials being used and the environment where lone working is carried out. The assessment also considers the emergency arrangements such as first aid;
- ensuring that the required communication equipment and procedures are implemented to enable staff to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.

Whether or not a person will be permitted to work alone, in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The facilities manager is responsible for ensuring that the risk assessment for lone working is carried out.

### **Manual handling/ moving people**

The Academy Trust complies with the *Manual Handling Operations Regulations 1992 (as amended)* which requires that all manual handling tasks must be avoided where reasonably practicable, and where this is not reasonably practicable that an assessment of the risks to staff must be carried out. The manual handling assessments are made available to all relevant staff.



It is the opinion of the Academy Trust that management within the school cannot be expected to carry out an assessment for all minor tasks, and therefore it is the responsibility of staff to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task staff must consider:

- the task – what you are going to do?;
- the individual – the persons own capabilities;
- the load – the weight, size and shape of the load;
- the environment – the environment to which the task is being undertaken.

All manual handling assessments are reviewed at least annually by the facilities manager, or sooner if there are any significant changes that affect the validity of the risk assessment.

Uxbridge High School Academy Trust provides staff with relevant training if they are required to move students and carry out suitable risk assessments. Staff are expected to:

- comply with the safe systems of work as stated in the risk assessment and advised at the manual handling training;
- undertake relevant training, if required to move students;
- take responsibility for their own health and safety and that of others who may be affected by their actions including:
  - report to the HR manager any medical condition (temporary or permanent) that they develop (including pregnancy) which may affect their ability to carry out moving and handling tasks;
  - report to the facilities manager any circumstances that (within their level of competence) they consider to be a risk to health and safety including any equipment faults;
  - report any accident or incident to the Welfare Officer and complete the accident and/or incident form.

The Academy Trust expects that all staff would recognise the possible existence of emergency situations in which the moving and handling of students for life-threatening and potentially dangerous reasons might be necessary as part of their general duty of care. If the risks can be reduced or eliminated by the means of mechanical aids, then Uxbridge High School Academy Trust provides them.

### **New and expectant mothers**

It is important to Uxbridge High School Academy Trust that the health and safety of all our staff is safeguarded. The Academy Trust recognises its responsibilities under the *Management of Health and Safety Regulations 1999 Regulation 16*. It is expected that if any member of staff becomes pregnant that they will inform their line manager and the HR manager. This can be verbally but must be followed up by a written confirmation from their doctor.

The HR manager carries out an individual specific risk assessment of the work that the member of staff does to determine any risks to her and her unborn baby that may arise from the work activities.

This duty also extends to other persons not within our employment to whom the Academy Trust owes a duty.





Pregnant staff must not:

- use or come into contact with any chemicals;
- work at height (stand on stepladders, step ups etc.);

Pregnant staff may have restricted playground duties.

Pregnant staff must.

- work to the controls put in place by the risk assessment;
- inform the HR manager of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

### **Noise exposure**

The *Control of Noise at Work Regulations 2005* requires the Academy Trust to monitor noise levels within the workplace. This ensures that all staff, students, contractors and visitors are not exposed to noise levels likely to cause short or long-term hearing damage.

So as to ensure that the school's noise levels are maintained to the lowest levels possible the Academy Trust ensures that a suitable and sufficient risk assessment is carried out in areas with the noisiest activities i.e. DT department. External contractors are used to measure exposure levels and advise any actions required.

Personal protective equipment such as earplugs and ear defenders are provided as a last resort. Where these are provided, the protective equipment is suitably assessed and meet the relevant British and European standards.

The actions implemented will follow the hierarchy below:

- At the **Lower Exposure Action Level** hearing protection is provided and staff, students and visitors are advised to wear the hearing protection;
- At or above the **Upper Exposure Action Level** hearing protection is provided for all staff, students and visitors. In areas where the noise levels are above 85 dB(A) it is mandatory for staff, students and visitors to wear the hearing protection. Signs are placed to warn staff, students and visitors that they are entering a hearing protection zone.

### **Occupational health**

Uxbridge High School Academy Trust is committed to ensuring that the potential for ill health or injury arising from school activities and/or premises is kept to an absolute minimum. The Academy Trust recognises that this duty of care for staff extends to mental as well as physical well-being at work, together with a duty of care to students, contractors and visitors to the school.

If a member of staff suffers from ill health they are encouraged to inform the HR Manager so that safety measures can be put in place in an emergency situation. Medication and drugs that need to be taken during the school day must not be left in the classroom, and should be administered away from students, if possible. Staff should only bring enough medication that is required for a single school day on to the premises and if this goes missing they should inform the SLT immediately.



Should a staff member need to take a course of medication treatment, the Academy Trust may require evidence from the staff member's GP to show that they are fit for work.

### **Stress**

Uxbridge High School Academy Trust recognises that work-related stress can cause ill health and puts controls in place to help prevent stress. However, the Academy Trust cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

The Academy Trust realises that it is difficult to assess the risk to all staff, as stress affects people in different ways, and one person may find a job stressful when another does not. Therefore, staff are encouraged to report any undue stress that they may feel from different work activities to the HR manager.

### **Access to occupational health services**

The Academy Trust provides occupational health services to all members of staff, which can provide confidential assistance on a wide range of matters affecting personal health. Staff wishing to access this service should discuss the problem with the HR manager or their line manager. Where the health of an individual is causing concerns for the health and safety of others, the Academy Trust reserves the right to refer that person to the Occupational Health Service.

### **Health promotion**

The Academy Trust recognises that whilst making every effort to provide a healthy workplace, it is the behaviour and personal choices of each member of staff that have the greatest impact on their health. The Academy Trust recognises that the three most important factors affecting health are smoking, diet and lack of regular exercise.

Assistance is given wherever practical in relation to:

- Smoking cessation courses;
- Encouraging a healthy diet (healthy options available in school catering facilities).

### **Personal protective equipment**

The Academy Trust provides personal protective equipment (PPE) for staff and students where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically, areas that require assessment are in Art, Food Technology and Design Technology classrooms, in the kitchen and for the facilities team.

An assessment of personal protective equipment is carried out where necessary, and where a need is identified, the equipment is provided at no cost to the user.

Where PPE is supplied, staff and students must use the equipment provided; this is a requirement under the *Health and Safety at Work etc. Act 1974 section 7*. For PPE supplied to students, the equipment is cleaned and stored in a suitable location to prevent damage and so that students can access it when required.

The requirement for PPE is reviewed regularly. PPE is always used when controlling risks.



## **Security management**

Uxbridge High School Academy Trust is committed to having appropriate security measures in place to create a safe environment for staff and students, and to protect the Academy Trusts' property. Security breaches associated with vandalism, arson and theft severely disrupts the normal daily routine of school, and results in the loss of valuable and irreplaceable personal resources, teaching materials and students' work. Uxbridge High School Academy Trust has dedicated resources to protect staff and students from intruders with the provision of controlled access doors and fenced off external areas.

Receptionists ensure that all visitors sign in and are escorted throughout their visit if they do not hold a current DBS certificate.

The facilities manager ensures that buildings are secure and that the appropriate security equipment is installed to minimise the risk of staff suffering abuse/physical assaults.

## **Restricted access**

Security is of paramount importance to the Academy Trust. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The principal and the facilities manager regularly reviews the physical security arrangements for the site. The following arrangements are place:

- Access is via the main entrance only, once the school day has begun. Signs point out the main entrance and detail the need for visitors and contractors to register with reception;
- Signing in must be completed by all visitors and badges are issued and must be worn to identify authorised visitors;
- All visitors must return to the Main Reception, sign out and return their pass at on completion of their business;
- Students arriving late or needing to leave the school site before the end of the day must be registered at student reception;
- Staff must look after their own property and use the correct storage facilities to keep personal items safe during the day;
- CCTV cameras are installed around the site;
- All postal mail is delivered to the reception area;
- Any suspicious packages that are received in main reception are left unopened and the principal and / or facilities manager are called.

The whole school community is encouraged to keep the school safe and secure by:

- notifying the facilities manager and SLT immediately of any trespassers or of any unauthorised use of any part of the premises;
- reporting any unusual suspicious sightings of cars or persons in the close proximity to the school;
- reporting of incidents that happen to themselves or students e.g. asked to get in a car, being approached by unknown persons, asked questions about academy routines etc.



### **Hazardous areas**

The Academy Trust takes appropriate measures to identify all hazardous areas with the school, including:

- Roof areas;
- Canopies and other high level glazed areas;
- Plant rooms and boiler rooms;
- Storage areas where hazardous materials are present;
- Areas where hazardous equipment is stored.

The following actions are taken to ensure unauthorised persons do not enter restricted access areas:

- Prohibition safety signs are provided at the entrance to all restricted areas;
- Restricted access areas are locked when unoccupied;
- Facilities manager periodically checks that doors to restricted access areas are kept locked.

### **Traffic & transport management**

Uxbridge High School Academy Trust ensures the safety of staff, visitors and pedestrians whilst entering and leaving the premises by providing a controlled traffic management system. This includes:

- Car parking facilities laid out in a manner to avoid pedestrians and vehicles from coming into contact as much as possible;
- Providing clear separation between pedestrians and vehicles, e.g. clearly defined walkways and crossing points;
- Artificial lighting is provided during darkness in car parks and loading areas;
- Speed limit signs are displayed in prominent positions, in particular, at the entrance to the school site.

### **Car parks**

The facilities team is responsible for:

- enforcing that 'No Parking' areas remain clear;
- enforcing that fire exit routes remain clear;
- ensuring that grit/salt boxes are available and filled for treating traffic and pedestrian routes in icy conditions;
- regularly checking the road surface, gullies, drainage channels, pavements and lighting to minimise slipping and tripping hazards, potholes etc.

Where maintenance work is necessary, the Academy Trust ensures that:

- where possible, work takes place outside normal school hours;
- the task is carefully planned to take account of traffic and pedestrian movements, busy times, and other work activities in the vicinity;
- the area where maintenance takes place is cordoned off using cones and warning signs.

### **School minibus**

The road transport safety of staff is important to Uxbridge High School Academy Trust. To ensure that vehicles and users are safe at all times the Academy Trust carries out risk assessments to ensure that the correct controls and safeguards are put in place.

- Only authorised drivers are allowed to drive the school minibus;



- All drivers must hold a full, clean UK driving license and must have a D1 Category on their license;
- All drivers must complete MIDAS testing before being allowed to drive the school minibus;
- If required, the driver must undergo a thorough medical examination and eyesight test;
- All drivers must report any ill health which may impair their driving abilities, road accidents and any fines and driving endorsements received. They may then be removed from the authorised drivers list;
- A road fund tax is kept valid for the school minibus;
- A fully comprehensive insurance is kept valid for the extent of the school minibus use;
- The MOT certificate is kept current for the school minibus;
- A competent garage is used to service the school minibus regularly;
- The facilities team completes weekly checks on the school minibus and keeps appropriate records;
- Drivers are responsible for carrying out pre-use checks on the vehicle before every use. Any damage to the vehicle must be reported immediately to the facilities manager;
- Privately owned vehicles may only be used on school business if covered by fully comprehensive insurance with extra business or passenger cover dependant on the type of vehicle, and must have all the relevant documentation e.g. insurance and road tax;
- Drivers are responsible for paying any speeding fines, parking tickets or any other fine relating to the school minibus, whilst it is logged out to them. Drivers found to be speeding will have their driving consent removed;
- Mobile Phones  
It is an offence under the *Road Traffic Act* to use a hand held mobile phone whilst driving; this includes waiting at traffic lights and in traffic queues. Uxbridge High School Academy Trust does not place pressure on any staff member to use the phone whilst driving. Therefore, the Academy Trust cannot be held responsible for any staff member who is prosecuted for this offence. Before answering the phone, the driver is expected to pull over and park in a safe place. The use of call divert to voice mail is encouraged. Drivers are also expected to not use text messaging whilst driving. Failure to comply with may lead to disciplinary action.

The rules and assessments are reviewed annually or if any significant change takes place.

### **Supervision of students**

The Leadership Team takes all reasonable steps to ensure that appropriate staff supervision is provided for students during lessons, during break and lunch times and during off-site activities.

All staff will share the responsibility for ensuring that students adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.

Staff supervising students in and around practical rooms i.e. in Science laboratories, Gyms and Sports Halls, Technology rooms, etc. will be responsible for students' behaviour.

### **Training**

The Welfare Officer reviews first aid training needs on an annual basis. The facilities manager conducts a review of all other health and safety training needs on an annual basis using the Academy Trust's training and development system. Core training, specific for health and safety and for role competency, is detailed on a training needs analysis plan supported by a planning schedule.



Training needs are also identified by:

- the evaluation of accidents, near misses and risk assessments;
- specific job performance observations;
- skill enhancement and/or refresher requirements;
- evaluation of audits.

The facilities manager will identify from the training needs analysis what is required to ensure competency, and will monitor health and safety training, ensuring compliance is maintained and training delivered reflects changes in legislation where applicable.

The delivery of training are assessed and delivered by:

- In-house trainers;
- E-Learning packages;
- External specialised courses e.g. First Aid;
- External contractors with specific specialism e.g. asbestos and legionella.

Records are held containing each staff member's training on a central matrix and individual training records. The HR manager maintains updates for individual personnel files where staff provide certificates of achievement, and collates training achievements centrally. The vice principal (CPD) monitors training delivered and coordinates training requests.

### **Health and safety induction**

A formal health and safety induction for new staff takes place at the earliest suitable time after commencing employment. The induction is a summary of the Academy Trust's health and safety management system and may need to be supplemented with procedures specific to the staff member's working area and/or activity which are supported by the relevant line manager.

In the first days of employment, new staff receive information about emergency procedures for example: the action to take on discovering a fire and upon hearing the fire alarm; the location of safety equipment and its use; safe working procedures; what to do in the event of an accident, how to contact a First Aider, procedures for reporting hazards etc.

Staff are also made aware of any immediate hazards, control measures and/or restrictions affecting their immediate work activity and operation to ensure their health and safety is paramount.

Copies of induction records are maintained by the HR manager in the individual personnel files.

### **Violence & aggression**

Violence and aggression in the workplace is unacceptable but is a potential hazard, therefore to reduce the risk to any staff a specific risk assessment is carried out and reviewed, at least annually, or earlier if the need arises.

An assessment includes the following:

- Recognising the risk from violence;



- Giving commitment to reducing the risks;
- Stating who is responsible for doing what;
- Providing an explanation of what is expected from individual member of staff;
- Providing support for people who may have been assaulted or suffered verbal abuse.

The policy, risk assessments and procedures are reviewed annually or if there is any significant change.

### **Water safety**

The facilities manager is responsible for ensuring the adequate and effective control of water systems throughout the Academy Trust's premises in order to minimise the risk of Legionellosis. Legionella proliferation is suppressed by thermal disinfection and by keeping the flow of water through the system consistent.

The Academy Trust complies with regulations to prevent bacteria growth within buildings and building services by:

- appointing the principal as the nominated statutory Duty holder.
- appointing the facilities manager as the nominated Responsible Person.
- appointing competent accredited contractors to provide planned preventative maintenance.
- systematic identification and assessment of risks associated with the proliferation of legionella bacteria.
- allocating appropriate resources to maintain the reduction of risk.
- implementation of recorded effective control measures.

The advice in the Approved Code of Practice is followed on site. This is the responsibility of the facilities manager, who ensures that prior to the commencement of each school year:

- All shower heads are removed and sterilised;
- Hot and cold water systems are flushed through to remove any stagnant water from the system;
- Water storage tanks are checked for any growth of algae.

All water outlets that are not designated as Drinking Water are suitably signed.

Water coolers are serviced and cleaned every 6 months, with the facilities team managing the regular cleaning of the water coolers.

### **Academy environment**

The Academy Trust ensures that the premises are designed and maintained in a manner to avoid the risk of injury to staff, students, contractors and visitors. The Academy Trust also ensures that the environmental factors (temperature, lighting and ventilation) are considered to enable staff and students to work safely and in comfort.

### **Temperatures**

The Academy Trust complies with the *Workplace (Health, Safety and Welfare) Regulations 1992* which stipulates that during working hours, temperatures in workplaces (including schools) should be *reasonable*. The Academy Trust provides a suitable number of thermometers to enable the temperature to be checked throughout the day.



The approved Code of Practice states that the temperature should be maintained in the working environment at 16°C or above, or 13°C if considerable physical effort is required. Where the temperature in a room used for teaching falls significantly below the above recommended standards, staff are advised to notify the facilities manager and to request that extra heating be provided, or a room change facilitated.

### **Workplace design and maintenance**

Uxbridge Academy Trust ensures that all areas are organised to allow staff, students, contractors and visitors to circulate safely. Workstations are arranged to enable staff and students to carry out their tasks safely and comfortably. The individual needs of individuals are considered in relation to the following:

- Seating;
- Access to classrooms;
- Location of work materials (to be within easy reach);
- The needs of disabled persons.

In addition, the Academy Trust ensures that floors, traffic routes and ground surfaces are well maintained and free from obstructions. Wherever possible, hazards are cordoned off and repaired, or removed immediately. There is an on-going arrangement to inspect the fabric of the building, including walls, architectural features and external cladding, by:

- regular observation;
- annual visual inspection of the main elements of the building fabric under the supervision of a suitably qualified person;
- a 5 yearly full inspection of the building fabric by a competent person;
- maintaining procedures to record identified defects and their corresponding remedial actions.

### **Slip, trip hazards and head obstructions**

Uxbridge High School Academy Trust is committed to protecting staff, students, contractors and visitors from slip and trip hazards, and head obstructions, by:

- clearly highlighting trip hazards and obstructions that cannot be removed e.g. hazard warning tape and signage;
- providing padding for collision hazards e.g. protrusions into walkways or general circulation areas;
- securing cables and routing them so as to avoid tripping;
- providing anti-slip mats of sufficient size to remove moisture from feet at doorways;
- stocking grit/salt boxes and treating external pedestrian routes in icy conditions;
- providing absorbent material, such as to clean up bodily fluids, accessible to staff;
- having a procedure in place to promptly deal with spillages. This includes:
  - reporting spillages immediately;
  - cordoning off the affected area by using cones or signs;
  - providing wet floor signage in prominent positions;
  - removing the spillage immediately using the correct equipment and cleaning chemicals, by the facilities team or cleaning staff;
- ensuring all work areas and traffic routes are well lit, where possible by natural light.





### **Falls and falling objects**

Uxbridge High School Academy Trust is committed to protecting staff, students and visitors from being injured through falling objects or falling from a height. In schools the risks associated with working at any height where a fall is likely to cause injury is often forgotten, for example:

- People using inappropriate equipment, (chairs or desks);
- Falling whilst getting books or files from high shelving;
- Falling when hanging decorations during the Christmas period or changing wall displays;
- Window cleaners falling when accessing high windows or roof lights;
- Facilities staff falling when retrieving items from rooftops;
- Overcrowding on stairwells or students rushing between class changeover.

Staff are provided with suitable equipment to retrieve items from shelving or when accessing wall displays, if required, and are actively discouraged to use tables or chairs for standing on. Staff members are provided with suitable storage facilities, wherever possible, to reduce the need for using high level storage in stock cupboards and other equipment storage rooms.

The facilities manager monitors the safety of contractors working at a high level during the school day to ensure suitable control measures are implemented to reduce risk of injury to them or any of the academy users.

### **Windows and transparent/translucent doors, gates and walls**

Uxbridge High School Academy Trust is committed to preventing any injury to staff, students, contractors and visitors that may occur from windows or transparent/translucent doors, gates and walls by:

- ensuring windows, or other transparent or translucent surfaces in walls/partitions are constructed from safety material or are otherwise protected against breakage, and are appropriately marked to make them apparent;
- restricting the extent (i.e. to 100mm) windows below waist height may open;
- ensuring windows are capable of being safely cleaned. In determining this, the Academy Trust considers the following:
  - Glazing which can be cleaned from the inside.
  - Providing a firm level surface for ladder access.

### **Other doors and gates**

Uxbridge High School Academy Trust is committed to preventing any injury to staff, students, contractors and visitors that may occur from doors or gates, by:

- ensuring self-closing devices are in good repair and operate at a suitable speed;
- installing transparent panels in doors or gates that can be opened from either side or are on a main traffic route to give a clear view of both sides;
- ensuring powered doors or gates open automatically should the power fail or ensuring they can be manually operated. Control pads are positioned on manually operated power-assisted doors so that a person in a wheel chair is able to operate it easily.



### **Staff and student welfare facilities**

The Academy Trust follows the Department of Education's *Advice on Standards for Academy Premises (2013)* and provides suitable facilities for all staff working on the premises and students, including:

- Clean, well ventilated washing facilities and toilet facilities, appropriate for the number of staff and students;
- Hot water temperature at washbasins between 45–50°C to prevent scalding. If the temperature cannot be controlled, hazard warning signs are provided stating 'Caution - very hot water';
- Storage for staff clothing;
- Rest facilities where staff can rest and eat;
- Rest facilities for expectant and nursing mothers. The welfare room may be used for this;
- Wholesome drinking water. Non-drinking water should be clearly marked;
- Welfare facilities are clean and in good repair.

### **Work equipment**

*The Provision and Use of Work Equipment Regulations 1998* requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment the Academy Trust considers the following:

- The task that the equipment or machinery is to be used for;
- The environment where it is going to be used;
- Who is going to use it?

The person responsible for the supply, procurement, and repair of work equipment and machinery is the facilities manager or curriculum leader.

Items of work equipment that require statutory inspection by competent persons are inspected at the required intervals as stated below:

- All lifting equipment is inspected at six or twelve month intervals as required by the *Lifting Operations and Lifting Equipment Regulations 1998*, and records are retained by the facilities manager;
- All LEV equipment (local extraction ventilation in DT and kitchen) are serviced, inspected and maintained every 12-14 months, with records retained by the curriculum leader or department head, with copies supplied to facilities manager;
- Fume cupboards and radiation equipment (science department) are serviced, inspected and maintained as per schedules retained by the science curriculum leader, with copies supplied to facilities manager;
- Woodwork machinery, metalwork equipment and art room equipment – all emergency stop devices and guarding are tested and inspected by departmental staff on a daily and weekly basis. Equipment is maintained by authorised contractors on an annual basis;
- All portable electrical equipment is inspected at regular intervals dependant on its type and usage. All defects of any work equipment must be reported to the facilities manager.

All records of repair and maintenance are retained by the facilities manager, as well as any inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, etc.).



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### **Business continuity and disaster recovery plan**

The Academy Trust ensures that adequate protections are established where required to assure the continuity and recovery of the Academy Trust's business following critical loss to operations. This plan defines acceptable methods for business continuity and disaster recovery planning, implementing a risk-based analysis in order to prepare for and maintain the continuity of the Academy Trust's operations in case of loss of premises, systems, personnel etc.

Disaster Recovery is related to the recovery or continuity of the technical infrastructure vital to an organisation after a natural or human induced disaster focusing on the IT or technology systems that support business functions.

Business Continuity is the planning to keep all aspects of the business functioning. The plan will be activated to manage the response to any incident causing significant disruption to normal service delivery and will include recovering from different levels of disaster which will extend from short time, localised disasters, building wide long time recovery, to permanent loss of buildings and technology.

### **References:**

- Lockdown procedures;
- Business continuity plan;
- Food safety policy;
- Managing ICT & e-safety policy;
- Child protection and safeguarding policy;
- Security procedures;
- Educational visits policy;
- Fire emergency plan;
- Manual handling;
- Risk assessments;
- First aid procedures;
- Supporting students with medical conditions policy;
- Minibus policy.

**Lockdown Procedures**

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc);
4. A major fire in the vicinity of the school.

One type of emergency that the school may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, the school will take steps to isolate students and teachers from danger by instituting a school lockdown.

A school lockdown can serve several functions during an emergency, including the following:

- removing students and teachers from the threat;
- isolating the dangerous situation from much of the school;
- allowing for an accurate accounting of students within each room; and depending on the situation;
- facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

1. **Lockdown with warning:** The threat is outside the school site.
2. **Lockdown with intruder:** The threat or intruder is inside the school site.

**1. Lockdown with warning procedures**

The following procedures should be followed when the threat is *outside* of the school grounds:

- Office staff informs the principal or, when not on site, the most senior member of the leadership team on site, that there is a danger in the vicinity of the school;
- A decision is made to lockdown by the senior member of staff;
- Office staff announces on radio to leadership on channel 2 "Lockdown with warning; all turn to channel 16. Staff with radios to go to **a place that will be announced on the radio**";
- Office staff announces to patrol on channel 8 "Lockdown with warning; all turn to channel 16. Staff with radios to go to a place that will be announced on the radio";
- The office announces to site team on channel 7 "Lockdown with warning; all turn to channel 16. Staff with radios to go to a place that will be announced on the radio";
- The office announces to ICT team on channel 9 "Lockdown with warning; all turn to channel 16. Staff with radios to go to a place that will be announced on the radio";
- The office announces several times on channel 16 "Lockdown with warning";
- Staff with radios will go to the place announced on the radio, where they receive instructions to go to particular areas of the school to inform the teaching staff in classrooms that 'lockdown with warning' is in operation;
- Assembled staff should wait in this area until the principal or most senior member of staff arrives before any action is taken. The principal or most senior person will on arrival coordinate action ensuring coverage of staff across tasks;
- The office announces to ICT team to display a pop up message on PCs to teaching staff informing them of lockdown;
- Important:
  - Special attention should be paid to classes/students that are outside of the school building, such as playgrounds and playing fields;

- Teachers in these areas must be able to hear the lockdown announcement;
- Students outside will make their way to the gym;
- Facilities staff lock exterior gates and exits to building that leave the site;
- Facilities staff member to stand by student entrance gate to ensure no-one enters;
- Teaching staff do not lock all classroom doors;
- Staff with radios clear corridors, toilets and other rooms that cannot be secured;
- Teaching staff close and cover classroom windows where possible by pulling down blinds
- Teaching staff move all persons away from the windows;
- Control all movement, but continue classes. Students will remain in their current class until told to move by a member of staff with a radio. Move on announcement only;
- Once the threat has subsided, the principal or the most senior member of the leadership team on site will ask the Office staff to announce "all clear" on the radios and staff with radios relay this to Teaching staff;
- The school goes back to normal routine.

## **2. Lockdown with intruder procedures**

The following procedures should be followed when the threat or intruder is *inside* of the school grounds or building:

- Office staff informs the principal or, when not on site, the most senior member of the leadership team on site, that there is a danger in the vicinity of the school;
- A decision is made to lockdown by the senior member of staff;
- Office staff announces on radio to leadership on channel 2 "Lockdown with warning; all turn to channel 16";
- Office staff announces to patrol on channel 8 "Lockdown with warning; all turn to channel 16";
- Office staff announces to site team on channel 7 "Lockdown with warning; all turn to channel 16";
- Office staff announces to ICT team on channel 9 "Lockdown with warning; all turn to channel 16";
- Office staff announces several times on channel 16 "Lockdown with warning. Inform all staff";
- Staff that have radios will then inform all classrooms that 'lockdown with intruder' is in operation;
- The office announces to ICT team to display a pop up message on PCs to teaching staff informing them of lockdown;
- Immediately direct all students, staff and visitors into the nearest classroom or lockable space;
- Important
  - Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to a secure position behind the tennis courts or to a place decided by a member of staff with a radio;
- Teaching staff lock classroom doors;
- DO NOT lock exterior doors;
- Move people away from the windows and doors. Keep all students sitting on the floor and turn off the lights;
- DO NOT respond to anyone at the door until "All clear" is announced by a recognisable person with a radio;
- Keep out of sight;
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method. Students and teachers only move from evident danger or when instructed by a trusted person with the radio;
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible;

- When the threat is over/the intruder has left the building, the principal or the most senior member of the leadership team on site tells the Office staff to announce "All clear" on the radios and this is relayed to Teaching staff by radio operators;
- Please note that some threats, such as a confirmed fire, intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance. Decisions to move are made because of evident danger in the current location;
- Once in lockdown mode, teaching staff should notify the office through communications with staff with radios of any students not accounted for;
- Teaching staff should encourage the students to keep calm;
- As instructed, the office staff will establish communication with the relevant emergency services and notify Hillingdon Council's Emergency Management & Response Team on **01895 556 884**
- Parents will be notified as soon as it is practicable to do so via text messaging and the school website. They will be advised not to phone the school. Where possible, the office staff will keep a regular update of information on the school website;
- Students will not be released to parents during a lockdown;

If it is necessary to evacuate the building, a verbal message to evacuate will be sent via radios.